



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Preparing for Study Abroad in 2025/26

March/April 2025

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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 (online) in early August



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So you are going to study abroad.

What are your goals?

How do you plan to achieve them?



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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Support is available!



College of Arts Mobility Officer
mary.lyons@universityofgalway.ie

College of Arts Student Support Officer:
<https://www.universityofgalway.ie/artsstudentsupport/>

Student Success Coaching:
<https://www.universityofgalway.ie/successcoaching/>

Tips for Study Abroad

www.universityofgalway.ie/global-galway/outbounduniversityofgalway/whystudyabroad/



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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, Global Galway

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

Tara Flanagan – Global Experience Coordinator, Global Galway

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

tara.flanagan@universityofgalway.ie

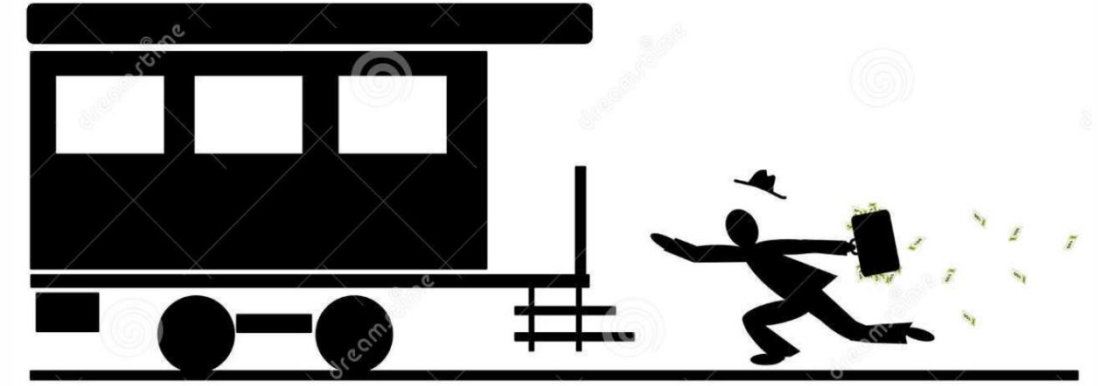
[Outgoing Study Abroad Students - University of Galway](#)





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ERASMUS



1. Global Galway online briefing – to be announced
 - Invitation and meeting link will arrive by e-mail from outgoingerasmus@universityofgalway.ie.
2. University of Galway Erasmus Grant Application Form
 - Online form – link will be sent from Global Galway
 - **Deadline** to be announced by Global Galway (late April/early May)
 - Do NOT miss that deadline!!!
 - Separate form for Traineeships (e.g. teaching assistantship)



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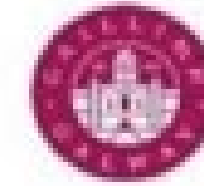
ERASMUS STUDENTS:

Please make sure to read this handbook carefully!



You will find it, along with lots of useful information, on the Global Galway Erasmus website,
<https://www.universityofgalway.ie/erasmus-programme/outgoingstudents/latestnews>

Look under “Paperwork Explained”.



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Handbook for Outgoing Erasmus+ Students (Study Visits)



Please read this handbook 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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College of Arts study abroad web pages

College of Arts
homepage



“International
Students”



“Outgoing Students”

<https://www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/international-students/outgoingstudents/studyabroad/>

Partner uni fact sheets here



A range of useful documents here

Study Abroad

On these pages you can learn more about the many study abroad opportunities for students of the College of Arts, Social Sciences & Celtic Studies.

- Overview
- Current Students
- Schools and Subject Areas
- Undergraduate Programmes
- Taught Postgraduate Programmes
- PhD and Research Degrees
- International Students
- Collaborate with Us
- Research
- Arts in Action
- College Office Staff
- Strategy 2021-2025
- Centre for Creative Technologies

DESTINATIONS FOR STUDY ABROAD >

WHO CAN STUDY ABROAD? >

OPTIONS FOR NON-LANGUAGE STUDENTS >

BA GLOBAL EXPERIENCE >

NEWS & RESOURCES >

TESTIMONIALS >



Application to the Host University

- 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.
- Note the **deadline** and adhere to it.
- 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!



Does your host university require transcripts?

- Obtain 1st Year transcript from Student Registry Helpdesk
- <https://www.universityofgalway.ie/student-registry-helpdesk/our-services/transcripts/>
- Scroll down the page and click to request [Transcripts via Parchment Digitary](#). (not “Transcript to other College/University”)
- Allow up to 10 working days.



