



MAYNOOTH UNIVERSITY INTERNATIONAL OFFICE OUTGOING EXCHANGE STUDENT HANDBOOK

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NEITHER EXHAUSTIVE NOR LEGALLY ENFORCEABLE.**

All information is correct as of 16.02.2022

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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 all current Maynooth University students to incorporate a study-abroad period into their degree programme. Our role is to advise you and guide you through the study-abroad process. We provide support before, during and after your mobility period.

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: [European Partners | 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: [Non-European Partners | 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 track go 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 go 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 go abroad for one semester or a full year in their third year of study. As the integrated study-abroad period replaces a semester or year at Maynooth University, the modules studied abroad must match as closely as possible the Maynooth University curriculum and must be discussed in advance with your International Coordinator.

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

Course	Erasmus/Study Abroad Period
BA International Finance & Economics	3 rd year for the full year or first semester
BEd Education (Primary Teaching)	3 rd Year in the first semester only
BSc Computer Science & Software Engineering	3 rd Year in the first semester only
BSc General Science	3 rd Year for one semester or full year
BSc Product Design	3 rd Year in the second semester only
BSc Psychology	3 rd Year in the second semester only
LLM International Business Law	1 st Semester
MA Creole	2 nd Year for one semester or full 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 Partnerships](#) 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. You will find a list of International Coordinators on our website: [International Co-Ordinators | Maynooth University](#)

The International Coordinators and the International Office can connect you with students who are currently on their year 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 - MU Life Clubs & Societies](#).

The International Office holds an open day and information sessions in October/November which gives general information on the range of countries and partner universities you can study in. 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 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, Moodle and your MUMail account for updates, read carefully all of 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 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. This is not a first-come first-served process - all Expression of Interest forms will be reviewed after the deadline.

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 International Coordinators for Languages and Law 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 this allocation and will officially nominate you to that partner institution. Please see the table below for answers to the most-commonly asked questions about this stage of the process.

	STUDY ABROAD PROGRAMME	ERASMUS+ PROGRAMME
When will I find out about my Erasmus/Study abroad nomination?	It can take up to six weeks before your nomination is confirmed.	It can take up to ten weeks before your nomination is confirmed.
What will be the next step?	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.
Where can I find more information about my Host University?	Host University website including course/module listing and international office section. MU Academic Coordinator MU students who went abroad Incoming Study Abroad students	Host University website including course/module listing and international office section. MU Academic Coordinator MU students who went abroad Incoming Erasmus students ESN Society
Do I have to apply to my Host University?	Yes, you will be required to follow instructions from your Host University, which will be sent to your MUEmail. 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 MUEmail. 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.
What information is required for my application to the Host University?	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.
Do I have to look for my own accommodation?	Most universities will offer on-campus accommodation. In some cases, it is compulsory that you stay on campus. The on-campus accommodation usually comes with a choice of meal plans. In some cases, it is compulsory to purchase at least the basic meal plan.	Most universities will offer on-campus accommodation (usually on first-come first-served basis) or help with finding off-campus 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.
How much will it cost to go abroad?	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,	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,

	<p>etc. You will need to factor in at least the following:</p> <ul style="list-style-type: none"> - Flights - Accommodation - Cost of living - Emergency fund <p>https://www.numbeo.com/cost-of-living/</p>	<p>etc. You will need to factor in at least the following:</p> <ul style="list-style-type: none"> - Flights - Accommodation - Cost of living - Emergency fund <p>https://www.numbeo.com/cost-of-living/</p>
Is any funding available to me?	Unfortunately, there is no funding available.	Yes, students receive an Erasmus+ mobility allowance.
Do I have to pay tuition fees to Maynooth and/or my Host University?	<p>You need to pay the normal fee or student contribution and student levy to MU.</p> <p>You do not pay tuition fees to your Host University.</p>	<p>You need to pay the normal fee or student contribution and student levy to MU.</p> <p>You do not pay tuition fees to your Host University.</p>
Do I register as an MU student for my year abroad?	<p>Yes, you must be a registered student of MU before you commence your year abroad.</p> <p>Therefore, you must fully complete the registration process BEFORE you travel.</p> <p>If you are not registered at MU, you cannot earn credits abroad or receive financial support through SUSI.</p>	<p>Yes, you must be a registered student of MU before you commence your year abroad.</p> <p>Therefore, you must fully complete the registration process BEFORE you travel.</p> <p>If you are not registered at MU, you cannot earn credits abroad or receive financial support through Erasmus or SUSI.</p>
I qualify for SUSI. Can I still receive SUSI when I go abroad?	<p>Yes, you will still qualify for SUSI when you go abroad. Please contact SUSI directly if you have any questions.</p>	<p>Yes, you will still qualify for SUSI when you go abroad. Please contact SUSI directly if you have any questions.</p> <p>SUSI students are also eligible for a SISSI top-up payment of €250/month, awarded by the European Commission.</p>
What do I need to know before I book my flights?	<p>At least the following:</p> <ul style="list-style-type: none"> 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>At least the following:</p> <ul style="list-style-type: none"> 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.
Who should I inform if I have a disability, a medical condition and/or receive learning supports from the Access Office?	<p>If you have a disability, an existing medical condition and/or receive learning supports, you should contact the Access Office.</p> <p>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 have a disability, an existing medical condition and/or receive learning supports, you should contact the Access Office.</p> <p>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 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>Are there any other important things I need to know?</p>	<p>Be sure to check if you need vaccinations for your destination www.tmb.ie. 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 normally includes all public transport, library fees, etc.</p>

Note:

The International Office will hold post-nomination information sessions and pre-departure orientation in late Spring. It is compulsory for all outgoing students to attend. The post-nomination sessions will explain next steps in the process and your responsibilities. The orientation will cover information you will need to be aware of before and during your time abroad, including mandatory paperwork to be submitted prior to your departure and important health and safety information.

