



# MAYNOOTH UNIVERSITY INTERNATIONAL OFFICE OUTGOING EXCHANGE STUDENT HANDBOOK

**THE INFORMATION CONTAINED WITHIN THIS BOOKLET IS FOR GUIDANCE ONLY. IT IS  
NEITHER EXHAUSTIVE NOR LEGALLY ENFORCEABLE.**

**All information is correct as of 26.03.2024**

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## *The International Office*

The Maynooth University International Office supports over 1,300 students of different nationalities and cultures and facilitates the applications of international undergraduate and postgraduate students from outside of the European Union to study at the University.

We also encourage current Maynooth University students to incorporate a study-abroad period into their degree programme. Our role is to advise and guide you through the study-abroad process. We provide support before, during and after your mobility period. Read the [Going Abroad With Maynooth](#) section of our website to help you get started on your study abroad journey.

## Section 1: Outgoing Exchange Programmes at Maynooth University

### *What student exchange programmes does Maynooth University offer?*

#### **Erasmus+ Programme (within Europe)**

The Erasmus+ programme is an EU-funded education programme designed to encourage students to enhance their university education by spending a period of study in another European Union member state, or member states of the European Economic Area (Iceland, Lichtenstein, Norway & Switzerland). To achieve this, the EU funds mobility between Maynooth University and partner universities with which it has established a formal Erasmus+ bilateral agreement. A list of our Erasmus+ partner universities can be found at: [Our Global Partner Universities | Maynooth University](#).

#### **Study Abroad Programme (outside Europe)**

The Study Abroad programme gives students the opportunity to study at one of our partner universities located in the UK and outside of Europe. We have partner universities in Australia, Canada, China, Japan, South Korea, Singapore, the United States, and other countries. A full list of our partner universities outside of Europe can be found at: [Our Global Partner Universities | Maynooth University](#).

### *When can I study abroad as part of my degree?*

Maynooth University students study abroad in one of two modes:

#### **Add-on year**

Undergraduate students on a 3-year programme can study abroad for a full year after they successfully complete their second year at Maynooth University. The year abroad is an additional year, extending the degree duration from three to four years, and, if passed successfully, it becomes an International Degree, e.g., BA International. It is not possible for students on a 3-year degree to study abroad for only one semester. The BA International cannot be awarded if a student has not physically travelled abroad for the full year. After the year abroad, students return to Maynooth University to do their final year and to finish their degree.

#### **Integrated study-abroad period**

Undergraduate students on a 4-year programme may be able to study abroad for one semester or a full year in their third year of study. Please contact your [Department International Coordinator](#) or Programme Coordinator in the first instance to discuss your options.

The following programmes offer an optional integrated study-abroad period:

Course	Erasmus/Study Abroad Period
BEd Primary Teaching	3 <sup>rd</sup> Year in the first semester
BA Early Childhood Teaching & Learning	3 <sup>rd</sup> Year in the second semester
BSc Computer Science & Software Engineering	3 <sup>rd</sup> Year in the first semester
BSc Multimedia, Mobile & Web Development	3 <sup>rd</sup> Year in the first semester
BSc Biological and Biomedical Sciences	3 <sup>rd</sup> Year in the first semester
BSc Physics with Astrophysics	3 <sup>rd</sup> Year in the first semester
BSc Product Design	3 <sup>rd</sup> Year in the second semester
BSc Psychology	3 <sup>rd</sup> Year in the second semester
BSc Quantitative Finance	3 <sup>rd</sup> Year in the second semester
Bachelor of Law (LLB)	3 <sup>rd</sup> Year for the full academic year

### *Where can I study abroad?*

Maynooth University has partner universities around the world with bilateral agreements in place to enable the transfer of academic credits back to Maynooth University. Information about our partner universities can be found on [Our Global Partner Universities](#) listing. You can only apply to go to the partner universities listed. There are limited places available at each university. We will do our best to accommodate your first preference, or at least a choice you will be happy with, but this cannot be guaranteed.

It is your responsibility to thoroughly research where is most suitable for you to study abroad. When doing your research, you should consider courses/modules available, language of instruction, living costs, accommodation, transport links and the academic calendar. The most current and up-to-date information is available on the international section of the partner university website.

Each academic department at Maynooth University has an International Coordinator who is available to offer advice on study options abroad and suitable partner universities. You will find a list of International Coordinators on our website: [Department International Co-Ordinators | Maynooth University](#).

