



NUI Galway
OÉ Gaillimh

Handbook for Outgoing Erasmus Students (Study Visits) 2020/21



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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Please note that this booklet refers only to Erasmus STUDY VISITS, where students attend classes and take exams at a higher education institution abroad. There is a separate handbook for students going on Erasmus TRAINEESHIPS (internships or work placements) which can be found on our [Erasmus Traineeships page](#).

SOME IMPORTANT ADVICE AND REMINDERS IN RELATION TO ERASMUS AND COVID-19

- It is important to bear in mind that students normally resident in Ireland will only be approved to go on Erasmus if Irish Government advice indicates that it is safe to travel to the destination country.
- ***August 2020: NUI Galway's position is that there should be no outbound student mobility for the remainder of 2020. For the limited number of "exceptional cases" recognised by the University, risk assessments must be carried out; details of this procedure will be provided by the relevant Colleges. The University's advice remains that students should not travel, and it should be understood that in these "exceptional cases", students undertake travel at their own risk.***
- If you are going abroad, you must also be mindful of the risks involved in travelling to your destination, and in living and moving about in an area where there may be Covid-19 cases.
- Remember that travel insurance will most likely not cover you if you go to another country against the advice of the Department of Foreign Affairs, so it would be wise to put off taking out an insurance policy until you at least know that non-essential travel out of Ireland is permitted. (If you are an EU citizen, you can, however, proceed to apply for an EHIC if you don't already have one, since this is free and a basic requirement for anyone travelling to another EU country.)
- As part of your preparation to go abroad, you must keep a close eye on the [travel advice by country](#) that is published by the Department of Foreign Affairs and Trade in relation to your destination country, as well paying close attention to the guidance issued by the [HSE](#).
- You will need to familiarise yourself with the public health protocols in your destination country and abide by any national regulations that may apply (e.g. self-isolation after travel, wearing of masks, etc).
- You will need to make sure that you are fully informed of, and adhere to, all health and hygiene protocols in operation at your host university as well as in your student accommodation, in order to protect yourself and those with whom you come in contact.
- Even if your host university plans to run face-to-face classes, you must remember that all on-site university activities will be carried out within a framework of social distancing, which will mean that the student experience on campus (academic and social) will be affected to some degree. While many universities do plan to offer at least some face-to-face teaching, there is the possibility that they could have to switch quite suddenly to online delivery of classes if there is an outbreak of Covid-19.
- European countries remain in a state of alert in relation to Covid-19, and you will likely find that certain aspects of everyday life are restricted and subject to national laws and requirements. This could impact on various elements of your Erasmus experience and reduce the scope for taking part in cultural activities, socialising, etc.
- You will have to keep in mind that there are likely to be outbreaks of Covid-19 throughout the coming months, and that regional authorities may decide to impose lockdowns at any time to contain such outbreaks. This could mean that you might be unable to leave a locked-down area, and you would have to factor this risk into any plans you might make for weekend trips, breaks, etc in the course of your Erasmus visit.
- In an extreme scenario, you could be recalled back to Ireland by NUI Galway.
- Changes of circumstances may lead to unforeseen financial commitments or losses, e.g. forfeited rent or rental deposits, flight cancellations or changes.
- At the same time as signing your Erasmus grant agreement, you will be required to sign a Study Abroad Declaration. This includes an acknowledgement by you that you understand and accept the risks that may be involved in taking part in Erasmus during the current global health emergency.

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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 EU's 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 – what's it about?

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 in total 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 (work placements), see www.nuigalway.ie/erasmus-programme/outgoingstudents/erasmustraineeships/.
- 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 What are the benefits to the student?

NUI Galway has been participating in the Erasmus Programme since its inception over 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. 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. Here are some quotes from students who participated:

"I would say to definitely be brave and go on Erasmus! I was so scared to go, but it was the best decision I've ever made and it has been such a blast! The people I've met and the places I've been have been fantastic, it's so amazing to see so many different cultures and I feel like I've definitely grown up a lot because of it!"

