



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

TUS Global Erasmus+ Policy & Procedure 2025 - 2028



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1.0 Introduction

The general objective of the Erasmus+ Programme is to support, through lifelong learning, the educational, professional and personal development of people in education, training, youth and sport, in Europe and beyond thereby contributing to sustainable growth, quality jobs and social cohesion, to driving innovation, and to strengthening European identity and active citizenship.

As per the TUS Erasmus Policy Statement, TUS is committed to the four priorities of the new Erasmus programme in our strategic plan 2023-2026:

- a) to embrace inclusion and diversity;
- b) to address digital transformation;
- c) to raise awareness of climate change;
- d) to promote EU common values, civic engagement and active citizenship.

2.0 Erasmus+ Charter for Higher Education

The Erasmus Charter for Higher Education (ECHE) provides the general quality framework for European and international cooperation activities a higher education institute may carry out within Erasmus+.¹

Higher Education Institutions seeking to participate in Erasmus+ programmes must first apply for an Erasmus Charter to agree to cooperate in the learning mobility of individuals and to comply with good practices under Erasmus+ guidelines.

TUS was awarded an Erasmus Charter for Higher Education 2021-2027 on 26th October 2022. The full TUS Erasmus Charter document can be found [here](#).

TUS must also comply with Erasmus+ guidelines and will be subject to audit at regular intervals during the lifetime of a project. The guidelines can be found in the Erasmus+ Programme Guide.²

3.0 Regional University Network Europe (RUN-EU)

TUS also leads a European University Network – Regional University Network Europe (RUN-EU). Established in 2020 under the European Universities Alliance and funded by ERASMUS, RUN-EU is made up of Higher Education Institutions (HEIs) with a long- term vision of institutional structural and strategic cooperation, based on

common values and agreed principles. The RUN-EU alliance brings together regionally focused HEIs in a highly ambitious transnational alliance, committed to societal transformation in their regions in the context of both new and emerging regional and global challenges and in particular, sustainable regional development. RUN-EU mobilises all four missions of a university including education, research and innovation and service to society and will be responsive to the digital and green transition agendas and key socio-economic challenges of the EU.

RUN-EU is made up of 7 further partner HEI's:

- a) Polytechnic of Leiria (Portugal)
- b) Häme University of Applied Sciences (Finland)
- c) Vorarlberg University of Applied Science (Austria)
- d) Polytechnic of Cávado and Ave (Portugal)
- e) NHL Stenden University of Applied Sciences (The Netherlands)
- f) University of Burgos (Spain)
- g) Howest University of Applied Science (Belgium)

Through the RUN-EU University network, RUN-EU provides industry in the Midlands and Midwest regions with access to a new collective of research and skills expertise from 11,000 staff and more than 100,000 students across this European University alliance.

The core goal of RUN-EU is to enhance the competitiveness of European education. This includes creating a streamlined mobility pathway for staff and students, fostering a collaborative culture and enriching training, study and research opportunities. Through strategic cooperation with local governments, industry and institutions such as local authorities, RUN-EU will continue to pioneer, facilitate and strengthen regional development with a European focus.

4.0 Erasmus+ Student Mobility

For incoming students to TUS, this is a European Union funded programme. Students from a European partner university are eligible to study at TUS for a semester or an academic year.

For outgoing placement students from TUS, students can utilise Erasmus+ funding to take a work placement as a credit bearing part of their programme which can continue throughout the summer months after graduation.

For international study students of TUS, students can utilise Erasmus+ funding to undertake a semester abroad in a TUS partner college as part of their studies.

Each type of Erasmus+ student must complete the relevant application process within the relevant timeline as outlined in this document.

