



Erasmus & Study Abroad 2023/2024 Pre-Departure Info Session



AGENDA

- **Practical Information:** Angela McKenna, Manca Erzen, Elena Schroder
- **Erasmus Grant Information:** Alena Jurikova
- **Registration Information:** Jenny Boggan, Records & Registration Office
- **Q&A**



UPDATE STUDENT WEB



The screenshot shows the Maynooth University logo at the top, which includes a shield with a book, a lamp, and a building, next to the text "Maynooth University National University of Ireland Maynooth". Below the logo is a red header bar with the text "Student Web Login". Underneath is a form with two input fields: "Student ID Number:" and "Password:". At the bottom of the form is a grey button labeled "Login".



Change your study address to the address you are living at when abroad

Add your emergency contact details

DEPARTMENT OF FOREIGN AFFAIRS



➤ You should register your contact details while abroad with the Department of Foreign Affairs.

➤ The information will allow them to contact you and provide assistance, if necessary and possible, if there is an unforeseen crisis such as a natural disaster or civil unrest, or if you have a family emergency while you are abroad.

➤ [Citizens' Registration - Department of Foreign Affairs \(dfa.ie\)](https://dfa.ie)



INSURANCE



➤ Maynooth University will provide Emergency Travel Insurance which will cover you for medical emergencies and repatriation while abroad.



➤ You must have a valid European Health Insurance Card (EHIC) if you are going to Europe. You can apply for this card at [Apply for an EHIC in Ireland - HSE.ie](https://www.hse.ie/eng/applyforanehic) and you will be required to confirm that you have obtained the card in advance of your departure.



➤ As the MU Insurance only covers emergency medical care, we strongly recommend that if you have an existing medical condition that you take out additional private medical and travel insurance to cover you during your period abroad. If you are going outside the EU, your host university will advise you about insurance requirements.



➤ The MU Insurance Form will be emailed to you week of the 12th June. You must complete the form by the deadline. Your details will be forwarded to the Insurance Company who will send you confirmation of your insurance number and policy details before you travel.

ACADEMIC SUPPORTS



- You must register for [30 ECTS per semester](#). Make sure you are meeting this requirement and talk to your academic coordinator at your host university if you have questions or concerns.
- Contact your MU [International Coordinator](#) about any ACADEMIC issues – remember that the supports you have at Maynooth are still available to you while abroad.
- Talk to the [MU Access Office](#) if you have any special accommodations and about what specific supports you may require when abroad- request a letter for your host university which confirms your additional needs.



DIFFERENT ACADEMIC STYLES



➤ While studying abroad you might face difficulties in adapting to teaching, learning and evaluation methods that are different from Maynooth University.

➤ To get prepared, try to become familiar with the style of your host university by looking up information about courses, professors and by joining student groups online. Reach out to MU students who have returned from abroad.

➤ It is common for attendance to be taken for classes abroad. **Your attendance may likely make up part of your grade!**

➤ Do not hesitate to ask for support from professors and fellow students if this is all new to you. **Ensure you attend Orientation sessions and take it as an opportunity to learn about your host university.**



DIFFERENT ACADEMIC STYLES

- Information on expected conduct is usually given out at Orientation, so it is advised to attend – in some cases even mandatory.
- Each university works differently .
- Be mindful of their protocols – relations between students and staff, office hours, registering for exams, library conduct, emails ...



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To

Cc

presentation ABC

Dear Professor Dr. Diening,

I am a student in your XYZ class on Thursdays from 10-12. |

I have a question regarding my presentation on "ABC".

Thank you.

Yours sincerely,

Elena Schröder

YOUR TRANSCRIPT OF RESULTS



- Make sure to register properly at your host university for your courses abroad.
- It is **your responsibility** to find out how and when your transcript(s) will be issued to you. The International Office will email you before your return requesting a copy of your transcript.
- You must submit your transcript(s) to the International Office by the September deadline for the Autumn Exam Board.
- If the International Office does not receive your results on time there may be delays in accrediting your year abroad.



FORMS TO COMPLETE



- PROVISIONAL SIGNED LEARNING AGREEMENT
- MU INSURANCE FORM
- GRANT AGREEMENT FORM (ERASMUS ONLY)
- FORMS REQUIRED BY YOUR HOST UNIVERSITY

If you make ANY changes to your Learning Agreement you must resubmit it to your MU International Coordinator and host university for signing.



ACCOMMODATION

- It is your responsibility to organise accommodation. You can consult with the accommodation services at your host University who are best placed to assist you.
- Our partner universities cannot guarantee accommodation to all exchange students, ensure you apply by the deadline and follow the instructions of the host university accommodation office.
- Research your accommodation options thoroughly before you make a final decision. It may be helpful to speak to returned MU students who studied at your host university.
- Accommodation scams are now very common. If you wish to rent private accommodation off campus, you should only do so after having viewed the premises in person: never pre-book over the internet, especially where a deposit is requested, unless you know that the person with whom you are dealing is bona fide.
- Ensure to get a CONTRACT for all rental agreements (ask for **receipts of payments** and **keep track of everything**).