"You can really enjoy the experience by getting to know not just the country's culture but the other international students' too. It really is what you make it. Absorb everything new but practise the same common sense you would living away from home in Ireland. The first few weeks can be tough adjusting

but if you want to make the most of your Erasmus - outside your comfort zone is where the magic happens.”

“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.”

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.

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.

1.4 Which NUI Galway students can take part?

The following are currently the principal study abroad opportunities for NUI Galway students under the Erasmus Programme.

- In the College of Arts, Social Sciences and Celtic Studies, most students who go abroad on Erasmus do so after completing their second year. Some will transfer from the standard three-year B.A. degree programme to a separate four-year “B.A. International” degree, while students of Global Languages will be required to spend the third year of their programme abroad, with a semester spent in each of two countries whose languages they are studying. After successfully completing their studies abroad, students return to take their fourth and final year at NUI Galway. The year-long 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 and denominated programmes, and students will be assigned to partner universities by the relevant programme director. The majority of such study visits will take place under the Erasmus programme. Other BA Connect or denominated Arts 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 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; they can study abroad for the full academic year or for one semester (and spend the other semester on work placement).
- The School of Law also offers students the opportunity to study abroad. Places are available to both undergraduate and LLB students. Students usually study abroad for a full academic year.
- In the College of Science, there are a number of Erasmus agreements in place with universities abroad, and some of these may facilitate an undergraduate semester or year abroad. Please refer to sections 13.1 and 13.4, 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/.

1.5 Am I eligible?

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.

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.

2. What steps are involved in the process, from start to finish?

Once you have been allocated a place, and ***before you go abroad***, 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 or the International Affairs Office);
- follow the 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.

2.1 The Erasmus grant application form

There is a very strict deadline for completing this form: it should be submitted online no later than **midnight on 21st July, 2020** for Full Year/Semester 1 students and by midnight on *[deadline to be announced]* for Semester 2 students. If you miss the deadline, you will not be eligible for an Erasmus grant, although you may still study abroad as a zero-grant Erasmus student.

You will complete the grant application form via a web link that will be supplied by your academic coordinator or the NUI Galway International Office. The information you provide on this form will be incorporated into our database of students on Erasmus, as well as into official European Commission records, so it's very important that you complete it with care and attention.

The form consists of about 30 questions, mostly very straightforward. Before you begin completing it, you should have your bank details to hand, because you will be asked for your sort code and account number. Look for these on your bank statement. The 8-digit number on your debit card is not your account number!

We will use the bank details you provide on your application form to make your Erasmus grant payment.

You'll find your bank details on your bank statement. Please make sure to enter them correctly. If your bank details should change later, you must make sure to let us know.

You will be asked to give the start and finish dates of your study visit abroad. Your host university may already have told you these; if not, you should be able to find the 2020/21 academic calendar on its website, and failing that, use last year's calendar as a guide.

When you submit the online application form, you'll receive a brief e-mail confirming receipt and outlining the next steps in the process.

2.2 Facebook Group for Outgoing Erasmus Students

We will set up a Facebook group for NUI Galway's 2020/21 outgoing students. A link will be sent to all the relevant students by e-mail. You aren't obliged to join the group, but it's a good idea to do so, as it can be an important source of information and support before and during your study visit.

2.3 Online Linguistic Support

This will only be relevant to students of Modern Languages. Please see section 6 (page 18) for more details.

2.4 Prepare your Learning Agreement

This is an extremely important document which will require some work. Please see section 4 (pages 14-15) for more details. Be sure to return it to your academic coordinator at NUI Galway and update it in Semester 2 if necessary.

2.5 Sort out your insurance

Please see section 5 (page 16) for more details.

2.6 Your Grant Agreement

The **Grant Agreement for Erasmus+ Studies** is your financial contract with NUI Galway in relation to your Erasmus grant. Please don't confuse it with the Learning Agreement. The Grant Agreement contains the terms and conditions for your Erasmus grant payment and indicates how much you may expect to receive. It must be signed by you before you begin your Erasmus study visit or you will not be eligible for an Erasmus grant. When you are completing it, you will be required to provide the details of your travel insurance (i.e. company providing the insurance, policy name and number).