4.1 Incoming Students

4.1.1 Requirements

a) Nomination from Home University

The student must be nominated by their home university. The student must also ensure that there is an Erasmus+ agreement in place between TUS and their home University in their particular subject area. TUS Erasmus office will email application instructions to the nominated student.

b) Application

Students must submit their application before the deadline stated for semester one or semester two. Once your application is assessed, the student will then receive a full offer letter from the TUS Erasmus Office by the end of June.

c) Learning Agreement

Erasmus students will be required to complete a Learning Agreement for their home university. Students should contact their academic coordinator at their home university regarding the academic requirements of their Erasmus period abroad.

d) English Proficiency

Lectures at TUS are conducted through the medium of English. A good knowledge of English is therefore essential for students to be able to understand lectures and to be able to work with English language textbooks. TUS requires students to provide evidence of their English language competency to follow classes in English. A letter of recommendation from the home university confirming level of English or for certain programmes an English language certificates showing that students have reached the Common European Framework of Reference for Languages (CEFR) level B2 are required.

e) Fees

Students who study at TUS under the Erasmus+ programme are not required to pay tuition/registration fees to TUS. Erasmus+ funding is provided by the home institution. For information on the level of grants payable, the student must contact the International Office at their home university. There are some programmes requiring payment of materials fee. Please check fee schedule by contacting TUS Grants & Fees Office.

Enquiries for TUS Grants & Fees office Midwest: studentfees.midwest@tus.ie

Enquiries for TUS Grants & Fees office Midlands: studentfees.midlands@tus.ie

f) Monitoring and Evaluation of Incoming Students to TUS

The relevant Programme Leader, Head of Department and the TUS Global Office staff monitor visiting students and guide them regarding student supports and student experience activities. If there are any issues which arise, the Erasmus office contacts the international office of the sending university. The TUS Global Student Experience Officers provide advice to visiting students on accommodation options available and participate in a tailored orientation programme before classes commence. During the semester, students are invited to participate in cultural events, excursions and activities by TUS Global Student Experience Officers.

g) Erasmus+ Student Results/Accreditation

Once the student has completed their mobility, the date for publication of exam results is issued on TUS website at the end of each semester. Students download results via digitary system. Students transfer their academic transcript to their home university.

The Erasmus Coordinator signs their certificate of attendance.

4.1.2 Specific Requirements for the Limerick School of Art & Design (LSAD) TUS and Department of Media & Design LSAD TUS Athlone Campus

The above criteria apply to all incoming students, but an additional requirement is for Design applicants to submit a portfolio. Students applying to Design programmes must contact the Erasmus office for instruction regarding submission of their digital portfolio as part of the application process. This is then reviewed by the relevant programme leader at Limerick School of Art & Design (LSAD) and Department of Media & Design LSAD TUS Athlone Campus.

A PDF document should contain 10 images maximum alongside any relevant links to online material.

The portfolio must show visual evidence of current learning. It should comprise of images accompanied by a short sentence describing the context of the images and study.

4.2 Outbound Students

4.2.1 Traineeships

TUS full-time registered students can utilize Erasmus+ funding to complete a traineeship as a credit bearing part of their programme, which may continue throughout the summer months, depending on funding availability. A limited number of Erasmus grants are available to graduates depending on funding available.

a) Sourcing Placement

It is the responsibility of the student to source their own traineeship in an EU country. Students can use their connections such as TUS Lecturers, TUS Careers & Employability Office and their own network to identify potential placement opportunities.

b) Eligibility

If the work placement meets the following criteria, the student may be eligible for Erasmus funding:

1. The placement takes place abroad (outside of Ireland) in an EU country.
2. The placement is approved as relevant to the student's TUS programme by the relevant Programme Leader. The Programme Leader then contacts the Erasmus office to nominate the student for Erasmus funding.
3. The placement lasts a minimum of 60 consecutive days.
4. The placement does not overlap with class time at TUS.

Students must contact Erasmus@tus.ie if they meet the above criteria. Final assessment will be carried out by the Erasmus Office to confirm if Erasmus funding will be allocated.

c) Insurance

All students partaking in Erasmus must hold a European Health Insurance Card (EHIC) and insurance. For students on work placement, they must ensure that their insurance covers them **within** the workplace.

