Ollscoil na Gaillimhe
University of Galway

Erasmus+ Higher Education Staff Mobility Programme (Administrative Staff)

English Language Centre, University of Galway

Title	**Erasmus+ Higher Education Staff Mobility Programme (Administrative Staff)**
Course Dates	**1-Week Course Options (7 Nights)** o Sunday 5th July – Sunday 12th July 2026 o Sunday 12th July – Sunday 18th July 2026 o Sunday 19th July – Sunday 26th July 2026 o Sunday 26th July – Sunday 2nd August 2026 **2- Week Option (14 Nights)** o Sunday 12th July – Sunday 26th July 2026
Level	Aimed at staff with B2 level of English but this not a requirement. The English Language Centre will test candidates to get indicative level and to inform learning outcomes.
Tuition & Cultural Programme Fee:	1-Week Fee: €450 2-Week Fee: €900
Accommodation Fee in Dunlin Village	7 Nights @ €65 per person per night – Total €455 14 Nights @ €65 per person per night – Total €910
Programme Outline	**Course components** o 15 hours professional English language tuition per week o Irish Culture Class o Group will be mixed nationality group (subject to availability) based on a maximum of 15 students o Group will be taught with administrative staff from other European universities. o Level test, if required o Course registration fees

	○ Course learning materials ○ Social Activity Programme ○ Certificate of attendance from University of Galway's English Language Centre **Social Activity Programme** ○ Walking Tour ○ Irish Culture Class per week ○ 1 Full Day Tour (e.g. Cliffs of Moher, Burren, Dublin)
Campus Accommodation	○ Accommodation in university campus accommodation ○ Single ensuite bedrooms in 5/6-bedroom apartments with shared living area ○ Students will share apartments with students from their own group. ○ Fully equipped kitchen and a comfortable living area ○ Security within the grounds 24-hour manned reception. ○ Free Wi-Fi internet access ○ Laundrette, grocery store, tennis courts located on campus accommodation grounds.
Included in the Programme Fee	○ Tuition Fee ○ Accommodation ○ Social Activity Programme ○ Completion Certificate from University of Galway's English Language Centre
Optional Extras not included in package:	1. **Catering**: ○ Continental breakfast from €8.50 per person ○ Hot lunch from €11.50 per person ○ Dinner from €14.50 per person. 2. **Medical and travel insurance within Ireland -** see 'further information' section on insurance options.

Academic Programme Overview	The focus of the Staff Mobility Course is to build proficiency in Professional English language for the higher education workplace. Participants will be level tested before arrival and a course outline will be agreed upon by the group in advance of the course. Language learning activities take place in an open, supportive environment, and include vocabulary building and practice, describing and role-playing real-life situations. Participants will also have opportunities to experience and learn about Irish culture within this context. See sample course outline below.

Social Programme **Overview**	Our social activity program is designed to allow participants to learn about the culture of Ireland and explore all that Galway and the surrounding area has to offer. Galway is one of Ireland's best-known and beautiful cities and within proximity to some of the most remarkable landscapes in Ireland (Burren, Cliffs of Moher, Aran Islands). An important aspect is this program is participants gaining an understanding of the rich cultural life of Galway and the West of Ireland in addition to other cultures from our international student body.
Why choose **University of Galway?**	○ Ranked among the Top 2% of universities in the world ○ Chosen as one of the top 20 most beautiful universities by Businessinsider.com ○ Inspirational learning environment ○ 18,000 students including 3,000 international students from 100 countries ○ Modern state-of-the-art facilities. 100 classrooms, 16 restaurants/cafés ○ High end, newly built student accommodation on campus (2021) ○ World-renowned as an expert research-led University
Why choose **Galway?**	○ Set on the distinctive Wild Atlantic Way, on the broad sweep of Galway Bay ○ Listed by National Geographic as one of the top world destinations for 2019. ○ The Financial Times voted Galway as Europe's Micro-City of the Year ○ Galway has been called the "Most Charming City" by The New York Times ○ Located only 2.5 hours from Dublin Airport ○ Galway is Ireland's most international city ○ Galway combines the energy of a young and diverse population, with the authenticity of a place steeped in history and tradition.

Further Information **&** **Terms and Conditions**	○ All students must a minimum age of 18 years ○ Students have access to the university facilities on campus ○ Extras accrued by individuals must be settled by individuals directly ○ Notification of cancellations must be received 4 weeks prior to the arrival date. Should a student cancel after this deadline, a cancellation fee of 100% will apply ○ Insurance is the responsibility of the course participants. All participants are strongly advised to take out medical and travel insurance. We recommend that students insure themselves against theft, loss, accidents and damage or medical expenses that may arise, loss of fees through illness or injury, or the serious illness or death of a relative which might prevent them from attending/completing the programme. University of Galway's English Language Centre does not accept responsibility for any of the above ○ Flights and associated costs are not included ○ Private health insurance provides assistance in covering medical and hospital costs whilst you are in Ireland. University of Galway does not arrange health insurance for students. There are several Insurance providers in Ireland who can provide cover, if you cannot obtain a suitable policy from your home country. The main providers of cover in Ireland are: ✓ VHI: www.vhi.ie/internationalstudent.ie ✓ Laya Healthcare: www.layahealthcare.ie ✓ Irish Life: www.irishlife.ie ✓ Study and Protect: www.studyandprotect.com

Links to Video Galleries	○ English Language Centre, University of Galway **https://www.youtube.com/watch?v=c6kEGdu58dc** ○ University of Galway https://youtu.be/xsamBVZc5Lo ○ Campus Accommodation https://stay.universityofgalway.ie/our-villages.html

Sample Timetable – Administrative Staff

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:30 – 11:00	**'Ways of working'**: Speaking about different types of jobs; Vocabulary focus- work related terminology	**Discussing small businesses**; evaluating information; organising ideas and presenting in small groups	**Grammar for Speaking-** Using indirect questions; different ways of showing interest in a speaker; Discussing pros and cons	**'Design with Purpose'** Using descriptive language to discuss work environments; Understanding vocabulary from context	**Speaking- Making comparisons**; using figurative language when speaking such as similes and metaphors	**Full Day Tour**
	Break					
11:30 – 13:00	**'Co-operatives': Listening for details**; synthesising information; using abbreviations; using numbers and statistics	**'Corporate Social Responsibility'** Critical thinking: Personalising information; Listening for main ideas; discussing similarities and contrasts	**Group presentation task**: Researching and presenting a socially responsible business	**Listening for inferences**; Critical thinking and speaking- Making inferences; Discussing using personal experiences; The language of presentations	**Critical thinking and speaking-** Evaluating information; Presentation skills- presenting a design for a new product, idea, or concept	
	Lunch					
14:00 – 15:15	**Walking Tour of Galway**		**Irish Culture Class**			