Unlike other documents related to your Erasmus study visit, the Grant Agreement is a legal document and can only be issued and signed in hard copy. You will be provided with two copies: one is for you to keep and the other one must be returned to us (Erasmus Section, International Affairs Office, NUI Galway, Galway City).

Before signing it, please read it carefully, checking in particular to see that all the personal details and bank details shown on it are accurate. You will be required to add your IBAN and BIC numbers.

Please make sure that the sort code and account number shown on the Grant Agreement are correct, and don't forget to fill in your IBAN and BIC numbers.

Alongside the Grant Agreement, you will be required to sign a Study Abroad Declaration. In doing so, you will confirm that you have considered, understand and accept (i) the academic requirements of your study period abroad, (ii) the expectations that NUI Galway has of its outgoing students in relation to their conduct while abroad, and (iii) the personal challenges of a period of study abroad.

2.7 Certificate of Arrival and grant payments



Find it at <http://www.nuigalway.ie/erasmus-programme/outgoingstudents/latestnews/#tab1>.

You should bring this document to the International Office of your host university as soon as possible after you arrive and have them complete, sign and stamp it. The “start date” shown on it should be the first date when you will be required to attend the host university, be it for orientation, a language course or classes. Please e-mail this document to outgoingerasmus@nuigalway.ie as soon as possible so as to ensure that you can receive your Erasmus grant without undue delay.

Because our partner universities’ calendars can vary considerably, we know that students will start their studies abroad at different times, so grant payments are made in a number of batches at the start of each semester, at intervals of 2-3 weeks approximately. Each batch contains the names of students whose certificates of arrival have been received over the preceding few weeks. We will announce the cut-off dates via the Facebook group so that students can aim to be included in a particular batch. Once we have sent a batch of payments for processing, it can take up to two weeks for payments to reach students’ accounts.

2.8 Changes to the original learning agreement

This middle section of the learning agreement only needs to be completed if you change your originally approved course choices. This document should be treated like the rest of the learning agreement, in other words, have it signed, keep a copy and send a copy to your NUI Galway academic coordinator.

2.9 Grant Acknowledgement form



Find it at <http://www.nuigalway.ie/erasmus-programme/outgoingstudents/latestnews/#tab1>.

You must complete, sign and return to us a Grant Acknowledgement Form in respect of each grant instalment. If you forget to return the form for the first instalment, you won't be eligible to receive the final instalment after you've returned from your studies abroad. Please make sure to complete this form in full, to enter the correct grant amount (check your bank statement), and sign the form. You will need to print the form and sign it by hand: an original signature is an EU requirement.

2.10 Certificate of Attendance



Find it at <http://www.nuigalway.ie/erasmus-programme/outgoingstudents/latestnews/#tab1>.

At the end of your Erasmus study visit, you will need to get your Certificate of Attendance completed, signed and stamped by a representative of your host university (e.g. International Officer or designated contact person in the faculty where you've been studying). This document officially confirms the duration of your attendance at the host university. This of course means it should only be issued to you at the very end of your studies. You should request it at the end of your time at the host university, or make arrangements in advance so that it is (a) completed to show the date of your last exam and (b) signed close to that time. The document should appear on just one single page.

The dates on the cert of attendance should be the dates between which you were officially required to attend the host university, and they may include an orientation programme or a language course (if applicable) and examinations, but should not include days spent flat-hunting or leisure days at the beginning or end. On no account should you request your host university to post-date this form; it should be signed and dated at the time when you are leaving.

You must return the cert of attendance to the International Office at NUI Galway or you will not be eligible for your final grant instalment. You may send it to us by post or e-mail, but if you are sending it by e-mail, please send it as a PDF. Please do not send jpeg files or photos.

And remember: you should keep a copy of this very important document before you send it to us.

2.11 Online Participant Report

Towards the end of your study visit, you should receive an automated e-mail from the European Commission requesting you to complete an online participant report. Please check your junk e-mail regularly, as this message has been known to go into people's spam folders. Another reason why you may not receive this e-mail at the end of your studies is that you may finish earlier than the date you had originally indicated. In this case, simply send us your Certificate of Attendance and we will adjust the dates on the official database so that you receive the link.

