



NUI Galway
OÉ Gaillimh

Information Brochure for Outgoing Erasmus Students 2018/19



Erasmus+

Please read this brochure carefully before you go on Erasmus, and keep it for reference. It contains a lot of useful advice, as well as the answers to many questions posed by students before and during their mobility period abroad.

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1. Introduction

1.1 What is the Erasmus+ Programme?

Erasmus+ is the current version of the familiar Erasmus exchange programme that has been in existence since 1987. Running from 2014 to 2021, Erasmus+ is the new EU programme for Education, Training, Youth and Sport. You can read more about it at http://ec.europa.eu/programmes/erasmus-plus/index_en.htm.

Erasmus+ gives students the possibility to study or work in another European country and in doing so, to gain credit towards their degree. It's a great way to gain international experience, expand your academic horizons, meet people from all over the world, improve your language skills, learn about other cultures, develop independence and self-confidence, boost your CV ... need we say more?

1.2 Student Mobility for Studies – how and why?

This strand of the Erasmus Programme, the main focus of this booklet, allows students to expand their university education by doing part of their academic work in another European higher education institution.

The following are the basic guidelines set out by the European Commission:

- Students must have completed at least one full year of third-level study in order to participate.
- Students will not be required to pay tuition fees at the host institution; they will, however, be required to pay the normal fee to their home institution during their period of study abroad.
- The period of study abroad may not last less than three months (90 days) or more than 12 months.
- During your higher education studies, you may participate in Erasmus more than once, but not for more than 12 months during any one study cycle (i.e. Bachelor, Master or Doctoral levels). The 12 months may include mobility for studies and for training. For information on traineeships (placements), see www.nuigalway.ie/erasmus/outgoing/erasmusplacements.html.
- You will be required to obtain an agreed number of ECTS credits in the examinations or assessments you will take while abroad, and these credits will be recognised by your home university.

1.3 Benefits of participating

NUI Galway has been participating in the Erasmus Programme since its inception 30 years ago and several thousand of our students have availed of the opportunity to study or work abroad. Almost all of them have found it to be a most rewarding experience.

A period of study abroad can be of immense value for an individual's personal and academic development. You will learn how to adapt to and appreciate the culture of a foreign country, improve your language skills and benefit from the different approaches taken to your subjects in another educational system. Here's what students say:

"I felt that my year abroad opened my eyes to different cultures and ways of life other than those found in Ireland."

The first few weeks are generally regarded as being the hardest. Things may seem strange and confusing at first, but by the end of your stay you will have gained a great deal of experience and self-confidence.

"I had the chance to immerse myself in a foreign language to the point where it becomes totally natural to speak in this other language."

"It is my first time away from home and the experience has made me more independent."

You will also have deepened your knowledge of your particular subjects and perhaps experienced different teaching methods. Sometimes lectures abroad can last as long as 3 to 4 hours. Very often, group work, presentations and independent reading will be expected.

"It was interesting to see academic procedures and exam systems in a different country and the various methods of teaching."

An Erasmus experience will also prove to be a valuable asset later on when you are seeking employment, as it will have helped you develop a range of soft skills and strengths such as intercultural awareness, problem-solving, flexibility, adaptability and confidence.

2. Making an Application

2.1 Participating in the Programme

The procedure for participating in the Erasmus Programme varies slightly from one College to another.

- In the College of Arts, Social Sciences and Celtic Studies, most students who go abroad on Erasmus do so after completing their second year, transferring from the standard three-year B.A. degree programme to a separate four-year “B.A. International” degree. After successfully completing their studies abroad, they return to take their fourth and final year at NUI Galway. The majority of such students will be studying a language here. However, the study abroad option is also open to non-language students, because some of our partner universities offer courses through the medium of English. The number of such study places is limited, though. This opportunity is normally advertised in January, and a competitive selection process applies. The non-language students who are to be nominated must have approval from the College of Arts, Social Sciences and Celtic Studies and from each of the NUI Galway academic departments in which they are studying.
- A semester studying abroad is a compulsory element in the third year of some BA Connect programmes, and students will be assigned to partner universities by the relevant BA Connect programme director. The majority of such study visits will take place under the Erasmus programme. Other BA Connect students who are taking a language and are thus obliged to spend a period in a particular country *may* have the opportunity to do so under the Erasmus programme, but subject to the availability of places, and provided such students complete an agreed course load at the host university.
- In the College of Business, Public Policy and Law, many students who go abroad are on the four-year degree programme “B.Comm. International”. After successfully completing their second year, all students on this programme spend the full year attending college in the country whose language they are studying. Having secured the required credits, they then return to complete their fourth year in NUI Galway. In addition, there are some Erasmus places for non-language students in the B.Comm. (Global Experience); such students can apply to study abroad at a number of partner universities offering business and related courses through English.
- The School of Law also offers students the opportunity to study abroad. Places are available to both undergraduate and LLB students. Students can study abroad for the full academic year or for one semester, depending on the university involved and the individual student’s study programme.
- In the College of Science and the College of Engineering & Informatics, there are a number of Erasmus agreements in place with universities abroad. Please refer to the individual College entries in Sections 11 and 13, and consult the staff members involved.
- Within the College of Science’s BSc Biotechnology programme, students may avail of an Erasmus traineeship (as opposed to an Erasmus *study visit*) to carry out their Third Year placement (see www.nuigalway.ie/erasmus-programme/outgoingstudents/erasmustraineeships/).
- While NUI Galway undergraduate Engineering students do not normally study abroad under Erasmus, they do have the possibility of completing their PEP placement under the programme (see www.nuigalway.ie/erasmus-programme/outgoingstudents/erasmustraineeships/).
- In the College of Medicine, Nursing and Health Sciences, Erasmus traineeships may be an option for Third Year internships and are normally of 3-4 months’ duration. See www.nuigalway.ie/erasmus-programme/outgoingstudents/erasmustraineeships/.

2.2 Eligibility

To take part in Erasmus, you have to be a registered NUI Galway student, in the appropriate year, and be selected by your academic coordinator for one of the places that are available in your subject. The academic coordinator for each exchange link is listed at the back of this booklet.

While our Erasmus Programme is extensive, you should note that we exchange students only with the universities listed in this booklet and in the subject areas named.

Home University	=	National University of Ireland, Galway
Host University	=	The university where you study while abroad

2.3 Applying – what steps are involved?

As you can see from the previous page, most of our Erasmus places are allocated by the relevant academic coordinators, based on factors such as academic results, subject combinations, suitability of course offerings at different partner universities, etc. There is often competition for places and the coordinator's decision on applications is always final. Depending on their NUI Galway course and its requirements, students will be expected to study abroad for either a full academic year or one semester.

