



## International Exchange: Outgoing Student Handbook 2019-2020

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## Overview of Exchange programmes in DCU

Many DCU students who study abroad do so as an integral part of their undergraduate degree programme.

### **Programmes with a compulsory period abroad<sup>1</sup>:**

- Bachelor of Arts in Global Business (two years)
- Bachelor of Business International (one year)
- Applied Languages & Translation Studies (one year)

### **Programmes with an optional period abroad:**

- Bachelor in Business Studies
- BA in Civil Law (Law & Society) (one year)
- BA Economics, Politics and Law (one year)
- BA in Social Sciences and Cultural Innovation (one year)
- BA International Relations (one year)
- BA in Joint Honours (one year)
- Computer Applications (one year or one semester)
- Bachelor of Education (one semester optional)
- Bachelor Early Childhood Education (one semester)
- Bachelor of Religious Education (one semester I)
- Engineering (one year or one semester)
- International Science (one semester)
- MINT
- Have we checked all these programmes above to make sure they are still available?

### **Schools offering an optional period abroad on some programmes:**

- School of Chemical Sciences
- School of Biotechnology
- School of Computing
- School of Electronic Engineering
- School of Mechanical Engineering
- Business School
- Nursing

### **Erasmus+ Programme:**

The **Erasmus+ Programme** is an EU-funded exchange programme to enable students to study in another country for a year or a semester and gain full academic recognition for their studies. DCU has participated in the Erasmus programme since its inception in 1987 and currently has over 200 Bilateral Agreements which facilitate the mobility of around 300 students each way each year.

You are required to read the [Erasmus+ Student Charter](#)

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<sup>1</sup> Students on programmes with a compulsory period abroad who feel that study abroad will be problematic, or who find themselves unable to travel to or stay in their chosen country need to consult with the Chairperson.

### Why study abroad?

The Erasmus+ programme is based on the idea that studying abroad is the best way to learn about other countries, ideas, languages and cultures. Also that the experience is an important element in academic, personal, and professional development. There is [research from Universities UK](#) which presents evidence that students who have studied abroad out-perform their non-mobile peers in the classroom and the job market. Skills, behaviours and attitudes that can be demonstrated through your experience of study abroad to future employers include:

- resilience and self-reliance
- adaptability and open mindedness
- cultural awareness and effective communication
- experience of multi-cultural teamwork
- a growth mindset

### ECTS - European Credit Transfer System:

The recognition of studies and diplomas is a prerequisite for the creation of an Open European area of education and training where students and teachers can move without obstacles. ECTS provides a means to interpret national systems of higher education and an instrument by which institutions can recognise the learning achievements of students in different countries through commonly understood measurements - credits and grades. The ECTS system is based on three core elements: **information** on study programmes and student achievement, **mutual agreement** between the partner institutions and the student, and the use of **ECTS credits** to indicate student workload. The Academic Exchange Coordinator for your DCU program will confirm the modules you are required to complete while abroad and this will be noted on the Learning Agreement.

Under ECTS, students are required to complete course load of 60 ECTS credits for a full year (with a maximum of 30 credits in each semester) or 30 ECTS credits for a Semester. However, you are advised to confirm specific requirements for your program with your Academic Exchange Coordinator. Further information on ECTS is available from:

[http://ec.europa.eu/programmes/erasus-plus/index\\_en.htm](http://ec.europa.eu/programmes/erasus-plus/index_en.htm) – amended hyperlink to correct one

**Full academic recognition** means that the agreed study programme for the period abroad (including examinations or other forms of assessment) replaces a comparable period of study at DCU (including examinations or other forms of assessment), though the modules and syllabus may differ.

### Academic Progression

All our European partners participate in the ECTS system and will provide you with a **transcript** at the end of your stay that should indicate the number of ECTS credits you have completed. This helps to facilitate the process of academic recognition between universities. Your Academic Exchange Coordinator at DCU will interpret your results from this transcript. If your School is satisfied that you have completed a satisfactory number of credits at an appropriate level, your result for the period will be entered as "pass" and you will progress to your final year. It is your responsibility to either collect your transcripts before you return in DCU OR make sure that arrangements are in place for the transcript to be sent to you.

For detailed information on all **Partner Institutions** see <http://www.dcu.ie/international/partners.shtml>

### Where can I Study?

#### **EU Partners**

The Erasmus+ programme is available in all member countries of the European Union, the EEA countries of Norway, Iceland, and Liechtenstein, and in Switzerland. The universities at which you can study at are those with a Bi-lateral Erasmus+ Agreement with DCU.

#### **Other non-EU partners:**

DCU also has exchange agreements with universities outside the Erasmus programme – in the USA, Mexico, China, Korea, Japan, and Australia.

Check the [full list of options](#) for your program on the DCU website.

#### **Erasmus+ and Brexit**

To date the EU has issued a definitive statement for students who have started an Erasmus+ exchange when the U.K. leaves the E.U. will continue their study placement under the same conditions. The status of study placements scheduled to start after the U.K. leaves the E.U. will be determined by the terms of the U.K. – E.U. agreement. Please monitor the [Eurlreland website](#) for updates to the program for 2019-2020.

## Thinking about Study Abroad?

### ***Attend the International Office Study Abroad Roadshow***

This gives general information on the range of countries and partner universities where you can study, and also the opportunity to speak to Exchange students from partner universities currently studying in DCU.

### **Research Host Universities:**

The most current and up-to-date information is available on the relevant university websites. It is advisable to study these carefully and note important dates such as Academic Calendars, Orientation periods, cost of intensive language courses (if available), etc.

**Academic Exchange Coordinators in DCU:** Each School or Program has a designated Academic Exchange Coordinator. This person is responsible for identifying the modules which DCU students could take at the host university, selecting the students who will participate, etc. Your academic coordinator will be the first point of contact for academic questions and queries in relation to your period of study abroad. They may also be able to provide first-hand information about the institution you have chosen as the coordinators regularly visit partner universities.

**DCU students who are currently on their year abroad** will provide many useful tips and insider information which may save you time when you arrive at your host institution. This could include recommended courses, local discounts for students, suitable areas for accommodation, transport services etc. Academic Exchange Coordinators will be able to put you in touch with these students.

**Exchange students at DCU:** DCU hosts students from partner universities who can give you lots of useful information particularly on what to expect in terms of ways of teaching, differences in assessment, accommodation, and transportation. Contact them through student clubs, meet them at the Study Abroad Roadshow or simply ask around!

**Erasmus Student Network:** is the biggest student association in Europe. It is run by students, for students and they are present in more than 1000 institutions in 39 countries. They have, at any time, approx. 13,000 active members supported by “buddies” whose main aim is to take care of international students. Joining the ESN at DCU can allow you to continue your participation, and avail of the supports they offer, when you are studying abroad within Europe. You can find more general information on ESN at: [www.esn.org/](http://www.esn.org/). DCU’s ESN branch contact details can be found at: <https://www.esn.org/sections?id=IE-DUBL-DCU>

### **February / March School and Faculty Meetings**

These crucial sessions provide specific details on your year abroad and the relevant academic regulations. They also provide information about the administrative aspects of your period abroad, financial supports available and practical information on living abroad. Details of this meeting will be forwarded to your DCU e-mail account when you have been nominated.

## Financial Considerations of Study Abroad

### **Tuition fees**

Students on exchange pay the usual fees to DCU. Students are not required to pay tuition fees at the host university, although there may be an administrative fee for registration or the semester, or student services charges. Some universities charge exchange students for language courses.

## Cost of living

The *average* cost of living in most countries of the EU is fairly standard but will vary between and within countries: some countries, regions and cities are more expensive than others. If you are currently living at home, accommodation will be a significant cost and you should expect to pay a month's deposit on your accommodation as well as a month's rent in advance. In some countries you may be entitled to some local financial assistance towards the cost of your rent. For example, in France you may be able to get a substantial rent rebate. Your host university will have details on the procedure for applying for this.

