

# PRE-DEPARTURE ORIENTATION ERASMUS



**Maynooth  
University**  
National University  
of Ireland Maynooth

# WELCOME



**62** universities

**Over 200**

Erasmus  
Students

**16**

European  
countries

**14**

Students  
going to  
China

**33**

students going to  
the U.S., Canada,  
Australia and Asia.

# WELCOME

This presentation will cover **the main things you need** to be aware of before your year abroad.

It will be made **available online** for you to review after this meeting.

Please read through it again and **familiarize yourself** with everything.



# WHAT TO THINK ABOUT BEFORE LEAVING

➤ Health

➤ Academics

➤ Culture shocks

➤ Expectations

➤ Tips

# HEALTH – WHILE ABROAD

- If you take any **medication**, be sure to speak with your home doctor and make arrangements **to have supplies of any prescription medication** you may need while abroad.
- Ask your **host university** about **health services on campus** or if a specialist is needed, **recommended local doctors**.
- Download the **European Health Insurance card app**.
- Remember to try keep to your usual routine, **looking after yourself both physically and mentally** while abroad is important for your overall health.



Remember that  
MU staff are  
still a support  
to you while  
abroad!

# SAFETY BEFORE YOU GO



**You must register with  
the Department of  
Foreign Affairs...**



**To record your  
contact details**

It will allow them **to contact you**,  
and **provide assistance**, if necessary  
and possible in case of...

- Natural disaster
- Civil unrest
- Or if you have a family  
emergency while you are  
overseas.



Therefore, the nearest **Irish Embassy** or Consulate to where you reside is **aware of your whereabouts** and can **include you in their contingency planning** in the event of a crisis or an emergency situation.



<https://www.dfa.ie/travel/citizens-registration/>

# IF YOU ARE A NON-EU CITIZEN

**It is your responsibility to adhere to your host country's  
visa and residency requirements**



# PERSONAL SAFETY AND RESPONSIBILITIES

Personal Safety	Responsibilities
<ul style="list-style-type: none"><li>▪ Be aware of <b>local cultural norms</b> = other cultures may have different definitions of what is appropriate</li><li>▪ Don't go out alone at night and observe cultural <b>norms related to alcohol</b></li><li>▪ Follow the same precautions as you would at home</li><li>▪ Should any incidents occur, don't hesitate to <b>seek help and contact the relevant supports</b> (your home and host university are points of contact while abroad!)</li></ul>	<ul style="list-style-type: none"><li>▪ While abroad you are subject to <b>the local laws and regulations</b> of the host country and university</li><li>▪ If you are arrested abroad you have <b>the right to request to speak to an Irish Consular Officer</b></li><li>▪ You are still <b>subject to the judicial policies of Maynooth University</b></li></ul>

# DOCUMENT AND FINANCIAL SAFETY

- Make **2 copies of valuable documents & keep 1 copy with you** and store the other in a safe place (separate from the originals)
- Remember to **notify your bank that you are going away** to prevent them blocking your card when they notice foreign withdrawals from your account
- If you lose your credit cards or bank cards, get in touch with your bank as soon as you can to have them stopped. Make a note of the emergency number your bank provided

**DO NOT KEEP ALL YOUR MONEY IN THE SAME PLACE**

# HELPFUL LINKS

**Department of Foreign Affairs** - [dfa.ie](https://dfa.ie)

→ The list of embassies and consulates in other countries)

**European Youth Portal** - [europa.eu/youth/en](https://europa.eu/youth/en)

**Numbeo** - [numbeo.com/cost-of-living/](https://numbeo.com/cost-of-living/)

**Online Linguistic Support** - <https://erasmusplusols.eu/>

# AND APPS...

- EHIC
- Aroundme
- Yelp
- World Customs
  
- Google Maps
- Itranslate
- Oovoo
- XE Currency
- Lonely Planet

# REGISTRATION & FEES

- You must **complete online registration** and **pay the relevant fee due to Maynooth University** while you are studying abroad
- Failure to do so will result in a late penalty fine
- Current fees & grant details are available at [maynoothuniversity.ie/students-fees-grants](https://maynoothuniversity.ie/students-fees-grants)
- If you fail to register with Maynooth University, you will be considered to be a deferred student and your credits earned abroad will not count towards your degree.

# REGISTERING YOUR YEAR ABROAD

You will receive an email to your MU account in August giving you the details of how and when you should register

After registering you will then receive a confirmation email. If you do not receive the email, you have not completed the registration process!

If you get logged out during the process, you will need to contact Records Office as you won't be able to proceed with the online registration again. The registration has to be done in one go!