2.12 OLS Language Assessment #2

If you already took an **OLS language assessment**, then you will be required to take another one at the end of your study visit. Again, please keep an eye on your junk mail.

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 might 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.

Registration/tuition fees are not normally payable to your host university, other than in particular circumstances such as field trips, 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.

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, Luxembourg, Sweden and the UK ("Group 1") are considered expensive, and the grant rate for these in 2020/21 is €350 per month. Group 2 includes Austria, Belgium, France, Germany, Italy, Malta, the Netherlands and Spain, and the monthly grant rate for these is €300, while the same monthly rate of €300 applies to Group 3 countries like Croatia, the Czech Republic and Hungary. 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.

Some students who are deemed to be financially disadvantaged may qualify for the **Social Inclusion Supplementary Support Initiative (SISSI)**; this is supplementary funding of up to €160 per month (2020/21 rate). Eligible students will be identified and contacted by the International Office; there is no need for you to apply for this. Because it takes some time to get confirmation of SUSI rates and therefore establish students' eligibility, SISSI contributions are not usually paid before February.

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. You should note that this assistance is aimed at students who have a disability or special needs that would otherwise impact significantly on their ability to participate in Erasmus, and the support that may be offered is intended to help with the *additional* costs that would be incurred, for instance, a personal assistant, adapted accommodation, special transport, special didactic equipment or assistive technology, etc. This funding does not apply to on-going medical expenses that would normally be incurred here in Ireland.

If you are in receipt of the **Back to Education Allowance**, you should be able to continue receiving this as long as your Erasmus study visit is part of your degree programme.

Some students based at universities may wish to avail of language classes relevant to their studies, and in these cases a course fee may be payable. 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.

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.)

3.3 How and when the Erasmus grant will be paid

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.

Full-year students deemed eligible for SISSI may normally expect to receive a first instalment of this around February. Semester 1 students deemed eligible for SISSI will have the SISSI payment incorporated into their final grant instalment. Semester 2 students deemed eligible for SISSI will find the supplementary funding reflected in their first grant instalment, with the balance payable upon completion, as per the paragraph above.

Your grant payments will be transferred to your Irish bank account, using the sort code and account number you provided on your Erasmus grant application form (unless you have subsequently advised us otherwise), and you will be notified by e-mail whenever payments are being made.

PLEASE REMEMBER to attend to all procedures/paperwork 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 and your Learning Agreement

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.

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.

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. Please read carefully the information in section 4.2 below.

You must normally go to a university linked to your department. We have a small number of exchange places arranged on an institutional basis with partner universities where BA (non-language) students can take many of the subjects offered in English by that university (Malta, Uppsala, Utrecht). 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, even if you are being sent away on an exchange "owned" by one NUI Galway Discipline or School.

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 Completing the Learning Agreement



Find it at www.nuigalway.ie/erasmus-programme/outgoingstudents/latestnews/

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. It's crucial for the recognition of your studies abroad, and is an implicit part of your Erasmus contract (grant agreement). On a practical level, it helps ensure that your course choices are accepted and approved by both your host university and your NUI Galway coordinator, and it provides a guarantee that these courses will earn you credit towards your NUI Galway degree, provided they are successfully completed. It should be signed by you and by both coordinators before you commence your studies abroad. You must ensure that your NUI Galway academic coordinator has a copy, and you should keep your own copy in a safe place and back it up electronically.

The document should be typed, not completed by hand: working with an electronic copy will make editing easy. Please be sure to insert your name in the header section at the top of the Learning Agreement, so that it automatically follows through on all the subsequent pages.

On page 1, you should simply list the courses that you intend to take at the host university, giving the course code and providing a web link to the course catalogue. Table B (page 2) refers to how the courses that you take abroad fit into your NUI Galway degree programme: complete it by referring to footnote 6, and keep in mind that a full year of study abroad, completed successfully, should yield 60 ECTS credits towards your NUI Galway degree, even if you were only required to pass 40 or 45 ECTS' worth of courses at the host university. The same goes for a full semester of study abroad: you would expect to gain 30 ECTS credits towards your NUI Galway degree provided you passed the prescribed number of courses while abroad, even if, in some cases, these courses only added up to 20 or 25 ECTS.