Your Department International Coordinator and the Mobility Team can connect you with students who are currently abroad. This is useful for tips and advice about your preferred destination. The [Erasmus Student Network \(ESN\)](#), which is the biggest student association in Europe, run by students for students, is an excellent way to connect with other students and to obtain general information. The Maynooth branch of the society can be contacted at [iesn@mulife.ie](mailto:iesn@mulife.ie). You can also follow us on [Instagram](#) to connect with students currently abroad.

The Mobility Team holds information sessions and class talks in October/November which gives general information on the range of countries and partner universities you can study at. It is also an opportunity to speak to Maynooth University students who have returned from abroad and to exchange students from partner universities currently studying at Maynooth University.

Interested in studying abroad? Read on to find out all you need to know! The relevant information is organised in three parts: Before you go abroad; While you are away; and Before you return.

## Section 2A: Before You Go Abroad – Administrative Matters

The International Office and your Department International Coordinator will work together to support you through the stages of your Erasmus/Study Abroad exchange. **You also have a large role to play in this process.** Please ensure that you regularly check the International Office website and your MUMail account for updates, read carefully all the information shared with you by the International Office, and complete the required steps in the process in a timely manner.

### *Where do I start?*

Now that you have explored where you would like to study abroad, you should complete the Expression of Interest Form and submit it by the deadline. This is only an expression of interest and not an application. Places at partner universities are allocated based on first year results and cannot be guaranteed. You can select up to five universities on the Expression of Interest Form, and this will give you a better chance of securing one of your preferences. The Expression of Interest Form will be available on the website from mid-December and you will receive an email with a link to the form. This is not a first-come first-served process - all Expression of Interest forms will be reviewed after the deadline. If you are not offered any of your choices the mobility team may contact you about alternative partner universities.

### *What happens after I submit my Expression of Interest Form?*

The International Office acknowledges receipt of the Expression of Interest Form after the submission deadline. The International Office assesses each form after the deadline and allocates students to available places using the following criteria:

- Subject compatibility
- First year results
- Advice from the academic department (language, science, and law students)
- Advice from the Access Office (if relevant)
- Personal circumstances (medical condition/disability/wanting to go with a friend, etc.)
- Number of places available at partner university
- Partner university academic criteria

In the case of Chinese Studies, study abroad places are allocated by the Head of Department and are based on first-year results. The Department International Coordinators for Languages also allocate places. We do our best to accommodate students for one of their choices. Where this is not possible, we will contact you to discuss other options.

*I have been allocated a place. What happens next?*

If you have been allocated a place at one of our partner universities, the International Office will email you to confirm. You will be asked to confirm that you accept the allocation and the International Office will nominate you to that partner university. **Please note that due to the high levels of interest in the Erasmus/Study Abroad programmes and the limited number of places available, it is not possible to offer alternative partner universities.** It is important to research your options thoroughly before submitting the expression of interest as changes cannot be accepted.

If you do not confirm acceptance of your nomination by the deadline your expression of interest will be withdrawn and the place may be offered to another student.

Please see the table below for answers to the most-commonly asked questions about this stage of the process.

	STUDY ABROAD PROGRAMME	ERASMUS+ PROGRAMME
<b>When will I find out about my Erasmus/Study abroad nomination?</b>	It can take up to eight weeks before your nomination is confirmed.	It can take up to twelve weeks before your nomination is confirmed.
<b>What will be the next step?</b>	The International Office will complete the allocation process, confirm which partner university you will be nominated to, and proceed with the nomination process at the Host University.	The International Office will complete the allocation process, confirm which partner university you will be nominated to, and proceed with the nomination process at the Host University.
<b>Where can I find more information about my Host University?</b>	Host University website including course/module listing and international office section. MU International Coordinator MU students who went abroad Incoming Study Abroad students	Host University website including course/module listing and international office section. MU International Coordinator MU students who went abroad Incoming Erasmus students ESN Society
<b>Do I have to apply to my Host University?</b>	Yes, you will be required to follow instructions from your Host University, which will be sent to your MUsail. You will be required to submit an application, which does not guarantee admission. It can take a couple of months before you get confirmation of acceptance from the Host University.	Yes, you will be required to follow instructions from your Host University, which will be sent to your MUsail. You will be required to submit an application, which does not guarantee admission. It can take a couple of months before you get confirmation of acceptance from the Host University.
<b>What information is required for my application to the Host University?</b>	Every institution is different, but you may need to provide evidence of a valid passport. You may also be required to submit your CV, study plan, transcript of records from Maynooth University, etc.	Every institution is different, some require basic information, some will ask for a motivation letter, CV, study plan, transcript of records from Maynooth, recommendation letter, etc.
<b>Do I have to look for my own accommodation?</b>	Most universities will offer on-campus accommodation. In some cases, it is compulsory that you stay on campus. The on-	Most universities will offer on-campus accommodation (usually on first-come first-served basis) or help with finding off-campus