Students can apply for a free EHIC from the Health Service Executive through [this link](#). Both Irish citizens and EU citizens living in Ireland can apply through the above link for an EHIC.

For non-EU students who are not eligible to receive an EHIC, they must ensure that their private insurance covers them to work in their chosen destination.

d) Visas and immigration procedures

Non-EU nationals must check that they hold a valid visa for the duration of their study period and register with the local immigration office in the country where they are completing their placement.

e) Submission of paperwork/funding

Students must contact erasmus@tus.ie to request the relevant application form at least two months before the work placement begins.

The Erasmus office checks that applicants are not recipients of double funding by contacting the RUN-EU office at TUS.

Once the funding application has been submitted to the Erasmus Office, the student will be sent additional documents to complete. Guidance on how to complete these forms will also be provided. It is not possible to receive funding for a work placement after it is completed.

Documents that students must complete include:

1. Application for Erasmus/Exchange Traineeship Abroad
2. Grant Agreement for Erasmus+ mobility participants
3. Certificate of Arrival for Traineeship
4. Certificate of Completion for Traineeship
5. Learning Agreement for Traineeship
6. Online Erasmus survey

f) Funding

Students will be informed by the Erasmus Office of the amount of funding that they will qualify for on completion of application. Enquiries on level of funding can be emailed to:

erasmus@tus.ie

The grant agreement will state the amount of funding.

g) Monitoring & Evaluation of Outbound Students to TUS

If outbound students have any queries, they should contact the relevant Programme Leader, Erasmus Coordinator and/or Head of Department. They are encouraged to discuss their concern with the international office of the host university first and if the matter cannot be resolved directly by the student, their Programme Leader or the Erasmus Coordinator at TUS discusses the student's concerns with the host university.

h) Erasmus+ Student Accreditation and Recognition of Traineeship

Once the student has completed their mobility, the relevant documentation must be then transferred to the Programme Leader to confirm successful completion of traineeship and to the Erasmus Office.

4.2.2 Erasmus Study Outbound Requirements

a) Application Process

1. Students who wish to undertake a semester abroad as part of their studies must contact the Erasmus coordinator as soon as possible. The process of going on an Erasmus/Exchange must be started almost one year before the student plans to start studying abroad.
2. The student must inform the Programme Leader of their intention to participate in the Erasmus study programme.
3. The student must research partner college options available. TUS must have an Erasmus agreement in place with the partner college. A list of partner colleges can be found [here](#).

b) Preparation of TUS Students Prior to Departure for Study Abroad

1. TUS Global co-ordinates documentation with respect to the Erasmus programme and ensures that students receive language and cultural preparation where appropriate.
2. Students are informed of all details pertaining to the academic programme by the appropriate academic staff member.
3. Students must sign all relevant contracts and documentation relating to the Erasmus programme.
4. Students may receive cultural orientation regarding the country of destination.
5. Students may receive language preparation where appropriate.
6. Students receive support regarding their host organisation, accommodation, travel and other practical details.
7. Students must organise their own travel insurance and ensure that that they are covered by medical insurance for duration of study/placement abroad.

c) Eligibility

If the study period meets the following criteria, the student may be eligible for Erasmus funding:

1. The study period takes place abroad (outside of Ireland) in the EU.

2. The study period is approved as relevant to the student's TUS programme by the relevant programme leader. The programme leader then contacts the Erasmus office to nominate the student for Erasmus funding.
3. The study period lasts a minimum of one semester.
4. The student must achieve minimum of 30 credits.
5. The study period does not overlap with class time when students must attend classes at TUS.

Students must contact Erasmus@tus.ie if they meet the above criteria. Final assessment will be carried out by the Erasmus Office to confirm if Erasmus funding will be allocated.

d) Insurance

All students partaking in Erasmus must hold a European Health Insurance Card (EHIC) and insurance. For students on study abroad, they must ensure that their insurance covers them for duration of study period.

