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UNIVERSITY OF GALWAY

Erasmus Pre-Departure Readiness Briefing May 2024

Kim O'Flynn-Kelly
Erasmus Executive
International Office



University
ofGalway.ie

Presentation – Content

- University Erasmus Office – contact Information
- Important Erasmus Documentation
- Completing and Submitting the Erasmus Grant Application Form
- Erasmus Grant Agreement and rates
- Academic Preparation (Learning Agreement)
- OLS – Online Linguistic Support
- Insurance and Visas



Presentation – Content

- Emotional Readiness
- Q&A



Erasmus Office – Outbound Staff

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Erasmus – Past and Present

Erasmus: “EuRoepan Community Action Scheme for the Mobility of University Students”

The European Union's flagship mobility programme in education and training to enhance the European dimension of higher education and increase student and staff mobility

Erasmus Flagship Areas

Mobility

Inclusion / Diversity

Digital Mobility

Sustainability



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“Travelling is still
the most intense
mode of learning”



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What's in it for you?

- Create amazing memories
- Make international friends
- Improve your language skills or learn a new language
- Experience other cultures
- Broaden your horizons
- Grow as a person and gain valuable skills
- Academic benefits – enhanced employability



Key Documentation

Erasmus Outgoing Handbook 2024/25

<https://www.universityofgalway.ie/erasmus-programme/outgoingstudents/erasmuslinks/>

University of Galway Erasmus Grant Application Form

- Online application via a web link you'll receive from Jodi
- **Deadline: Monday, May 27th 2024**

Erasmus Grant Agreement / Grant Acknowledgment form

Cert of Arrival/ Departure

When completing all documentation – please remember..

- The Information you provide will be used to create our database and mailing list – please write carefully and accurately
- Please pay attention to spellings and numbers (especially bank details) and punctuate where **necessary**



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Erasmus Grant Application Form – completing

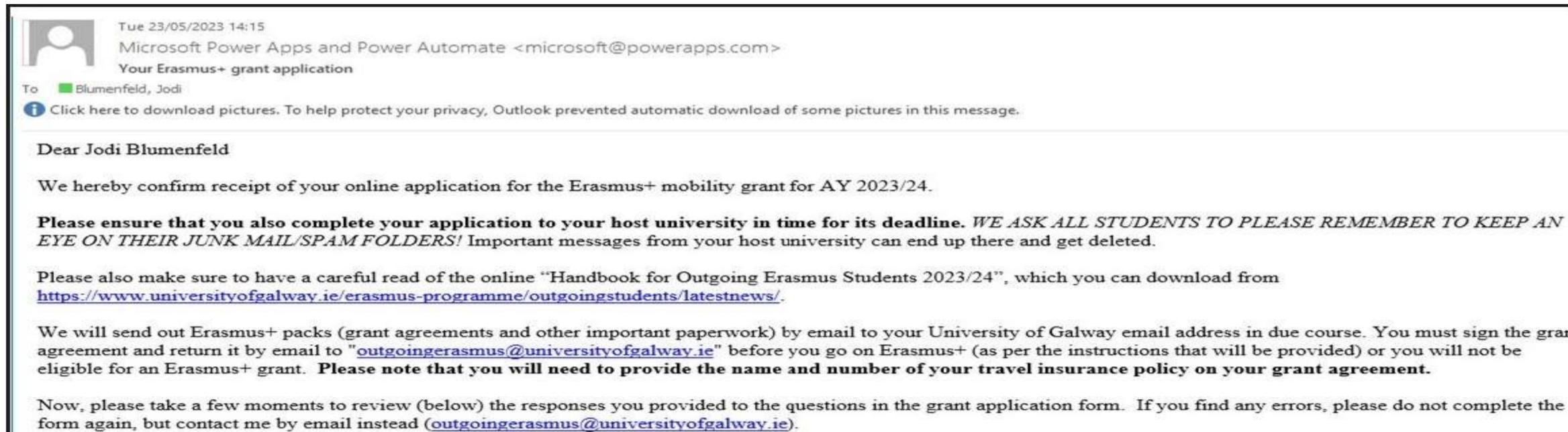
- Approx. 30 questions – very straightforward
- Please use your name as it appears on your passport
- One first name is sufficient unless you usually use two
- Irish or English name? Use one and stick with it for all paperwork
- Home address: a permanent address please!
- Select dates using the calendar provided
- Gather critical Information before you start
 - Bank Account and Sort Code (to receive Grant)
 - Dates of your Study Visit (day/ month/year) – consult Host University website if necessary