Language Competence of the Student – this refers to the language of instruction of your courses abroad.

If you are a languages student, you'll most likely be familiar with the Common European Framework of Reference for Languages, in which A1 denotes a very elementary knowledge of the language, B1 is average, and C2 suggests native speaker proficiency in a foreign language. Essentially it's a self-assessment system (see www.coe.int/en/web/common-european-framework-reference-languages) but you could use your OLS result to indicate your level.

The language competence question sometimes causes confusion for non-language students who aren't familiar with the above-mentioned system. If your English is of native speaker level, and you are going to use primarily English for your studies abroad, then you should simply tick the "native speaker" box. If you're not a native speaker of English, but English will be the language of your studies, choose the level you believe reflects your ability.

For now, you need only fill in the first part (i.e. first 2 pages) of the Learning Agreement. The "During the Mobility" section only becomes necessary if, for instance, you make changes to your original course choices, or if there is a change of coordinator.

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.

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.

There are therefore two requirements here:

- (a) A **European Health Insurance Card (EHIC)** is essential for every EU citizen travelling to another European country; as a student, it entitles you to necessary healthcare in the public system of any EU/EEA member state. The EHIC provides for basic health cover, but what constitutes basic cover may vary from one country to another, and in some cases the patient will be required to make a contribution to the costs of care in the public health system, so it's advisable to check the website www.ehic.ie to get precise information on the different countries. You can also apply for the card via that website. One card is needed for each individual or member of a family.

You don't need to send us a copy of your EHIC, but by signing the Erasmus grant agreement you will be confirming that you hold an EHIC and that it's valid for the entire duration of your study visit.

The EHIC is not a substitute for travel insurance, however, and it's quite limited in what it covers. Healthcare in a private setting is not included, nor is the cost of repatriation, or the additional travel and accommodation costs that can accrue in a case of illness or an accident abroad. You will also need to be covered for eventualities like cancelled/delayed flights and lost luggage. This is where private travel insurance comes in.

- (b) You will need to purchase a **private travel insurance policy** that also includes cover for accidents, medical treatment, personal liability and repatriation, and you must provide the basic details of this policy (insurance provider, policy name and number) in the allocated space on page 3 of your Grant Agreement. Without these details, your Grant Agreement is not valid and you will not be eligible for an Erasmus grant. Please note that you do not need to send us your insurance policy document.

Indeed you may find that some host universities will also require you to provide them with details of your private travel insurance policy.

It is a requirement of NUI Galway's Erasmus Programme that all outgoing Erasmus students hold a private travel insurance policy.

Please make sure to read carefully all the information at www.nuigalway.ie/erasmus-programme/outgoingstudents/healthinsurance/.



Where can I get help with choosing an insurance policy?

Ultimately you must make a decision yourself about the insurance policy that's right for you. The International Office at NUI Galway can give you the details of companies offering insurance packages tailor-made to the needs of Erasmus students. However, it would not be appropriate for the International Affairs Office to officially promote any particular insurance companies. Moreover, the Office cannot be held responsible for any adverse situations that may arise as a result of advice given or suggestions made by it in good faith. It is the student's responsibility to ensure that any insurance policy purchased meets his/her needs, is valid for the full duration of the stay abroad and includes the eventualities mentioned in 5.2 (b) above. Please make sure to read carefully the information provided at the web link shown in the box above.

You should examine carefully the conditions of your intended insurance policy - checking, for instance, whether there are restrictions in relation to making trips home during your Erasmus studies - and ensure that the policy you purchase is suitable for your needs. (We would emphasise, though, that we advise students against making frequent trips home in the course of their Erasmus period, as this prevents them settling in and deriving maximum benefit from the experience.)

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



My parents have me on their health insurance plan, so I'm covered, right?

Not necessarily. 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, repatriation and personal liability 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 Affairs 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.



If the worst happens and you need to make use of your insurance ...

