

B.A. International 2011-12

June 2011

NOTICE

All prospective candidates should read this notice and the Outgoing ERASMUS brochure from the International Office, NUI Galway carefully.

The B.A. International Programme

Participation in the BA International is part of a contract with the University to undertake a four-year degree (as opposed to the three-year BA). Consequently it is imperative that students return with results and attendance records, for the full academic year in order that these be processed by the NUI Exam Board before they can progress to 4BA International.

It is important to note that fees are paid by the government, grants by Co. Councils etc. for 3BA International during that year. Failure to complete the year means that the fees are forfeited in the subsequent year of registration, as applies to all such failures in the normal course of events.

ACADEMIC REQUIREMENTS

Prospective candidates should note that it is their responsibility to ensure that the department represented by their second subject at NUI, Galway is aware of and approves their going abroad in 2011/2012. The second-subject department must also approve of the courses chosen while abroad.

The following are the academic requirements normally expected of students abroad under the auspices of the French Department. Courses and examinations should be taken totalling a minimum of 45 ECTS, and where possible 60 ECTS, by the end of the year:

- **In French: year-long or semesterized courses in language, literature and culture totalling a minimum of 25 ECTS, and where possible 30 ECTS.**
- **In the second subject: year-long or semesterized courses totalling a minimum of 20 ECTS, and where possible 30 ECTS.**

Your co-ordinator in France/Belgium will help you in the choice of suitable courses in French and put you in contact with someone in your other subject for advice. It is advisable to concentrate in Semester I on language courses and to attempt literary/cultural courses in Semester II, when your language proficiency has improved sufficiently and where such arrangements are possible locally. One language course at an advanced level may be accepted as an alternative to one course offered in the Department of French. Courses offered by the University Language Centre/Français Langue étrangère/Français pour étrangers are suitable in this context.

Candidates should note that in the event of difficulties in selecting courses particularly in the second subject, they should IMMEDIATELY seek advice from the Departmental Co-ordinator in Galway.

It is the student's responsibility to ensure that results for all examinations taken are communicated to the French Department by 31 July 2012.

ACADEMIC CALENDAR

Most French universities commence at the end of September or the first week in October. Belgian universities begin in mid (i.e. approx. 15th) September. Please note, however, that you may be required to present yourself for registration a week or so prior to these dates. Christmas vacation in France is approx. December 20th - January 6th and in Belgium December 20th - January 10th. **For confirmation of the dates pertaining to your university you should consult the host university's website.**

Students going abroad should note that on first arriving they must arrive as early as possible in the day at their host university. Preferably arrival should take place in the morning before 12 noon on a weekday. It is not normally possible for candidates arriving from abroad to find staff in the academic or accommodation departments of universities late in the afternoon on any day of the week.

ACCOMMODATION

The names of prospective candidates will be forwarded to the foreign co-ordinator with a request for help in finding you accommodation but no guarantee can be given that accommodation will be directly provided. The host university usually responds directly to the students during May and June. Any forms that arrive in the French Department will be forwarded to the students' home addresses. **We would strongly advise you to immediately seek the advice of students who have already studied at your university with regard to which accommodation is preferable.** Please note that bed clothes/quilts/cooking utensils are **not**, as a general rule, provided in student hostels. The standard of accommodation varies locally and may not always be of a similar standard to that available in Ireland.

Prospective candidates should note that **if they have health problems or a health condition** necessitating special accommodation arrangements, it is not within the possibility of NUI, Galway to guarantee or to arrange any particular sort of accommodation. However, health problems or health conditions and associated issues may be made clear to the appropriate accommodation agency in the host university. It is then up to the candidate to ensure themselves that the proposed arrangements are satisfactory in their case.

SPECIAL NEEDS/DISABILITIES

Students with disabilities or special needs can apply for additional funding through the International Affairs office at NUI, Galway (7 Distillery Road). Normally information on the scheme is available from this office in May/June.