	campus accommodation usually comes with a choice of meal plans. In some cases, it is compulsory to purchase at least the basic meal plan.	accommodation. Occasionally, a partner university does not offer any help in this regard and the student is expected to source their own accommodation. The Maynooth University International Office is not responsible for sourcing your accommodation abroad and cannot provide advice about accommodation options abroad.
<b>How much will it cost to go abroad?</b>	This depends on where you will go and your interests, etc. Some students do a lot of travelling when abroad, some go out a lot, etc. You will need to factor in at least the following: - Flights - Accommodation - Cost of living - Emergency fund <a href="https://www.numbeo.com/cost-of-living-comparison">Cost of Living (numbeo.com)</a> for cost of living comparison information.	This depends on where you will go and your interests, etc. Some students do a lot of travelling when abroad, some go out a lot, etc. You will need to factor in at least the following: - Flights - Accommodation - Cost of living - Emergency fund <a href="https://www.numbeo.com/cost-of-living-comparison">Cost of Living (numbeo.com)</a> for cost of living comparison information.
<b>Is any funding available to me?</b>	Unfortunately, there is no funding available.	Yes, students receive an Erasmus+ Grant which they can put towards the cost of their mobility.
<b>Do I have to pay tuition fees to Maynooth and/or my Host University?</b>	You need to pay the normal fee or student contribution and student levy to MU. You do not pay tuition fees to your Host University.	You need to pay the normal fee or student contribution and student levy to MU. You do not pay tuition fees to your Host University.
<b>Do I register as an MU student for my year abroad?</b>	Yes, you must be a registered student of MU before you commence your year abroad. Therefore, you must fully complete the registration process BEFORE you travel. If you are not registered at MU, you cannot earn credits abroad or receive financial support through SUSI.	Yes, you must be a registered student of MU before you commence your year abroad. Therefore, you must fully complete the registration process BEFORE you travel. If you are not registered at MU, you cannot earn credits abroad or receive financial support through Erasmus or SUSI.
<b>I qualify for SUSI. Can I still receive SUSI when I go abroad?</b>	Yes, you will still qualify for SUSI when you go abroad. Please contact SUSI directly if you have any questions.	Yes, you will still qualify for SUSI when you go abroad. Please contact SUSI directly if you have any questions. Students who are in receipt of the SUSI Maintenance Grant are also eligible for a SISSI top-up payment of €250 per month, awarded by the European Commission.

<p><b>What do I need to know before I book my flights?</b></p>	<p>At least the following: Semester start and end dates; Exam and holiday periods; Orientation dates; Dates of preparatory language programmes (if applicable) and cost of these; Procedures and information regarding registration and booking accommodation.</p>	<p>At least the following: Semester start and end dates; Exam and holiday periods; Orientation dates; Dates of preparatory language programmes (if applicable) and cost of these; Procedures and information regarding registration and booking accommodation.</p>
<p><b>Who should I inform if I have a disability, a medical condition and/or receive learning supports from the Access Office?</b></p>	<p>If you have a disability, an existing medical condition and/or receive learning supports, you should contact the Access Office. You will need to provide a letter from your doctor or consultant stating the nature of your condition and any specific requirements you may have while abroad.</p> <p>If you receive academic supports at MU, e.g., extra time at exams, separate room during exams, a reader, etc., it is important that you will obtain a letter from the Access Office confirming all supports you receive at MU and then forward this on to your host university at the application stage to make sure these supports will also be available to you abroad. Each university has their own process for accommodating students for extra supports and it is your responsibility to find out and follow the process at your host university to make sure your needs are met.</p>	<p>If you have a disability, an existing medical condition and/or receive learning supports, you should contact the Access Office. You will need to provide a letter from your doctor or consultant stating the nature of your condition and any specific requirements you may have while abroad.</p> <p>If you receive academic supports at MU, e.g. extra time at exams, separate room during exams, a reader, etc., it is important that you will obtain a letter from the Access Office confirming all supports you receive at MU and then forward this on to your host university at the application stage to make sure these supports will also be available to you abroad. Each university has their own process for accommodating students for extra supports and it is your responsibility to find out and follow the process at your host university to make sure your needs are met.</p>
<p><b>Are there any other important things I need to know?</b></p>	<p>Be sure to check if you need vaccinations for your destination: <a href="#">Travel Vaccines - HSE.ie</a>. Some vaccinations require a few booster shots so ensure you allow enough time for this before departure.</p> <p>It is your responsibility to check the requirements and apply for the relevant visa for your host country.</p>	<p>Many university offices in Europe close in August.</p> <p>Your Host University may have several campuses. Make sure to find out which campus you are going to be studying at before booking accommodation.</p> <p>Even though you do not pay tuition fees to your Host University, there may be some charges, e.g., in Germany students must buy what is called a 'semester ticket', which</p>



		normally includes all public transport, library fees, etc.
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Note:

**The International Office will hold Post-Allocation Information sessions in March/April and Prepare To Go Information sessions in May. It is compulsory for all students going abroad to attend these sessions.**

<i>Do I need travel and/or health insurance?</i>
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**Your insurance requirements while on exchange/studying abroad.**

Students who are selected to participate in outbound mobility and international Erasmus exchange/ study abroad /placements must have appropriate travel insurance in place. This is in line with the recommendation of the Department of Foreign Affairs and is a requirement of Erasmus Programme guidelines.

Therefore, to ensure that you are adequately covered while travelling, MU requires all students participating in our Erasmus exchange/study abroad programme to have adequate travel insurance. This includes students studying within and outside Europe on short or longer term arrangements.

**Students are responsible for ensuring that they obtain the necessary insurance cover which satisfies the University requirements and their own needs in advance of departure and to ensure they have adequate cover in place for the duration of their time abroad.**

The information below details MU’s insurance requirements for students on Erasmus exchange/study abroad and provides guidance on searching for a policy.

**Travel insurance**

Travel Insurance policies typically cover items such as: emergency medical expenses, medical repatriation costs, costs associated with delay or curtailment of travel, and loss or theft of personal items. The level of cover provided differs from policy to policy, with increased levels of cover typically costing more.

Students should note that travel insurance policies do not provide any cover for medical costs associated with the treatment of pre-existing illnesses.

When purchasing insurance please ensure that it covers the criteria outlined below. If you have already purchased insurance, please check your policy to ensure it covers the minimum criteria as listed.

If you suffer from an illness that may require medical attention when abroad you may need to disclose this to your insurer - check the terms and conditions of your policy.

We would recommend that the Travel Insurance provides cover for the following as a minimum:

### **Insurance Cover Requirements & Recommendations**

- Medical expenses of at least €1m which must include repatriation cover (these two items can be listed together or separately) – **Mandatory**
- Personal Liability of at least €500,000 – **Mandatory**
- Cancellation/Curtailment/Rearrangement – **Highly recommended**
- Baggage /Personal Items/ Money/ Passport – **Highly recommended**

You will also need to be mindful of the following.

- Duration of the Policy cover – you need to ensure that your Travel Insurance covers the entire duration of your time abroad
- If you have a pre-existing condition, you should declare this when arranging cover, as otherwise your insurance may be void if you need to claim for that condition
- Does the policy allow for further travel –eg: holidays/returning home – if you intend to take a holiday during your study abroad period or return home please check that this is covered by your policy before travelling.
- Exclusions and conditions of cover need to be reviewed carefully – please read the policy before purchasing to understand the specific exclusions eg: alcohol / drug exclusions, hazardous activities exclusions
- Winter Sports – if you intend to participate in any winter sports during your time abroad please ensure this is covered by your Policy.
- Excluded Territories – all policies will include an Excluded Territory List. Please ensure you are familiar with same and discuss any issues/concerns with your Insurer.

### **Guidelines when searching for a policy**

- A number of insurers offer backpacker travel insurance which may fulfill the requirements above, but you must check the cover of any policy being considered to confirm this as cover levels and benefits can differ from policy to policy and may change. Therefore, you are advised to familiarise yourself with the cover types available. Further information on travel insurance in Ireland is available through the Competition and Consumer Protection Commission: [Travel insurance - CCPC](#)
- Please ensure that your policy covers you for the minimum/mandatory conditions as listed above
- The full duration of your exchange should be insured
- Familiarise yourself with your policy document and the claims procedure, including any excess payments which you may need to pay upfront
- Check the [DFA website](#) regularly for updates on restrictions on travel to your destination; follow their [Twitter](#) account: @dfatravelwise

## European Health Insurance Card

If travelling within the EU/EEA:

If you are a resident in Ireland and are going on exchange within Europe, you must apply for a European Health Insurance Card (EHIC). Further information on the application is available on the [HSE website](#).

The EHIC provides you with basic healthcare in another EU or European Economic Area (EEA) state for free, or at a reduced cost but you must carry the card with you. The EHIC entitles you only to the state-funded healthcare scheme in the country which you are visiting, and few countries will pay the full cost of healthcare for people who have a card, so you may have to pay for some of the services yourself.