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, then you'll be required to complete an OLS language assessment before we can issue your Erasmus grant agreement. OLS stands for Online Linguistic Support and it's a language tool provided by the European Commission. It aims to glean a picture of how Erasmus students' language skills improve during their study visit or work placement abroad (by means of language assessments completed before and at the end of the mobility period), and it also provides linguistic support to Erasmus students in the form of a free online language course. For more information, see <http://erasmusplusols.eu/>

It will be clear to us from your Erasmus application whether or not you need to take an OLS assessment, and if you do, the International Office will initiate the process for you. 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. You should activate your OLS account without delay or the link will expire. Please check the deadline for taking the test and make sure you adhere to it. Take care when inserting start and finish dates in your OLS profile: the finish date will determine when the second OLS assessment invitation is sent to you, and this is meant to be towards the end of your study visit. It's possible to amend your profile at any time by logging in to your OLS account.

You should take the assessment on your own, not in collaboration/consultation with fellow students or friends, and without recourse to any dictionaries or online language aids. "Cheating" produces a false picture of your ability. Think of the test as a way for you to establish your own level of competence in the language, a yardstick by which to measure your progress: you will be asked to take another OLS test after your Erasmus period. The test comprises various sections (grammar, vocabulary, key communicative phrases, listening and reading comprehensions), and you can save your work after completing any given section and come back to it if you wish.

You will receive a grade according to the Common European Framework of Reference for Languages. www.coe.int/en/web/common-european-framework-reference-languages. On this scale, A1 denotes a very elementary knowledge of a language (A1- is complete beginner level), while C2 indicates a command of the language that is at native speaker level. Generally it's recognised that an outgoing Erasmus student who will be using a foreign language should aim to have a B1 level at the very least. Your result cannot be used to prevent you taking part in Erasmus, but if you don't do well in the assessment, 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 will be able to avail of a free online language course. If your test result is B1 or below, you will be automatically granted access to the course; for results of B2 or above, the language course is also available to you, but you may need to contact the International Office to arrange this. It is highly recommended that you follow this free course as a linguistic preparation for your study visit abroad.

Towards the end of your study visit, you'll receive another OLS e-mail, this time inviting you to take a follow-up language assessment. Completion of this assessment is one of the prerequisites for receipt of the final Erasmus grant instalment.

If you encounter any technical difficulties with the OLS, the International Office will, unfortunately, be unable to assist you, but there is an online help desk available to offer support.

7. The Host University and Living Abroad

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 may qualify for financial assistance from the CAF (*Caisse d'Allocations Familiales*), and you can apply for this online. (www.caf.fr)

You will not receive any Caf payment in respect of the first calendar month of your tenancy, which means that if you have the chance to move in at the end of August, for instance, you may be eligible to receive a payment for September, whereas if you move in on the 1st September, your first payment will be in respect of the month of October. Your Erasmus grant and any income will be taken into consideration, as will any earnings in the previous calendar year: you will be asked for your P60. Income in the current or previous year can have a substantial impact on your Caf allowance. You'll also have to provide proof of your NUI Galway student status (registration statement).

It will take several months for your first payment to come through, and you will need a French bank account in order to receive the Caf.

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.

Here are some points worth considering:

- 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 and proof of your private travel insurance
- 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.)

It's also advisable to have some copies of these documents which can help verify your student status:

- Your NUI Galway student card
- NUI Galway registration statement, proving that you are a registered student here for 2019/20

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/.

In addition, a Facebook page "NUI Galway Outgoing Erasmus 20/21" will provide a useful forum for communication with and between students on Erasmus topics as they arise during the year.

7.5 Student Report

As mentioned already in Chapter 2, the EU Survey/Participant Report is a European Commission requirement for each and every individual Erasmus student.

In addition to this, your academic coordinator may also ask you to complete a Narrative Report with specific questions about your experience and 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

IMPORTANT NOTE ON COVID-19

Students intending to travel abroad on Erasmus in the academic year 2020/21 must pay careful attention to the [travel advice by country](#) that is published by the Department of Foreign Affairs and Trade, as well as the guidance issued by the [HSE](#).
If travel to *your destination country* is deemed safe, then you should ensure that you are thoroughly familiar with the Covid-19 public health protocols there.
Your host university should provide you with comprehensive information about its safety protocols in respect of Covid-19, and you must adhere to these in order to safeguard your own health and that of those with whom you come in contact in the course of your studies abroad.
Please keep in contact with NUI Galway during your time abroad, check your e-mails regularly and join the Facebook Group for NUI Galway Outgoing Erasmus Students 2020/21.
See also page 3 of this booklet.