Once you have been allocated a place, you will need to:

- complete an online Erasmus Grant Application form for NUI Galway (via a web link that will be supplied by your academic coordinator);
- follow the necessary application procedure for the host university (your academic coordinator will advise);
- complete a Learning Agreement;
- take an online language assessment if you will be studying through French, German, Italian or Spanish;
- complete the Erasmus grant agreement in duplicate, return a copy to the International Office and keep a copy for yourself (before you leave to go on Erasmus, the International Office will send you this and other documents in an information package);
- sign a Study Abroad Declaration and return it along with your grant agreement.

The **grant application form** should be submitted online no later than **midnight on 4th May, 2018** for Full Year/Semester 1 students and by **midnight on 23rd November** for Semester 2 students.

You'll find lots of relevant information on our website: www.nuigalway.ie/erasmus-programme/outgoingstudents/.

Plan ahead, talk things through with your academic coordinator and ask him/her to put you in touch with former Erasmus students and with students from partner universities who are currently studying here at NUI Galway. Former Erasmus students can sometimes give the best practical advice in relation to host universities. Be prepared to do a little research and it will pay off. In some cases, your academic coordinator will be able to show you reports written by former Erasmus students, while the International Affairs Office may have some information volunteered by previous participants who studied at your destination university.

You will also need to consult the website of your host university abroad, to get an idea of the courses on offer as well as general information on the institution and the town or city.

3. Financial Matters

3.1 What will it cost?

Erasmus does not come free, and the costs vary from country to country and according to the period of time you spend abroad. While you are not charged for tuition at the host university, you will need to budget for flights, accommodation, food and other general expenses. Some countries are more expensive than others, as are some cities, and the level of extra expenditure involved will also depend on whether or not you are currently living at home. If you are, you will find that accommodation will become a major cost. However, if you are already paying rent in Galway, you will probably find that accommodation costs are cheaper abroad than they are here in Ireland. In some countries you may be entitled to some financial assistance towards the cost of your rent. For example, in France you may be able to get a substantial rent rebate of up to approximately 50%. Your host university will have details on the procedure for applying for this. A rough estimate of costs for a 9-10 month period abroad could be between €7,000 and €9,000 including rent, food, books and other essentials. However, much will depend on your own particular needs and budgeting skills. You will also need to keep in mind travel costs, including two return flights, as most students who are away for the full academic year return home for the Christmas holiday period. Some students may find that they have to pay a fee for special language classes for Erasmus students. Receipts for such courses should be kept carefully, as it may be possible to claim assistance later with the costs; the International Office will advise.

3.2 What funding is available?

Students can apply for an Erasmus mobility grant, which is intended as a contribution towards the cost of the study period abroad. It is hoped, but by no means guaranteed, that all eligible students may receive a grant. Grant amounts will vary for different destination countries according to the country/cost of living guidelines set down by the European Commission. Countries such as Denmark, Finland, Iceland, Liechtenstein, Sweden and the UK are considered expensive, and the grant rate for these in 2018/19 will be €280 per month, while the rate for all other countries will be €230 per month. The grant amounts may vary from year to year, depending on the instructions from the HEA.

If you have been approved to receive a grant, you will get a confirmation of Erasmus funding from the International Affairs Office, and you may be required to show this to the authorities at your host university.

If you are currently in receipt of a SUSI maintenance grant, you should be able to continue availing of this while abroad. If the maintenance component of a grant or scholarship has been based on the assumption that you are living at home, the increased “away from home” grant may be paid to you while you are abroad. You may need to produce a letter from the department that is nominating you, indicating that your period of study abroad is “compulsory” and “an integral part of the course” that you are taking.

Now that you are aware of the costs involved, you can start planning ahead. Discuss everything with your parents or guardians well in advance. Start saving early to ensure that you have adequate funds to support yourself while you are abroad. (Note: All EU citizens are entitled to work in other EU member states, but you should check whether your host university has a rule about the number of hours that exchange students may work during term-time.)

Students with disabilities or special needs may be entitled to apply for extra funds from the Erasmus programme. Please contact the International Affairs Office, NUI Galway for further details.

3.3 Grant Procedures and Paperwork

The Erasmus grant will be paid in two instalments, the first (and largest) of these at the beginning of your studies abroad. The final instalment will be paid after you return, provided your file is complete and your studies have been concluded satisfactorily. The money will be transferred to your Irish bank account and you will be notified by e-mail whenever payments are being made.

Some important forms need to be completed in relation to your grant, and you should return them promptly to the International Affairs Office when they are requested:

- (1) Your **Erasmus Grant Agreement**, a four-page document setting out the conditions of your Erasmus grant. This must be completed and signed by you BEFORE you leave to go on Erasmus.
- (2) **Certificate of Arrival*** – to be completed as soon as possible after you arrive at your host institution and returned promptly to NUI Galway’s International Affairs Office.
- (3) The **Acknowledgement of Receipt form*** must be completed in respect of *each* grant instalment received by you. Please sign the form and return by post, fax or e-mail to the International Affairs Office at NUI Galway to confirm receipt of your grant. A parent or guardian can sign on your behalf, if appropriate.
- (4) The **Certificate of Confirmation of Attendance***, which should be completed, signed and stamped by your host university at the very end of your study period abroad and before you return to Ireland. You should keep a copy of this certificate and send the original to the International Affairs Office, NUI Galway as proof that you have attended the host university for the duration of your approved study period. ***Your final grant instalment cannot be paid until this and all other necessary paperwork has been submitted to the International Office.***

*The documents mentioned at (2), (3) and (4) can all be found at www.nuigalway.ie/erasmus-programme/outgoingstudents/latestnews/#tab2.

Other documents and procedures which you will need to complete in order to ensure you are eligible for the Erasmus grant:

- **Learning Agreement** (see Section 4 – Academic Planning) – return this to your academic coordinator at NUI Galway and update it in Semester 2 if necessary.
- **Online language assessment** – compulsory if you will be studying through French, German, Italian or Spanish. You must take an initial linguistic assessment before you go on Erasmus and you will be required to take a further assessment at the end of your studies. See page 12. Your grant agreement cannot be issued until you have taken the first assessment.
- **EU Survey/Participant Report** – you will receive a request for this by e-mail towards the end of your study visit, and you will need to complete and submit the survey online.

PLEASE REMEMBER to attend to all procedures in a timely fashion so as to prevent delays or complications with your Erasmus grant.

IMPORTANT:

Please note that the minimum duration of an Erasmus study visit is 3 full months. If you do not complete this minimum duration you will be obliged to return your mobility grant to the International Affairs Office, NUI Galway, and you will no longer be classified as an Erasmus student.

Three full months means 90 days, not merely 12 weeks.

If, for whatever reason, you have to withdraw from the Erasmus programme after you have been issued with your grant, please inform the NUI Galway International Affairs Office immediately. You must also be sure to notify your academic coordinator(s) and the relevant College Office.

