



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH



University of Limerick

Incoming Staff Mobility

For Teaching

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 staff to teach 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 Teaching

Participation in Erasmus+ Staff Mobility for Teaching:

- Allows teaching staff from a valid Erasmus+ partner institution to teach at the University of Limerick.
- Can be in any subject area/academic discipline.
- Minimum of 8 hours teaching must be respected.

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



Eligible Duration and Activities

Visiting faculty participating in Erasmus+ Staff Mobility for Teaching 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 Teaching 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). 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 Teaching

- 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.
- 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 Teaching Agreement** included on **pages 10 - 13** of this PDF document, or which can be downloaded 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, or can 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 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 teaching.
- 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 Limerick Milk Market 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 Arthur's Quay in Limerick City Centre to take the 25 minute bus journey on the Dublin Coach 300 service 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	Bunratty Castle and Folk Park 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 Blarney Woolen Mills 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 Dublin Coach 300 service back to Arthur's Quay 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 relax and unwind 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 Three Bridges walking route 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 Hamptons , 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 101 , The White House , The Glen Tavern and The Red Hen .



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.



Mobility Agreement Staff Mobility For Teaching¹

Planned period of physical teaching 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 teaching activity: from [day/month/year] to [day/month/year]

The teaching staff member

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

The Sending Institution/Enterprise⁴

Name			
Erasmus code ⁵ (if applicable)		Faculty/Department	
Address		Country/ Country code ⁶	
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



The Receiving Institution

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

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

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Main subject field⁷:

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ;
Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme:

Number of teaching hours⁸:

Language of instruction:

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

Overall objectives of the mobility:
--

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):
--

Content of the teaching programme and if applicable division between physical and virtual parts:



Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing⁹ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

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

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

Signatures:

Staff Member:

Name:

Signature:

Date:

Line Manger 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:

¹ Adaptations of this template:

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).
- In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the



Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.

- For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

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

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

⁴ Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth .

⁵ **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.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁷ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

⁸ A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

⁹ 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.