BANKING

In general it is important to bring sufficient funds, in readily usable form, to tide you over for the early part of your stay abroad. According to the Bank of Ireland and AIB, a Credit Card **in credit** is the cheapest source of funds while abroad (normally they don't charge cash advance fees should you withdraw money abroad as long as the account is in credit). With a government duty of approx. €40 on all credit card accounts, instead of opening your own account, the possibility exists of your name being added to your parents' credit card as an additional cardholder. This provides an easy and convenient way of accessing funds should the need arise. You should contact your bank before leaving for further details.

It is advisable to open a local bank account when you get there (see appendix).

BUREAUCRACY

In France and Belgium, as in many other European countries, there are many bureaucratic procedures which you must undergo. You would, therefore, be well advised to go prepared and to bring photocopies of all necessary documents and a generous supply of passport photos. Other important documents (apart from those mentioned below) include of course your passport, student ID, USIT card and driving licence.

ESSENTIALS

Please ensure that you are in possession of the following items before your departure. They will be required when applying for your *Carte de séjour* (Residence permit) and registering at the university:

- Translation of **Birth Certificate**; (provided by French Dept.)
- **Letter of Confirmation in French** for host university (provided by French Dept.)
(includes most recent exam results from NUI, Galway)
- **Letter of Confirmation in English** for Irish authorities (provided by French Dept.)
(Grant-holders may need a letter from NUI, Galway confirming that the year abroad is an integral part of their studies). (Also required by Health Board when seeking "EHIC" – see below).
- **Attestation de prise en charge** (to be completed by parent agreeing to support you financially) required for *Carte de séjour* (residence permit) (provided by French Dept.)
(Consult sample before completing same)
- **Letter of Confirmation** (Erasmus programme participant) (provided by International Office in August)
- **Justificatif de domicile** (proof of your address in France once you have one). Copy of contract/form/receipt from landlord/student residence
- One stamped addressed envelope may be required.
- **"EHIC": European Health Insurance Card** (proof of your PPS no. is required when applying). More information at: www.ehic.ie (Apply at your local Health Board – valid normally for 2 years. (Apply in good time).
(If you already have an EHIC, ensure that it has not expired)
- A generous supply of passport photographs (6)
- Sufficient cash for settling-in and paying deposits etc.

PLEASE ALSO CONSULT THE APPENDIX FOR FURTHER CLARIFICATION OF THE ABOVE AND ALSO WITH REGARD TO THE RENT ALLOWANCE CALLED **APL /“CAF”** - (WHICH STUDENTS ARE ENTITLED TO IN FRANCE).

**** Students going to Belgium should check with local authorities on arrival as regards whether applying for a residence permit is required. Another point about Belgium is that there does not appear to be any rent allowance available. Please consult with past students in this regard. A system of KOTS is the most usual form of accommodation in Belgium. More information can be found on the host university's website or by consulting previous students.**

SUBJECT REGISTRATION FORM:

At the beginning of each term you will be required to fill in the **Subject Registration Form** provided to you. The Semester I form should be returned by early November to the French Department, NUI Galway; the form for Semester II should be returned by the end of February. The International Office also requires you to complete a **Learning Agreement** form which should be sent in the first instance to the French Department for signing. See their website for more details: www.nuigalway.ie/erasmus/outgoing/academic_planning.html

REPORT:

At the end of your stay abroad, you will be required to supply a report on your Erasmus year. Students who wish to visit the same university in the future will, no doubt, benefit from your experiences.

SOME IMPORTANT WORDS OF ADVICE

The year abroad is a unique opportunity to develop your linguistic skills and enhance your BA. Use it wisely by doing the following:

- Do your best to integrate as quickly as possible into university life at your host university. If you stay clumped together with other Irish/UK students, not only will your language skills not improve but you will not reap the true benefits of visiting another university. Agree to talk French with your fellow Irish students. Join as many clubs and societies as you can.
- Try to make French and Belgian friends and insist on talking French to them (foreigners sometimes use Irish students to practise their English with, and Irish students tend to succumb). Tell your French/Belgian friends that they can correct your mistakes.
- Read daily newspapers and weekly magazines. Make use of cinemas and theatres as much as possible.

