



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Studying Abroad in Semester 2

*Pre-departure
information*

(Part 1 : 1 November 2023)

Mary Lyons

Mobility Officer,
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University
ofGalway.ie



OUTLINE

- Erasmus and applying for the Erasmus grant
- Dealing with your host university – application, accommodation, etc
- Advice about seeking private accommodation
- Completing your Learning Agreement
- OLS Language Assessment
- Insurance
- General tips and advice
- Finances
- Pre-departure briefing part 2 to follow in late November



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Who's who – staff you'll be dealing with

Mary Lyons – Mobility Officer, College of Arts, Social Sciences & Celtic Studies (CASSCS)

Your contact point for all mobility-related issues except the Erasmus grant

mary.lyons@universityofgalway.ie

<https://tinyurl.com/CASSCS-Outbound-Resources>



Jodi Blumenfeld – International Exchange Coordinator, International Office
Jodi deals with all administration related to the Erasmus grant: applications, payments, acknowledgement forms, certs of arrival, certs of attendance, etc.

outgoingerasmus@universityofgalway.ie

www.universityofgalway.ie/erasmus-programme/outgoingstudents





ERASMUS

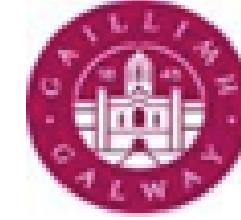
- University of Galway Erasmus Grant Application Form
 - Online form
 - Deadline: 9th November at midnight.
 - Do NOT miss that deadline!!!
 - Automatic reply: check your responses
- Please be prompt in returning paperwork!
- First payment may take some time: budget accordingly!



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ERASMUS STUDENTS:
Please make sure to read this
handbook carefully!

You will find it, along with lots of useful
information, on the International
Office's Erasmus website,
[https://www.universityofgalway.ie/erasmus-
programme/outgoingstudents/latestnews/#tab2](https://www.universityofgalway.ie/erasmus-programme/outgoingstudents/latestnews/#tab2)



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**Handbook
for
Outgoing Erasmus+ Students
(Study Visits)
2023/24**



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.



Info for all College of Arts students

From **College of Arts homepage**, click on **International**, then click on **Outgoing Students**, and you will see this page:

Study Abroad

Overview
Student Information
Schools and Subject Areas
Undergraduate Degrees
Taught Postgraduate Programmes
PhD and Research Degrees
International

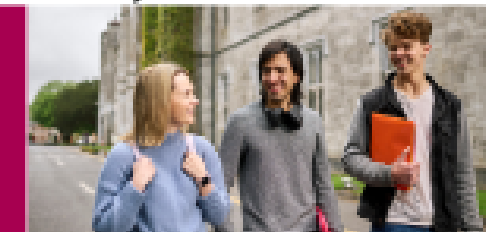
Partner uni fact sheets here

Destinations



[DESTINATIONS FOR STUDY](#) >

Who Can Study Abroad?



[WHO CAN STUDY ABROAD?](#) >

A range of useful documents here

BA Global Experience



[BA GLOBAL EXPERIENCE](#) >

Opportunities for non-language students



[OPPORTUNITIES FOR NON-](#) >

News and resources



[NEWS AND RESOURCES](#) >

Testimonials



[TESTIMONIALS](#) >



Application to the Host University

- Check their **deadline** and adhere to it.
- You should receive an e-mail from them re. application and registration procedures. *(Keep an eye on your Spam Folder!)*
Check their **website** if in doubt.
- No e-mail a month before deadline? **ASK!!**
- Our Erasmus Code: IRLGALWAY01
- Accommodation: Will you require university housing/room in a student residence? If so, get your application in before the deadline!



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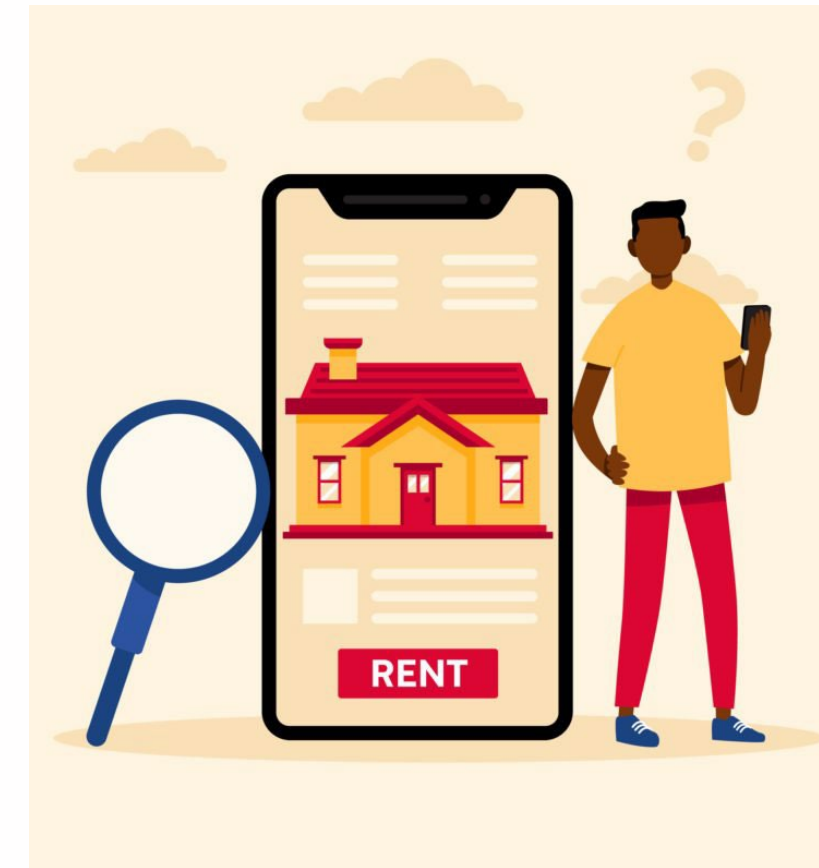
?