Students can apply for a free EHIC from the Health Service Executive through [this link](#). Both Irish citizens and EU citizens living in Ireland can apply through the above link for an EHIC.

For non-EU students who are not eligible to receive an EHIC, they must ensure that their private insurance covers them to study in their chosen destination.

e) Visas and Immigration Procedures

Non-EU nationals must check that they hold a valid visa for the duration of their study period and register with the local immigration office.

f) Submission of paperwork

Students must contact erasmus@tus.ie to request the relevant application form at least the semester before the study period begins.

The Erasmus office checks that applicants are not recipients of double funding by contacting the RUN-EU office at TUS.

Once the funding application has been submitted to the Erasmus Office, the student will be sent additional short documents to complete. Guidance on how to complete these forms will also be provided.

Documents that students must complete include:

1. Application for Erasmus Exchange Study Abroad to TUS Erasmus Office
2. Students must complete application process to the host university according to deadlines
3. Grant Agreement for Erasmus+ mobility participants
4. Certificate of Arrival for Study
5. Certificate of Completion for Study
6. Learning Agreement for Study
7. Online Erasmus survey

g) Funding

Students will be informed by the Erasmus Office of the amount of funding that they will qualify for on completion of application.

Enquiries on level of funding can be emailed to erasmus@tus.ie

The grant agreement will state the amount of funding.

4.2.3 Monitoring & Evaluation of TUS Students Abroad

The TUS student Co-Ordinator (Programme Leader, Erasmus Coordinator) keeps in contact with students while abroad to answer queries or respond to difficulties that may arise during the period abroad and to ensure that the programme takes place according to agreed procedures.

4.2.4 Erasmus+ Student Results/Accreditation

Once the student has completed their mobility, the relevant exam results are transferred to TUS.

a) Credit Recognition

1. Once the student has completed the study programme, they receive a transcript of results from the receiving institution. The student must send their transcript to their relevant faculty and the Erasmus office.

2. The relevant Head of Department/Faculty Administrator reviews and maps the attained credits and results to the relevant TUS modules and grade is recorded on TUS grading system.
3. The student can then access their TUS transcript with the credits and grades on TUS digitary.

b) Promotion of Erasmus Funded Opportunities to TUS Students

1. Opportunities for study and placement are promoted to TUS students by Programme Leaders, lecturing staff, Erasmus Office, incoming academics from partner universities, returning students and student ambassadors.
2. Promotion takes place on an ongoing basis throughout the academic year.
3. Students are encouraged to source information on partner universities from partner university websites, social media and returning students.
4. The Erasmus Coordinator schedules class talks in each department during the academic year to provide information about the Erasmus programme.
5. TUS prioritises Erasmus grants to students wishing to study or complete their placement in an EU country. If there are additional Erasmus grants available, applications will be assessed on a case-by-case basis to complete study or placement in a non-EU country.
6. Students from partner universities studying at TUS are invited to talk to appropriate class groups.
7. Notices are posted on individual Faculty and Student Union noticeboards outlining various international opportunities available.
8. TUS website and social media platforms are used to promote Erasmus opportunities and highlight experience of students who participated in international placement or study abroad.
9. Erasmus Coordinators participate in Open Days and other events on campuses. An Erasmus Day is scheduled on campuses each academic year to promote Erasmus opportunities for placement and study abroad to students.

5.0 Erasmus+ Staff Mobility

Erasmus+ offers both teaching and training mobility grants.

- a) Teaching mobilities are available to all academic staff to avail of.
- b) Training mobilities are available to both academic, research, administrative and support staff. Staff can choose from various training options, such as job shadowing, observation periods, professional development courses, or events focused on building specific competencies.

5.1 Staff Mobility Locations

Erasmus supports mobility to other partner universities in the EU. In the case of Erasmus funded teacher mobilities, TUS must hold an Erasmus Inter-institutional Agreement with the partner university. A list of our Erasmus partners can be found on the TUS website [here](#).