USEFUL ADDRESSES & LINKS

The French folder on the **Q: Drive** (accessible while on campus) contains information of interest to students going on the BA International. The French Department website has several very useful links on studying in France/Belgium and on planning your stay there (www.nuigalway.ie/french). It also links directly to all of our host universities in France and Belgium, and to tourist information websites. The following addresses may also be useful:

Maison de la France

(French Government Tourist Office)

e-mail: info.ie@franceguide.com

Tel: 1560 235 235

(approx. 95 cents per minute)

www.franceguide.com

Ambassade de France en Irlande

Service culturel

1 Kildare Street

Dublin 2

Tel: (01) 676 21 97

CNOUS

6 - 8 rue Jean Calvin

75005 Paris

France

Belgian Tourist Office

Brussels & Wallonia

217 Marsh Wall

London E14 9FJ

U.K.

e-mail: info@belgiumtheplaceto.be

<http://www.opt.be/>

Request a copy of the booklet

"I'm going to France" without delay.

It is an extremely useful guide to living and studying in France, or consult their

website: www.cnous.fr

Other tourist information sites of interest include:

www.FranceKeys.com

www.tourisme.fr

Nowadays various travel books make content available online. These include:

www.roughguides.com

www.lonelyplanet.com/france

www.lonelyplanet.com/belgium

alternatively type

“FROMMERS + destination” into google (e.g. **“Frommers + Avignon”**).

SAFETY

Students are advised to consider carefully their own personal safety. In particular, female students are advised to be aware that cultural differences may all too easily be misinterpreted in a foreign country. It should be remembered that the population in these countries is much bigger and more varied than in Ireland. Irish females should be particularly careful as regards approaches by local males, who are much more inclined to “hassle” obviously non-French/non-Belgian women than are Irish (and other northern European) men. It is unusual to see women out on their own, or in single-sex groups, without male friends. It is consequently always better to go out in mixed groups, wherever possible. Female students should be extremely careful about being out alone at night. A personal alarm may be a good idea.

This advice is not limited to females, as all students should be aware of the occurrence of violent assaults. Incidents such as these occur in all countries and cities. If you are aware of your environment, you are less likely to encounter trouble. In general, bigger towns and cities are more dangerous than smaller ones. It should also be noted that campus areas are often less safe than town centres, and may be significantly less secure than equivalent areas in Ireland. If you are unhappy with the security provisions in the building in which you are living, and if the residence was recommended by the University, be sure to inform the ERASMUS coordinator in France/Belgium. If problems persist, it is advisable to find alternative accommodation as soon as possible. In the light of the above it is advisable to consult with students who have been at your university in France/Belgium to get more details about conditions on the ground.

APPENDIX

3BA (International)

ERASMUS Year in France

The absolute **musts** on arrival in France, to be done in this order since you cannot get certain administrative documents without having proof of student status etc., etc. ...

Photocopy your vital documents at least 5 times and **never** give away originals. Arm yourself with plenty of passport photographs (at least 6).

- 1) Get accommodation sorted out and get the necessary form / contract / receipt to be used as proof of residence (***Justificatif de domicile***).
- 2) Go to the University, get registered and get your student card. **(SEE OVER =>)**
- 3) Open bank account in a bank of your choice or in Post Office. Needed for ***APL*** (rent allowance available in France). **(SEE OVER =>)**
- 4) Get *Carte de séjour* as quickly as possible, state September as your date of arrival in France and request it for 1 year. This affects the amount of ***APL*** you get back and will enable you to stay in France and work for the summer.
- 5) Once you have done all this, you can go ahead and apply for your ***APL***.
(SEE OVER =>)

Carte de séjour

Up to now students studying in France for longer than three months have had to apply for a residence permit (*carte de séjour*). The *carte de séjour* is usually issued by the *Préfecture* in the applicant's *département* of residence.

You should apply to the *Commissariat de Police* nearest your place of residence, to the *Sous-Préfecture* or to the *Préfecture*. The Relations internationales office at the host university should be able to advise you whether it is required and how to go about applying for it.

You will be required to fill in a form and supply a number of documents:

- Certificate of enrolment at institution of higher education.
- Proof of accommodation (rent bill or certificate from person who is lodging you).
- Proof of financial resources.
- Two photos
- One stamped addressed envelope.