Have you read thoroughly
all the information and instructions
sent to you by your host university or your
student residence?











Accommodation

- Standards may vary!
- Research areas/prices in advance.
- Bring enough money to pay a deposit if renting in private sector.
- Read your rental contract carefully.
- Good idea to record and report any existing damage or anything missing at the time of moving in.
- Best not to enter into subletting arrangements.
- Carefully consider with whom you want to share.
- **BEWARE OF SCAMS!!!**





Accommodation Scams: some red flags!

-  Rent below the going rate
-  Bad spelling/grammar in the ad.
-  Contact is made only via social media, Whatsapp, etc
-  A story about renting for a relative / not in the country / can't be there to meet you ...
-  Pushy approach
-  Demands money up front
-  Additional charges appear – legal fees, cleaning, etc
-  Western Union money transfer, PayPal, etc – avoid!



Accommodation Scams: Tips and hints

- Don't be pressurised.
- Do some research online; try to verify the person's identity.
- Letting agency: check if the website is genuine.
- Google the address of the property.
- Check if the "property" has been advertised in multiple cities.
- Look for inconsistencies.
- Trust your gut feeling.
- Avoid paying till you've seen the property.
- Payment by credit card is safest.
- Get a proper rental contract.



Seeking accommodation in France

- Student residences can be quite basic in terms of facilities
- Renting in private sector requires a guarantor
- **Visale** is a solution for the above - <https://www.visale.fr/>
- <https://www.campusfrance.org/en/VISALE-free-security-deposit-for-students>
- Apply asap if you think you will need this
- You will be required to take out home insurance
- CAF – government-funded housing support (also referred to as APL)
 - Only applicable for stays in excess of 8 months.



Do you need a visa to study abroad?

- If you are not an EU citizen and will be studying in Europe, you might need a visa. Check this out in plenty of time.
- Visas will be required for destinations outside of the EU, but your host university will advise. Give this priority, to avoid any delays.



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Academic Preparation

Host university may require a **Learning Agreement** along with your application – you must identify courses you wish to take.

Make sure you are clear about **ECTS requirements** – ask your academic coordinator if unsure.

Non-language students: please read the guide called “**Course Selection and Learning Agreements**”



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The Learning Agreement

Central to your studies abroad, whether Erasmus or not

Shows the **courses** you will take, the **ECTS credits** you will obtain, and how your studies will be *recognised* by the University of Galway.

Get sign-off by University of Galway and host university.

For University of Galway: you need approval and sign-off by your **ACADEMIC coordinator**.

Section called “During the mobility period” is for **CHANGES** to your course choice.

Table B: Group of educational components in the student's degree which will be replaced by, or correspond to, the study period abroad. A one-to-one match with Table A is not required. Where all credits in Table A are recognised as forming part of the programme at NUI Galway without any further conditions being applied, Table B should show the name of the study abroad module if it has a specific title, and the number of credits that NUI Galway will award if it is completed successfully. Otherwise the term "Mobility Window" may be used, and the appropriate number of credits should be shown.⁶

Component (course) code (if any)	Component title (as indicated in the course catalogue) at NUI Galway	S1 (Semester 1), S2 or FY (full year)?	Number of ECTS credits to be awarded by NUI Galway
			TOTAL:

In the case of some educational components not being successfully completed by the student, the following provisions will apply: http://www.nuigalway.ie/erasmus/outgoing/academic_planning.html

Language competence of the student

The level of language competence⁷ in [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2 native speaker

(Tick the appropriate box or delete what does not apply.)

II. Coordinators

Academic Coordinator in the sending institution:

Name and function:
E-mail:

Academic Coordinator in the receiving institution:

Name and function:
E-mail:

III. Commitment of the three parties

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, coordinators and/or study period.

The student

Student's signature

Date:

The sending institution

Academic Coordinator's signature

Date:

The receiving institution

Academic Coordinator's signature

Date:

Before completing the Erasmus LA/OLA, please read carefully pages 1415 of your Erasmus Handbook.