Erasmus Grant Application Form – submitting

Please submit the form via your University of Galway Office 365 account

- Only complete the form once
- You will immediately receive an email like this, confirming receipt and providing further information



Submit by the deadline – May 27th 2024!



Erasmus Grant Application – Personal Data

- At the end of the application form there's a link to the University's Data Protection Policy:

www.universityofgalway.ie/media/oifiganrunai/files/QA412-NUI-Galway-Student_Data_Usage_Policy.pdf

- You will be required to tick a box to indicate that you have:
 - read and understood the policy;
 - agree to the collection, use and storage of your data.



What happens if I miss the deadline?

- If you miss the deadline, you cannot be considered for an Erasmus grant
- You may be approved to study abroad as a zero-grant student, but you will not be eligible for an Erasmus grant
- We are sorry, but we cannot consider late applications

Erasmus Grant Agreement

- Your Erasmus Financial Contract
- Insert Bank Details p.1
- Insert Insurance Details p.3
- Sign, date and return to outgoingerasmus@universityofgalway.ie
- Do this without delay in order to receive your Erasmus Grant



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Grant agreement for Erasmus+ study mobility

Field: Higher Education

Academic year: 2023/24

University of Galway (NUI Galway)

Erasmus code: IRLGALWAY01

Address: University Road, Galway, Ireland

called hereafter "the organisation", represented for the purposes of signature of this agreement by Kim O'Flynn-Kelly, Erasmus Executive, of the one part, and

Student name:

Date of birth:

Permanent home address:

Phone:

University of Galway email address:

Study cycle: First cycle

Name of your degree programme at University of Galway:

Code: [ISCED-F code]

Number of completed higher education study years:

For all participants receiving financial support from Erasmus+ EU funds, except those receiving only a zero-grant from EU funds, please complete below:

Details of bank account where the financial support should be paid

Bank sort code and bank account number:

Bank account holder (*only if different than student*):

Bank name:

Clearing/BIC/SWIFT number:

Account/IBAN number:

called hereafter "the participant", on the other part,

have agreed to the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I Learning Agreement for Erasmus+ mobility for studies

Annex II General Conditions

Annex III Erasmus Student Charter

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

The participant receives:

a financial support from Erasmus+ EU funds



Erasmus Grant – how much and when?

2024/25

€385 per month for Norway, Denmark, Finland, Sweden, Liechtenstein

€330 per month for all other countries

Additional Grant of €250 for financially disadvantaged students (SISSI) based on SUSI Maintenance Grant eligibility

Main Grant instalment paid at beginning of study period

Remainder of Grant paid after the study period, provided all necessary paperwork has been submitted



Erasmus Grant – breach of contract occurs when:

- You fail to complete the agreed study programme
- You fail to complete a minimum of 2 months abroad
- If you return home without completing the agreed study period but have completed 2 months you will be asked to return a proportion of the grant
- Returning home without completing your 'International' year also has implications for your final degree and your fees at University of Galway



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Erasmus Study Exchange – Academic Documentation Requirements