**! Failure to register by the deadline will result in a €100 fine !**

1

2

3

# REPEAT EXAMS

## **Repeat**

- It depends on when your **host university academic year** begins, there may be time for you to take repeats for you year in MU
- The **repeat exam results** will be published on **6th September 2018**

## **Appeals**

- There is no time to appeal the result of a repeat examination

# ACADEMIC DIFFERENCES

Educational structures differ by institution. Assessment, class culture and teaching style may not be what you are accustomed to.

Complete your course work by the deadlines:

- It is important to **maintain your academic performance** even while you are abroad.
- Be aware that it is common for attendance to be taken for classes abroad. **Your attendance may likely make up part of your grade!**
- **Reach out to professors and fellow students** if you are having difficulty with a class.

# TRANSCRIPT OF RECORDS

- Make sure you properly **register for your courses** abroad
- Keep **certificates for any extra courses** that you attend and send them to Patty
- Be sure to find out **the method by which your transcript(s) will be issued** to you
- You will receive your **official Transcript of Records** from Maynooth University in **late October 2019**



# STUDENTS RECEIVING SUSI, BACK TO EDUCATION, COUNTY COUNCIL/VEC OR OTHER GRANTS

- You are entitled to **receive your grant while abroad**
- You may need a **letter from the International Office to confirm that the year abroad is a compulsory part of your 4-year International degree.**

**IMPORTANT:** Please bear in mind that if you are **not successful** in your year abroad, **you will not qualify for a grant in your final year** at Maynooth University.

It is compulsory to **register for 30 ECTS** per semester so make sure you are meeting this minimum.

→ **Contact your International coordinator** with any ACADEMIC issues.  
Remember the resources you have at Maynooth are still available to you abroad.

→ If **anything unexpected** occurs that will **affect your academic performance**, inform your international coordinator (IC) as well as the International Office.

**If you make ANY changes to your Learning Agreement,  
they must be approved by your IC !**

# ERASMUS GRANT

- All Erasmus students qualify for the Erasmus grant BUT you must **spend at least 3 months abroad** to qualify for the Erasmus grant (mobility allowance)
- There is NO NEED TO APPLY for the Erasmus grant
- International Office must receive relevant paperwork from students before the grant can be paid out
- The grant is **not processed individually** for each student. The grants can only be processed **when ALL paperwork is in for ALL students**

**NO FORMS = NO FUNDS**

# ERASMUS DOCUMENT

## BEFORE LEAVING

- Learning Agreement
- Grant Agreement
- Travel Insurance Health Form

## WHILE ABROAD

- Certificate of Attendance
  - ARRIVAL
  - DEPARTURE
- Grant Receipts (x3)

# ABOUT THE GRANT RECEIPT...

There will be **3 payments**:

- Early December 2018
- May 2019
- August 2019

**NO ELECTRONIC SIGNATURES**



# LIVING SITUATIONS

- It is the student's responsibility to source accommodation options at the host university.
- Make sure to get a WRITTEN CONTRACT for all rental agreements (ask for **receipts of payments** and **keep track of everything**)
- Yes, it will be **different** than your current situation but we are sure you will **get back in your feet!**
- It is obviously better to **live with local and other international students** to meet the maximum of people and **create contacts all over the world**
- Don't forget that **the respect is universal** 😊