Under the Erasmus programme, new partnerships are sought for both students and staff. Proposals for potential Erasmus partners can be sent to erasmus@tus.ie

5.2 Staff Mobility Duration

The Erasmus programme requires that a teaching mobility must last a minimum of 2 days and can last a maximum of 2 months. It is encouraged that staff avail of 5-day opportunities, if possible, for Erasmus funding to facilitate more staff to participate in training and teaching.

The staff member must teach a minimum of 8 hours per week on the teaching mobility and the teaching period can include a mixture of teaching and training.

5.3 Funding

The Erasmus office informs the staff member once their mobility grant is approved. The Finance department transfers the grant to the bank account of the staff member according to the payment schedule of the finance department.

Grant rates can be found on the Erasmus+ programme guide. Details published on Erasmus+ website [here](#).

5.4 Staff Mobilities

5.4.1 Administration of TUS Staff Undertaking Teaching or Training Abroad under the Erasmus+ Programme

- a) Opportunities available to staff are promoted via the Erasmus Coordinator, Director of International Relations, Deans of Faculty, Head of Department/Head of Function, Programme Leaders.
- b) Interested staff must contact the Erasmus Coordinator and seek approval from their Head of Department/Head of Function.
- c) The Head of Department assesses if the subject to be taught by the TUS staff member is compatible with that of the receiving institute. Head of Department/Function assesses training period requests and relevance to staff members responsibilities within TUS.
- d) Staff undertaking an Erasmus mobility programme are briefed on guidelines by the Erasmus Coordinator and the mobility must be carried out according to the mobility and grant agreement issued to staff.
- e) To ensure that Erasmus grants are allocated fairly across the faculties/ functions, staff members can only be allocated one grant per semester. Staff members receive the full 100% of the mobility grant in advance of the mobility once they have submitted their paperwork according Erasmus guidelines. Staff members are informed of the TUS Finance department payment schedule.
- f) Staff members must comply with reporting procedures on return which may require a presentation to Head of department/ Head of function. All staff completing Erasmus mobilities must complete an Erasmus online survey and submit a certificate of attendance to the Erasmus office within two weeks after the mobility. Staff will receive a link to the survey through email once they have completed the mobility.
- g) Documents for Submission for Teaching and Training Staff Mobility:
 - 1. TUS Staff Erasmus Mobility Application
 - 2. Staff Mobility Agreement for Teaching
 - 3. Staff Mobility Agreement for Training
 - 4. Grant Agreement for Teaching & Training
 - 5. Certificate of Attendance for Teaching & Training
 - 6. Completion of Erasmus online survey

5.4.2 Administration of Staff from International Partner Universities Undertaking a Teaching Period or Staff Training Period in TUS Under the Erasmus+ Programme

- a) The Erasmus Coordinator receives a request from the partner university to host a visiting lecturer or staff member.
- b) The Erasmus Coordinator informs the relevant Head of Department/Dean of Faculty/ Head of Function to seek their agreement with the proposed visit.
- c) When a suitable date has been identified, the Head of Department / Head of Function organises a timetable for the visiting lecturer and informs all relevant TUS staff of the details of the visit.
- d) The Erasmus Coordinator advises on accommodation and travel options.
- e) The Erasmus office coordinates with the relevant department/function to sign any documentation required by the incoming staff member.
- f) An Erasmus Day is scheduled on campuses each academic year to promote Erasmus opportunities for staff to complete a training period in an EU country and teacher exchange opportunities at TUS partner universities.

6.0 Data Protection

TUS Global complies with the requirements relating to the protection of Personal Data as outlined in the [TUS Data Protection Policy](#).

7.0 References

- 1. [Erasmus Charter for Higher Education](#)
- 2. [Erasmus+ Programme Guide – Version 1 – 28/11/2023](#)