UCC Language Centre Erasmus Applicant Frequently Asked Questions

A self-service guide for Erasmus staff mobility applicants

Start with the course page. Course dates, prices, application deadlines and availability can change. The live UCC course page and the written offer sent to you take priority over this general guide.

Jump to a section

- **A. Choosing the right course**
- **B. Applying**
- **C. Offer letters, mobility agreements and supporting documents**
- **D. Fees and payment**
- **E. Accommodation**
- **F. Travel and arrival**
- **G. Preparing for and attending the course**
- **H. Contacting the Language Centre efficiently**

Your application journey

1. Choose the course and date that match your role, English level and professional goals.
2. Ask your home institution's International Office or Erasmus Coordinator to confirm your eligibility and funding.
3. Read the Language Centre's course page, accommodation information and terms and conditions before applying.
4. Complete the application form linked from the specific course page.
5. Wait for the Language Centre to check suitability, availability and whether the course can run.
6. If offered a place, follow the payment and document instructions in your offer email.
7. Request accommodation only if needed; do not treat a request as a confirmed booking.
8. Send a complete Mobility Agreement only at the stage requested by the Language Centre.
9. Read your joining and accommodation instructions before travelling.
10. Attend the course and meet its attendance requirements to receive a certificate of attendance.

Quick links

- Erasmus programmes overview | Erasmus staff mobility course overview | English language development courses | Teacher development courses | How to apply and pay | Accommodation | Terms, cancellations and attendance | How to get to UCC

A. Choosing the right course

1 What types of Erasmus courses does the Language Centre offer?

The current portfolio includes English language development courses for university staff, teacher development courses, needs-based closed-group provision and some blended intensive options for university students. See the Erasmus staff mobility course overview for the current range.

Course family	Best suited to	Examples
English language development	Academic, administrative and professional staff who want to improve English for work or daily life	English for Work and Life; Effective English Communication in a University Workplace; EWAL with workplace communication or Irish culture
Teacher development	Lecturers who use English as a Medium of Instruction (EMI), English language teachers and educators	EMI in Higher Education; Academic English; Generative AI and digital tools; Language and Methodology; EWAL with CLIL
Closed group or tailored	Institutions sending a group with shared needs	Needs analysis followed by a course designed for the group
Blended intensive	Eligible groups combining online and face-to-face study	A short online component followed by study at UCC

2 How do I choose the most suitable course?

Compare the target audience, learning outcomes, minimum English level, dates, timetable, fee and application deadline on the live course pages. Choose the course that matches your role and objectives, not simply the most convenient date. If two courses seem suitable, send one email stating your role, approximate English level, preferred date and main learning objective.

3 Who may apply?

These courses are designed mainly for adult staff in higher education and related educational contexts. Each course page identifies its intended audience. Your home institution must decide whether your mobility is eligible for Erasmus+ funding.

4 Does UCC award my Erasmus grant?

No. Start with your own institution's International Office or Erasmus Coordinator. They advise on eligibility, funding, travel days, grant documentation and local approval. UCC provides the course and the receiving-organisation information needed for the mobility.

5 Must my Erasmus funding be approved before I apply?

Some UCC course pages state that only applicants with approved Erasmus+ funding should apply. Check the wording on your chosen course page and confirm your position with your home institution before submitting the UCC application. You may pay for the course with your own funds if you do not have Erasmus+ funding.

6 What English level do I need?

It depends on the course. Teacher development courses require a minimum B2 level. Some English language courses offer a wider range of levels. Use the level stated on the individual course page and answer the application questions accurately so the Language Centre can check suitability.

7 How long are the courses?

Most staff mobility courses run for one week. Blended intensive and tailored programmes may be longer. The course page is the authoritative source for duration, dates and daily timetable.

8 Can I attend for one week only?

Most current Erasmus staff mobility courses are one-week courses. English for Work and Life may also accept a one-week Erasmus participant where a suitable course and place are available. Apply for the exact dates you can attend and do not book travel until your place is confirmed.

9 Will I have classes on Friday? Is there a four-day or 16-hour option?

Follow the timetable published for your chosen course. There is a four-day, 16-hour option, but this is usually for longer-term students. If your grant requires a particular number of teaching or mobility days, clarify this before paying or booking travel.