In many European countries, student restaurants/canteens are subsidised and provide good meals at excellent value. Shopping at food markets is good value and helps you to practise the language. Your [Student Discount Card \(ISIC card\)](#) may entitle you to discounts in local shops and [the I\\*ESN membership card](#) will entitle you to discounts with a broad range of local and international services.

Research the typical living expenses in the country and city you are going to: Get in touch with DCU students who are currently there, find exchange students at DCU from that university, and look for the information from your host university.

Think about the **start-up expenses** you might need. These could include

- administrative fees at your host university
- language course costs
- deposit for accommodation
- accommodation set-up (bedding, utensils, cleaning products)
- books/equipment for your classes
- local travel pass or a bike
- student discount card

Estimate your **average monthly budget**. Include things like

- rent and utilities
- phone and data charges
- grocery budget
- local transport
- gym membership
- socialising
- clothing

Finally, you are going to be abroad so you should factor in costs for **exceptional items**

- trips back to Ireland
- weekend trips or other travel
- emergency medical expenses

You may be considering working part-time while abroad and it is a great way to meet people and develop your language skills. Budget your time carefully too – it may take more time to read or prepare assignments in a different language or for a different system. Make sure you have enough money to cover the essentials without work.

## Erasmus+ grants

Erasmus+ grants are awarded through the HEA for eligible activities abroad of at least 3 months' duration which take place between 1 July 2019 and 30 September 2020. Students may combine

several grants for both study and placement mobilities provided each grant meets the minimum requirement for duration and the combined total of all grants does not exceed 12 months.

These grants are not intended to cover the full costs of study abroad but are intended to offset the additional costs of mobility, i.e. travel costs, language preparation classes where necessary and a higher cost of living in the host country.

Indicative funding levels from 2018-2019:

10 month stay in France, Austria, Nordic country - €2,430

10 month stay in Spain, Belgium, Holland - €1,980

4-month stay in France, Austria, Nordic country - €1,080

4- month stay in Spain, Belgium, Holland - €880

The HEA determines the maximum grant levels. These are estimated at the beginning of September and confirmed when you provide exact arrival and departure dates. The maximum grant level for each country is determined by the HEA and your award is calculated by the number of days confirmed on your certificate of attendance.

DCU students taking part in an exchange within Europe at one of the University's official partner institutions are eligible to apply for an Erasmus+ Grant if the following criteria are met:

- DCU must have an active Erasmus+ bilateral agreement with the host institution (a list of all partner institutions is available on our Student Mobility Website - N.B. this includes Erasmus+ and non-Erasmus partners, most of our EU partnership would be covered under the Erasmus+ programme)
- Students must engage in eligible activities. Eligible activities abroad are (exclusively):  
**Full-time undergraduate or postgraduate studies**, including thesis preparation (but excluding research activities not specifically forming part of a course of studies) at the host institution leading to a recognised diploma or degree at the home institution;  
**Industrial placements**, provided that the placement is combined with a minimum period of study abroad of three months and that it is recognised as an integral part of the student's programme by the home institution, and that it is not wholly supported by the Erasmus+ programme or by any other European Community programme. Details on placement grants can be obtained by the INTRA Office at DCU
- Students must be fully registered on a course of studies leading to a degree or diploma up to and including doctoral level at DCU;
- Students must have successfully completed at least one year of university study.

### Applying for an ERASMUS+ Grant

Once you have been nominated by your Academic Exchange Coordinator you will be invited to complete a google form to apply for Erasmus+ Grant funding. The level of funding is determined by the country of study and is calculated on a daily rate. To calculate your funding correctly and avoid over or underpayment it is important that you provide the actual start and end of study dates. You will be required to return any overpayment to the HEA.

### Receiving an ERASMUS+ Grant

- Register for your programme at DCU and pay relevant fees to DCU
- Check that the banking details on your Student Portal Page are correct
- Payment is by instalments and is dependent on you returning documentation in good time

- **Full Year** students receive 3 payment instalments, providing all documents have been submitted correctly & on time:
  - First payment of €1,000 paid on receipt of signed Grant Agreement, signed & stamped Certificate of Attendance Start, revised estimate of end date, revised Learning Agreement - November.
  - Second Payment 80% of the remaining funds based on the **revised estimate of end of study date** February.
  - Final payment remainder of funds will be paid on receipt of signed & stamped Certificate of Attendance – end and completion of final report on-line.
- **Semester 1** students receive 2 payment instalments, providing all documents have been submitted correctly & on time:
  - First payment of €500 paid on receipt of signed Grant Agreement, signed & stamped Certificate of Attendance Start, revised estimate of end date, revised Learning Agreement – November.
  - Final payment remainder of funds will be paid on receipt of signed & stamped Certificate of Attendance – end and completion of on-line final report.
- **Semester 2** students receive 2 payment instalments, providing all documents have been submitted correctly & on time:
  - First payment of €500 paid on receipt of signed Grant Agreement, signed & stamped Certificate of Attendance Start, revised estimate of end date, revised Learning Agreement – February.
  - Final payment remainder of funds will be paid on receipt of signed & stamped Certificate of Attendance – end and completion of on-line final report.

Once everything has been completed and your last payment has been made, the International Office will send a Grant Acknowledgement Form by email. You must sign and return the signed copy to [exchange@dcu.ie](mailto:exchange@dcu.ie).

#### **Local Authority Maintenance Grants**

Students in receipt of a Higher Education Grant (SUSI) or a VEC Scholarship will continue to receive this while studying abroad. If you are participating in Erasmus or a period of study abroad that does not exceed 1 year you will continue to receive your grant.

If the Erasmus/ study abroad is **not compulsory**, and you are in receipt of a maintenance grant, you will continue to receive the same rate of grant that was previously awarded (i.e. adjacent or non-adjacent rate).

If the Erasmus /study abroad is **compulsory**, and you were previously in receipt of an adjacent rate of maintenance grant, you may be eligible for the higher, non- adjacent rate whilst studying abroad. SUSI may request confirmation from your college that the period of study abroad is compulsory.



**Student Financial Assistance Fund:**

This SAF fund, managed by Student Support & Development, is available to students who find themselves in financial difficulty while abroad. Further information on financial assistance is available online at [https://www.dcu.ie/students/finance/assistance\\_fund.shtml](https://www.dcu.ie/students/finance/assistance_fund.shtml).

## How to Apply for an Exchange

### Choose your host institution

- Universities that have partnership agreements with DCU can be found [here](#)
- Contact the [Academic Exchange Coordinator](#) for your program to identify which partner might be best suited to you and to request that you be nominated.
- Research the student support services available at the proposed host institution and ensure that any support you rely on at DCU is available.

### Request Nomination to your chosen institution

- You will be nominated for an exchange period by your Academic Exchange Coordinator.
- The International Office forwards your nomination to the host university.

### Attend an International Office Information Session

- All students who have been nominated will receive an email invitation to attend an information session hosted by the International Office.

### Apply to your Chosen Institution

- The host university will send details directly to you on how to complete their application and what documents are required. These application processes and deadlines vary so do not rely on what you hear from students who are going different universities.
- Complete and return the application attaching any documentation required before the deadline.

When you receive the email from your host university make sure that you:

- have read and understood the process
- know what supporting documentation is required
- take note of the deadlines
- allow sufficient time to get your application in
- use the contact details they have given you to ask questions.

### Complete the DCU International Office Google form by 30 April

Nominated students will receive the link to a Google Form. The information collected on this form will be used by the International Office to manage all mobilities for the university and students. E.g. for students going to E.U countries the details allow us to estimate your Erasmus grant funding you are entitled to and create a [Grant Agreement](#).

You will need to provide details of your [Repatriation Insurance](#) on this form

### Choose your modules

You must achieve 60 [ECTS credits](#) for a full year abroad, and 30 [ECTS credits](#) for one semester abroad.

- Module information should be available from all partner institutions well in advance. Your DCU Academic Exchange Coordinator can advise you on what specifically is required in terms of choice of courses, attendance requirements, submission of written or practical work, projects

and passing of exams. Methods of teaching, learning and examining may differ from those you are familiar with.

- Contact your Host University to request a list of available modules. Discuss your choices with your DCU Academic coordinator.

