



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Preparing for Study Abroad in 2024/25

March 2024

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University
ofGalway.ie



OUTLINE

- Some preliminary words about Study Abroad
- Erasmus and applying for the Erasmus grant – how to find out more
- Dealing with your host university – application, accommodation, etc
- Advice about seeking private accommodation
- Completing your Learning Agreement
- Online Language Support (OLS)
- Insurance
- General tips and advice
- Finances
- Pre-departure briefing in mid-August



Be aware that ...

- *Study abroad is **demanding***
- *It will require **hard work, commitment** and a whole set of **personal qualities** to deal with the **everyday challenges**.*
- *These qualities can be developed, but you must be prepared to **step out of your comfort zone**.*
- *It's important to do thorough **research** on **academic, practical** and **financial** matters.*
- *You need to be organised and focused.*



Preparation is key

Do your research

Read all the materials

Get organised

Don't leave things to the last minute

Take responsibility



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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





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

Suzanne Bradish – Global Experience Coordinator, International Office

Suzanne supports students going on non-EU mobility: nominations, applications, visa and other advice

suzanne.bradish@universityofgalway.ie

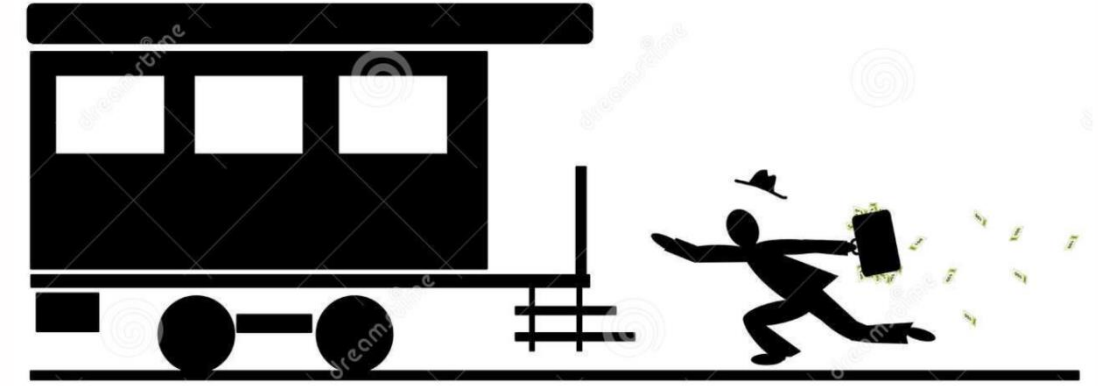
[Outgoing Study Abroad Students - University of Galway](#)





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ERASMUS



- University of Galway Erasmus Grant Application Form
 - Online form
 - **Deadline** to be announced by International Office (late April/early May)
 - Do NOT miss that deadline!!!
- International Office online briefing – 2pm on Thursday, 11th April.
 - Invitation and link will arrive by e-mail from outgoingerasmus@universityofgalway.ie.



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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>



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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.









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Info for all College of Arts students

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

HOME > COLLEGES & SCHOOLS > COLLEGE OF ARTS, SOCIAL SCIENCES, & CELTIC STUDIES > INTERNATIONAL > OUTGOING STUDENTS > STUDY ABROAD

Study Abroad

Overview	Partner uni fact sheets here	Destinations	Who Can Study Abroad?	BA Global Experience
Student Information				
Schools and Subject Areas		DESTINATIONS FOR STUDY >	WHO CAN STUDY ABROAD? >	BA GLOBAL EXPERIENCE >
Undergraduate Degrees				
Taught Postgraduate Programmes		Opportunities for non-language students	News and resources	Testimonials
PhD and Research Degrees				
International		OPPORTUNITIES FOR NON- >	NEWS AND RESOURCES >	TESTIMONIALS >