10 How many hours of class will I have?

Course hours can vary. Most one-week courses publish morning classes from approximately 09:00 to 13:00; some also include afternoon sessions from 14:00 to 16:00. The individual course page and joining instructions will give the final timetable.

11 How large are the classes and which nationalities will attend?

Class size for mixed-nationality groups is 15. For closed-groups it is 20. We welcome students from South America, Europe, Middle East and Asia.

12 Is the course guaranteed to run?

Courses are subject to sufficient enrolment. Courses may run only when minimum numbers are met. Wait for written confirmation before making non-refundable independently-made travel arrangements.

13 Can my institution request a closed-group or tailored course?

Yes. We can design needs-based courses for academic or administrative staff. Contact tandd@ucc.ie with the proposed participant profile, group size, objectives, preferred dates and required format.

Back to section list ↑

B. Applying

14 Where should I apply?

Apply through the form linked on the page for your chosen course. Course-specific forms are used for several Erasmus programmes. Start from the Erasmus programme page.

15 Do I also need to apply to UCC if I have Erasmus approval from my institution?

Yes. Erasmus funding approval and the UCC course application are separate. Funding from your home institution does not automatically reserve a UCC place.

16 What should I have ready before completing the form?

Have your chosen course and dates, contact details, institution and role, English level, Erasmus funding status, accommodation requirements and any accessibility or dietary information ready. If you studied at UCC previously, include your former UCC student number when asked.

17 What happens after I submit the form?

You should receive an acknowledgement. The Language Centre then checks whether the course is suitable, whether a place is available and whether the course can run. An acknowledgement is not an offer and does not confirm accommodation.

18 I did not receive the automatic acknowledgement. What should I do?

Check your spam or junk folder and confirm that you entered your email address correctly. Do not submit repeated applications immediately. If no acknowledgement arrives, send one email with your full name, course, date and the date you applied.

19 May I apply for more than one course or date?

Choose your preferred option wherever possible. If you need an alternative, state it clearly in the form or in one follow-up email. Multiple duplicate applications slow down checking and may create conflicting records.

20 Can I change my course or dates after applying?

Please ask us before paying or booking travel. A change is subject to suitability, availability, the application deadline and whether the alternative course is running.

Back to section list ↑

C. Offer letters, mobility agreements and supporting documents

21 What does an offer email confirm?

Read the exact wording carefully. An offer normally identifies the course and date and explains the next steps. It does not confirm accommodation unless accommodation is expressly included in the same message.

22 When should I send my Mobility Agreement?

Send it at the stage requested by the Language Centre. Complete all participant and sending-institution sections first and obtain the required signatures from your home institution. Do not send a blank or partially completed agreement for UCC to finish. Please note, we will only provide an e-signature and e-stamp.

23 How should I prepare my Mobility Agreement for signature?

Use a clear electronic document or a high-quality colour scan. Check names, dates, course title, learning or training objectives, contact details and all prior signatures. Use electronic signatures where your institution accepts them. One complete document is easier to process than several photographed pages. Please note, we will only provide an e-signature and e-stamp.

24 What UCC institutional details may be needed?

The UCC Language Centre Organisation ID is E10209380. UCC's Erasmus code is IRL CORK01. Use the contact person and address provided in your offer or mobility instructions, as staff responsibilities can change.

25 Can I receive a letter of offer, invoice or receipt?

Follow the document instructions in your offer. If your institution requires a purchase-order number, billing address, VAT wording or other specific details, send the complete requirement before payment. After payment, retain the payment confirmation and any receipt issued by the Language Centre.

26 Do I need a visa or immigration permission?

Requirements depend on your nationality, residence and the nature and duration of your visit. You need to check the official Irish Immigration website before paying or booking travel. The Language Centre cannot make an immigration decision for you.

27 Do I need travel or medical insurance?

Ask your home institution what cover is required for your Erasmus mobility. Arrange appropriate travel, medical and liability cover before travelling and carry the policy and emergency contact details.

28 How do I tell UCC about accessibility dietary or medical requirements?

Provide relevant information on the application form or contact the office as early as possible. Explain the practical adjustment required. Do not include unnecessary medical details. Early notice gives the Language Centre and accommodation provider the best chance to help.