### **Complete a pre-Mobility Learning Agreement (Table A and B)**

A Learning agreement is a legally binding document agreed to by you, your DCU academic coordinator and your host academic coordinator that confirms what you will study and the credits that you will be awarded. The European Commission requires that each student is in possession of a complete Learning Agreement prior to departure for their study period abroad. This was introduced to support students and **is one of your rights to be issued with it as an Erasmus+ student. It is also your responsibility to complete it fully prior to your departure.**

- Students studying at an EU partner institution will be invited by email to register with the Erasmus [Online Learning Agreement \(OLA\) platform](#) and complete the Learning Agreement Online. The email will say: Your institution added you as an Erasmus+ mobile student on Online Learning Agreement platform. A Learning Agreement with some information pre-filled has been prepared for you there and the platform will allow you to finalize the document and collect all the necessary signatures online.  
You only have to set up your password to finish the registration.

1. In table A list the modules you would like to take at your host university.
2. In table B list the DCU modules you would take if you were to stay and study at DCU.
3. Fill in your DCU academic coordinator's contact details and your host university contact details.
4. Once you sign the OLA, your DCU academic receives an automatic notification via email to verify and sign the OLA. The OLA signing functionality works best on a touchscreen.
5. After your DCU academic coordinator signs, your host academic receives a notification to sign it also.
6. When all three parties have signed you will receive notification that the document is ready. You can download and print the OLA at any time and it is always available to you on the platform.

The Learning Agreement is a living document and will be revised throughout your stay. You will complete and return Table A2 when you arrive at your host university either to confirm that you are making no changes to your chosen modules OR to agree any changes that you make at that time.

### **If your E.U. host university does not accept an on-line learning agreement**

Register with the Erasmus [Online Learning Agreement \(OLA\) platform](#) and complete the Learning Agreement Online. You only have to set up your password to finish the registration.

1. In table A list the modules you would like to take at your host university.
2. In table B list the DCU modules you would take if you were to stay and study at DCU.
3. Fill in your DCU academic coordinator's contact details and your host university contact details.
4. Once you sign the OLA, your DCU academic receives an automatic notification via email to verify and sign the OLA. The OLA signing functionality works best on a touchscreen.

5. After your DCU academic coordinator signs download a part-completed Learning Agreement as send as a PDF to your host institution
6. When all three parties have signed return a scanned copy of the full document to [exchange@dcu.ie](mailto:exchange@dcu.ie).

You will revise the document by completing Table A2 when you arrive at your host university either to confirm that you are making no changes to your chosen modules OR to agree any changes that you make at that time.

### **Students travelling to non-EU destinations**

- Download the hard-copy learning agreement from [here](#).
- Fill in your personal details and the information relevant to your study period.
- In consultation with your Academic Exchange Coordinator complete the list of agreed modules.
- When signed by you and your Academic Exchange Coordinator send a scanned copy to [exchange@dcu.ie](mailto:exchange@dcu.ie)
- Bring the original document to your host for verification and signing

### **Health Insurance**

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 should have a European Health Insurance Card (EHIC) that is valid for the duration of your stay. Detailed information can be found at: [www.ehic.ie](http://www.ehic.ie).

**EHIC only covers emergency medical care so students are strongly advised to take out a private health and travel insurance policy for their studies abroad.**

### **Private Cover**

If you are travelling abroad for your studies, it is *highly* recommended that you are covered by a comprehensive health insurance policy. Some partners require that students provide evidence of adequate health and travel insurance. Some partners provide insurance packages tailored for exchange students. Ask about this at application stage and ensure that Repatriation cover is included!

If you are covered by your parents' healthcare plan you should confirm the actual level of cover you will have while abroad. This can be done quite reviewing the policy documents or phoning the provider directly. Keep a record of the policy number and any emergency numbers you will need while abroad. Know what documents will be required if you need to make a claim.

Many students fall ill shortly after they arrive due to the effects of being in a new environment, eating new food, and dealing with the stresses and strains of moving. Bring a good supply of vitamins and your preferred over-the-counter remedies with you.

### **Repatriation Insurance**

The Higher Education Authority (HEA) insists that all students have Repatriation cover before travelling abroad. Repatriation insurance covers the costs of transferring remains home in the event of a fatality abroad. These insurance details must be provided to the International Office before travelling.

Check whether your health, travel or other insurance provides Repatriation cover. If not one provider suggested by DCU Finance is <http://www.chubbinsure.ie/travel/willistowerswatson>.

### Important Documents

There are a number of forms and documents you will need to complete before you go abroad, while you are abroad and at the end of your exchange.

These include

- The **DCU Google Form** – to process information for your mobility & Grant Application if travelling within the EU
- **Grant Agreement** – to be signed by students travelling within the EU in receipt of a grant before travelling
- The **Learning Agreement** – a document that ensures the academic credits you earn will be recognised by DCU. To be completed before, during and after your exchange.
- **Certificate of Attendance** – to be signed at the start and end of your exchange
- **Online Language Support** – students studying through French, German or Spanish should conduct a language assessment before and after the exchange
- **Registration** - you must register with both DCU and your host university
- **Final Report Survey** – from the European Commission for students travelling within the EU, to be completed at the end of your exchange
- **Transcript of Results** – to be returned to the Exchange Office at the end of your exchange
- **Grant Acknowledgement Form** – to be signed by students travelling within the EU in receipt of a grant at the end of your exchange

**It is your responsibility to ensure that relevant documentation is completed and submitted at the right time. Be organised and know when paperwork is due.**

### Before you Go

In June/July prior to your period of study abroad you may receive an official information pack or an information email from your host University. This will include important information such as the procedure for arranging accommodation, the orientation schedule, semester dates. This information will be sent to your DCU e-mail account. Please ensure that the information on your portal pages is correct at all times and that you up-date any details such as change of address. The institution only sends one pack per student and it is the responsibility of the student to fill out all forms and return by the stipulated deadline dates.

If you require assistance, please contact your Academic Coordinator at DCU and/or the International Office. The Institutional Exchange Coordinator in the International Office at DCU can be contacted by email: [exchange@dcu.ie](mailto:exchange@dcu.ie) or by telephone: 01-700 8693.

Plan and book EARLY – Prices of plane tickets skyrocket as you get closer to the day of departure.

Find travel buddies – There are likely other students going abroad to the same city as you. Travelling with other people can be easier and more fun than going it alone.

It is important that you have identified the following information before booking flights and before departure:

- Procedures and information regarding applications for accommodation. Note the application date & whether accommodation is given on a first-come-first-served basis.
- Dates of preparatory Language programme (if applicable) and cost (if applicable)
- Dates of the Orientation Programme
- Semester start and end dates
- Exam and holiday periods

You may need to correspond with your host university a number of times before you go abroad. You should ensure that you have all of the information you need as early as possible and before the end of July at the very latest as many university offices close for the month of August.

### **Complete a Grant Agreement (EU destinations only)**

- Students travelling to EU destinations will receive a Grant Agreement by email from the International Office.
- The Grant Agreement is a legal document that has all your information, provisional dates of study (provisional term dates provided by the Host university), the amount of funding you will receive based on these provisional dates, the study destination, and the terms and conditions of the grant funding.
- You must read the full terms, print the document, sign the last page and **submit the Full Document to the International Office** either in **person or by POST**. The original signed Grant Agreement must be submitted to the International Office before you leave the country or funding will not be provided. Scanned copies are not acceptable.
- Update your DCU student page to ensure the correct Bank Account details are listed. This is the bank account your grant will be paid into.

### **Register for Online Language Support (OLS)**

Students studying through French, German or Spanish will receive an Email inviting them register for on-line language tutorials throughout their study period. You are required to take the assessment of your language ability at the beginning and end of your period abroad, though the tutorials are optional. The results of the language assessments do not affect your grades or credits but is designed to support you in your language learning and provide aggregate information to the EC on language development through Erasmus+.

### **Learning through English**

If English is the main language of instruction at your host university, the students you study with will be proficient English speakers and will be eager to improve further. However, while you may be able to survive with English, even a small effort when interacting with people off-campus will make a big difference.