# EXPECTATIONS

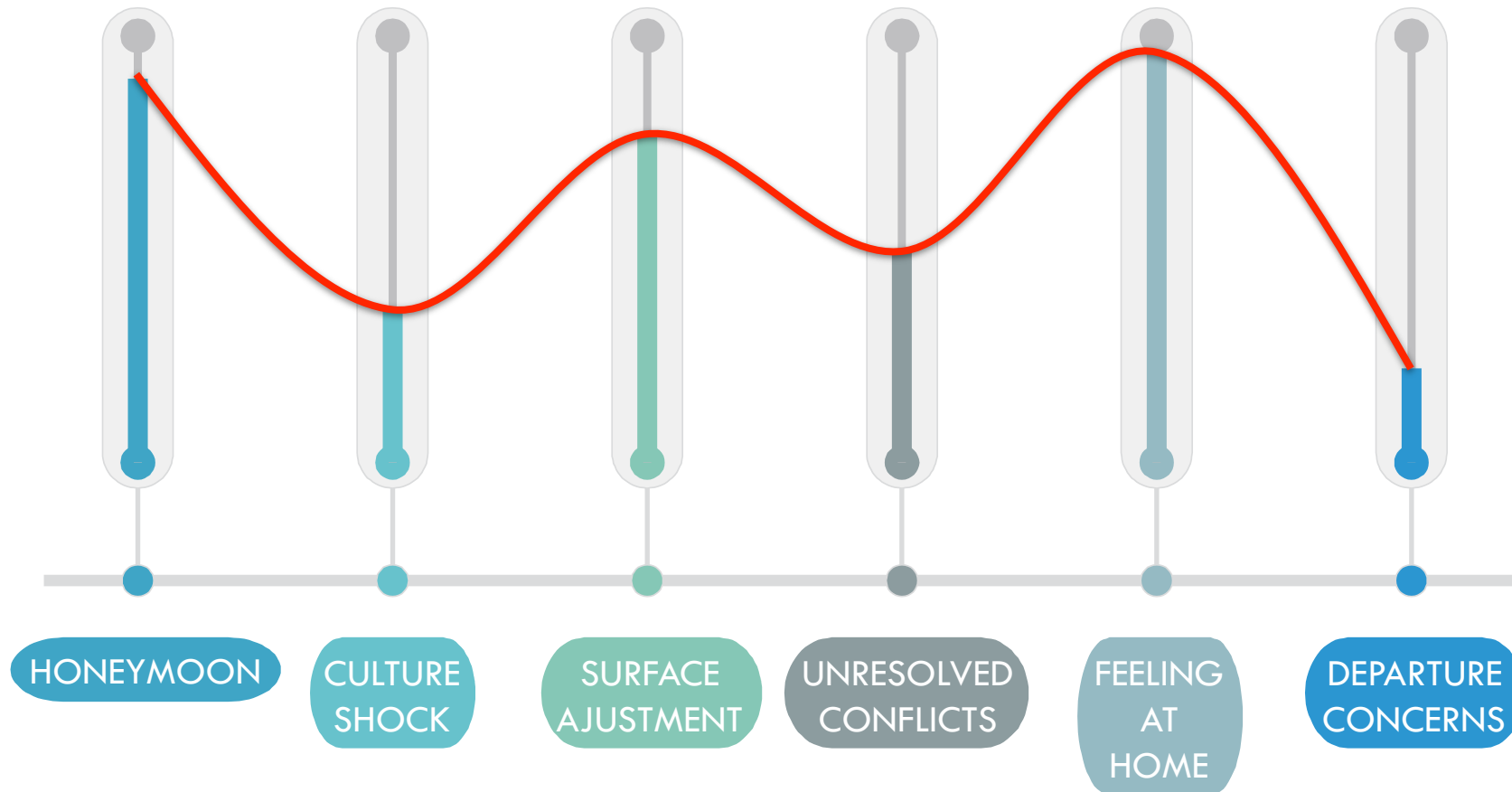
Be **realistic** in your expectations of your year abroad because **not everything will go smoothly** all the time.

**Remember it's ok to say NO!**



# CULTURAL ADJUSTMENT

BE PREPARED FOR MORAL UPS AND DOWNS





# A KEY FOR YOUR FUTURE



Link your experience to your degree



Shadow a professional in your chosen field



Look into internships offered through your host university

# HINTS AND TIPS

## **PACK LIGHT!**

You need less than you think

Pack clothes that can mix and match

Leave room for souvenirs

## **KNOW BEFORE YOU GO!**

Check luggage restrictions with your airline

## **BE PREPARED!**

Have enough in your carry-on to last a day or two in case of lost luggage

## **SAVE YOUR MONEY**

Don't travel every weekend, live like a local, watch the exchanges rates. Don't keep all of your money in one place.

# BUDGET NOW

- What extra expenses do you anticipate?
  - Do you have an emergency fund?
  - Plan for your entire time abroad, including extra money for unexpected expenses.
  - Plan out a budget for your yourself and stick to it!
- 
- Inform yourself in advance of the cost of living in your host country
    - How much will a monthly travel pass be?
    - How much should you expect to pay for rent?
    - Have you factored in the cost of books, etc.?

## ❖ Stay in contact

- ❖ Check regularly your MU mail
- ❖ Maynooth University on Facebook
- ❖ @Maynoothuni on Twitter
- ❖ [international.office@mu.ie](mailto:international.office@mu.ie)

(when contacting the IO by email, please  
put your host country in the subject line –  
i.e. ECTS query - Spain



ENJOY YOUR EXPERIENCE 😊



# OUTGOING ERASMUS & STUDENT ABROAD STUDENTS REGISTRATION INFORMATION

Student Records Office

# HOW TO REGISTER FOR STUDY ABROAD

Online registration for outgoing study abroad and Erasmus students takes place during the second two weeks of August.

You must have passed your examinations in the summer in order to register at this time.