BUDGET NOW

- The cost of living varies from country to country. You should gather as much information as possible regarding flights, accommodation and cost of living-

[Cost of Living \(numbeo.com\)](https://www.numbeo.com)

- Plan a budget for yourself and stick to it!

- Make sure that when you arrive in your host country you have sufficient funds for your initial expenses. You may have to pay a deposit plus a month's rent in advance for accommodation.

- Plan for your entire time abroad, including extra money for unexpected expenses- have an emergency fund.





CONDUCT & RESPONSIBILITY

➤ While abroad you are ambassadors for Maynooth University and it is expected that you show respect for the host country, its people and its customs.

➤ You must adhere to the rules and regulations of your host university, you also remain registered as MU students and the [MU Code of Discipline](#) applies.

➤ It is your responsibility to familiarise yourself with the regulations, as well as the academic and administrative processes and procedures of your Host University.

➤ The MU Study Abroad Behaviour Policy will be emailed to you in the coming weeks. You will be asked to sign the policy and return it to us.



CONTACT AND CHECKLIST



Contact List

Home

Home University

International Office (Administrative)

Contact: Angela McKenna & Siobhan McNutt

Email: intl.outgoing@mu.ie

Phone: +353 1 708 3386

International Coordinator (Academic)

Contact:

Email:

Support Services

Website:
<https://www.maynoothuniversity.ie/student-services>

Email: student.services@mu.ie

Phone: +353 1 708 4729

Other Home Contacts

Home Contact(s):

Emergency Bank Contact:

Insurance contact:

GP:

Country Dialling Code (Ireland): +353

Host

Host University

International Office (Administrative)

Contact:

Email:

Phone:

International Coordinator (Academic)

Contact:

Email:

Other Contacts

Other Host Contacts

Emergency Services:

Local Medical Centre/Doctor:

Irish Embassy:

Country Dialling Code:

✓ BEFORE YOU GO CHECKLIST

- Complete Forms: Learning Agreement / MU Insurance Form / Grant Agreement
- Bring a sufficient supply of any required prescribed medication and a copy of the prescription for airport security and while your abroad
- Check COVID-19 regulations in your host country and any travel entry requirements
- Register on the DFA website
- Notify your bank of travel abroad period
- Keep small amount of cash for emergencies in case your bank card gets lost
- Make 2 copies of important documents and keep them in separate and secure places (e.g. Passport/ EHIC /Insurance)
- Bring a spare pair of glasses and a copy of your prescription
- Bring some home comforts (e.g. tea, taylor, photos)
- Follow @maynoothuni_goingabroad on Instagram and share your experiences with us!





STAY IN CONTACT

- **Check your MUMAIL very regularly as main channel of communication for important information.**
- Link your MUMAIL to your personal email so that you don't miss important information/deadlines.
- Share your photos and videos on Instagram [@maynoothuni_goingabroad](#)
- Email us at intl.outgoing@mu.ie if you have any questions or concerns.





ERASMUS+ FUNDING

International Office, Maynooth University, June 2023



ALL STUDENTS GOING ABROAD UNDER THE ERASMUS+ PROGRAMME ARE ELIGIBLE FOR ERASMUS+ MOBILITY ALLOWANCE.

COUNTRY	RATE
Austria, Belgium, Bulgaria, Czech Republic, Estonia, Hungary, France, Germany, Greece, Italy, Lithuania, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain	€330 per month
Denmark, Finland, Norway, Sweden	€385 per month
SISSI* top-up for SUSI students (eligibility criteria TBC)	€250 per month

*SISSI = Social Inclusion Supplementary Support Initiative



INSTALMENTS*

FULL YEAR STUDENTS

**December, April &
August**

**FIRST SEMESTER
STUDENTS**

December & March

**SECOND SEMESTER
STUDENTS**

April & August

*Subject to funds received from the Higher Education Authority.

NEED TO KNOW

- You must spend a minimum of 2 months abroad to qualify for the Erasmus grant.
- You must submit relevant paperwork to International Office before we can process your grant. It is important you keep an eye on your MUMail at all times.
- Current SUSI students must notify the International Office if they are NOT going to receive SUSI in 2023/24 academic year.
- You will need to upload your bank details online via Student web. Instructions can be found on Fees & Grants Office website below:
<https://www.maynoothuniversity.ie/student-fees-grants/student-electronic-fund-transfer-procedure>
- If you come home early, you may be liable to pay (some of) your Erasmus grant money back.
- If you decide to withdraw from the Erasmus programme, you must let us know immediately.