Find an app you like and learn the basics before you go.

### **Register at DCU**

You **must** register with DCU prior to your year/semester abroad, and pay the usual fee. Register by the DCU Registry deadline to avoid late registration charges. Results will be withheld if you fail to register. For any queries on this, please email [registry@dcu.ie](mailto:registry@dcu.ie)

While students are not required to pay tuition fees at the host university, there may be administrative fees for student services.

***Letters confirming your student status:***

If you need a letter confirming your student status in DCU contact [registry@DCU.ie](mailto:registry@DCU.ie).

**Register with the Irish Embassy**

Irish citizens travelling or living overseas are encouraged to register their contact details with the Department of Foreign Affairs and Trade. Registration means that the nearest Irish Embassy or Consulate to you can include you in contingency planning in the event of a crisis or an emergency situation. Registration is voluntary and is particularly useful if you are travelling to a remote or high risk destination.

You can register online at: <https://www.dfa.ie/travel/citizens-registration/>

**Accommodation**

Exchange students are required to find accommodation independently. If you live at home while attending DCU this might seem daunting. However, with careful and early planning students generally do not have any major problems. Look at all the options before choosing where to stay.

**Campus Accommodation**

Some universities have on-campus accommodation for exchange students. Where available, accommodation on-campus may consist of a basic single room in a hall of residence and allocation is on a first-come first-served basis. If you need to complete application forms in advance and / or pay a deposit you should do so as quickly as possible. Confirm dates of arrival with host institution/accommodation office to ensure you can access your accommodation upon arrival

Know what to expect before you go: You may find that cooking utensils and bed linen are not provided, and that a number of people share bathrooms and cooking areas. The advantages are that it can usually be booked in advance, it is a good place to make new friends with other students, the location is likely to be close to the university, you will pay only for the duration of your study period, and it is usually cheaper than alternative types of accommodation.

If you wish to request accommodation near or with a friend you should communicate this to the host university accommodation booking office. Information and forms are usually included in the information packs from the host university.

You should expect to pay a month's deposit on your accommodation as well as a month's rent in advance. In some countries you may be entitled to some local financial assistance towards the cost of your rent. For example, in France you may be able to get a substantial rent rebate. Your host university will have details on the procedure for applying for this.

If you are not pre-booking campus accommodation be sure to have something arranged for the first few nights of your stay. Most universities have an Accommodation Office or an International Office that can advise or assist you.

Remember to speak to DCU students who are currently studying at your host university and exchange students at DCU from that university for advice on accommodation.

**Off-campus options**

Research the private rental options at your destination before committing to student residences. The cost of rent and availability of suitable accommodation will depend on your destination, but you will be surprised at how affordable some cities are in comparison to Dublin. Make sure you can get to the campus easily from where you are living. Will you need a travel card? Will you need a bike? Can you walk?

### **Short-term accommodation**

If you will arrive before your accommodation is available or if you are not pre-booking be sure to have something arranged for the first few nights of your stay. Most large cities have student hostels and most universities have an Accommodation Office that can assist you. Remember that many European universities close for the month of August. DCU students who have been there already and exchange students at DCU from that university will have lots of tips.

### **Know how to get there**

Your host university should be able to provide you with information on how to get there. Avoid high travel costs by booking in advance. Have planned how you will connect from the city of arrival to the city closest to your university and how to get from the city to the campus.

Plan connections carefully: you do not want to find yourself stranded overnight in an airport or train station because you have missed a connection!

Check your host university's semester timetable before booking your return flight at the end of term.

### **Know when to get there**

Arriving several days before the start of term can help you

- adjust to a new time zone
- explore your new city or town
- familiarise yourself with local transport routes
- find the nearest supermarket, pharmacy, bank
- get used to speaking in another language
- identify suitable accommodation options if necessary
- get set up with any items you may need to purchase locally (e.g. SIM card, kitchen utensils, stationery, etc.)

You may need to book short-term accommodation if you arrive before campus accommodation is open

### **Pack Practically**

Plan carefully and think ahead about useful items that will need for living abroad.

#### **General items**

- decent rucksack – more portable and just as spacious as cumbersome luggage
- sleeping bag – if you are planning on travelling around while abroad
- adaptors – know the power socket and voltage of the country you are travelling to, get the right type of adaptor for your electronics, and get several
- Get your phone unlocked so you can use a local SIM.
- bed linen if it is not supplied at your accommodation

#### **Clothing**

- Know the local climate and typical weather extremes for your specific destination – the rainfall in Galicia might catch you out if you are expecting all of Spain to be hot and dry.



- Pack accordingly but sparingly – be realistic in terms of how many pairs of shoes you will actually need
- Look for light weight options – microfiber towels are less bulky than cotton and fleeces easier to pack than jumpers. If you need bulky items (e.g. winter boots, extreme weather coats) consider getting them when you arrive
- if you need to bring bulky or heavy items look at options for on-line purchase with delivery to your new accommodation or shipping before purchasing additional luggage

### **Medication**

If you take prescription medication, inform your GP that you are going abroad and make sure that you have enough of what you need when you go. If necessary, arrange for it to be sent to you on a regular basis.

**First aid supplies** – you will be able to find basics such as paracetamol, band aids, antiseptic and cold and flu remedies but if you are like a particular brand then take some with you.

Students often report getting sick in the first few weeks in their new environment. A combination of factors including the stress of moving, exposure to new people and places, adjusting to new food, not eating enough or sleeping well can leave you run-down. Start a course of multi-vitamins before you go and pack your preferred remedies.

### **Other items often taken for granted**

Some brands of toiletries and personal products that you use in Ireland may not be available where you are going. You will find substitutes but if you are very attached to a particular hair product or brand of make-up, then you should take some with you.

### **Have your ID & travel documents in good order**

**\*\*Erasmus+ Exchange Students\*\***

You do not need a visa to travel, work or study within the EU/EEA. However, when travelling it is always advisable to have a passport that is valid for at least six months after the expected end of your trip.

Even though you do not need a visa to travel within the EU/EEA check whether you need to register as a resident in your host country.

In some countries it is a legal requirement to carry a form of national identification with you at all times and you may be surprised at how often you need to provide evidence of your identity and / or nationality. An alternative to a passport is the [Passport Card](#) which you can carry around easily in your wallet. Note that this is only valid in EU/EEA countries.

**\*\*Non-EU Students and Non-EU Destinations\*\***

Check the visa requirements for the country you are travelling to and compile all the documentation you need. Start the visa application process as early as you can, you may need to purchase flights before you apply for the visa, or you may need to demonstrate sufficient funds to cover your period abroad. Check whether you need to register as a resident when you arrive.

### **Banking Abroad**

Before opening a local bank account shop around and look for student deals – the offer may be only limited services but usually there are no fees for day-to-day banking. You will likely need some or all of the following paperwork to open a local bank account

- passport/passport card
- visa (in non-EU countries, or if you are a non-EU national)
- confirmation of your address abroad
- confirmation that you are a student at your host university

It may be necessary to make an appointment to open an account. Make sure you know the time and location and have the required documents with you.

If you receive a grant from SUSI or Erasmus it will be paid into the Irish bank account detailed on your student portal. Confirm what the charges will be to transfer money from your home account, know what is the cheapest way to transfer money and what is the fastest.

- Many Irish bank accounts allow you to withdraw money from ATMs abroad. Find out about the availability of this & associated costs before going abroad and use your bank's Internet banking facility to access your Irish bank account details while abroad.
- Credit Cards are very convenient and usually economical in comparison with alternatives provided that the balance is paid off each month.
- Notify your bank if you intend using your cards abroad to avoid having your cards blocked.
- Prepaid cards are a very secure way of carrying some foreign currency (at least enough to cover trains, buses, taxis, emergency overnight cost, meals, etc.) that may be useful in the first few days).
- Do not have cash sent to you in the post as the postal service will not guarantee its safe delivery.

## When you Arrive

### Register at host university

You are required to register at DCU **and** at your host university. On-line registration for DCU is open from August 28 to September 13 2019.