4. Academic Planning

4.1 What courses should I take while I'm abroad?

You must take courses in your degree subjects while abroad, **as agreed between you and your academic coordinator(s) in NUI Galway**. These must be pursued diligently and with success and completed to the appropriate standard. There can be very serious financial and academic consequences to the failure of examinations taken while abroad. Your academic coordinator will usually have details of the courses available in partner universities and you should discuss with him/her what courses you are expected to take while abroad. It's important that you know exactly what is expected of you, in terms of the types of courses you need to take, number of credits, results, etc, before you leave Ireland. Upon arrival at the host university, you may encounter timetable clashes or other issues which may affect the choice of courses open to you. Discuss with your coordinator here at NUI Galway what you should do in this case.

Your nominating school or discipline at NUI Galway will ask you to confirm your final choice of courses. You will use your **Learning Agreement Form** for this.

You will find this form at www.nuigalway.ie/erasmus-programme/outgoingstudents/latestnews/ - be sure to click on the tab "Outgoing Erasmus 18/19".

The **Learning Agreement** is a vitally important document outlining the courses for which you are registering at the host university, along with the ECTS credit weighting of each module. When you have chosen your courses (and BEFORE you begin your studies abroad) you should complete this form, have it signed by your academic coordinators at the home and host universities, and return a copy to your NUI Galway academic coordinator, keeping the original safe. If there are to be changes or additions during your study period abroad, you will need to complete an additional sheet to reflect these.

The Learning Agreement is crucial for the recognition of your studies abroad, and is an implicit part of your Erasmus contract. On a practical level, it helps ensure that your choice of courses is approved by your NUI Galway coordinator(s) and thus helps prevent any later misunderstandings.

You must normally go to a university linked to your department. We have a small number of exchange places in partner universities arranged on an institutional basis where BA (non-language) students can take many of the subjects offered in English by that university. However you must get approval in advance from your own department(s) and/or College to say that they will accept the proposed programme of studies, and your Learning Agreement will need to be signed off by the relevant coordinator in each discipline.

If you are a BA International student, you should ensure that *both* your disciplines are aware that you are going to participate in the Erasmus Programme. It is best to convey this information in writing. You must complete an agreed workload in your second subject while abroad.

Attendance at lectures and completion of the agreed programme of study are essential in all cases. Failure to fulfil the course requirements may justify a request for the reimbursement of the Erasmus grant.

Make sure that you understand the exam structure in your host university. Adhere strictly to all deadlines and keep a copy of any essays that you submit.

4.2 ECTS

Most of our Erasmus partner universities use the ECTS system, which makes it quite easy for you to find out what a full year's workload is for a local student and so to determine how many courses you should do.

What is meant by ECTS?

ECTS, the European Credit Transfer System, was developed by the European Commission in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.

ECTS credits

ECTS credits represent a value allocated to course units to describe the **student workload** required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, independent study, and examinations or other assessment activities. ECTS credits express a **relative value**.

In ECTS terms, 60 credits represent the workload of a year of study; normally 30 credits are given for a semester and 20 credits for a term or trimester. Credits are awarded only when the course has been completed and all required examinations have been passed.

In many cases, NUI Galway students will be required to attain 40 to 45 ECTS credits in the course of a year studying abroad.

B.A. International *non-language* students will be expected to secure 20 credits in *each* of their two degree subjects, unless otherwise approved by the College of Arts, Social Sciences and Celtic Studies.

B.A. International *language* students will usually be required to take modules totalling 45 credits, the breakdown between their subjects to be determined by their sending academic disciplines at NUI Galway, but the greater emphasis being on the language subject.

Other programme coordinators will advise as to the credit requirements for their particular courses. In all cases, students should ensure that they understand exactly what is required of them before embarking on their studies abroad, and if they have any doubts at any stage, they should consult their academic coordinator(s) immediately. It should be borne in mind that an insufficient number of credits from the year abroad can have serious implications for a student's final degree.

4.3 What about my registration status at NUI Galway if I am studying abroad for a whole year?

You must be registered as a student here at NUI Galway for the year in which you are going abroad.

Otherwise you cannot receive credit for your studies abroad. You will be able register online in late August, and you should follow the instructions at www.nuigalway.ie/registration, "Students Returning to Next Year". Please ensure that your normal fees to NUI Galway are paid promptly and in full so that you will be correctly registered at NUI Galway while you are abroad. Registration/tuition fees are not normally payable to your host university, other than in particular circumstances such as field trips, special language courses, etc. Some German universities will require you to pay a *Semestergebühr/Semesterbeitrag*, which will include a local transport ticket and a student service fee.

4.4 Exam Results

Ensuring that results are returned from your host university is also your responsibility. Since the system may be unfamiliar to you, please check the procedures that apply in that university for the issue of results, to make sure that your NUI Galway coordinator receives them before you resume your studies in Galway. Many institutions forward transcripts to NUI Galway as a matter of course, but some do not and so you may have to arrange this yourself. It is your responsibility to prove that you have achieved the required number of credits at the host institution.

5. Insurance

The Department of Foreign Affairs recommends that all students going abroad should hold an **EHIC** and be covered by a **comprehensive travel insurance policy**. NUI Galway requires you to follow this advice.

5.1 European Health Insurance Card

If you are an Irish resident, you are entitled to necessary healthcare in the public system of any EU/EEA member state or Switzerland if you become ill or injured while on a temporary stay in that country, but to avail of this, you must make sure to carry a **European Health Insurance Card (EHIC)**. One card is needed for each individual or member of a family. You can apply for the card through your local HSE Office.

You should note that the EHIC does not cover the cost of treatment in a private setting, and that entitlements through the public health system may vary from country to country. It is advisable to consult the website www.ehic.ie for more detailed information; in particular, you should click on the link "Healthcare services in other countries" to ensure that you are aware of the cover and possible limitations that will apply in countries where you will be studying or travelling during your Erasmus visit.

5.2 Do I need Private Health or Travel Insurance?

Under the rules of the Erasmus programme set out by the HEA on behalf of the European Commission, **you will be required to hold a private travel insurance policy to cover you while you are studying abroad**. You cannot rely on the cover provided by the EHIC as this may be quite limited. Public healthcare systems vary from country to country, and few countries pay the full cost of healthcare for holders of the EHIC. The EHIC does not cover the cost of repatriation. In addition, illness or an accident abroad may mean extra travel and accommodation costs. You will also need to be covered for eventualities like cancelled/delayed flights and the loss/theft of luggage, personal belongings or money.

Students going on Erasmus study visits are now required to provide the name of their insurance company and the policy name and number when completing their Erasmus grant agreement. Without this information, the grant agreement will be considered invalid and the student will not be eligible for the Erasmus grant.