A range of useful documents here



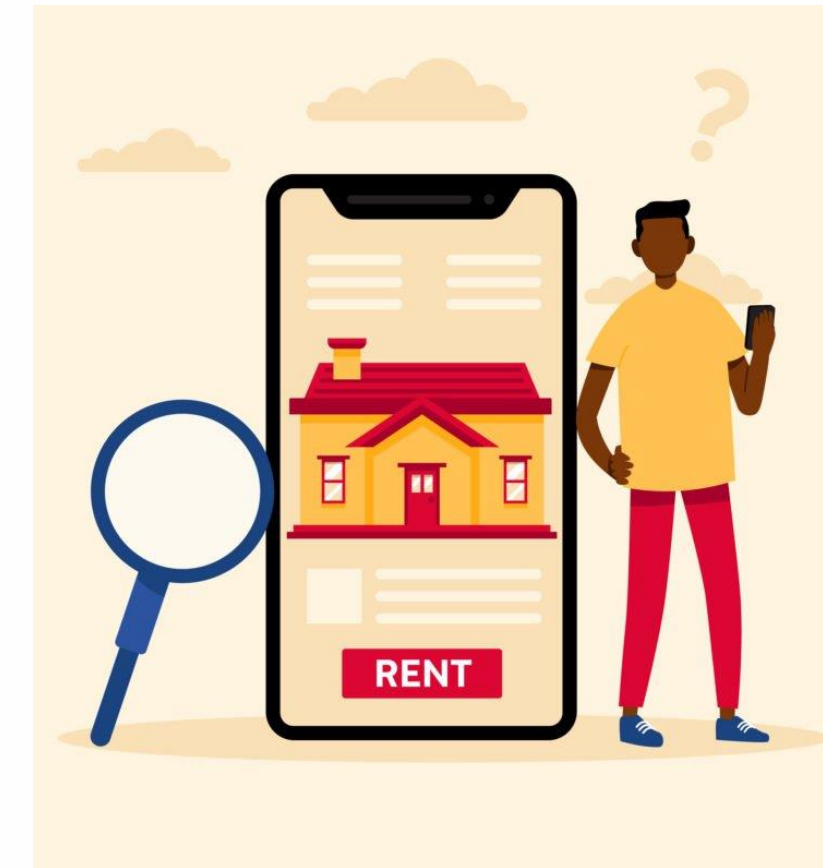
Application to the Host University

- Check the **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!



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.
- If viewing in person: cross-check with short-term rental sites. (And do keys fit?)
- Do not pay cash! Use traceable payment methods.
- 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-rental-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)
 - Stay of at least 8 months, and will require French bank account
 - Apply asap after moving in
 - Application requires translated birth cert
 - translator Marie Hackett, mariehackett@outlook.ie. €10 fee, contact Marie and request bank details; date of translation should not be more than 3 months before document is required.



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 often be required for destinations outside of the EU, but your host university will advise. Give this priority, to avoid any delays.



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.

Please read the “**Guide to Course Selection and Learning Agreements**” (see News & Resources page)



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 “Changes to the Learning Agreement” is for **CHANGES** to your course choice.

➤ Do not create a whole new Learning Agreement!



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 14-15 of your Handbook.

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

www.universityofgalway.ie/erasmus-programme/outgoingstudents/latestnews/#tab2

or on the CASSCS News & Resources page: <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 last page of the **Guide to Course Selection and Learning Agreements**.)

College-wide exchanges with Linköping, Lund, Malta, Nijmegen (Radboud), Uppsala, Utrecht – College Mobility Officer signs, but you must show proof of academic coordinator approval of your courses.



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, Global Languages and BA Government 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 signed by subject 1, plus e-mail approval from “other” disciplines).
- 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.



*What if I fail a University of Galway exam in the summer?
Can I still go on study abroad?*

- Yes, if you pass the repeat exam.
- It's recommended to contact the relevant lecturer and make them aware of your situation, so that you can get the unofficial result as soon as possible.
- Cannot progress to Year 3 (abroad) without passing Year 2.



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!
 - also in Swedish, Dutch, Finnish, Maltese, etc
- 2nd test at end of studies
- Please go to the EU Academy website to access the placement tests and courses.
- Step-by-step guide:





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:*

www.universityofgalway.ie/erasmus-programme/outgoingstudents/healthinsurance



Insurance for students going to the USA



The U.S. Department of State requires that J-1 students have medical insurance that covers the following (at a minimum):

- Medical benefits of at least \$100,000 per accident or illness;
- Repatriation of remains in the amount of \$25,000;
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000;
- A deductible not to exceed \$500 per accident or illness.

You may be obliged to take out the policy offered by your host university.

If you are allowed to purchase an alternative policy, you must ensure you are fully covered for all of the above! This must be clearly shown in the policy documentation.

Students that do not have the minimum required medical insurance on arrival in the USA risk not being compliant with their VISA conditions and being deported.



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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
- www.justlanded.com – see esp. “Culture” section





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.
- When invited, join the Facebook group! (“University of Galway Outgoing Erasmus 2024/25”)
- 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

**2023/24 rates*

Additional grant may be available for financially disadvantaged students.

Maintain eligibility for SUSI (and non-adjacent rate should apply)





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COSTS – What to budget for

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

ESTIMATES – some examples from uni websites

Uppsala University: ~ €920 per month

Uni Bamberg: ~€800 per month

University of Padova: ~€760 per month

Universidad de Granada: €650 – €850 per month





Thanks for your attention!

Any Questions?

mary.lyons@universityofgalway.ie



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