You will not be required to pay tuition fees at your host university but there may be some administration or service charges.

The process for choosing and signing up to modules will vary from institution to institution and it may not be anything like the process you are used to at DCU. Make sure that you find out what is required from your Host Academic Coordinator and what any deadlines for registration are. It is your responsibility to register on time and for the right classes.

### Return Certificate of Attendance - Start

This form confirms your arrival date and revises your anticipated departure date. These determine more accurately the level of Erasmus+ funding you will receive and is required before the first [Erasmus+ Grant](#) payment can be released.

What do you have to do?

[Download the form](#) from the DCU website

- Complete the top section of the document and enter the date you started orientation or classes – whichever is the earlier. Your start date is **not** your arrival date.
- Arrange for your Host University to sign and stamp the document to confirm the date you entered.
- Scan the document and email a copy to [exchange@dcu.ie](mailto:exchange@dcu.ie). This must be received at DCU within 3 weeks of your start date.

Please allow sufficient time for the document to be signed and stamped – it is your responsibility to ensure the DCU Exchange Office has the document on time.

### Learning Agreement – Table A2

When you arrive you **must** update your Learning Agreement by completing Table A2. Be prepared in case a module you chose earlier in the application process is no longer available: the maximum number of students in a class might be capped, modules you identified before leaving may be withdrawn at the last minute, or new modules not available before may be open.

Remember - you will typically need to complete 60 ECTS credits for a full year abroad and 30 ECTS credits for one semester. Both your academic coordinator in DCU & at your host university need to approve changes. You must return this to [exchange@dcu.ie](mailto:exchange@dcu.ie) to receive the first instalment of your grant.

For study abroad in an EU partner institution

- You must update your learning agreement in the EU portal when you arrive. This is required before the first [Erasmus+ Grant](#) payment can be released (details below).
- If you are NOT making changes to your module choices confirm that there is no change.
- If you need to make changes to your module choices please liaise closely with your Academic Exchange Coordinators both at your host institution and back in DCU to ensure your choices meet your DCU course requirements. Please make all amendments as necessary on the portal and sign. The form will be routed to Academics in both institutions for signing.

For study abroad in a non-EU partner institution

- If you are not making any changes to your module list on the Learning Agreement, please get this signed by the Tutor/Academic Coordinator allocated to you at the host university. This must be returned by to [exchange@dcu.ie](mailto:exchange@dcu.ie) within 3 weeks of arriving.
- If you need to make changes to your module choices, please liaise closely with your Academic Exchange Coordinators at the host university **AND** DCU, to ensure your choices meet with your DCU course requirements. When agreed, please ensure you and the Academic Coordinator at the host university sign, then return to [exchange@dcu.ie](mailto:exchange@dcu.ie).

### **What to do First**

You have landed! No doubt there is a lot to learn and not everything is clear yet. Give yourself time to get used to your daily life in your host university and new city, but be proactive.

#### **Familiarise yourself with your campus**

- if you are living off-campus, work out the most convenient way to get there and know how long it takes at different times of the day
- find out where your faculty is located
- sign up for any orientation days (make the most of these)
- make sure you understand the registration process and know what the deadlines are
- work out which office will sign and stamp your Certificate of Attendance – start & end
- keep an eye out for useful facilities nearby, e.g. ATMs, pharmacy, convenience shops, supermarket, transport links, bookshops, gym, running trail
- find out where the student health and support centers are located

#### **Get to know your new town or city**

- locate a decent supermarket
- find out if there is a weekly market or flea market nearby
- know where local banks are
- explore areas for going out/hanging out
- find out when the local holidays are and where festivals take place
- spend a day riding the buses and get to know the local transport system
- know what the tourist traps are and where to find student discounts

#### **Take care of the Practicalities**

- open a bank account
- register with a gym
- get a local SIM card

You won't properly get into the swing of things for a while, but getting your bearings and knowing where essential services are located is a good start.

### **Making New Friends**

Getting to know people is a key part of your exchange experience and is also a great way to overcome feelings of homesickness. This is not always easy at first, but be open and friendly and you will soon find yourself with an active social life.

Meeting new people.

The university is the obvious place to start:

- Look for I\*ESN in your host university
- check out other clubs or societies to join
- sign up for every orientation session offered
- take an active part in group work in your classes
- get to know other students in your residence
- be proactive and invite new acquaintances to join you when you explore the city
- take up an activity you haven't done before or join a new exercise class

It is usually very easy to meet other international students when you are studying abroad as you are all experiencing the same challenges and probably all speak English.

However, avoid falling into the trap of only hanging out with other Irish people – the more diverse your social group the more enriching and rewarding your experience will be.

## **Academic Life**

### **Lectures and classes**

You may find that classes in your Host University are organized differently to those in DCU.

Differences might include

- the sizes of the classes
- the student-lecturer relationship
- the types of assignments
- the scoring system

The academic style at your Host University might feel uncomfortable at first but take the lead from other students in your classes. If you are studying through another language you may initially find it difficult to keep up. Try not to worry about understanding absolutely everything, get to know local students in your class, find a study-buddy, and join in with class-based work and study groups. You will soon get up to speed.

### **Examinations and assessment**

Exams and how continuous assessment is marked may be different to what you are used to. Make sure you read the syllabus carefully and find out

- whether assessment is by exam only, continuous assessment only, or a combination.
- if exams open- or closed-book
- what past exam papers are available on-line
- what is counted in the continuous assessment: does class participation or team work in groups count or is it only assignments? Is there a requirement for a reading journal or reflection?
- what are the assignment submission dates and when is the examination
- where are exams held, what do you need to bring, what is allowed and what is prohibited

## **Dealing with Life through a Foreign Language**

If English is the main language of instruction at your host university, the students you study with will be proficient English speakers and will be eager to improve further. However, while you may be able to survive with English, even a small effort when interacting with people off-campus will make a big difference. Find an app you like and learn the basics before you go.

If you are going on exchange as part of a language programme you will already be a competent communicator. However, it is one thing to study a language in university and quite another to speak it on a daily basis where the regional accent or local colloquialisms may be unfamiliar.

Try to remember

- it's OK to make mistakes
- the local accent may be difficult – give it time and you will get used to it
- your fluency will improve as you practise – don't be shy and speak!

Immersing yourself totally in the language is really the best way to improve. When you are out and about put yourself in situations where you are more likely to have to speak:

- \*Shop in markets and small stores rather than supermarkets
- \*work in local cafes and listen to how people speak and what they say
- \*go to the local festivals
- \*attend guest lectures and optional seminars at your university

### **Dealing with Feelings of Homesickness**

It is totally normal to miss home, especially at the start of your period abroad. Feelings of homesickness will become less intense as you adjust to your surroundings. Dealing with a new administration can be frustrating, learning through classes that are arranged and managed differently can be confusing and building a new group of friends can be daunting. Learning to work things out, to resolve issues before they become problems, to manage in uncertainty, and becoming more self-reliant are a big part of the personal development that comes through study abroad. There are strategies you can use to make settling in easier:

#### **Keep busy**

- develop a routine to structure your time (classes, exercise, studying, going out)
- take up an activity you haven't done before or join a new exercise class
- join clubs & societies like I\*ESN
- meet new people from university or from your campus accommodation
- plan to explore different parts of the town/city or local area at the weekends and invite new acquaintances to come with you
- know when the breaks and holidays are scheduled and plan an activity or trip at those times
- keep a journal or start a blog to record all your experiences, challenges and achievements

#### **Keep in touch**

Check in regularly with family and friends at home – this is important for them too.

#### **Be Proactive**

If you start to feel overwhelmed use the resources available to you at DCU and in your host university. DCU Student Support and Development has resources such as counselling by phone, stress reduction (<https://www.dcu.ie/counselling/Mindfulness-Podcasts.shtml>), and general information on well-being (<https://www.dcu.ie/counselling/wellbeing/overview.shtml>).

#### **Visits by DCU staff**

You may be visited by DCU academic staff during your year. These visits are an important part of your academic year and you will receive advice on projects or course work you are doing. You are obliged to be available to meet with DCU staff during these visits.