GENERAL ADVICE FOR STUDYING ABROAD UNDER ERASMUS

- 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 should also 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.
- Students are normally advised to book flights well in advance to ensure the cheapest rates, checking the academic calendar of the host university to ensure that they will arrive in time for the beginning of term. (*Note: where travel is made uncertain by the Covid-19 situation, you may be better advised to book your flights closer to the beginning of term at the host university.*)
- 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.
- 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. *(Note: it's a good idea to check the host university's international office website, in order to find out if and when staff may be available to meet you in person.)*
- 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 and what its opening hours are. 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 2020/21

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 31

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

9.2 Archaeology

Academic Coordinator: Mr Conor Newman/Dr Kieran O'Connor

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

9.3 Drama, Theatre & Performance

Academic Coordinator: Professor Patrick Lonergan

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

9.4 Film Studies

Academic Coordinator: Dr Tony Tracy

Country	Name of 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

9.5 French

Academic Coordinator: Dr Catherine Emerson

Country	Name of University
Belgium	Université libre de Bruxelles
Belgium	Université de Liège
Belgium	Université catholique de Louvain
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

9.6 Gaeilge (including Celtic Civilisation)

Academic Coordinator: An tOllamh Tadhg Ó hIfearnáin

Country	Name of 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

9.7 German

Academic Coordinator: Professor Hans-Walter Schmidt-Hannisa

Country	Name of 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

9.8 Geograpy

Academic Coordinator: Professor Ulf Strohmayer

Country	Name of University
Germany	Carl von Ossietzky Universität Oldenburg*

**postgraduate exchange only*

9.9 History

Academic Coordinator: Dr Kimberly LoPrete

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

9.10 Italian

Academic Coordinator: Dr Lindsay Myers

Country	Name of 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

9.11 Journalism

Academic Coordinator: Dr Uinsionn Mac Dubhghaill

Country	Name of University
Sweden	Stockholm University

9.12 Mathematics

Academic Coordinator: Dr Emil Sköldberg

Country	Name of University
Malta	University of Malta

9.13 Music

Academic Coordinator: Dr Aidan Thomson

Country	Name of University
France	Université de Toulouse Jean Jaurès

9.14 Philosophy

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

9.15 Political Science and Sociology

Academic Coordinator: Dr Vesna Malesevic

Country	Name of 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

9.16 Psychology

Academic Coordinator: Dr Mark Elliott

Country	Name of University
Austria	Universität Salzburg
Germany	Ludwig-Maximilians-Universität München
Italy	Università degli Studi di Padova
The Netherlands	University of Maastricht

9.17 Spanish

Academic Coordinator: Dr Lorraine Kelly

Country	Name of 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

10. College of Business, Public Policy and Law

10.1 School of Business and Economics

10.1.1 B.Comm. Accounting

Academic Coordinator: Mr Frank Conaty

Country	Name of University
France	Groupe ESC Dijon Bourgogne
France	Groupe ESC Rennes School of Management
Germany	Pforzheim University of Applied Sciences
Germany	EBS Universität für Wirtschaft und Recht (Wiesbaden)
Italy	LIUC Università Carlo Cattaneo, Castellanza
Italy	LUISS Guido Carli (Rome)

10.1.2 B.Comm. Global

Academic Coordinator: Dr Emer Curtis

Country	Name of University
Austria	University of Applied Sciences, Upper Austria
Belgium	University of Antwerp