NOTE: You can only register for the study abroad option during the August window.

Log in to <https://studentwebauth.maynoothuniversity.ie/live/>

# 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 [fees.office@mu.ie](mailto:fees.office@mu.ie) directly.

If you have changed your mind about travelling abroad and wish to register for your qualification. This will happen in September



# WHAT TO CHECK WHEN REGISTERING

Please update your Address Details to ensure we have your most current permanent home address and your study address (address while studying at Maynooth University) on our record

Please update 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 process. If you have registered correctly the Status will state “Registered”



All Registrations for Study abroad  
**must be completed** before you  
leave Ireland.

# REGISTRATION!

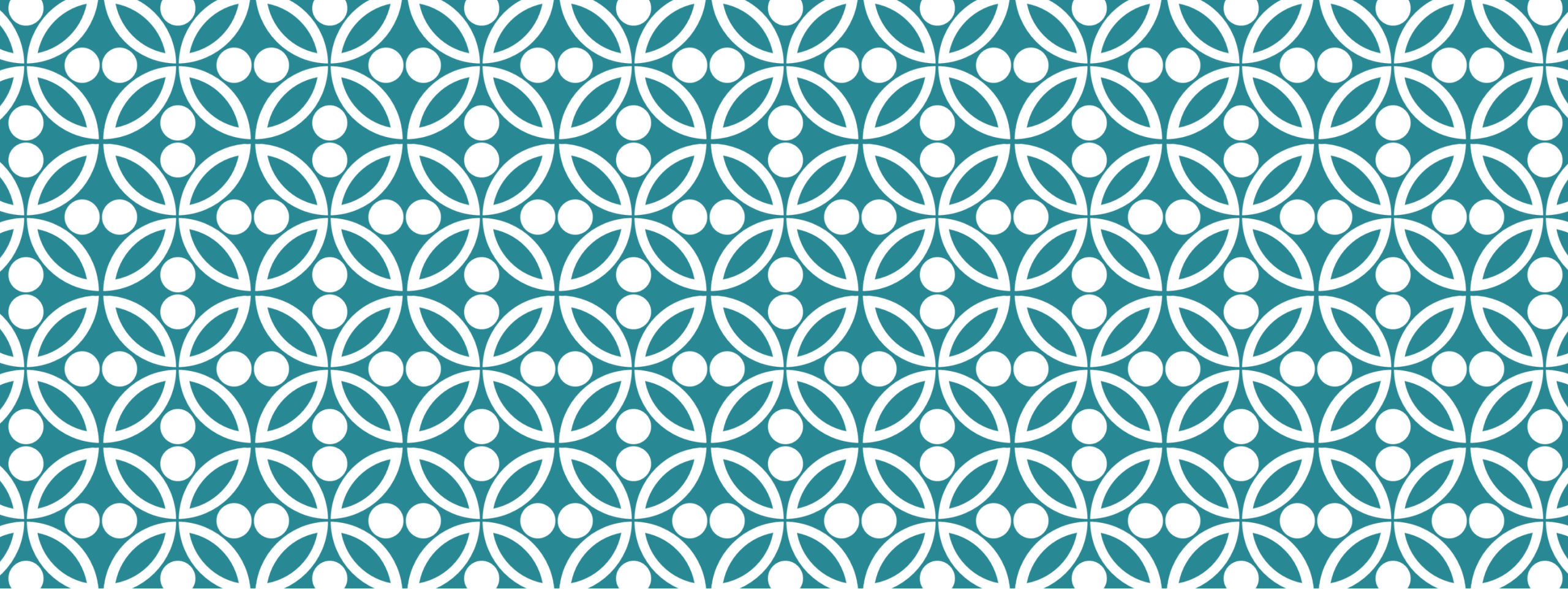
Remember! **Payment alone does not constitute registration!**

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.**

ANY QUERIES PLEASE DO NOT  
HESITATE TO CONTACT OUR  
OFFICE AT  
[REGISTRATION@MU.IE](mailto:REGISTRATION@MU.IE) OR CALL  
01 7083813

BEST WISHES WITH YOUR  
STUDIES AND STAY SAFE  
ABROAD.