## Getting Ready to Return

### Transcript of Results

It is the responsibility of the student to prove that they have successfully achieved the required number of ECTS credits at their host institution. Some institutions forward transcripts to DCU, others do not. Please ensure that you are clear about the procedure at your host institution before you return to Ireland. If you are required to get the Transcript of Results yourself collect an official signed & stamped copy from the host institution and return this by email to [exchange@dcu.ie](mailto:exchange@dcu.ie). If this is not provided to the International Office in time for the Programme Awards Board you will not advance to the next year of studies in DCU.

Contact the International Office at [exchange@dcu.ie](mailto:exchange@dcu.ie) if you require assistance.

### Return Certificate of Attendance – End

This form confirms your actual departure date. As Erasmus grants are awarded for the number of days spent abroad the certified start and end dates determine the level of Erasmus+ funding you will receive. This is required before the last [Erasmus+ Grant](#) payment can be released.

#### What do you have to do?

- Use the original Certificate of Attendance Start form that you had signed & stamped at the start of your exchange period.
- Enter the last date on which you are required to be on your host campus for classes or exams. This may be earlier than your departure date.
- Get the bottom section signed & stamped by your Host. **Please note the forms are only acceptable when the signature and stamp are dated not more than 3 working days before the completion date.**
- Return a scanned copy to [exchange@dcu.ie](mailto:exchange@dcu.ie)

Allow sufficient time for the document to be signed and stamped as it is your responsibility to ensure the DCU Exchange Office has the document on time.

### Final Report

The European Commission will email you directly inviting you to complete a Final Report online. This is required before the last [Erasmus+ Grant](#) payment can be released (details below).

#### What do you have to do?

- Complete the Final Report online based on your end date.
- The last instalment of your Erasmus grant cannot be made until the Final Report has been submitted.

### Grant Acknowledgement

This is a form to acknowledge that all of your Erasmus+ funding has been received.

#### What do you have to do?

- You will receive a Grant Acknowledgement Form by email. Please sign it as acknowledgement of receipt of the full Erasmus+ funding and return the signed form to **\*\*[[exchange@dcu.ie](mailto:exchange@dcu.ie)](<mailto:exchange@dcu.ie>)\***.

### **Tie up all the loose ends**

As you prepare yourself for returning to Ireland or for taking on some summer work, remember that there are also a few practicalities to sort out before you leave.

#### **Accommodation**

- make sure that you have confirmed your move-out date with the landlord/ agency/ campus
- if you have paid a deposit, check what you need to do for its return – somebody may need to check that your accommodation is in the same condition that you found it in

#### **Bank account**

- you should officially close your bank account before leaving your host country. Check the bank's procedure – you may need an appointment
- make sure any standing orders are cancelled

#### **Belongings**

- if you have purchased any bulky items/books that you want to take back to Ireland, consider shipping options rather than taking extra luggage
- know your luggage allowance and whether you need to purchase extra
- if you do not need items (e.g. utensils, bedding), consider donating them to a charity shop instead of just leaving them behind

### **Maintaining your new Network**

Your exchange period is at an end and you have hopefully had an enriching and rewarding experience living in a different country and studying with international students.

It's now time to think about returning to DCU where you will reconnect with your classmates and readjust to life in Ireland. You may be happy about returning home or you may be sad about leaving – either way, there are two things you should aim to do when you get back.

#### **Keep in touch!**

You now have a network of friends in a different country or from different countries. Keep in touch with them and take advantage of this network in the future.

#### **Get involved**

Your experience abroad is invaluable for next year's cohort of DCU students going on exchange. You have the most up-to-date information and advice on your Host University and you are best placed to give useful advice and tips.

Good luck with the rest of your studies at DCU!



## Practical Matters

### Student Support Services:

Students on programmes with a compulsory period abroad who feel that study abroad will be problematic, or who find themselves unable to travel to or stay in their chosen country need to consult with the Program Chair.

The level and type of student support services provided at third level institutions worldwide can vary greatly. If you use or rely on specific services at DCU (e.g. disability support, counselling, health services, academic skills support etc.) be sure this is also available at your host institution. If you have a particular contact within SS&D, you should speak to him/her directly about your pending year abroad and what support you may require.

As a registered DCU student, you still have access to all of the Student Support & Development services while studying abroad – but the level of support that can be offered remotely may be limited and not as effective as face-to-face.

Student Advisors are available in the Student Advice Centre and by email at [student.support@dcu.ie](mailto:student.support@dcu.ie).

### Safety

You are advised to consider carefully their own personal safety. In particular, female students are advised to be aware that cultural differences can be misinterpreted in a foreign country, and should also be careful about being out alone at night. A personal alarm may be a good idea. This advice is not limited to females - all students should be aware of the occurrence of violence and theft. Incidents such as these occur in all countries and cities. If you are aware of your environment you are less likely to encounter difficulties. Stay in groups and speak to your peers and staff at your host institution regarding areas which are 'best avoided' in your city/town.

### General Communication

Please note that DCU communicates with students via their DCU email address only. Your host university will also communicate primarily through e-mail.

**Create a tab in your inbox for all emails relating to the country you are going to**

**Redirect emails from both institutions to the same address**

**Year**

### Address Abroad

Update your term address and contact telephone number on your student portal page. Any subsequent changes of address must also be notified immediately. DCU may have to communicate with you regarding your project, visits by academic staff during the year, or your grant or fee status.

### Next of Kin

Please ensure that your next-of-kin is up to date on your Portal Page, in case we need to contact a family member in an emergency.

### Passport

It is advisable to have a passport for travel to all countries. This is both a travel document, a universally accepted confirmation of identity, and verification of your nationality which may be required to access government services in your host country. It is good practice to ensure that your passport is valid for at least 6-months after your expected return date.

Details on passport applications and on-line renewal is available at <https://www.dfa.ie/passports-citizenship/>

### Visas

If you are an EU citizen you will not require a visa if you travel to another EU member state. However, you may be required to register as a resident with the local authorities. Please enquire upon arrival in your host country.

EU students going to countries that are not member states of the EU must obtain a visa prior to departure. Please ensure that you commence your visa application process in good time.

**N.B: Some countries require evidence that you can fund your study abroad period from your own means when applying for a visa. Students planning to study for the full academic year may be requested to submit bank statements (or similar documentation) which show evidence of the following amounts:**

**US – ‘Funds sufficient to cover all expenses including tuition while in the United States’ approx \$20,000 for the full academic year, \$10,000 for a semester**

**Japan – ‘proof of financial viability’ approx €10,000 for the full academic year**

**China – approx. €8,000/ 60,000 CNY for the full academic year**

**Switzerland** - deems financial means to be adequate if they exceed the Swiss welfare entitlement threshold - currently 986CHF per month - €865/month. The determination of adequate financial means would then depend on the length of stay.

If you are a non-EU citizen it is likely you will need a visa to study at the European host university. Please consult the host country’s embassy website for details on visa application. Visa applications require documentation, including an offer letter from the host university (which you will be sent as part of your offer pack) and a confirmation letter of attendance from DCU (this can be provided by the International Office in DCU).

### Bureaucracy, Integration, Communication, etc

Overseas authorities may follow different or more rigid bureaucratic procedures which can be frustrating because they are different. Go prepared with photocopies of all necessary documents (useful documents include your Passport, birth certificate, student ID, USIT card and driving licence) and a generous supply of passport-sized photographs.

Should you encounter any administrative problems while abroad, please contact the International Office at DCU or Student Support & Development directly [student.support@dcu.ie](mailto:student.support@dcu.ie). Do not delay as the sooner we are aware of a problem the better our chances of dealing with it effectively.

It is important to integrate as quickly as possible into university life at your host university. If you stay with other Irish students your language skills will not improve and you will not reap the true

benefits of immersion in another culture. Join as many clubs and societies as you can and make as many new friends as possible.

You are a registered DCU student for the duration of your period abroad and as a representative of DCU you are obliged to abide by the University's Code of Conduct. You are also a registered student of your host institution and bound also by its rules and regulations.