Back to section list ↑

D. Fees and payment

29 How much does my course cost?

Use the price shown on the live webpage for your exact course and date. Prices vary by course and can change between academic years. Accommodation, travel, meals and optional activities are not included in course cost.

30 When must I pay?

Generally, Erasmus course require payment four weeks before the course start date. Your offer email will state the applicable deadline. Pay by the stated date; an unpaid application may not secure a place.

31 Must I pay a deposit?

Follow the instructions in your Erasmus course offer and ask before paying if the amount or deadline is unclear.

32 How can I pay?

The Language Centre's payment page lists TransferMate and credit-card payment. Some applicants not subject to immigration permission may be given bank-transfer instructions by the office. Use only payment details sent through an official UCC channel and do not rely on bank details copied from an old document. See How to apply and pay.

33 Can my university pay on my behalf?

Ask the Language Centre before payment and provide the institution's legal name, billing address, contact person, purchase-order requirement and the participant's full name and course date. The office will confirm what it can accept.

34 How should a payment be identified?

Use the participant name, course title or reference requested in the payment instructions. If an institution pays for several participants, send one clear list linking the payment to each applicant.

35 I have paid but received no confirmation. What should I send?

Send one email containing the participant's full name, course and date, amount, payment date, payment method and transaction or receipt reference to infolang@ucc.ie. Do not email card or bank-security information.

36 What if I cancel or cannot travel?

Tell the Language Centre immediately and read the published terms and cancellation policy. Refund eligibility depends on the circumstances, timing and supporting documents. Course and accommodation cancellations may have different charges.

37 What happens if UCC cannot run the course?

We may offer a compatible alternative where minimum numbers are not met, or issue a full refund if no suitable course is available. Wait for final confirmation before making non-refundable travel bookings.

Back to section list ↑

E. Accommodation

38 Is accommodation included in the course fee?

No, unless your written offer explicitly says otherwise. Accommodation is a separate request, charge and confirmation.

39 What accommodation can UCC arrange?

The Language Centre offers homestay accommodation throughout the year and self-catering campus or nearby apartment options during the summer, all subject to availability. Check the live accommodation page for current options and prices.

40 What is included in homestay accommodation?

Homestay includes bed and breakfast plus an evening meal. Arrival or departure transfer may be possible with some hosts but is not guaranteed; be prepared to arrange and pay for a taxi or public transport.

41 What is included in self-catering accommodation?

Self-catering accommodation does not include meals. The exact building, room type, kitchen facilities, linen, towels, security, check-in procedure and guest rules depend on the confirmed provider. Read the booking confirmation before travelling. Please note the Language Centre does not manage this accommodation.

42 Is accommodation guaranteed?

No. Host-family accommodation cannot be guaranteed, and summer apartments are subject to availability. You need to apply early to allow us time to help you with your accommodation.

43 When is accommodation confirmed?

Only when you receive written confirmation identifying the accommodation or provider and the relevant booking details. Keep course confirmation and accommodation confirmation separate when checking your arrangements.

44 What arrival and departure dates should I use?

The accommodation page normally assumes Sunday arrival and Saturday departure. Extra nights are subject to availability and additional cost. Enter accurate travel dates and obtain approval before booking an earlier arrival or later departure.

45 May my partner child friend or other guest stay with me?

It is important to understand that a guest (a partner or child) is not permitted to stay with you. UCC-arranged accommodation is offered for the named participant and guest rules vary by host and provider. Ask in advance before booking travel. The Language Centre cannot guarantee family accommodation, childcare or accommodation for accompanying children.

46 Can I request a twin or double room?

State the request before payment, but treat it as a preference until confirmed in writing. Room types and bed sizes vary and may not be suitable for sharing.

47 What if UCC accommodation is unavailable?

You may need to arrange private accommodation. UCC may sometimes identify an alternative provider, but availability and price can differ. Do not send deposits to an unverified private contact; use reputable booking channels and check cancellation terms.

48 What should I do if there is a problem with my accommodation?

Use the provider or host contact supplied in your confirmation. Report the problem promptly and include your name, booking reference, accommodation and a clear description. For an urgent danger or medical emergency in Ireland, call 112 or 999.