# GOXCHANGE APP

# GOXCHANGE

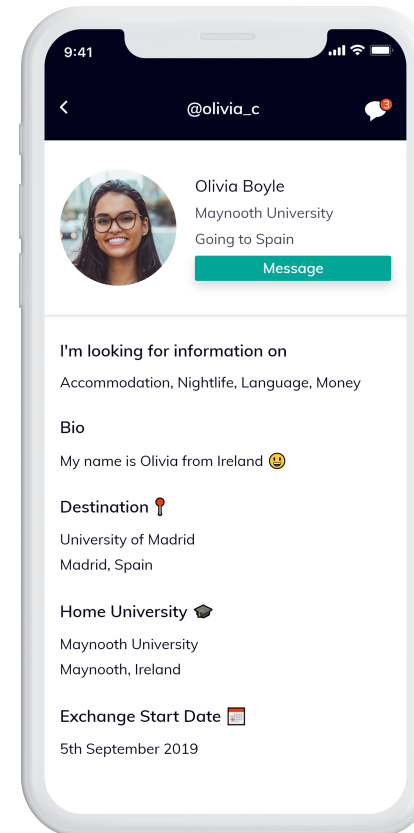
Personalised accounts help us

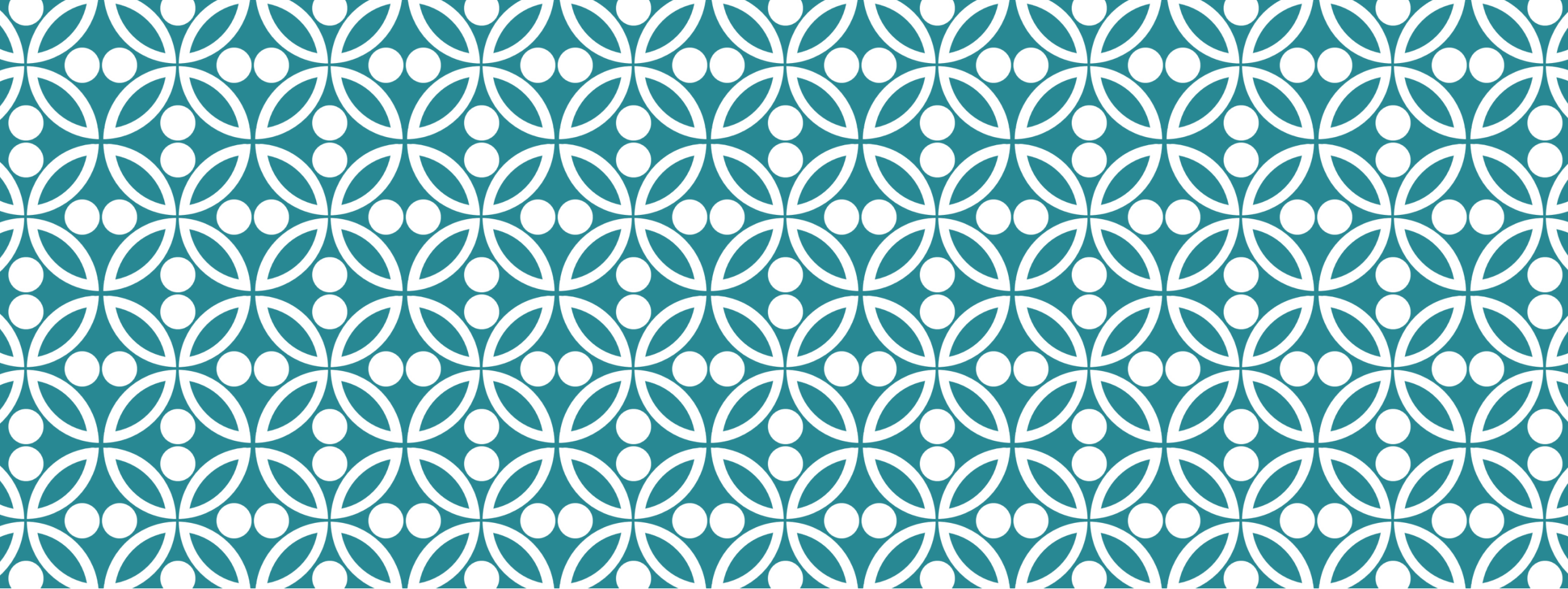
connect you with the right people

- Interactive in app tasks keep you on track as you progress through your exchange

- Get live notifications & updates from your home university throughout your exchange programme

- GoXchange connections provides an engaging and structured space for you to connect with other users for peer support & guidance





**TO KEEP IN MIND!**

- Learning Agreement deadline of the International Office (MU) is 17<sup>th</sup> of May. (this is our deadline)
- Host universities have their own deadlines!
- Learning Agreement must be signed by your MU International Coordinator.
- I cannot help with module choices.
- I will have walk-in hours the 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> of May 2:30 – 4:30 (Humanity House, top floor).
- If you have not heard from your host university, check their website for information. Search: Incoming Exchange student or Erasmus Incoming.
- **CHECK HOST UNIVERSITIES DEADLINES**