Your experience abroad should be beneficial to you personally, professionally, and academically. If you encounter anything which prevents you from completing your work, if you feel you are being isolated as an international student, or if you feel you are not benefiting from your period abroad, PLEASE contact your academic exchange coordinators at the host institution and at DCU.

Students who are thinking about study abroad in the future would benefit from your experience. Consider becoming an International Student Ambassador on your return and get paid for passing on what you have learned.

Please call home on arrival - someone may be worried until they receive confirmation that you have arrived safely. Be sure also to keep in touch throughout the year. To telephone Ireland while abroad, dial the international access code of the host country, +353 + the area code (less the '0') + local number.

## Checklists

### Pre-Departure:

Read the <a href="#">Erasmus+ Student Charter</a>	
Health Insurance organised (Health Insurance Card and/or private insurance)	
Repatriation Insurance organised	
Passport is valid for the duration of the stay + 6 months	
Confirmed whether visa is required	
Complete your Learning Agreement	
Check all relevant dates at the host institution: <ul style="list-style-type: none"> <li>· Semester start and end dates</li> <li>· Exam and holiday periods</li> <li>· Dates of the Orientation Programme, if provided</li> <li>· Dates of preparatory Language programme (if applicable) and cost (if applicable)</li> <li>· Procedures and information regarding registration and booking accommodation</li> </ul>	
Grant Agreement (hard copy original) signed and returned	
Registered at DCU & relevant fees paid	
DCU portal page up-dated: <ul style="list-style-type: none"> <li>Bank details are correct</li> <li>Next of kin is correct</li> </ul>	
Registration forms returned to host institution	
Accommodation forms returned and deposits paid	
Date of arrival confirmed with host institution/accommodation office	
Booking forms for language courses / orientation programmes returned	
Organise a filing system for all documents relevant to your stay, including receipts for registration etc.	
Banking arrangements confirmed	

<b>Remember to pack:</b>	
Passport & Tickets	
Copies of Transcripts of results from DCU	
Passport photographs (6)	
Copies of important documents birth certificate, passport, driver's licence, E-HIC card, health insurance policy, repatriation policy	
CV (if you are planning part-time work)	
ISIC card, DCU ID card, Driving licence (if you have one)	
Contact details of host academic exchange coordinator (telephone number / e-mail address)	
Confirmation of your acceptance at your host university (if received)	
Bed linen (if required)	
Adaptor (if required)	
Easily accessible funds for the initial period	
Letter from parent or guardian stating that you will have sufficient funds to support your period of study abroad (occasionally required by local authorities)	
First aid supplies, cold remedies, vitamins, etc.	

#### **Upon Arrival:**

Inform parents / guardian of your safe arrival new address	
Confirm registration and orientation schedules	
Registration at host university completed	
Registration with local authorities if required	
Certificate of Attendance - Start signed, stamped and returned to <a href="mailto:exchange@dcu.ie">exchange@dcu.ie</a>	
Contact coordinator at host institution	
Revise 'learning agreement'	
Register online with the Irish Embassy / Consulate	
Open a bank account	
Complete start of mobility OLS	
Update student portal Term address is correct	

**Before Returning Home:**

Collect all academic documents / transcripts from your host institution or arrange for these to be scanned and emailed to <a href="mailto:exchange@dcu.ie">exchange@dcu.ie</a> .	
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Certificate of Attendance - End signed, stamped and returned to <a href="mailto:exchange@dcu.ie">exchange@dcu.ie</a>	
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Complete final report on-line	
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Complete end of mobility OLS	
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De-register (if relevant)	
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If documents are being sent to your home address in Ireland, ensure that relevant offices (accommodation / academic institution) have the correct address	
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Ensure all bills are paid in full and deposits reimbursed, where relevant	
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Close bank accounts in host country	
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**Upon Arrival Home:**

Contact International Office to ensure that they have received all transcripts from your host institution	
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Ensure you have signed and returned the Erasmus+ grant acknowledgement form	
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Check dates of DCU registration for next academic year	
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Up-date DCU portal	
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**Useful Web Addresses****DCU**

- International Office [exchange@dcu.ie](mailto:exchange@dcu.ie)
- Registry Office, DCU [registry@dcu.ie](mailto:registry@dcu.ie)
- Student Support & Development, DCU [student.support@dcu.ie](mailto:student.support@dcu.ie)
- Fees Office, DCU [fees@dcu.ie](mailto:fees@dcu.ie)

**Apps**

- <http://erasmusapp.eu/>
- DCU CampusConnect

**Other**

- Erasmus Student Network: [www.esn.org](http://www.esn.org)
- Irish Department of Foreign Affairs: [www.dfa.ie](http://www.dfa.ie) (includes Embassy listing)
- RTE <http://www.rte.ie/>
- USIT Now <http://www.usitnow.ie/>
- Taxback <http://www.taxback.com>
- <http://www.justlanded.com/>

## Appendix A: DCU ACADEMIC EXCHANGE COORDINATORS - ACADEMIC YEAR 2018/19

The following is list of staff authorized to approve of your subject / module choices and sign your Learning Agreement:

### BACHELOR OF BUSINESS INTERNATIONAL (INTB) INTERNATIONAL BUSINESS & LANGUAGES (BSSAX-INTB)

PROGRAMME INTB	COORDINATOR	OFFICE NUMBER	TEL Prefix 01700 EXT*	EMAIL
France/ Belgium	Houssaine Afoullouss – SALIS	C2109	7478	<a href="mailto:houssaine.afoullouss@dcu.ie">houssaine.afoullouss@dcu.ie</a>
Spain	Iker Erdocia - SALIS	C2120	5311	<a href="mailto:iker.erdocia@dcu.ie">iker.erdocia@dcu.ie</a>
	John Nolan – Business	Q140	6850	john.nolan@dcu.ie
Germany/Austria	Annette Simon – SALIS	C2112	5643	<a href="mailto:annette.simon@dcu.ie">annette.simon@dcu.ie</a>
	Michael Farrell - Business	Q240	5680	Michael.farrell@dcu.ie
Japan	Patrick Cadwell – SALIS	C2115	6327	<a href="mailto:patrick.cadwell@dcu.ie">patrick.cadwell@dcu.ie</a>
	Hiroyuki Kawakatsu – Business	Q232	7496	hiroyuki.kawakatsu@dcu.ie
China	Weiming Liu – SALIS	C1107	5075	<a href="mailto:weiming.liu@dcu.ie">weiming.liu@dcu.ie</a>
	Yuhui Gao - Business	Q327	6936	yuhui.gao@dcu.ie

PROGRAMME Global Business	COORDINATOR	OFFICE NUMBER	TEL Prefix 01700 EXT*	EMAIL
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Germany	Michael Farrell	Q240	5680	<a href="mailto:Michael.farrell@dcu.ie">Michael.farrell@dcu.ie</a>
Spain	John Nolan	Q140	6850	<a href="mailto:john.nolan@dcu.ie">john.nolan@dcu.ie</a>
USA	Patrick Mulcahy	Q237	5452	<a href="mailto:Patrick.mulcahy@dcu.ie">Patrick.mulcahy@dcu.ie</a>
Canada	Marty Reilly	Q149	5996	<a href="mailto:marty.reilly@dcu.ie">marty.reilly@dcu.ie</a>

PROGRAMME	COORDINATOR	OFFICE NUMBER	TEL Prefix 01700 EXT*	EMAIL
MInt	Naoimh O'Reilly	Q131	8075	<a href="mailto:Naoimh.oreilly@dcu.ie">Naoimh.oreilly@dcu.ie</a>
Business Studies	Siobhan McGovern	Q128	5596	<a href="mailto:siobhain.mcgovern@dcu.ie">siobhain.mcgovern@dcu.ie</a>