If you are covered by your own or your parents' private health insurance plan, you should confirm the actual level of cover you will have while abroad. Ensure that travel, medical treatment and repatriation are included. Find out whether there is a stipulation about the duration of any one single trip - for instance, some policies set a limit of 60 days for a single trip, and this clearly wouldn't cover you for a study visit where you will be away continuously for a longer period, although you may be able to arrange "extended stay" cover for a small additional fee. You can establish all of this quite easily by carefully reading the policy document and by contacting the health insurance company directly. You may be able to purchase additional cover for travel insurance if this is not included in an existing health insurance policy. Please note that the International Office will not be able to advise on the suitability of various policies, and the onus is on you to ensure that you are adequately covered.

Alternatively, there are a number of companies that offer travel insurance packages tailored to the needs of students studying abroad. The International Office can provide you with the details of these, but will not be able to advise on the suitability of various policies: the onus is on you to ensure that you are adequately covered. You should examine carefully the conditions of your intended insurance policy and check, for instance, whether there are restrictions in relation to making trips home during the year, and ensure that the policy you purchase is suitable for your needs. We would emphasise that we do not approve of students making frequent trips home in the course of their Erasmus studies, as this prevents them settling in at the host university and deriving maximum benefit from the experience. **You must**

make sure that your chosen policy is valid for the full duration of your Erasmus study visit (and if you plan to remain abroad beyond the end of your study visit, you should set the end date accordingly).

Make sure that you keep a record of any emergency numbers provided by the insurance company in case you have to make a claim. Having the details readily to hand will alleviate some of the stress if you are in a difficult situation. Should you find yourself in circumstances where you will have to make a claim, you should contact the insurance company immediately, as a delay in doing this could affect your claim.

To sum up, it is very important that you are covered for **accidents, emergency medical treatment and repatriation**, and you should also make provision for disruptions to your travel plans and insure your belongings against theft. A good travel policy will offer a wide range of benefits and will give you peace of mind.

6. Online Linguistic Support (OLS)

If you will be studying through French, German, Italian or Spanish, you will be required to take an online language assessment before you go on Erasmus. An invitation will be sent to you by e-mail from @erasmusplusols.eu so please make sure you don't overlook it or allow it to get lost in your spam folder. Please check the deadline for taking the test and make sure you adhere to it. You will receive a grade according to the Common European Framework of Reference for Languages. The result cannot be used to prevent you taking part in Erasmus, but if you do not do well, it might be an indication that you need to work on your language skills to bring them up to the required level. Having completed the assessment, you may be given access to a free online language course. It is highly recommended that you follow this course as a linguistic preparation for your studies abroad. You will be required to take a further linguistic assessment at the end of your studies. See <http://erasmusplusols.eu/>.

7. The Host University

7.1 Making your application

In addition to applying to NUI Galway for the Erasmus grant, you will have to make an application to be admitted to your host university as an Erasmus student. It's a good idea to consult the International Office/Erasmus pages of your host university's website so that you know what to expect in relation to the application procedure and the deadline.

The first stage in the process is that your coordinator at NUI Galway will officially nominate you to the host university, and after that you can expect to receive instructions by e-mail from the host university about the application procedure. As there is a danger that legitimate e-mails can end up in your spam folder, you should check this regularly. If you haven't heard anything from your host university a month before the deadline, notify your NUI Galway academic coordinator.

Online application forms are widely used by our partner universities. You may have to print out the form or part of it and have it signed by your NUI Galway coordinator before sending it to the host university by post. Make sure you observe the application deadline! You should receive a confirmation of acceptance from the host university within a month or so of the deadline.

7.2 Finding Accommodation

Each outgoing Erasmus student is responsible for organising his/her accommodation abroad. NUI Galway cannot provide this service. However, each host university will have an Accommodation Office with detailed knowledge of the local area and the available options; that office will therefore be well placed to offer appropriate advice and support to incoming international students.

You should be aware that it won't always be possible to book a room in a student residence, as there is a limited supply of such accommodation and it can fill up quickly. If this type of accommodation is available, it's advisable to take advantage of it. You will normally need to complete a booking form in advance, often at the time of making your application to the host university (see 7.1 above). In a lot of cases, student accommodation is allocated on a "first come, first served" basis. **It is imperative that you do not delay in returning booking forms.** Mention what subjects you are studying when you complete the accommodation booking form: it may be possible to allocate you student accommodation near to the faculties of the subjects you will be studying. NUI Galway students who previously attended your host university may also be able to recommend a particular student residence. You may be requested to pay a deposit in advance - pay this on time to avoid disappointment. Your rental contract will most likely oblige you to pay in full for each month, even if you might not be there for all of the final month. Be aware that in many cases, student residences are managed by agencies external to the university, so that the university itself may have little control over the allocation of rooms.

It is worth noting that *some* student accommodation abroad may not be of a very high standard and may be located a distance from the university. You may find that cooking utensils are not provided and that a number of people could be sharing communal cooking and bathroom areas. If you are not comfortable with this, you may be better advised to seek accommodation in the private sector. Research your options thoroughly and speak to returned Erasmus students before you make a final decision.

If you wish to rent accommodation on the private market, you should only do so after having viewed the premises in person: never pre-book over the internet, especially where a deposit is requested, unless you know that the person with whom you are dealing is bona fide. Accommodation scams are becoming increasingly common, and you stand to lose a substantial amount of money in this way.

Where student accommodation is either not available or not your preferred option, it is strongly advised that you make appropriate arrangements in advance. This may mean booking into a hotel or hostel and arriving a week or two before the teaching term starts in order to give yourself time to search for private accommodation. Visit the university's Accommodation Office, as the staff there will be able to assist you and give you advice. Try to find out about different neighbourhoods in terms of their safety and their proximity to the university, and get an idea of the going rates for monthly rent. You are also advised to be careful signing contracts – read the small print. And remember that it is not advisable to accept accommodation if you have any reservations about the security and safety of the property.

While it may seem convenient and reassuring to share accommodation with other English-speaking students, former Erasmus students have often commented that this was not always advantageous from the points of view of language learning and integration into the new environment, and you should consider all of this when you are looking for somewhere to stay.

Once you have secured your accommodation, make a note of and report anything damaged or missing. If, during your stay, you cause damage to the property, the cost of repairs will be deducted from your deposit. If you encounter issues such as mould or mildew, be sure to notify the landlord/agency/manager so that this is dealt with promptly.

Students renting accommodation in France should qualify for financial assistance from the CAF (*Caisse d'Allocations Familiales*), and you can apply for this online. Your host university will be able to advise.

Students who live at home while attending university in Galway may find the search for accommodation the most daunting aspect of the stay abroad. However, with careful and early planning most students don't have any major problems.