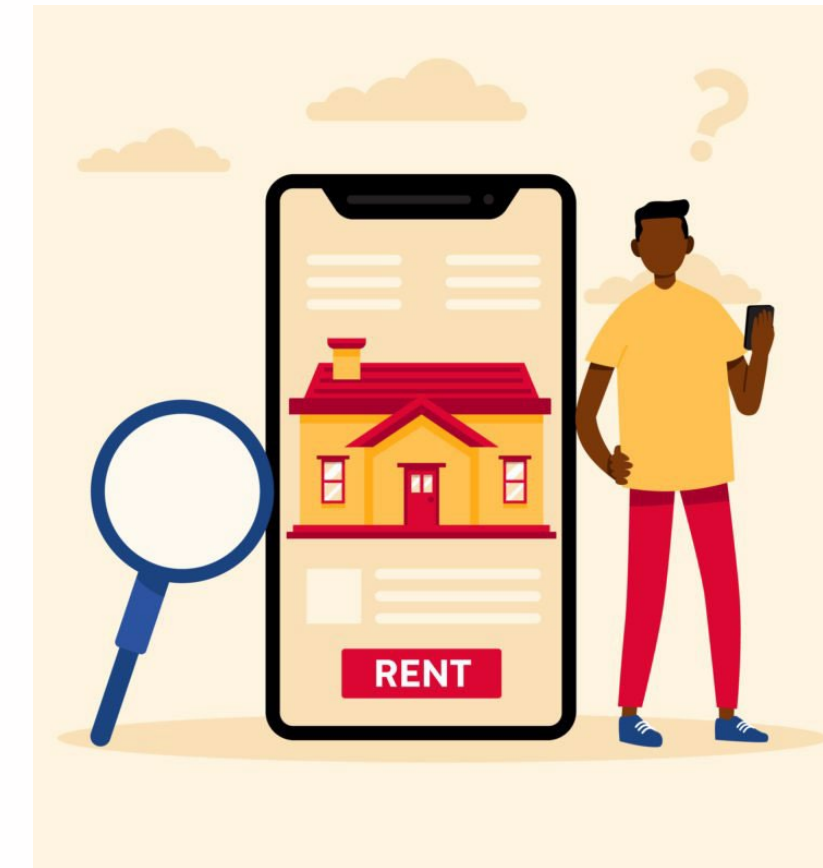
If a full academic record is needed, including 2nd Year Semester 1 results:

- This might not be necessary: find out what your host university requires, and ask your University of Galway academic coordinator.
- Second Year transcripts not available till summer, as Semester 1 marks are still provisional
- Statement of Semester 1 results from individual disciplines, on headed paper, preferably with a stamp – contact School/Discipline administrator
- This statement must show module titles, not just codes.











Accommodation

- Halls of residence: standards may vary!
- Research areas/prices in advance.
- Set aside enough money to pay a deposit if renting in private sector.
- Good idea to record and report any existing damage or anything missing at the time of moving in.
- Read your rental contract carefully.
- Be cautious about 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, MoneyGram, etc – avoid!



Accommodation Scams: Tips and hints

- Don't be pressurised.
- Do some research online; try to verify the person's identity (and before signing/paying, ask for a copy of their ID)
- Letting agency: check if the website is genuine.
- Google the address of the property – check maps and Street View
- 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! Avoid Western Union, etc. 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. €15 fee, contact Marie and request bank details; date of translation should not be more than 3 months before document is required.



Do I 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 the University of 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 the University of 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.¹

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

In the case of some educational components not being successfully completed by the student, the following provisions will apply:
<http://www.erasmusofgalway.ie/erasmusofgalwayofacademic-olona.htm>

Language competence of the student
 The level of language competence² 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 check relevant set 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 Erasmus Handbook.

You will find more information about completing the Online Learning Agreement on the CASSCS News & Resources page:

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

Table B: “study abroad”/Mobility Window


Please do not create multiple learning agreements!!!



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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 Erasmus 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.

Non-EU exchanges: academic coordinator(s) must sign.



Who signs on behalf of the host university?

- Usually it will be your academic coordinator there, or it may be the Faculty International Officer.
- Your coordinator here, *or your host university*, 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 during 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?
Or if I've failed or deferred a Semester 1 module?*

Can I still go on study abroad?

- Yes, if you pass the repeat exam(s).
- 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





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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” sections, but take some “contributions” with a pinch of salt!





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 by country: www.ireland.ie/en/dfa/overseas-travel/advice/ - read the info 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 2025/26”)
- 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.

Global Galway (our International Office) will advise.



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Students with disabilities

<https://www.universityofgalway.ie/disability/support/study-abroad/sa-outgoing/> - **make sure to read all the info there!**

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. Do this well in advance of travel.



FUNDING

- Erasmus funding for study in Europe:
 - €385 per month for many countries
 - €330 per month for Czechia, Estonia, Hungary, Lithuania, Malta, Poland, Slovakia, Spain
 - 80% of total grant at start, balance on return
- plus one-off travel grant, based on distance
- Supplementary Erasmus funding for financially disadvantaged students
- Maintain eligibility for SUSI grant, etc
- “non-adjacent” rate may apply, provided study abroad integral to course
- (Erasmus Disability grant, if applicable)
- *Erasmus funding cannot be guaranteed!*





COSTS – What to budget for

- Flights, including flight home at Christmas
- Accommodation (possibly kitchen equipment, bedding)
- Household bills
- Food (and meal plan for North America)
- Books, materials
- Leisure
- Insurance (for North America)

ESTIMATES – some examples

Uni Bamberg: ~€800 per month

University of Padova: ~€760 per month

Universidad de Granada: €650 – €850 per month

Uppsala University: ~ €920 per month

University of Tartu: €400 to €600 per month

(Check partner uni websites for estimated costs!)

<https://www.numbeo.com/cost-of-living/>

Start saving early!

ESTIMATES – some more examples
Helsinki: ~ €900 - €1250 per month
Leiden, Leuven: €950 to €1300 per month
Malta: €400 - €700 monthly
Boston College: \$28,000 for the academic year (~ €25,640)





Thanks for your attention!

Any Questions?

mary.lyons@universityofgalway.ie



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