



UNIVERSITY OF  
**LIMERICK**  
OLLSCOIL LUIMNIGH



# University of Limerick

## Incoming Staff Mobility For Training

# Erasmus+ Staff Mobility

The University of Limerick (UL) has been an active participant in the European Union's Erasmus Programme since 1988, and has over 300 University partners in Europe from which staff can choose to complete a mobility at UL.

The Erasmus+ Programme offers funded opportunities for academic and support staff to job shadow/observe or attend training events (excluding conferences) at partner institutions.

Benefits of Erasmus+ Staff Mobility include the opportunity to:

- Acquire knowledge, practical skills and expertise from training abroad, which is relevant to your current job and supports your professional development;
- Discover best practices and generate new ideas to bring back to UL;
- Obtain inspiration through working with colleagues and gain new perspectives;
- Exchange expertise and experience;
- Explore new tools and technologies in your field;
- Learn about another European education system;
- Develop your international network;
- Open up possibilities for future collaborations and partnerships;
- Explore a new culture/language.



# Staff Mobility for Training

Participation in Erasmus+ Staff Mobility for Training:

- Allows visiting teaching and non-teaching staff to undertake job shadowing/observation or attend training events (excluding conferences) at a partner university abroad.
- A period abroad can combine teaching and training activities.

Incoming visitors wishing to participate in Erasmus+ Staff Training must be **individually accepted by a staff member in the host department** who is responsible for organising the training activities.

Acceptance is dependent on all parties in advance. The parties are:

- **The participant**
- **The sending institution**
- **The host department at the University of Limerick**

Agreement for hosting staff members is dependent on:

- **Agreeing in advance to the content of the training plan**
- **The timing of the mobility**
- **The presence of a signed Erasmus+ inter-institutional agreement**

Potential visiting staff members will need to contact the relevant department in the first instance, with contact details to be found at [www.ul.ie](http://www.ul.ie).



# Eligible Duration and Activities

---

Visiting staff members participating in Erasmus+ Staff Mobility for Training must ensure that your home institution and the University of Limerick have a signed **inter-institutional agreement**.

Please check with the International Education Division at your home institution to ensure they possess a valid inter-institutional agreement with the University of Limerick prior to applying.

Visiting faculty can complete an Erasmus+ Staff Mobility for Training at the University of Limerick for a minimum of 2 working days, and up to a maximum of 2 months (excluding travel).

# Erasmus Grant Support

## Travel Grant

### Travel distance

### Grant amount

For travel distances between 10 and 99KM:	20 EUR per participant
For travel distances between 100 and 499KM:	180 EUR per participant
For travel distances between 500 and 1999KM:	275 EUR per participant
For travel distances between 2000 and 2999KM:	360 EUR per participant
For travel distances between 3000 and 3999KM:	530 EUR per participant
For travel distances between 4000 and 7999KM:	820 EUR per participant
For travel distances of 8000KM or more:	1500 EUR per participant

\*\* Travel distance is calculated using the distance calculator supported by the European Commission ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

## Subsistence Grant

### Receiving Country

### Grant amount

Norway; Denmark; Luxembourg; Iceland; Sweden; Ireland; Finland; Liechtenstein.	180 EUR per day
Netherlands; Austria; Belgium; France; Germany; Italy; Spain; Cyprus; Greece; Malta; Portugal.	160 EUR per day
Slovenia; Estonia; Latvia; Croatia; Slovakia; Czech Republic; Lithuania; Turkey; Hungary; Poland; Romania; Bulgaria; North Macedonia.	140 EUR per day