Consider carefully the following points:

- What types of accommodation options are available and what is the cost of each option?
- What forms are needed to book accommodation, and what is the deadline?
- What deposit, if any, is required in advance?
- What facilities (toilet, shower, cooking, etc) are available? Are they shared?
- Is bed linen, etc. supplied or will you need to bring/buy your own?
- Is the property furnished?
- Are utility bills (electricity, gas, etc) included in the rent?
- From what date will accommodation be available?
- Will you be bound by a contract, and for how long?
- What are the opening hours of reception in student residences? (If you are arriving outside of office hours, you may need to make advance arrangements to gain access to your room.)

7.3 Essential Documents

In most cases you will need the following items for registration purposes in the host university. Take a few copies as you will probably have to present them on various different occasions.

- Your passport, and a supply of passport photographs
- A letter stating that your home university has nominated you as an Erasmus student (the International Office at NUI Galway will issue such a letter to all outgoing Erasmus students.)
- A confirmation of your acceptance at the host university, if applicable
- Your European Health Insurance Card
- In some cases (e.g. for France), you may need a copy of your birth certificate. (This may need to be a translated version; your academic department can help you with this.)

7.4 Staying in touch with NUI Galway

E-mail will be our principal means of official communication with you while you are away, and your @nuigalway.ie address is the one that we will use for bringing you any news relating to the Erasmus Programme, e.g. notification of grant payments, messages from your coordinator, advice and reminders, etc. Please ensure that you check your college e-mail account regularly and that you monitor your spam/junk e-mail folder too, as important messages can end up there.

Keep an eye on our website for information you may need while abroad, such as news items and downloadable copies of all the principal forms that you will need to complete: www.nuigalway.ie/erasmus-programme/outgoingstudents/latestnews/. (Click on "18/19".)

In addition, a Facebook page "NUI Galway Outgoing Erasmus 18/19" will provide a useful forum for communication with and between students on Erasmus topics as they arise during the year.

7.5 Student Report

Towards the end of your study period, you will receive an e-mail asking you to complete a questionnaire called the EU Survey/Participant Report. You must complete this online and submit it in order to be eligible for the final grant instalment. This document is a European Commission requirement for each and every individual Erasmus student.

In addition, your academic coordinator may also ask you to complete a Narrative Report with specific questions about the practical aspects of your time abroad. Your observations here will be very helpful to future NUI Galway students, so please take the time to complete this report carefully if it is requested. It can be found at the web link mentioned in section 7.4. If a number of you from the same course are studying in the same location, you may collaborate on the *Narrative Report*, but remember that the above-mentioned European Commission *EU Survey* must be completed on an individual basis.

8. Useful Tips and Advice

- Book your flights well in advance to ensure the cheapest rates, and check the academic calendar of the host university to ensure that you will arrive in time for the beginning of term.
- If an orientation programme or language course is offered, it is strongly recommended that you attend these, and make your travel arrangements accordingly.
- If your host university offers a Buddy Programme, do consider taking advantage of it.
- Find out about other students that may be going to the same destination as you. Try to travel in pairs or in a group, as this will make it cheaper for taxis and also safer in terms of luggage supervision.
- Be vigilant at rail and bus stations and keep a close eye on your luggage.
- Keep valuables out of sight and keep cash and credit cards in zipped pockets or in a secure money belt worn inside your clothes.
- Find out if any areas of your host city are considered unsafe and avoid them if possible.
- Have a list of important telephone contact numbers and the number of your credit/bank card as well as the bank's emergency number, and keep these details about your person or in a safe place, in case you are unfortunate enough to lose your wallet or mobile phone.
- Be aware that in many countries, local bus or tram tickets purchased from a machine must be punched to validate them – if you are caught travelling without a valid ticket, you may have to pay a substantial fine.
- If you have pre-booked accommodation in a university residence, check its opening hours for key collection (reception might be closed in the evenings or at weekends).
- Make sure that when you arrive in your host country you have sufficient funds for your initial expenses. Note that, in relation to accommodation, you may have to pay a deposit plus a month's rent in advance.
- If, at the time of moving into your accommodation, you notice anything broken or damaged in the room/apartment, make sure the owner or caretaker is aware of it, or you could find yourself liable for repairs when you are leaving.
- When opening a bank account abroad you may need to produce the following documents: a translated birth certificate, your passport, proof that you are a student, evidence of your address in the host country.
- Former Erasmus students have indicated that they found it very useful to have an Irish student credit card. If you keep this in credit you will not be charged for withdrawing cash at ATM machines abroad. You should also set up internet access to your Irish bank account.
- If you need to contact your host university immediately on arrival, remember to check their office opening hours. At most universities, staff are not available at the weekends. It is a good idea to go to offices early in the morning as, in many universities, offices may be closed to the public in the afternoons.
- Each university will have an International Office or a European/Erasmus Office. When you arrive at your host university, find out where this is located. It should be your first point of contact for any non-academic problems you might encounter. If you need to contact home urgently, the staff of this office should be able to assist you in doing so.
- Notify the host university if you have any illness, disability, or learning difficulty that should be brought to the attention of staff.
- Ensure that you know the name, office address and telephone number of the departmental/academic coordinator in the host university. You may need to consult this person for assistance in the selection of courses.
- You may find that administrative procedures are extremely bureaucratic in some countries. Remember that it's the same for all other students and that you shouldn't get too bothered by it all. Don't be afraid to ask questions if you don't understand something.
- Please follow the general advice given to you by your NUI Galway discipline or academic coordinator regarding the destination that you are going to.

- If you have concerns about any academic issue, be sure to contact your NUI Galway academic coordinator as early as possible.
- If problems other than academic ones arise, please inform the NUI Galway International Office – we’re here to help, if possible, but we cannot help you if we are not made aware of any difficulties!
- Try to find out as much as you can in advance about the culture and customs of the host country. Even then, you may well experience culture shock or homesickness initially. This is a common reaction to a new environment but if you allow yourself a couple of weeks to make the transition, and if you are open-minded in your approach, you will most likely find that you will settle in quite quickly.
- The time abroad will go by more quickly than you imagine, so make the most of it. Take advantage of any events or activities that are organised for Erasmus students, try to integrate as best you can with native students, and, if you are a language student, resist the temptation to socialise with other native English speakers. Make use of any opportunities to travel at weekends or during holiday periods, and see as much as you can of the host country. An International Student Identity Card (ISIC) can be useful for obtaining reductions on travel, entertainment, sightseeing, etc.
- Remember that you are bound by the regulations and the code of conduct of both the host university and of NUI Galway. As Erasmus students, you are ambassadors for your country and your university and it is expected that you show respect for the host country, its people and its customs. For instance, there is no doubt that socialising and making friends are important aspects of the study abroad experience, but in many countries you will find that alcohol plays a less prominent role in these activities than it does in Ireland. Bear in mind that you are in an unfamiliar environment, and that excessive alcohol or drug consumption may lead to unpleasant incidents and even jeopardise your personal safety.
- Please be mindful of your neighbours and/or housemates and respect their need for peace and quiet at night.
- Keep your accommodation clean and tidy and respect the property and its furnishings, or you may be fined or have your deposit withheld at the end of your stay.
- While you are abroad please remember to stay in regular contact with your family. When you travel abroad, your loved ones will be anxious to know that you have arrived safely and are settling in well. A quick phone call, text or message will put their minds at ease.
- If any significant incidents occur in your host country or city, make sure that your family know that you are safe. Follow any instructions given by the authorities, and if you have concerns, get in touch with staff at your host university’s international office, who will be able to give you appropriate advice.