Therefore, you cannot rely solely on the healthcare cover provided by the EHIC as this can be quite limited. The EHIC does not cover repatriation, illness, an accident abroad, cancelled/delayed flights and the loss/theft of luggage, personal belongings or money which can incur extra travel and accommodation costs. This is why purchasing adequate travel insurance will ensure that extra costs involved, including in transporting you back to Ireland, will be covered as these are not included in the basic EHIC cover.

### *How do I obtain the Erasmus+ Grant?*

The MU International Office will pay the Erasmus+ grant if you submit all the required paperwork on time. This includes the **Erasmus Grant Agreement** which you will be asked to complete and sign in advance of going abroad. The **Certificate of Attendance Form (Part A)** must be signed by your host university on your arrival and submitted to the MU International Office in order for you to receive the first instalment of the grant.

You must spend at least two months abroad to qualify for the Erasmus+ Grant. The grant is not means tested and does not affect entitlement to other grants such as SUSI. The grant amount is €330 to €385 per month depending on which country you are studying in and the amounts paid are subject to annual review by the Higher Education Authority.

The grant is paid in three instalments (December, April and July/August) by electronic funds transfer into your Irish bank account via the [Student Web Portal](#). You must ensure that you log into the student web portal and submit your Irish bank account details: <https://www.maynoothuniversity.ie/student-fees-grants/student-electronic-fund-transfer-procedure>.

The International Office will hold Pre To Go Information sessions and will explain how and when to complete the required forms to ensure you receive the Erasmus+ grant payment.

**Please note that if you do not complete your MU registration or submit the required paperwork to the MU International Office, you will not receive the Erasmus+ Grant.**

## Section 2B: Before You Go Abroad – Academic Matters

### *What modules should I study at my Host University?*

You need to be very clear about what is going to be required of you while you are at your Host University, in terms of choice of modules, attendance requirements, submission of written or practical work, projects and passing of exams. Please bear in mind that methods of teaching, learning and assessment at the Host University may differ in several ways from those with which you are familiar. Module information is usually made available on the host university website following the nomination process or you can contact the international office at the host university to request a list of available courses/modules.

Every student studying abroad is required to register for the equivalent of 30 ECTS credits per semester at the Host University. Credits must be approved in advance by your Department International Coordinator at Maynooth University.

- BA, BCL and BBS students must register for 60 ECTS and pass 45 ECTS to successfully pass the year abroad and obtain the International Degree. Some students will be required to register for and pass a minimum number of credits in their relevant subject(s), e.g., History, Psychology or Language students.
- LLB students are required to register for and successfully pass 30 ECTS per semester in law related modules.
- BSc students must register for and successfully pass 30 ECTS if studying abroad for one semester. All modules must be approved by your Department International Coordinator at Maynooth University prior to your departure.

**It is your responsibility to ensure that you obtain approval for, register for, and successfully pass the required number of credits for your degree programme at Maynooth University. Failure to do so may result in you failing the semester/year abroad.**

#### **Note:**

**Student going abroad in Semester 2 may need to travel to their host university before the end of the January exam period at MU. You must check with your host university when you are expected to arrive for the start of the semester and if this is before the MU January exam period you may need to take the resits in August and should consult with your International Coordinator.**

### *What is a Learning Agreement and how do I complete it?*

The Learning Agreement is an important document as it is the contract of study agreed by the student, the MU International Coordinator and the Host University. It lists the modules you intend to study and the related ECTS. The Learning Agreement must be signed by you, your MU International Coordinator and the coordinator at your Host University **before** the start of the study exchange. **It is your responsibility to ensure that your Learning Agreement is fully completed and signed before departure.**

If you are participating in the Study Abroad programme (outside Europe), the International Office will email the Learning Agreement to you following your acceptance at the host university and you will agree a study programme with your MU International Coordinator and Host University in advance of going abroad. Students going on Erasmus (within the EU) can complete the Learning Agreement online in the OLA Platform. The International Office will provide further information about completing the Learning Agreement during the Post Nomination Sessions.

## How do I complete the Online Learning Agreement (OLA) if going on Erasmus?

**Step 1:** Log on to the [OLA Platform](#) with your MU account and complete all sections of the agreement with provisional modules - refer to The Guide to Completing Your OLA for instructions.

**Step 2:** Submit the agreement for signing to your MU International Coordinator. If the agreement is not signed, you will be notified by email and should discuss with your International Coordinator and make the recommended changes and resubmit for signing.