# Application Process for Erasmus+ Staff Mobility for Training

- Contact the relevant department in the University of Limerick to **secure individual acceptance by a staff member**, while also seeking the permission of **UL Global** to visit the University of Limerick by emailing [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie).
- Discuss the **type of activities** you wish to undertake as well as the **benefits of the activity** with the staff member who has provided their acceptance.
- Complete the **Staff Mobility for Training Agreement** included on **pages 10 - 13** of this PDF document, and which is also available for download from the **UL Global Erasmus+ Staff Mobility webpage** [here](#). Answer all questions in full, including a **detailed programme of activities**.
- A **short document to assist in the completion of this Mobility Agreement** was sent as an additional attachment to the email in which you received this PDF, and can also be downloaded from the above-linked **UL Global Erasmus+ Staff Mobility webpage**.
- Both the **staff member from the host department** and the **UL Global office** will help you with the programme of activities.
- **UL Global** will sign your agreement, your **line manager** signs off on the quality and the **International Education Division at your home institution** signs off on the administrative aspects.
- Submit your **fully signed mobility agreement** to both UL Global at [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie) and also to the International Education Division at your home institution.
- Keep your **boarding cards** and submit a **signed and stamped Certificate of Attendance** from the University of Limerick to the International Education Division at your home institution within **2 weeks** of your return from training abroad.
- Complete the **final report** which you will receive via email from a Europa.eu email address.





# Weekend Sightseeing in Limerick: Saturday

10am	Head into the <a href="#">Limerick Milk Market</a> to sample the best of what the county's artisan craftspeople have to offer, with everything from organic vegetables and cheeses to beautiful and intricately detailed confectionary on offer. Why not pick up a piping hot coffee and a delicious crepe from Bon Appétit Crêperie and watch the world go by from the Market's elevated seating area which provides a fantastic bird's eye view of the market stalls.
11am	After your browse through the Limerick Milk Market, walk to <a href="#">Arthur's Quay</a> in Limerick City Centre to take the 25 minute bus journey on the <a href="#">Dublin Coach 300 service</a> to Bunratty, Co.Clare. Once you have arrived in Bunratty, it is then only a short 10 minute walk to the entrance to Bunratty Castle and Folk Park.
11:45am	<a href="#">Bunratty Castle and Folk Park</a> offers locals and visitors alike an insight into the history of the local area, and the many families and clans who have called the Castle home over the past several hundred years. The present structure, built around 1425, is a testament to Medieval architecture, while the Folk Park presents an accurate recreation of the farmhouses, village shops, and streets which would have appeared at the time.
2pm	Once you have finished your sightseeing in Bunratty Castle and Folk Park, why not call into the <a href="#">Blarney Woolen Mills</a> next door for some lunch and a peek through the shops' array of gifts, including their wide range of Aran jumpers which are knit in Kilcar, Co.Donegal and made from 100% merino wool.
3:30pm	After your stop at the Blarney Woolen Mills, you can then head back to the bus stop to again take the <a href="#">Dublin Coach 300 service</a> back to <a href="#">Arthur's Quay</a> in Limerick City Centre, which should take about 45 minutes.
4:15pm	Once you're back in Limerick City Centre, take the rest of the afternoon to <a href="#">relax</a> and <a href="#">unwind</a> whichever way you please. If your hotel has a pool, you might decide to go for a dip, or if you'd prefer to get some fresh air while taking in the sights, head off on the popular <a href="#">Three Bridges walking route</a> to take in some of the city's most recognisable landmarks while appreciating the stunning view along the River Shannon.
7:30pm	After your laid-back afternoon, it's now time to find a spot for dinner. If you and your travelling companions are unsure of which restaurant to choose for your Saturday night out, one establishment which we highly recommend is <a href="#">Hamptons</a> , located on Henry Street in the City Centre. Hamptons offers a wide variety of meals at very reasonable prices, with something to suit everyone's tastes no matter what you are in the mood for!
9:30pm	Following on from dinner, you and your companions might like to head to a pub or bar for a pint or cocktail to round out your Saturday. You are in luck as Limerick has no shortage of atmospheric locations to drop into, including <a href="#">101</a> , <a href="#">The White House</a> , <a href="#">The Glen Tavern</a> and <a href="#">The Red Hen</a> .



# Weekend Sightseeing in Limerick: Sunday

10am

After a busy Saturday, ease into Sunday with a trip to [Jack Monday's Coffee House](#), located right beside the River Shannon. Jack Monday's offers a delicious range of breakfast options including full Irish breakfasts, avocado toast, and veggie bowls, along with pancakes and waffles for those in the mood for something a bit sweeter!

11am

Following on from breakfast at Jack Monday's, take a short walk up the road to head to [King John's Castle](#). Built during the 13th century, the Castle was constructed by King John, Lord of Ireland, who was the brother of Richard the Lionheart, associated with legends such as Robin Hood and the Knights of the Round Table. A number of houses believed to be of Viking origin were discovered during earlier restorations of the castle, with elements of these dwellings and artefacts on display at the Castle.