Your personal safety is vitally important. Take care not to put yourself in any situations where you might be at risk. Especially when socialising or travelling, make sure that some friend always knows of your whereabouts, and take care never to be out alone at night.

Student Mobility Links
Erasmus Programme 2018/19

9. College of Arts, Social Sciences and Celtic Studies

9.1 College-wide Erasmus links

Academic Coordinator: depends on your subjects; see list on page 24

Country	Name of Host University
Malta	University of Malta
The Netherlands	Universiteit Utrecht
Sweden	Uppsala Universitet

9.2 Archaeology

Academic Coordinator: Dr Kieran O'Connor

Country	Name of Host University
Czech Republic	Charles University, Prague
United Kingdom	University of Glasgow

9.3 Film Studies

Academic Coordinator: Dr Conn Holohan

Country	Name of Host University
The Netherlands	Universiteit Utrecht
Spain	Universidad CEU-Cardenal Herrera
United Kingdom	Edge Hill University
United Kingdom	University of Kent
United Kingdom	University of Southampton

9.4 French

Academic Coordinator: Dr Catherine Emerson

Country	Name of Host University
Belgium	Université Catholique de Louvain
Belgium	Université de Liège
France	Aix-Marseille Université
France	Université d'Angers
France	Université d'Avignon et des Pays de Vaucluse
France	Université Clermont-Auvergne
France	Université de Bretagne Occidentale
France	Université de Bretagne Sud
France	Université de Franche-Comté Besançon
France	Université de La Rochelle
France	Université de Nice Sophia Antipolis
France	Université de Poitiers
France	Université du Sud Toulon-Var
France	Université de Toulouse Jean Jaurès

9.5 Gaeilge (including Celtic Civilisation)

Academic Coordinator: An tOllamh Tadhg Ó hIfearnáin

Country	Name of Host University
France	Université de Bretagne Occidentale (Brest)
France	Université de Haute Bretagne (Rennes II)
Germany	Rheinische Friedrich-Wilhelms-Universität Bonn

Sweden	Uppsala Universitet
United Kingdom	Aberystwyth University
United Kingdom	University of Glasgow

9.6 German

Academic Coordinator: Mr Michael Shields

Country	Name of Host University
Austria	Alpen-Adria-Universität Klagenfurt
Germany	Universität Augsburg
Germany	Otto-Friedrich-Universität Bamberg
Germany	Freie Universität Berlin
Germany	Ruhr Universität Bochum
Germany	Technische Universität Dresden
Germany	Johann Wolfgang Goethe-Universität Frankfurt
Germany	Albert-Ludwigs-Universität Freiburg
Germany	Pädagogische Hochschule Karlsruhe
Germany	Universität Kassel
Germany	Universität Leipzig
Germany	Johannes Gutenberg-Universität Mainz
Germany	Bayerische Julius-Maximilians-Universität Würzburg

9.7 History

Academic Coordinator: Dr Kimberly LoPrete

Country	Name of Host University
Austria	Universität Wien
France	Université de Strasbourg
Germany	Johannes Gutenberg-Universität Mainz
Netherlands	Universiteit Leiden
Netherlands	Rijksuniversiteit Groningen
United Kingdom	University of Strathclyde

9.8 Italian

Academic Coordinator: Dr Lindsay Myers

Country	Name of Host University
Italy	Università degli Studi di Bologna
Italy	Università degli Studi di Bologna SSLMIT
Italy	Università degli Studi di Genova
Italy	Università Cattolica del Sacro Cuore, Milano
Italy	Università degli Studi di Torino
Italy	Università degli Studi di Trento
Italy	Università degli Studi di Udine
Italy	Università degli Studi di Urbino
Italy	Università degli Studi di Verona

9.9 Mathematics

Academic Coordinator: Dr Emil Sköldberg

Country	Name of Host University
Malta	University of Malta

9.10 Philosophy

Country	Name of Host University	Academic Coordinator
Germany	Bergische Universität Wuppertal	Dr Felix Ó Murchadha
Turkey	Middle East Technical University, Ankara	Dr Tsarina Doyle

9.11 Political Science and Sociology

Academic Coordinator: Dr Brendan Flynn

Country	Name of Host University
Austria	Alpen-Adria Universität Klagenfurt/Vienna*
Belgium	Katholieke Universiteit Leuven
Finland	Abo Akademi
Finland	University of Helsinki
Germany	Ruprecht-Karls-Universität Heidelberg
The Netherlands	Universiteit Leiden

9.12 Psychology

Country	Name of Host University	Academic Coordinator
Austria	Universität Salzburg	Dr Mark Elliott
Germany	Ludwig-Maximilians-Universität München	Dr Mark Elliott
Italy	Università degli Studi di Padova	Dr Mark Elliott
The Netherlands	University of Maastricht	Dr Denis O'Hora

9.13 Spanish

Academic Coordinator: Dr Lorraine Kelly

Country	Name of Host University
Spain	Universidad de Alcalá de Henares
Spain	Universidad de Cádiz
Spain	Universidad de Deusto (Bilbao)
Spain	Universidad de Extremadura
Spain	Universidad de Granada
Spain	Universidad de La Rioja
Spain	Universitat de les Illes Balears
Spain	Universidad de León
Spain	Universidad de Málaga
Spain	Universidad de Murcia
Spain	Universidad de Oviedo
Spain	Universidad de Salamanca
Spain	Universidad de Valencia
Spain	Universidad de Valladolid
Spain	Universidad de Zaragoza

9.14 Theatre & Performance

Academic Coordinator: Dr Charlotte McIvor

Country	Name of Host University
France	Université François Rabelais Tours
Spain	Universidad de Oviedo