Back to section list ↑

F. Travel and arrival

49 How do I get to UCC?

UCC's visitor page provides walking, bus, rail, coach and airport information. See How to get to UCC and the campus maps. The Language Centre main office is in the O'Rahilly Building; your joining instructions will identify the teaching room. Please look at this short video on how to come to the Language Centre from the main entrance to UCC.

50 How do I travel from Cork Airport?

Public buses connect Cork Airport with Cork city, and taxis are available. A homestay host may sometimes arrange a transfer, but this is not guaranteed. Follow the latest operator timetable and your accommodation instructions.

51 Is there a UCC shuttle from Cork Airport or the Port of Cork?

No. Unless your confirmed accommodation provider has made a specific arrangement to collect you, plan to use public transport or a taxi.

52 Should I buy a public transport pass?

This depends on where you stay and how often you travel. Check current Transport for Ireland and Leap Card information shortly before arrival. Do not order a personalised card unless delivery and eligibility suit your short stay.

53 Can I park on campus?

Visitor parking at UCC is limited. UCC recommends public transport where possible. If you intend to drive, check the current parking information before arrival rather than assuming a space will be available.

54 When will I receive the room and first-day details?

The Language Centre will send joining information before the course. If you have not received it close to the start date, check spam and then send one email to infolang@ucc.ie, containing your name, course and start date.

Back to section list ↑

G. Preparing for and attending the course

55 What device should I bring?

UCC recommends a laptop or suitable tablet for access to shared materials. A smartphone is not considered a suitable study device. If you cannot bring a device, tell the teaching team so they can help with class materials.

56 Do I need Microsoft Teams?

Yes, where the course uses shared digital material. We ask participants using a device to download Microsoft Teams before the course. Follow any sign-in instructions in the joining email.

57 Will I receive a UCC email address or student card?

Do not assume that a short course includes a UCC email account or that a physical card will be available during a one-week stay. Your joining email will state what access is provided. A card is not normally required simply to attend the class.

58 May I use UCC facilities?

Participants can use university facilities, but access arrangements vary by facility and by the credentials issued for the course. Check the joining information before relying on library, gym or other controlled access.

59 Is there a social or cultural programme?

Summer School courses provide one afternoon and one evening cultural activity. Check here for more details.

60 What should I do if I am absent or late?

Tell your teacher or the course contact as soon as possible. Certificates are based on attendance and participation, so unexplained absence may affect whether a certificate can be issued. Provide medical evidence if requested under the applicable attendance policy.

61 Will I receive a certificate?

Participants receive a certificate of attendance on completion, subject to meeting the course attendance requirements. It is a certificate of attendance, not an academic degree or professional licence.

62 Can UCC sign a certificate or document before I attend?

A certificate of attendance can confirm only attendance that has taken place. Mobility paperwork may be signed at the appropriate stage, but do not ask the office to certify completion in advance. Remember we are a paperless university and offer only e-signatures and e-stamps.

Back to section list ↑

H. Contacting the Language Centre efficiently

63 Which email address should I use?

Use tandd@ucc.ie for programme-specific enquiries; use infolang@ucc.ie for all other enquiries in academic year, and for the Summer School queries use eflsummerschool@ucc.ie.

64 What information should I include in an enquiry?

Include your full name, home institution, exact course title, course start date, application date and one clear question. For payment, add the amount, date and reference. For accommodation, add arrival/departure dates and the confirmed booking reference.

65 How can I avoid delays?

Read the live course page and this FAQ first; use the correct form; submit one application; keep one email thread; send complete documents; use the exact course title and dates; and do not email several staff members with the same question.

66 What should I not send by email?

Do not send card-security details, online-banking credentials or unnecessary identity documents. Use the authorised payment system and provide personal data only when it is required for your application, mobility or accommodation.

Back to section list ↑

Source pages

Please check our live course webpages and our written applicant communications to learn whenever a policy, price, date, form or contact changes.

- Erasmus+ Programmes
- Erasmus+ Staff Mobility Courses
- English Language Development Courses
- Teacher Development Courses
- How to Apply
- Accommodation
- Terms Conditions and Policies

- How to Get to UCC
- UCC Campus Maps
- Irish Immigration