1pm

When you have finished your sightseeing at King John's Castle, take a stroll into town for some retail therapy and [have a look around the shops](#) in Limerick City Centre. While in the city, you might like to stop off for lunch at one of the many cafés dotted along the streets, like [Melt](#) or [Olio and Farina](#) on Little Catherine Street, or [The Buttery](#) on Bedford Row.

3pm

Limerick is home to an array of museums and cultural exhibits to visit during your time in the city. [The Hunt Museum](#), opened in 1996, houses over 2,000 artefacts and was established after the gifting by John and Gertrude Hunt of their vast antique and archeological collection to the people of Ireland. Meanwhile, the [Limerick City Gallery of Art](#) shows the best of contemporary art through its rolling exhibition schedule, while also displaying a wide variety of Irish artistic works.

5pm

Before heading out for the evening, take a relaxing stroll around Limerick City to see any of the sights you'd like to visit that you haven't had the change to pass by yet. The City Centre has also become a vibrant hub for [street art](#) over the past few years, with a spattering of murals along many streets throughout Limerick

7:30pm

Now it's time to head out for dinner! Limerick City offers a wide range of different cuisines, depending on your mood and preferences. You might like to visit [Taikichi](#) for some scrumptious sushi and bento boxes, or drop into [Poppadom](#) for a nice Jalfrezi or Rogan Josh curry if Indian food is more to your liking. If you would like a taste of Italy, [La Cucina Centro](#) is the perfect spot to visit, or if you are a fan of Asian dishes, [Z-We-Ton](#) has everything you could wish for in a Chinese restaurant.

9:30pm

Once you have finished dinner, enjoy the final hours of your weekend in Limerick by dropping into one of the city's many pubs for a drink or two. If you enjoy craft or more unusual beers, call into [Crew Brewing Co.](#) or [Mother Mac's](#) to sample their offerings. Also, if you would like to hear some traditional Irish music, be sure to visit [The Locke Bar](#), which has live music 7 nights a week.

**We hope you enjoy your time in Limerick and we look forward to seeing you again in the future!**



# Professional Biography



We would appreciate if you could please provide a brief professional biography below detailing your work history, research interests, publications, and any additional information which may be considered relevant.



Erasmus+

Higher Education:  
Mobility Agreement form  
Participant's name



**UNIVERSITY OF  
LIMERICK**  
OLLSCOIL LUIMNIGH

## Mobility Agreement

### Staff Mobility For Training<sup>1</sup>

Planned period of physical training activity:

Start Date: [day/month/year]

to

End Date: [day/month/year]

Travel Dates:

Outbound [day/month/year]

Inbound [day/month/year]

Duration of physical mobility (days) – excluding travel days: .....

If applicable, planned period(s) of virtual training activity: from [day/month/year] to [day/month/year]

#### The Staff Member

Last name (s)		First name (s)	
Seniority <sup>2</sup>		Nationality <sup>3</sup>	
Gender [Male/Female/Undefined]		Academic year	20../20..
E-mail			

#### The Sending Institution

Name		Faculty/Department	
Erasmus code <sup>4</sup> (if applicable)			
Address		Country/ Country code <sup>5</sup>	
Contact person name and position		Contact person e-mail / phone	

#### The Receiving Institution / Enterprise<sup>6</sup>

Name	
------	--

**Erasmus+****Higher Education:  
Mobility Agreement form  
Participant's name**

Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

For guidelines, please look at the end notes on page 3.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Language of training: .....

Is the mobility a part of a blended mobility programme? ☐ Yes ☐ No

<b>Overall objectives of the mobility:</b>
<b>Training activity to develop pedagogical and/or curriculum design skills: Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):</b>
<b>Activities to be carried out:</b>





**Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):**

## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>1</sup> this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

## Signatures:

### Staff Member:

Name:

Signature:

Date:

### Line Manager of staff Member

Name:

Signature:

Date:

### The receiving institution

Name of the responsible person:

Signature:

Date:

### UL Global

Name of the responsible person:

Signature:

Date:

---

<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.
- In the case of **mobility between Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case



---

of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total).

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>4</sup> **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>5</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>6</sup> Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

<sup>7</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.