**Step3:** When the agreement is signed by your International Coordinator the agreement will automatically go to your Host University for signing and you will be notified by email when it has been signed by all parties.

**Step 4:** On arrival at your Host University, contact your International Coordinator and reconfirm your module selection and exam arrangements, etc. If you need to make any changes to your modules, you must update the agreement and resubmit it for signing.

### *Do I need to register at Maynooth University if I will be studying abroad?*

The Erasmus+ and Study Abroad programmes are based on bilateral partnership agreements. To participate and to enable transfer of credits back to Maynooth University, you must register at both Maynooth University and your Host University.

You must register at Maynooth University before you travel abroad. You will be informed about the online registration procedure by Records & Registration Office via MUMail. Please ensure that you register by the deadline. Late registration charges will apply. For any queries about registration, please email [registration@mu.ie](mailto:registration@mu.ie). **If you do not register at Maynooth University before you travel, you will not be permitted to participate in the Erasmus+ or Study Abroad programme.**

Further consequences of not registering include:

- You will not earn credits.
- You will not be covered by the MU emergency travel insurance policy.
- You may not be entitled to live in the host country (depending on citizenship) or to live in university accommodation.
- You will not receive the Erasmus+ grant.
- You will not receive SUSI grants.

## What happens if I need to resit examinations at the end of Year 2?

EXAMINATIONS OFFICE 2023



VERSION 2: 19<sup>th</sup> October 2023

### Students going on work placement or Erasmus year abroad

#### BACKGROUND:

Several courses in Maynooth University offer a work placement or opportunity to travel and study abroad as part of the degree. Normally these are offered to third year students in a four year programme. Occasionally the placement or year abroad begins in early September, i.e. **before** the results from the resit autumn examination sessions have been released.

All students for whom placement or a year abroad is part of their programme, must register for Year 3 via the Student Web at the beginning of the academic year. Failure to register for Year 3 can mean that the year abroad or placement will not be recognized as part of their programme.

#### RESULTS IN THE YEAR OF STUDY PRIOR TO WORK PLACEMENT OR STUDY ABROAD:

In order to be able to take up a work placement or to travel abroad (normally in year 3 of a 4-year programme), a student must have attained certain results in the preceding year (normally year 2). The University's [Marks & Standards](#) states "A student may normally progress to study abroad or a placement carrying a deficit of up to 10 credits" (page 11).