Certs of Arrival / Departure

Erasmus Learning Agreement

Academic Preparation

- Application to Host University – check the application deadline and adhere to it! Arrange accommodation (apply for on-campus if required and available)
- Host University may require a preliminary Learning Agreement to support your application
- Please liaise with your University of Galway Academic Coordinator to identify the **courses** you wish to take and your **ECTS requirements**
(A list of Academic Coordinators is available at the back of the Erasmus Handbook)
- Language Students are advised to take an OLS Assessment before departure
 - Completed test gives access to FREE online language course
 - <https://academy.europa.eu/courses/learn-the-basics-of-22-languages-with-the-online-language-support/view/>





The Learning Agreement

- Academic Contract for your Erasmus Studies
- States the agreed courses you will take, the ECTS credits you will obtain and how your studies will be recognised by University of Galway
- Requires approval and sign-off by Academic Coordinators at both University of Galway and Host University
- Your University of Galway Academic Coordinator can help you to identify the correct Academic Coordinator at your Host University
- Section called 'Mobility Period' is for CHANGES to your course choice – changes must be approved by Home University Academic Coordinator (see lists at back of Handbook)



Insurance

- Private travel insurance is mandatory as part of the Erasmus Grant Agreement contract
- Existing health policy? Check what's covered!
- You should ensure you are covered for:
 - (i) personal liability
 - (ii) medical expenses
 - (iii) repatriation
 - (iv) lost/stolen possessions; disruption to travel plans
- University of Galway website details Insurance requirements and providers:
<https://www.universityofgalway.ie/erasmusprogramme/outgoingstudents/healthinsurance/>
- You must hold an EHIC if eligible (see www.ehic)



Will you need a Visa for your Study Visit

- If you are not an EU Citizen, you may need a visa for Studies in your destination country
- Investigate online: do a Google search or check with your destination country's Embassy in Ireland
- Note that this applies to UK citizens who only hold a British passport

Be prepared..

- Research your Host University and the City/ Country where you'll be living
 - University / Tourism Websites
 - Reports from our former Students
 - Travel Guide Books
- Download Erasmus+ App
- www.justlanded.com (see 'Culture' section)
- Consult the Dept. of Foreign Affairs Website www.dfa.ie/travel/know-before-you-go/
 - Read advice on country specific local laws, safety, etc.
 - Register your destination location with the DFA
 - Note the contact details of the Irish Embassy or Consulate in your Host Country



Some items for your 'to-do' list

- Arrange your EHIC (where eligible) and Travel Insurance
- Make sure your Passport is valid for at least 6 months after your final return trip
- Set up online banking
- Consider getting an ISIC
- Research accommodation in your destination city/ town
- Join our Facebook Group! (University of Galway Outgoing Erasmus 2024/25)





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What we'll send you..

- Letter of nomination from University of Galway confirming your Erasmus Student status
- Your Grant Agreement (post receipt of Grant Application form!)
- Erasmus Student Charter
- Erasmus timeline
- Safety Advice sheet



Students with Disabilities

- Disability or exceptional special needs Grant available to assist with additional costs involved in completing an Erasmus Traineeship period
International Office will advise
- Students who are registered with the Disability Service should inform the Disability Officer that they are going to work abroad
- Inform your host organisation about your disability and your support requirements.



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Emotional Readiness

Homesickness & Culture Shock

What is Culture shock?

Some ways to manage

You are not alone! It's very common & should pass

If **problems** arise, do not hesitate to contact either:

outgoingerasmus@universityofgalway.ie *or*

your University of Galway Academic Coordinator *or, if in distress,*

University of Galway Counselling Service

****Contact your family or support group on a regular basis!****

You are an **Ambassador** for your country & university



Key Personal Challenges faced by Students:

Adjusting to living alone

Having to adapt to certain foods

Adapting to the expenses of living abroad.
Living expenses can be high if a budget is not made



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Key Advice from returning Students:



Budget



Food



Explore



Enjoy!!



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Erasmus Student Testimonials Inbound/Outbound

(click to watch)



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Wishing you all a wonderful Study Abroad
experience ...

Thank you!

Any Questions?