10. College of Business, Public Policy and Law

10.1 School of Business and Economics

Country	Name of Host University	Academic Coordinator
Austria	University of Applied Sciences, Upper Austria	Dr Edel Doherty/ Dr Michaela Schrage-Früh
Belgium	Katholieke Universiteit Leuven	Dr Edel Doherty
Belgium	UC Leuven-Limburg	Dr Edel Doherty
Denmark	University of Aarhus	Dr Edel Doherty
France	Université de Clermont Auvergne	Mr Ruadhán Cooke
France	Groupe ESC Dijon Bourgogne	Mr Frank Conaty
France	Groupe Sup de Co La Rochelle	Dr Lorraine Morgan
France	Université Lille 2	Dr Edel Doherty
France	Kedge Business School (Marseille)	Mr Ruadhán Cooke
France	IAE Montpellier	Mr Ruadhán Cooke
France	Groupe ESC Rennes School of Management	Dr Edel Doherty
France	Université de Strasbourg	Mr Ruadhán Cooke
France	Groupe ESC Toulouse	Mr Ruadhán Cooke
France	Groupe ESC Troyes	Dr Edel Doherty
Germany	EBS Universität für Wirtschaft und Recht	Mr Frank Conaty
Germany	Otto-Friedrich-Universität Bamberg	Dr Michaela Schrage-Früh
Germany	Hochschule Bochum	Dr Michaela Schrage-Früh
Germany	Friedrich-Alexander-Universität Erlangen- Nürnberg	Dr Michaela Schrage-Früh
Germany	Georg-August-Universität Göttingen	Dr Michaela Schrage-Früh
Germany	Pforzheim University	Dr Edel Doherty
Germany	Universität Trier	Dr Michaela Schrage-Früh
Italy	Università degli Studi di Genova	Dr Laura Mc Loughlin
Italy	Università degli Studi di Trento	Dr Laura Mc Loughlin
Liechtenstein	University of Liechtenstein	Dr Lorraine Morgan
Netherlands	Rijksuniversiteit Groningen	Dr Edel Doherty
Spain	Universidad de Alcalá de Henares	Ms Begoña Sangrador-Vegas
Spain	Universidad de Deusto (Bilbao)	Ms Begoña Sangrador-Vegas
Spain	Universidad de Granada	Ms Begoña Sangrador-Vegas
Spain	Universidad de León	Ms Begoña Sangrador-Vegas
Spain	Universidad de Salamanca	Ms Begoña Sangrador-Vegas
Spain	Universidad de Valencia	Ms Begoña Sangrador-Vegas
Spain	Universidad de Valladolid	Ms Begoña Sangrador-Vegas
Sweden	Karlstad University	Dr Edel Doherty
Sweden	Halmstad University	Dr Edel Doherty
Sweden	Södertörn University	Dr Edel Doherty
UK	University of Hertfordshire	Dr Lorraine Morgan
UK	Northumbria University	Dr Lorraine Morgan

10.2 School of Law

Country	Name of Host University	Academic Coordinator
Belgium	Katholieke Universiteit Leuven	Ms Nicola Murphy
France	Institut d'Etudes Politiques d'Aix-en-Provence	Dr Máire Áine Ní Mhainnín
France	Université Montesquieu Bordeaux IV	Dr Máire Áine Ní Mhainnín

France	Université Clermont-Auvergne	Dr Máire Áine Ní Mhainnín
France	Université de Poitiers	Dr Máire Áine Ní Mhainnín
France	Université de Toulouse	Dr Máire Áine Ní Mhainnín
Germany	Georg-August Universität Göttingen	Dr Deirdre Byrnes
Germany	Universität Leipzig	Dr Deirdre Byrnes
Germany	Bayerische Julius-Maximilians-Universität Würzburg	Dr Deirdre Byrnes
Hungary	Eötvös Loránd University, Budapest	Ms Nicola Murphy
Italy	Università degli Studi di Bologna	Dr Laura McLoughlin
Italy	Università degli Studi di Siena	Dr Laura McLoughlin
Spain	Universidad de Granada	Ms Begoña Sangrador-Vegas
Spain	Universidad de Salamanca	Ms Begoña Sangrador-Vegas
The Netherlands	Rijksuniversiteit Groningen	Ms Nicola Murphy
The Netherlands	Universiteit Leiden	Ms Nicola Murphy

11. College of Engineering and Informatics

11.1 Information Technology

Country	Name of Host University	Academic Coordinator
France	Université de La Rochelle	Dr Owen Molloy
Poland	Polish-Japanese Institute of Information Technology, Warsaw	Dr Owen Molloy
Sweden	Karlstad University	Dr Owen Molloy

11.2 Mechanical and Biomedical Engineering

Country	Name of Host University	Academic Coordinator
Italy	Politecnico di Milano*	Professor Peter McHugh
Poland	Wroclaw University of Technology*	Professor Peter McHugh
Portugal	Universidade do Porto*	Dr Dimitrios Zeugolis

12. College of Medicine, Nursing and Health Sciences

12.1 School of Medicine

Academic Coordinator: Dr Yvonne Finn/Ms Deirdre Sheridan

Country	Name of Host University
France	Université Grenoble-Alpes
France	Université de Montpellier
Germany	Ruhr-Universität Bochum
Sweden	Uppsala Universitet
UK	Queen's University Belfast

12.2 School of Nursing & Midwifery

Country	Name of Host University	Academic Coordinator
Spain	Universitat de Barcelona	Professor Dympna Casey

13. College of Science

13.1 Biochemistry & Biotechnology

Academic Coordinator: Dr Andrew Flaus/Dr Stephen Rea

Country	Name of Host University
Austria	BOKU (University of Natural Resources & Applied Life Sciences, Vienna)
France	Université de Bretagne-Sud
France	Université Grenoble-Alpes
France	Université de Rennes 1
Finland	University of Helsinki
Finland	University of Jyväskylä
Finland	University of Tampere
Germany	Hamburg University of Applied Sciences
Netherlands	Universiteit Leiden
Spain	Universidad Politécnica de Valencia
Spain	Universitat de Lleida

13.2 Biological Science

Country	Name of Host University	Academic Coordinator
Italy	Università degli Studi di Torino*	Dr Mary Murphy

13.3 Botany/Life Science

Country	Name of Host University	Academic Coordinator
Italy	Università degli Studi di Milano*	Professor Charles Spillane

13.4 Earth & Ocean Sciences

Country	Name of Host University	Academic Coordinator
Spain	Universidad de Oviedo	Professor Mark Johnson

14. Framework Agreements

These are “open” places, which allow students from a variety of disciplines to go to the universities concerned. For further information, contact the International Affairs Office. Your degree subject school or disciplines will have to give approval before you can be offered a place under the Framework programme.

Country	Name of Host University	Academic Coordinator
Germany	Georg-August-Universität Göttingen	International Affairs Officer
Sweden	Uppsala Universitet	International Affairs Officer

Throughout the lists on the preceding pages, exchange places for postgraduates only have been indicated by an asterisk (*).