Once the application has been processed, you will be invited to come and collect your *Carte de séjour* in person. The application processing time varies greatly (from one to three weeks).

Rent allowance

In France, foreign students may be eligible for a rent allowance. There are two allowances, both managed by the CAF (family allowances office). The most common is the **individual rent subsidy (APL)**. It is available for so-called rent-controlled accommodation, which means that the owners have signed an agreement with the State whereby they agree to rent their property for a given period. APL is based on your income, but your family situation and the rent are also taken into account. The allowance can either be paid directly to the owner and deducted from the rent or paid to you.

To find out if you are eligible for a rent allowance, there is only one way: fill in an application form, online if you are a student (www.caf.fr > Aide au logement étudiant) or at the nearest CAF office otherwise. The CAF will then decide whether you are eligible or not. If you are, you will be asked to fill in two or three documents, including an income form, to provide written proofs of your situation. Then send your file back as soon as possible. Comply with these requirements as scrupulously and fast as possible, and you may start receiving your allowance within a month or two. If you fail to send back a correctly completed application, the procedure can take a very long time. To get more information about the conditions required and to get an estimate of how much you could receive, consult the CAF website: www.caf.fr (in French only)

Formalités d'inscription à l'Université (à faire dès son arrivée)

Le courrier que vous recevrez pendant l'été de votre Université d'accueil vous communiquera la date à laquelle vous devriez arriver et vous convoquera à une certaine date pour remplir les formalités d'inscription et d'obtention d'une carte d'étudiant pour laquelle il vous faudra les documents suivants:

- 1) Une lettre attestant de votre statut d'étudiant qui vous sera délivrée par le responsable de l'année Erasmus à NUI, Galway.
- 2) 2-4 photos d'identité.
- 3) Votre passeport et deux photocopies des deux premières / dernières pages.
- 4) Un document justifiant d'une assurance maladie ("EHIC": **European Health Insurance Card**)
- 5) Une somme d'argent pour les frais d'administration (€17).

Formalités en vue de l'obtention d'une Carte de séjour (Residence permit)

Il faut se présenter à la **Préfecture / Sous-Préfecture** pour faire la demande d'une *Carte de séjour*. Parfois cette demande peut être faite sur le campus. La Préfecture vous délivrera un certificat provisoire valable 3 mois (le récépissé de demande d'une *Carte de séjour*) puis vous convoquera environ 1 ou 2 mois après le dépôt de votre demande pour la remise de la *Carte de séjour* définitive qui sera valable jusqu'au 31 octobre 2012.

1. Une **attestation de prise en charge** certifiant que vous disposez d'au moins €500 par mois OU une attestation d'un organisme officiel indiquant le montant de votre bourse.
2. 2-4 **photos** d'identité.
3. Votre **passeport** et deux photocopies des deux premières / dernières pages.
4. Votre **acte de naissance** (birth cert), sa traduction en français et une photocopie des deux.
5. Un document justifiant d'une assurance maladie ("EHIC": **European Health Insurance Card**)
6. Votre **carte d'étudiant**.
7. Une **attestation de domicile / justificatif d'adresse**.
8. Une enveloppe timbrée et libellée à votre adresse (stamped addressed envelope).

Formalités pour l'obtention de l'APL (aide personnalisée au logement)
auprès de la C.A.F. (Caisse d'Allocations Familiales)

Adressez-vous au **C.I.J.** (Centre d'Information Jeunesse) muni des documents suivants:

- 1) Formulaire à remplir que vous recevrez au **C.I.J** ou directement du **C.R.O.U.S.** (University Accommodation Office) ou **en ligne (internet)** :
www.caf.fr
- 2) Une **attestation de domicile / justificatif d'adresse** (document proving you have an address in France) et / ou une **quittance de loyer** (rent receipt).
- 3) Votre carte d'étudiant et "**l'attestation de scolarité**" qui se trouve dedans.
- 4) Les deux premières pages de votre **passport**.
- 5) Il vous faut obligatoirement votre **Carte de séjour**.
- 6) Un **R.I.B.** (relevé d'identité bancaire) ou **R.I.P.** (Relevé d'identité postal) que vous recevrez dès l'ouverture d'un compte en banque.