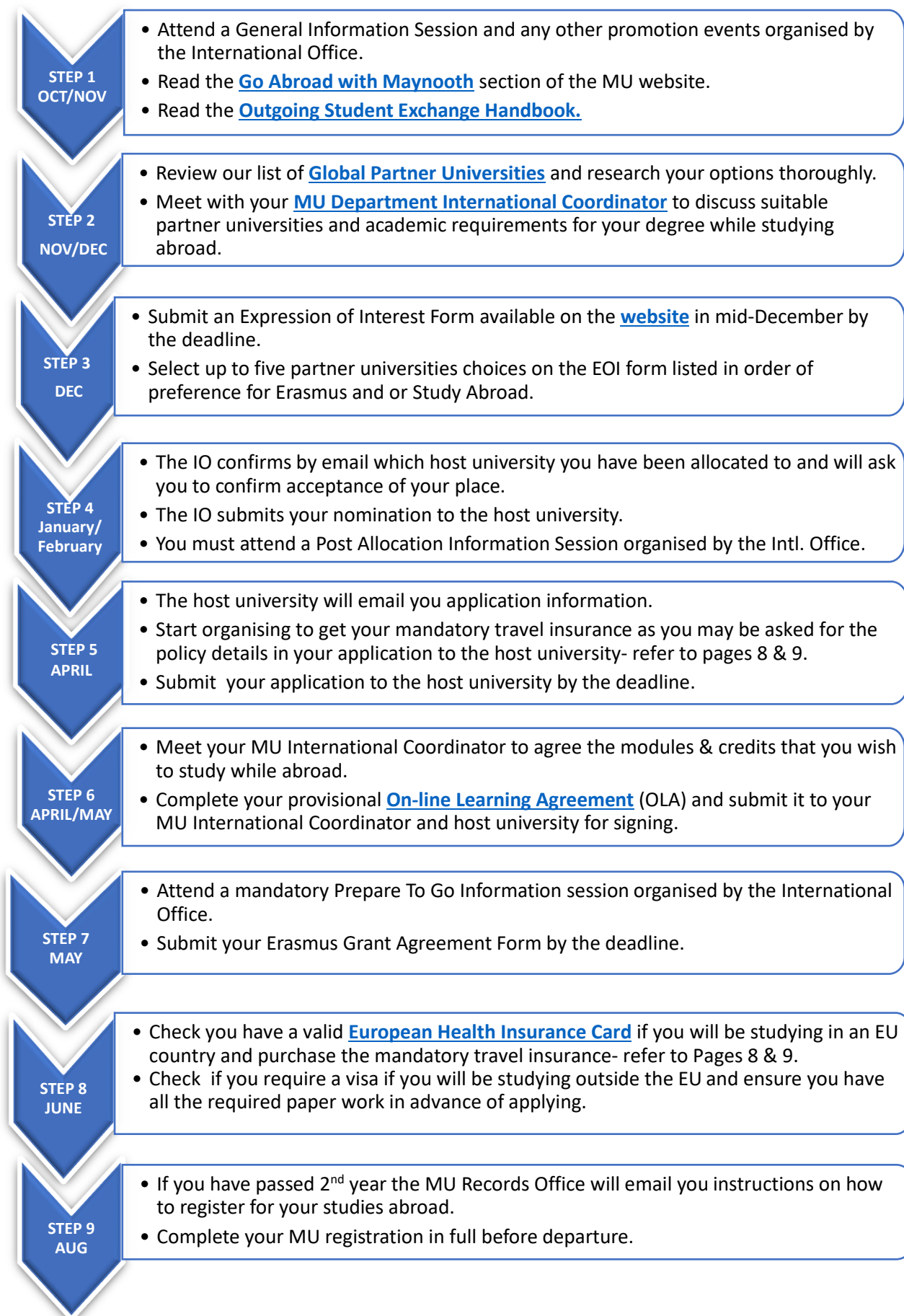
Annual result ( <i>in JUNE at end of year 2</i> )	Progression or non-progression result	Implications for work placement of study abroad ( <i>in year 3</i> )
Progress	Progression result	Eligible to take up work placement or study abroad
Restricted Compensation	Progression result	Eligible to take up work placement or study abroad
Restricted Deficit	Progression result	Eligible to take up work placement or study abroad
Restricted: No Progression	Non-Progression result	Student may apply to be allowed to progress to placement or study abroad carrying the deficit (no more than 10 credits). Approval is not automatic and is not always granted.* Student should also register for the Autumn resits in parallel.
Not Progress	Non-Progression result	Not eligible to take up work placement or study Abroad

- To apply for permission to progress carrying up to a 10-credit deficit:  
<https://www.maynoothuniversity.ie/curriculum>

#### NOTES

- Students who achieve a progression result following the Autumn resits may receive these results too late to commence placement or study abroad.
- If a student chooses to take up a work placement or to travel abroad without a progressing annual result they will not be registered as an MU student and may be obliged to return to Maynooth, at their own expense. The option to re-register to year 2 to repeat outstanding modules will normally be available.

## Erasmus/Study Abroad Programme Steps to Complete



## Section 3: While You Are Abroad

### *Do I need to register at my Host University?*

You are required to register at Maynooth University **and** your Host University. If you do not register at your Host University, you will not be able to complete your modules or avail of student/academic supports. Crucially, you will not be able to obtain credits to transfer back to Maynooth University.

### *What else do I need to do when I arrive at my Host University?*

Attend the Orientation and Arrival sessions organised by the International Office and/or academic departments to familiarise yourself with student and academic life. Contact your host International Coordinator to finalise your programme of study and your timetable. You must inform your MU International Coordinator about any proposed changes.

If you are on Erasmus, you will need to have the Certificate of Arrival Form Part A completed and signed by the Host International Office. Please return it to the MU International Office as soon as possible.

### *What happens if I do not pass a module I studied abroad and have returned home?*

Check with your host university if it is possible to return to repeat the module. If there is no resit option or you do not return the following applies:

If you are in an integrated study abroad the normal progression rules apply, and you may be allowed to progress with a deficit of up to 10 credits, and make up the credits at a later point. You **must** contact your [Department International Coordinator](#) to let them know that you have failed a module and to discuss your options.

If you are in an “add on” study abroad (where the length of the degree is extended because of study abroad) you are expected to attempt 60 credits of study and should pass 45 credits to earn the “international” degree\*. If you pass 40 credits abroad, your MU Academic Department may set an assignment which if completed to the appropriate standard can earn the additional 5 credits. You **must** contact your [Department International Coordinator](#) to request this option.

**\*NOTE:** Further academic requirements may apply in order to obtain an international degree, please check with your academic department for details.