15. Contact Details for Erasmus Coordinators

College or Discipline	Name of Coordinator	Telephone no.	E-mail address
College of Arts, Social Sciences and Celtic Studies			
Archaeology	Dr Kieran O'Connor	353 91 493820	kieran.d.oconor@nuigalway.ie
Classics	Professor Michael Clarke	353 91 495230	michael.clarke@nuigalway.ie
Economics	Dr Aidan Kane	353 91 492530	aidan.kane@nuigalway.ie
English	Ms Dearbhla Mooney	353 91 493339	dearbhla.mooney@nuigalway.ie
Film Studies	Dr Conn Holohan	353 91 495686	conn.holohan@nuigalway.ie
French	Dr Catherine Emerson	353 91 493801	catherine.emerson@nuigalway.ie
Gaeilge (incl. Celtic Civilisation)	An tOll. Tadhg Ó hifearnáin	353 91 492560	tadhg.ohifearnain@nuigalway.ie
Geography	Prof. Ulf Strohmayer	353 91 492373	ulf.strohmayer@nuigalway.ie
German	Mr Michael Shields	353 91 492627	michael.shields@nuigalway.ie
History	Dr Kimberly LoPrete	353 91 493547	kim.loprete@nuigalway.ie
Italian	Dr Lindsay Myers	353 91 492396	lindsay.myers@nuigalway.ie
Mathematics	Dr Emil Sköldberg	353 91 493175	emil.skoldberg@nuigalway.ie
Philosophy (undergraduate)	Dr Tsarina Doyle	353 91 495473	tsarina.doyle@nuigalway.ie
Philosophy (postgraduate)	Dr Felix Ó Murchadha	353 91 492573	felix.omurchadha@nuigalway.ie
Political Science and Sociology	Dr Brendan Flynn	353 91 493160	brendan.flynn@nuigalway.ie
Psychology (denominated)	Dr Mark Elliott	353 91 495345	mark.elliott@nuigalway.ie
Psychology (denominated)	Dr Denis O'Hora	353 91 495126	denis.ohora@nuigalway.ie
Psychology (undenominated)	Dr Mike Hogan	353 91 493455	michael.hogan@nuigalway.ie
Spanish	Dr Lorraine Kelly	353 91 495927	lorraine.kelly@nuigalway.ie
Drama, Theatre & Performance	Dr Charlotte Mclvor	353 91 492631	charlotte.mclvor@nuigalway.ie
College of Business, Public Policy and Law			
BComm (Global)	Dr Edel Doherty	353 91 493043	edel.doherty@nuigalway.ie
Accounting	Mr Frank Conaty	353 91 492859	frank.conaty@nuigalway.ie
BIS	Dr Lorraine Morgan	353 91 494267	lorraine.morgan@nuigalway.ie
French (Commerce)	Mr Ruadhán Cooke	353 91 493398	ruadhan.cooke@nuigalway.ie
French (Law)	Dr Máire Áine Ní Mhainín	353 91 493397	mary.anne.mannion@nuigalway.ie
German (Commerce)	Dr Michaela Schrage-Früh	353 91 493602	michaela.schrage-frueh@nuigalway.ie
German (Law)	Dr Deirdre Byrnes	353 91 492014	deirdre.byrnes@nuigalway.ie
Italian (Law)	Dr Laura McLoughlin	353 91 492240	laura.mcloughlin@nuigalway.ie
Law (non-language)	Ms Nicola Murphy	353 91 493001	nicola.murphy@nuigalway.ie
Spanish (Commerce/Law)	Ms Begõna Sangrador-Vegas	353 91 493719	begona.sangrador-vegas@nuigalway.ie
College of Engineering and Informatics			
Information Technology	Dr Owen Molloy	353 91 493330	owen.molloy@nuigalway.ie
College of Medicine, Nursing and Health Sciences			
School of Medicine	Ms Deirdre Sheridan	353 91 493228	deirdre.sheridan@nuigalway.ie
	Dr Yvonne Finn	353 91 494213	yvonne.finn@nuigalway.ie
Nursing Studies	Professor Dympna Casey	353 91 493652	dympna.casey@nuigalway.ie
College of Science			
Biochemistry	Dr Stephen Rea	353 91 495750	stephen.rea@nuigalway.ie
Bachelor of Science (general)	Dr Andrew Flaus	353 91 495482	andrew.flaus@nuigalway.ie
Botany	Professor Charles Spillane	353 91 494148	charles.spillane@nuigalway.ie
Chemistry	Dr Dónal Leech	353 91 493563	donal.leech@nuigalway.ie
Earth and Ocean Sciences	Professor Mark Johnson	353 91 495864	mark.johnson@nuigalway.ie

CHECKLIST

- ❑ Complete your **Outgoing Erasmus Students Application Form** and submit it by midnight on Thursday, 3rd May for full-year or semester 1 study visits, or by midnight on 23rd November for semester 2
- ❑ Complete and return all requested documents to the Host University by the due date.
- ❑ Take the language assessment if applicable, and register for the OLS language course.
- ❑ Complete and sign the Grant Agreement and Study Abroad Declaration sent to you by the International Office, and return them promptly and before you go on Erasmus.
- ❑ Ensure that you have registered online with NUI Galway before you go abroad.
- ❑ Organise your financial situation and make sure you have sufficient funds to cover initial expenses.
- ❑ Make sure to have the name, address, telephone number and e-mail address of your contact persons abroad.
- ❑ Have details of your accommodation and make sure that you will have access to it at the time of your arrival. If it is not going to be available on your arrival date, make temporary arrangements.
- ❑ Have a valid passport and bring it with you together with your travel tickets.
- ❑ Bring your European Health Insurance Card and the emergency number of your travel insurance provider.
- ❑ Bring a photocopy of your birth certificate, an official translated birth certificate (if so advised by your academic coordinator), your NUI Galway nomination letter and some passport photographs.
- ❑ Have several photocopies of all your documentation, including your passport.
- ❑ Leave your contact details with your family – and remember to get in touch with them when you arrive at your destination.
- ❑ Check your e-mail regularly while you are studying abroad and consult the NUI Galway website: www.nuigalway.ie/erasmus-programme/outgoing/. Join our Facebook group.
- ❑ Ensure that you return a copy of your **Learning Agreement** (available on our website) to your academic coordinator **as per the instructions given by the International Affairs Office**.
- ❑ Ensure that you return to the International Affairs Office a **Grant Acknowledgement Form** in respect of each grant instalment that you receive.
- ❑ Complete the EU survey as per the e-mail request you'll receive at the end of your visit.
- ❑ Before you leave your host university at the end of your study period, make sure to get your **Certificate of Attendance** completed, and return this to the International Affairs Office at NUI Galway, keeping a copy for yourself.