Do I need travel and/or health insurance?

Maynooth University provides Emergency Travel Insurance, which will cover personal liability, repatriation, and medical emergencies, provided you are resident in Ireland, have completed your registration as an MU student, and submitted the required documentation prior to travelling.

Travelling to Europe

If you are an EU/EEA national travelling to the European Economic Area (EEA) or Switzerland, you are entitled to receive emergency medical care should you become ill or have an accident.

You must have a valid European Health Insurance Card (EHIC) before you travel. You can apply for this card at [Apply for an EHIC in Ireland - HSE.ie](https://www.hse.ie/eng/health/ehic/) and you will be required to confirm that you have obtained the card in advance of your departure. This card entitles you to free accident and emergency treatment in EU countries. The card does NOT cover all medical expenses and is not a substitute for travel or private medical insurance. Please consult the EHIC website for further information on medical cover in your host country.

As the EHIC only covers emergency medical care, we strongly recommend that you take out additional private medical and travel insurance to cover you during your period abroad. Some of our partner universities may ask you to purchase their own insurance (mainly in Spain).

Travelling outside of Europe

As part of your visa application to North America, you will be required to purchase health insurance. Most universities in North America will require that you purchase their health insurance plan, which will satisfy the visa requirements.

Universities in China will require that all students purchase local health insurance upon arrival, which is not expensive. We also recommend that you purchase your own personal travel insurance.

How do I obtain the Erasmus+ allowance?

You do not need to apply separately for the Erasmus+ allowance. The MU International Office will award the allowance if you submit all the required paperwork (including a Grant Agreement, which the International Office will ask you to complete before you travel, and a Certificate of Arrival, which you must have completed by the International Office at your Host University once you arrive). Please note that you must spend at least two months abroad to qualify for Erasmus+ funding. The allowance is not means tested and does not affect entitlement to other grants such as SUSI. The monthly allowance amount is €300 to €350 depending on the host country.

The Erasmus+ allowance is paid in three instalments (December, May, and July/August) by bank transfer. The amounts paid are subject to annual review by the Higher Education Authority. Prior to your departure, the International Office will explain how and when to complete the required forms to ensure you receive the payment.

Please note that if you do not complete Registration at Maynooth University or submit the required paperwork to the International Office, your Erasmus+ allowance will not be paid.

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 modules.

Every outgoing student 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 International Academic 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 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 and 60 ECTS if studying for a full year abroad. All modules must be approved by your International Academic 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 Erasmus document as it is the contract of study agreed by the student, the MU International Academic 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 Academic 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), you do not complete a Learning Agreement form, as that is specific to the Erasmus programme. You will still agree a study programme with your MU International Academic Coordinator and Host University.

How do I complete the Online Learning Agreement (OLA)?

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 International Academic 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 Academic 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 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 MUmial. Please ensure that you register by the deadline. Late registration charges will apply. For any queries about registration, please email 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 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 Erasmus financial support.
- You will not receive SUSI grants.

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

To register for your year abroad, you must have achieved a certain result in the Summer exams at the end of Year 2.

Please note the following policy regarding resit examinations in second year:

Students planning to study abroad are expected to pass the preceding year of study AND register for the study abroad semester/year BEFORE commencing study abroad. The implications for each result following the Summer exams at the end of Year 2 are shown below:

Annual result after Summer examinations at the end of Year 2	Implications
Progress, or Restricted Compensation	You should register for the year abroad in the special registration period in August. <i>Please follow the registration details sent to your Mumail address in August.</i>
Restricted Deficit or Restricted Progression	<p>You may progress to study abroad and will need to address the deficit on your return.</p> <p>You are advised to take the Autumn resits to address the deficit, but your permission to study abroad is not dependent on these resits.</p> <p>You should register for the year abroad in the special registration period in August. <i>Please follow the registration details sent to your Mumail address in August.</i></p> <p>On your return you will need to register for additional credits in final year to remediate the credit deficit from Year 2. These credits must be made up for you to graduate.</p>
Restricted No Progression, or Not Progress	<p>You may not progress to study abroad.</p> <p>You are advised to take the Autumn resits to improve your result.</p> <p>However, you may not register to study abroad, or take up your place abroad, until the resit results are published.</p> <p>This may delay the start of the time abroad and may, in some cases, make it impossible to complete the study abroad.</p>

Please note that depending on your host university, you may not be able to sit repeat exams in August, as some of our partner universities begin their academic year before or during our resit examination period.

Summary of Pre-Departure Steps to be Completed



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 Academic Coordinator about any proposed changes.

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

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](#)

[Your 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 Departure form 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 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.

Outgoing Student 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 Records Office (if needed).	
Complete and submit your application to the Host University by the deadline.	
Confirm important dates at the host university.	
Select the modules you will study at the host university. If going on Erasmus, complete the Online Learning Agreement.	
Research your accommodation options. If applying for on-campus accommodation, strict deadlines are likely to be in place.	
Attend mandatory Pre-Departure Briefing organised by the International Office.	
If going on Erasmus, obtain a European Health Insurance Card (EHIC) and submit the Risk Assessment Form by the deadline.	
If going on Erasmus, submit the Erasmus Grant Agreement Form.	
1-3 months prior to studying abroad	Completed?
Arrange travel insurance and private health insurance.	
Finalise your accommodation, incl. payment of deposits and arrival confirmation.	
Register and pay relevant fees at Maynooth University by the deadline.	
Take the OLS language 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 Department of Foreign Affairs 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 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 final Certificate of Attendance Form 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.	