Maynooth University does not supervise resit examinations from another institution. If you must resit an exam you must return to your host university to do so.



## *What supports are available to me while I am abroad?*

If you require support while abroad, we recommend that you first contact the International Office at your Host University. They will be able to advise you about the various supports available.

Please remember that while you are studying abroad, you are a registered student of Maynooth University. The International Office is here to support you throughout your time abroad. Keep in touch with us, and please do not hesitate to contact us if you have questions or require support.

Please find below a list of supports available to you during your time abroad:

### **At Maynooth University:**

[International Office](#)

[Department International Coordinator](#)

[Student Services](#)

[Access Office](#)

[Health and Safety Office](#)

[Records & Registration Office](#)

[Fees Office](#)

### **In your Host University/Country:**

International Office

Academic Coordinator

Accommodation Office (if relevant)

Student Support Services (if available)

Erasmus Student Network (if available)

Irish Embassy/Consulate

## Section 4: Returning to Maynooth University

### *Do I need to obtain any paperwork at the end of my time abroad?*

If you are on the Erasmus+ programme, you will need to have the Certificate of Attendance Form Part B completed and signed by your Host International Office. Please return it to the Maynooth University International Office as soon as possible after you complete your semester/year abroad. You will also need to complete the Online Erasmus Survey, details of which will be sent to you by email by the EU Commission.

### *How do I get confirmation of my credits and my exam results?*

Your host university will issue a Transcript of Results. It is your responsibility to find out whether the host university will issue the Transcript of Records to the Maynooth University International Office or directly to you (in which case you must ensure that the MU International Office receives your Transcript of Results in time for your results to be considered by the relevant Exam Board (see below). If the International Office does not receive your results on time, there may be delays in accrediting your year abroad.

### *How are my studies abroad recognised by Maynooth University?*

#### **Students doing an add-on year**

The Exam Board will meet in mid-October and your year Erasmus/Study Abroad results will be published online on your Student Web record shortly after the Exam Board meeting. You will be able to register online for your final year in September as normal.

#### **Students doing an integrated semester/year abroad**

The Exam Board will meet in early September and your Erasmus/Study Abroad results will be published online on your Student Web shortly after the Exam Board meeting. You will not be able to register online until your study abroad results are published.

## Erasmus/Study Abroad Programme Checklist

6-9 months prior to studying abroad	Completed?
Ensure you have a valid passport for the entirety of your time abroad. Check the visa and residency requirements of your host country.	
Obtain an official transcript of records from the <a href="#">MU Records Office</a> (if needed).	
Complete and submit your application to the Host University by the deadline.	
Be aware of important dates and deadlines at the host university.	
Select the courses/modules you intend to study at the host university and meet with your MU International Coordinator to get approval. If going on Erasmus, complete the <a href="#">Online Learning Agreement</a> .	
Research your accommodation options. If applying for on-campus accommodation, strict deadlines are likely to be in place.	
Attend the mandatory <b>Prepare To Go Information</b> sessions organised by the MU International Office.	
If going on Erasmus, obtain a <a href="#">European Health Insurance Card (EHIC)</a>	
If going on Erasmus, submit the signed Erasmus Grant Agreement Form.	
1-3 months prior to studying abroad	Completed?
Arrange travel insurance and private health insurance- <b>refer to pages 8 &amp;9</b>	
Finalise your accommodation, incl. payment of deposits and arrival confirmation.	
<b>Register and pay relevant fees at Maynooth University by the deadline.</b>	
Take the <a href="#">OLS language</a> assessment if required – it is compulsory if the main language of instruction at the host university is French, German or Spanish.	
Make travel arrangements, i.e. book flights, train tickets, visas, transfers, etc.	
Register with the <a href="#">Department of Foreign Affairs</a> and record your contact details in case of emergency.	
Upon arrival at host university	Completed?
Attend all Orientation Programmes.	
Register as a student at your Host University.	
If on Erasmus, submit your Certificate of Arrival Form Part A to the MU Int. Office.	
Meet your Host International Coordinator and finalise your modules, ensuring that you register for 30 ECTS per semester.	
If going on Erasmus, submit your Grant Receipts by the deadline.	
2-4 weeks prior to end of time abroad	Completed?
Check when and how your Transcripts of Records will be made available and collect all academic documents prior to departure.	
If on Erasmus, submit your Certificate of Attendance Form Part B by the deadline.	
Upon return to Ireland	Completed?
Ensure that the MU International Office has received your Transcripts of Records.	
If on Erasmus, submit your final Grant Receipt by the deadline.	
If on Erasmus, complete and submit the online Erasmus Survey.	