You will find more information about completing the Online Learning Agreement on the Erasmus Latest News page.

www.universityofgalway.ie/erasmusprogramme/outgoingstudents/latestnews/#tab2

or at <https://tinyurl.com/CASSCS-Outbound-Resources>



Who at the University of Galway should sign my Learning Agreement?

In most cases, it's the Academic Coordinator in your main subject – the subject through which you are going abroad.

(See lists at back of your Erasmus Handbook, or, for non-language students, the **Course Selection and Learning Agreements** guide.)

The “contact person” can be Mary Lyons, but the “responsible person” must be your academic coordinator

Refer to <https://tinyurl.com/CASSCS-Outbound-Resources>



Who signs on behalf of the host university?

- Usually it will be your academic coordinator there.
- Your coordinator here can help you identify the correct person.
- Especially with the ONLINE LEARNING AGREEMENT, it is crucial that you have the correct name and e-mail address for each coordinator.



Essential for all B.A. Joint Honours, Global Experience and Global Languages students

- Ensure that each of your academic departments/disciplines is aware of, and has approved, your choice of courses.
- Get approval in writing (i.e. Learning Agreement from subject 1, plus e-mail approval from “other” discipline).
- Ensure you take sufficient credits.
- Inform coordinators of any changes and obtain relevant signatures.



BA Global Languages students please note

- If you do not obtain the required credits on your Year Abroad, you cannot progress to Final Year.
- It is not possible for you to transfer to BA Joint Honours after a failed Year Abroad: due to the 30-15-15 ECTS structure of Global Languages in Second Year, you would have insufficient credits in one of your subjects.



Online Language Support (OLS)

- Studying through French, German, Italian or Spanish?
- Online language assessment BEFORE you go away
- Some partner unis require this.
- CEFR grades: A1 to C2
- FREE online language courses!
- 2nd test at end of studies
- Please go to the EU Academy website to access the placement tests and courses.
- Step-by-step guide:



<https://academy.europa.eu/courses/welcome-to-the-eu-academy>



Insurance

- Everyone going to study abroad must hold private travel insurance.
- Studying in Europe? You must also hold an EHIC. (see www.ehic.ie)
- Existing health policy? Check what's covered!
- You should ensure you are covered for
 - (i) personal accident
 - (ii) medical expenses
 - (iii) repatriation
 - (iv) lost/stolen possessions/money, replacement of passport, etc
 - (v) disruption to travel plans (cancellation/curtailment).

Read the policy document carefully before purchasing and make sure that it meets your needs, *and the requirements set out here.*

<https://tinyurl.com/CASSCS-Outbound-Resources> - see section on

Travel Insurance



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Be prepared ...

Research your host university and the town/country where you'll be living.

- University websites
- Tourism websites
- Reports from our former students
- Visiting students here in Galway this semester
- www.justlanded.com – see esp. “Culture” section
- For Erasmus, blogs like this <https://passport-photo.online/blog/ultimate-erasmus-guide/>





Other useful travel-related tips

- Be sure to consult the Dept of Foreign Affairs website: www.dfa.ie/travel/know-before-you-go/.
- Travel Advice available there by country - read the advice on safety, local laws, etc.
- Irish citizens should register with the DFA.
- Note the contact details of the Irish Embassy or Consulate in your host country.



More items for your “to-do” list



- Sort out your EHIC and investigate insurance options.
- Make sure your passport will be valid for the duration of your study visit!
- Set up online banking.
- Think of getting an ISIC.
- Join the Facebook group! (“University of Galway Outgoing Erasmus 2023/24”)
- Install and configure Microsoft Authenticator app



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Erasmus Disability Grant

If you have a disability or exceptional special needs, you might be eligible for a grant to assist with the associated additional costs involved in completing an Erasmus study period.

International Office will advise.



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Students with disabilities

Students who are registered with the Disability Service should inform the Disability Officer that they are going to study abroad.

Inform the host university about your disability and your support requirements.



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Erasmus grant – how much?

Amounts vary according to host country:
various “bands” of countries.

€385 per month for Finland, Sweden,
Norway

€330 per month for other countries

Additional grant for financially
disadvantaged students





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COSTS – *What to budget for*

- Flights
- Accommodation
- Household bills
- Food
- Books, materials
- Leisure

ESTIMATES – some examples from uni websites

Volda University College: ~ €800-900 per month

Wageningen: ~€950 per month

Universidad de Granada: €650 – €850 per month

You maintain eligibility for SUSI grant and should qualify for non-adjacent rate.





E-mail communication

Impressions matter, and courtesy is always appreciated: an e-mail is not a text message ...

Use a greeting, and use paragraphs to set out your message clearly.

Communicating with University of Galway

- Use a meaningful subject line (“Re:”)
- Tell us what programme you’re on and where you are
- Quote your student number
- Please don’t send the same message individually to several people: send one e-mail to all, so everyone can see who has been copied.
- Think about the title you give to attachments



Thanks for your attention!

Any Questions?

mary.lyons@universityofgalway.ie



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