Belgium	Katholieke Universiteit Leuven
Belgium	Université de Liège
Belgium	UC Leuven-Limburg
Belgium	University of Mons
Belgium	University of Namur
Denmark	University of Aarhus
France	IPAC (Annecy)
France	Université Lille 2
France	Université Claude Bernard – Lyon 1
France	ICN Business School, Nancy
France	Groupe ESC Rennes School of Management
France	Y Schools (formerly Groupe ESC Troyes)
Germany	Augsburg University of Applied Sciences
Germany	Heilbronn University of Applied Sciences
Germany	Rhein-Waal University of Applied Sciences (Kleve)
Germany	Landshut University of Applied Sciences
Germany	University of Münster
Germany	Osnabrück University of Applied Sciences
Germany	Pforzheim University of Applied Sciences
Iceland	University of Akureyri
Italy	Università degli Studi di Firenze (Florence)
Italy	Università degli Studi di Genova
Italy	Università degli Studi di Pisa
Italy	LUISS Guido Carli (Rome)
Netherlands	Breda University of Applied Sciences
Netherlands	Rijksuniversiteit Groningen
Netherlands	Radboud University Nijmegen
Sweden	Karlstad University
Sweden	Halmstad University
Sweden	Södertörn University
UK	Keele University

10.1.3 BIS

Academic Coordinator: Dr Lorraine Morgan

Country	Name of University
France	Groupe Sup de Co La Rochelle
Liechtenstein	University of Liechtenstein
UK	University of Hertfordshire
UK	Northumbria University

10.1.4 B.Comm. International

Country	Name of University	Academic Coordinator
Austria	University of Applied Sciences, Upper Austria	Dr Michaela Schrage-Früh
France	Université de Clermont Auvergne	Mr Ruadhán Cooke
France	Kedge Business School (Marseille)	Mr Ruadhán Cooke
France	IAE Montpellier	Mr Ruadhán Cooke
France	Université de Strasbourg	Mr Ruadhán Cooke

France	Groupe ESC Toulouse	Mr Ruadhán Cooke
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	Universität Trier	Dr Michaela Schrage-Früh
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

10.2 School of Law

Country	Name of 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
Poland	Jagiellonian University, Kraków	Ms Nicola Murphy
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 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 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
<i>*postgraduate exchange only</i>		

12. College of Medicine, Nursing and Health Sciences

12.1 School of Medicine

Academic Coordinator: Dr Yvonne Finn/Ms Deirdre Sheridan

Country	Name of University
France	Université Grenoble-Alpes
France	Université de Montpellier
Germany	Freie Universität/Charité Universitätsmedizin Berlin
Germany	Ruhr-Universität Bochum
Sweden	Uppsala Universitet
UK	Queen's University Belfast

12.2 School of Nursing & Midwifery

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

13.2 Biological Science

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

13.3 Botany/Life Science

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

13.4 Earth & Ocean Sciences

Country	Name of 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 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	Mr Conor Newman	353 91 493407	conor.newman@nuigalway.ie
Classics	Dr Richard Marshall	353 91 495746	richard.marshall@nuigalway.ie
Drama, Theatre & Performance	Professor Patrick Lonergan	353 91 494426	patrick.lonergan@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 Tony Tracy	353 91 492999	tony.tracy@nuigalway.ie
French	Dr Catherine Emerson	353 91 493801	catherine.emerson@nuigalway.ie
Gaeilge (incl. Celtic Civilisation)	An tOll. Tadhg Ó hIfeárnáin	353 91 492560	tadhg.ohifearnain@nuigalway.ie
Geography	Professor Ulf Strohmayer	353 91 492373	ulf.strohmayer@nuigalway.ie
German	Prof. H-W Schmidt-Hannisa	353 91 492239	h.schmidthannisa@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 Vesna Malesevic	353 91 495014	vesna.malesevic@nuigalway.ie
Psychology (denominated)	Dr Mark Elliott	353 91 495345	mark.elliott@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
College of Business, Public Policy and Law			
BComm (Global)	Dr Emer Curtis	353 91 493138	emer.curtis@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 Begoña 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	Mr Bernard McCarthy	353 91 493817	bernard.mccarthy@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 Grant Application Form** and submit it by midnight on **21st July, 2020** for full-year or semester 1 study visits, or by *[deadline to be announced]* 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 don't forget to 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.
- ❑ Keep in touch with your family while you are abroad.
- ❑ Check your e-mail regularly while you are studying abroad and consult the NUI Galway website: <http://www.nuigalway.ie/erasmus-programme/outgoingstudents/>. 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.