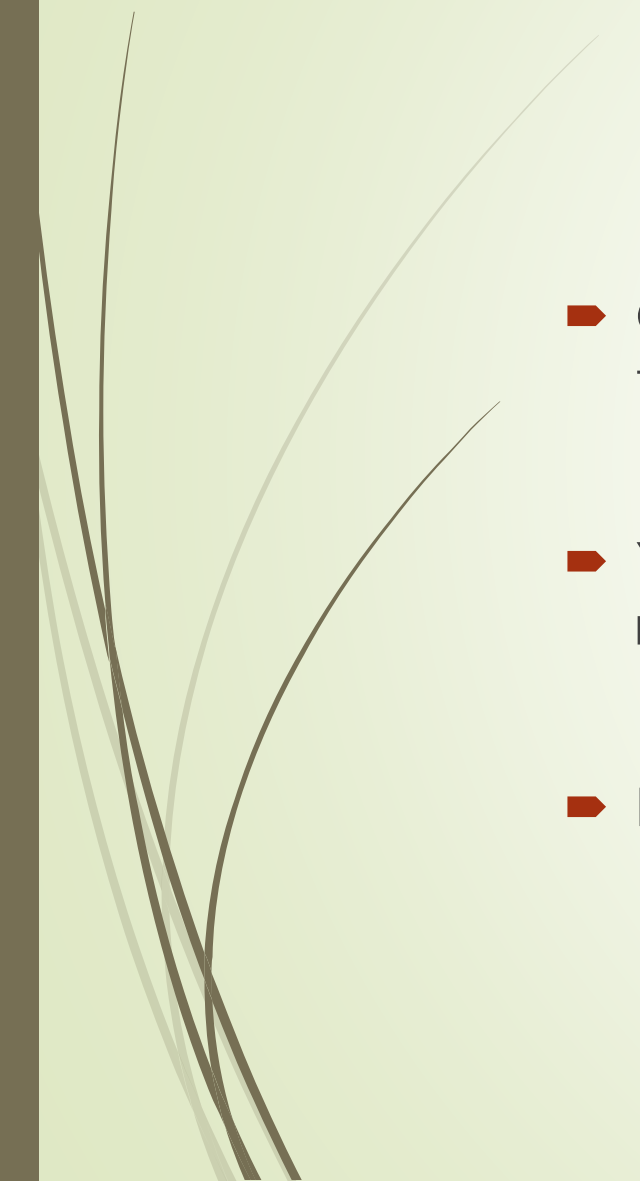


Outgoing Erasmus & Study Abroad Students Registration Information

STUDENT RECORDS OFFICE MAY 2023



HOW TO REGISTER FOR STUDY ABROAD

- ▶ Online registration for outgoing study abroad and Erasmus students takes place week commencing Monday 7th August.
 - ▶ You must have passed your examinations in the summer in order to register at this time.
 - ▶ Log in to the Student Web from the For Current Students portal.
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REASONS YOU WILL NOT BE PERMITTED TO REGISTER DURING THE AUGUST WINDOW.

- ▶ You will not be permitted to register in August if you did not pass your examinations in June.
- ▶ If you are waiting on Autumn results you will have to wait until the September window to register.
- ▶ If you owe fees you will not be permitted to register and you will need to contact the Fees Office (fees.office@mu.ie) directly.
- ▶ If you have changed your mind about travelling abroad and wish to register for 3rd year. This will happen in September, when all other continuing students are registering.




REPEAT EXAM INFORMATION

- ▶ Students planning to study abroad are expected to **PASS** the preceding year of study.
- ▶ It should be noted that the maximum number of credits that can be carried as a deficit, is 10.
- ▶ If you are required to take the supplemental examinations in August, please note that results for these exams will not be available until **Friday 1st September 2022**.
- ▶ Once you have passed the August supplemental exams, you will then receive an email from our office advising you that you are now able to register for your year abroad.



WHAT TO CHECK WHEN REGISTERING

- ▶ Please review your Address Details to ensure we have your most current permanent home address & eircode on your record and update your **Study address** to the address you are staying at while away.
- ▶ Please review your Communication Details to ensure we have your mobile number, home number and an **Emergency Name** and **telephone number**.
- ▶ **Note**: You are required to check your Confirmation of Registration Report at the end of the registration process. If you have registered correctly the status will state 'Registered'



ALL REGISTRATION FOR STUDY
ABROAD / ERASMUS **MUST BE**
COMPLETED BEFORE YOU LEAVE
IRELAND




PAYMENT OF FEES ALONE DOES NOT CONSTITUTE REGISTRATION

- ▶ Remember! **Payment of fees alone does not constitute registration!**
- ▶ You must ensure you complete your registration and obtain the proof of registration stating 'Registered'.
- ▶ **There is a late fine of €100 applied to all students who fail to have their registration in order.**



Returning to Ireland early!

- ▶ Note, every year a small number of students end up returning to Ireland early.
- ▶ Just in case this happens to you, you must contact the International Office and Student Records Office and formally withdraw from your Yr 3 International registration.
- ▶ Important dates to remember: **31st October** – Deadline to Withdraw / De-Register without fee implication. If you arrive back before the 31st October there is a possibility you can register to 3rd year and complete your degree.
- ▶ **31st January** – Deadline to withdraw and maintain 50% free fees.
- ▶ If you have extenuating circumstances for returning you can apply for a fees waiver to the Fees Office.



If you have any further queries, please don't hesitate to contact our office at records.office@mu.ie or call 01 708 3813.

Best wishes with your studies and stay safe abroad.

ENJOY YOUR EXPERIENCE 😊