**APPLIED LANGUAGES & TRANSLATION STUDIES (ALTS):****APPLIED LANGUAGES/ LANGUAGES & COMMUNICATION (HMSAX-ALTS)**

PROGRAMME	COORDINATOR	OFFICE NUMBER	TEL Prefix 01700 EXT*	EMAIL
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Spain	Alicia Castillo	C2107	5437	<a href="mailto:alicia.castillo@dcu.ie">alicia.castillo@dcu.ie</a>
Germany/Austria	Angela Leahy	C1112	5874	<a href="mailto:angela.leahy@dcu.ie">angela.leahy@dcu.ie</a>
Japan	Patrick Cadwell	C2115	6327	<a href="mailto:patrick.cadwell@dcu.ie">patrick.cadwell@dcu.ie</a>
China	Weiming Liu	C1107	5075	<a href="mailto:weiming.liu@dcu.ie">weiming.liu@dcu.ie</a>

**JOINT HONOURS PROGRAMME (JHP)**

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Japan	Patrick Cadwell	C2115	6327	<a href="mailto:patrick.cadwell@dcu.ie">patrick.cadwell@dcu.ie</a>
China	Weiming Liu	C1107	5075	<a href="mailto:weiming.liu@dcu.ie">weiming.liu@dcu.ie</a>
Fiontar Agus Scoil naGaeilge	Pádraig O’Liatháin	AHC S119	6092	<a href="mailto:padraig.oliathain@dcu.ie">padraig.oliathain@dcu.ie</a>

**INSTITUTE OF EDUCATION (IESAX):**

<b>PROGRAMME</b>	<b>COORDINATOR</b>	<b>OFFICE NUMBER</b>	<b>TEL Prefix 01884 EXT*</b>	<b>EMAIL</b>
<b>Bachelor Education (B.Ed.)</b>	Eamonn McCauley Thomas McCloughlin Susan Marron Maeve Dupont Trudy Corrigan Lorraine Ní Ghairbhith	F311 C317 Gym 2 Mov08 Mov16 F338	2312 2092 2346 2089 2282 2344	<a href="mailto:eamonn.mccauley@dcu.ie">eamonn.mccauley@dcu.ie</a> <a href="mailto:tom.mccloughlin@dcu.ie">tom.mccloughlin@dcu.ie</a> <a href="mailto:susan.marron@dcu.ie">susan.marron@dcu.ie</a> <a href="mailto:maeve.dupont@dcu.ie">maeve.dupont@dcu.ie</a> <a href="mailto:trudy.corrigan@dcu.ie">trudy.corrigan@dcu.ie</a> <a href="mailto:lorraine.nighairbhith@dcu.ie">lorraine.nighairbhith@dcu.ie</a>
<b>Bachelor Religious Education (B.Rel.Ed.)</b>	Trudy Corrigan	Mov16	2282	<a href="mailto:trudy.corrigan@dcu.ie">trudy.corrigan@dcu.ie</a>
<b>Bachelor of Early Childhood (BECE)</b>	Lorraine Ní Ghairbhith	F338	2344	<a href="mailto:lorraine.nighairbhith@dcu.ie">lorraine.nighairbhith@dcu.ie</a>

## ALL OTHER STUDENTS

PROGRAMME	COORDINATOR	OFFICE NUMBER	TEL Prefix 01700 EXT*	EMAIL
Contemporary Culture & Society (CCS/SSCI)	Ciaran Dunne	C1106	6144	<a href="mailto:ciaran.dunne@dcu.ie">ciaran.dunne@dcu.ie</a>
Communications/Journalism	Roderick Flynn	C128	8355	<a href="mailto:roderick.flynn@dcu.ie">roderick.flynn@dcu.ie</a>
Law & Government/International Relations (L&G, IR, BCL, EPL)	James Gallen	C218	6045	<a href="mailto:james.gallen@dcu.ie">james.gallen@dcu.ie</a>
History Geography	Gerry O'Reilly	SPD(884) D305b	2185	<a href="mailto:Gerry.oreilly@dcu.ie">Gerry.oreilly@dcu.ie</a>
English	Kit Fryatt	AHC S220	6032	<a href="mailto:Kit.fryatt@dcu.ie">Kit.fryatt@dcu.ie</a>
Chemistry	Mercedes Vazquez	S202	7602	<a href="mailto:mercedes.vazquez@dcu.ie">mercedes.vazquez@dcu.ie</a>
Computer Applications (CASE)	John Judge	L2 13	6729	<a href="mailto:john.judge@computing.dcu.ie">john.judge@computing.dcu.ie</a>
Physics	Paul van Kampen	N 143	5023	<a href="mailto:paul.van.kampen@dcu.ie">paul.van.kampen@dcu.ie</a>
Electronic Engineering	Pascal Landais	S3 45	8044	<a href="mailto:pascal.landais@dcu.ie">pascal.landais@dcu.ie</a>
Mechanical Engineering	Yan Delaure	S3 85	8886	<a href="mailto:yan.delaure@dcu.ie">yan.delaure@dcu.ie</a>
Computing	Martin Crane	L2 51	8974	<a href="mailto:martin.crane@dcu.ie">martin.crane@dcu.ie</a>
Mathematics	Brien Nolan	X1 39	5778	<a href="mailto:brien.nolan@dcu.ie">brien.nolan@dcu.ie</a>
Biotechnology (BT)	Jenny Lawler	X2 21	5394	<a href="mailto:jenny.lawler@dcu.ie">jenny.lawler@dcu.ie</a>
Science International	Mercedes Vazquez	X122	7602	<a href="mailto:mercedes.vazquez@dcu.ie">mercedes.vazquez@dcu.ie</a>
European Science & Health (ESH)	Blanaid White	X123	6731	<a href="mailto:blanaid.white@dcu.ie">blanaid.white@dcu.ie</a>
Theology, Philosophy & Music	Garrick Allen	ANC S204	7052	<a href="mailto:garrick.allen@dcu.ie">garrick.allen@dcu.ie</a>

The Institutional Exchange Coordinator's contact details are as follows:

**Ms Penny Storey, Senior Mobilities Officer**

**Ms Lucy O'Beirne, Exchange Administration**

**International Office, Senior House, John Hand Library, All Hallows Campus**

**Dublin City University, Drumcondra, Dublin 9, Ireland.**

**Tel: +353-(0)1-700 8693/ 7427; Fax: +353-(0)1-700 8698; Email: [exchange@dcu.ie](mailto:exchange@dcu.ie)**

\* Telephone extensions can be dialled directly using any internal telephone. External callers from within Ireland should dial (01) 700 or 884 + the 4-digit telephone extension. International callers should dial +353-1-700 or 884 + the 4-digit telephone extension.

## Appendix B: Sample Certificate of Attendance



Erasmus+

### ERASMUS+ Certificate of Attendance

2019/2020

(To be completed at the **beginning** & **end** of the study period abroad)

This certificate confirms that:

(Name of DCU Student) \_\_\_\_\_

(Name of Host University) \_\_\_\_\_

(Commencement of Study Date\*) \_\_\_\_ / \_\_\_\_ / 2019\_\_

**\*The date the student began his/her studies or attended an induction/orientation programme, not the date of arrival. To be signed & stamped by the Host office and returned to [exchange@dcu.ie](mailto:exchange@dcu.ie) within 2 weeks of the Start of Study.**

Signed: \_\_\_\_\_

Name and function: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp of Host University:

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(Completion of Study Date)\* \_\_\_\_ / \_\_\_\_ / 2020\_\_

**\*The date the student finished his/her studies or exams; please do not include an extended stay for leisure purposes.**

**This Cert can only be signed & stamped by the Host University up to a maximum of 3 days before the students' official end of study date (i.e. last date equates to the students' last exam or submission of assignments in person at the Host University).**

Signed: \_\_\_\_\_

Name and function: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp of Host University:

## Appendix C: Sample Grant Agreement



Grant agreement for Erasmus+ Higher Education studies and/or traineeships

### [Key Action 1 – HIGHER EDUCATION]

#### FULL OFFICIAL NAME OF THE SENDING INSTITUTION AND ERASMUS+ CODE

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##### Address:

Home Institution: Dublin City University  
Full Address: Collins Avenue, Dublin 9, Ireland  
Telephone Number: 00353 1 7008693  
Fax Number: n/a  
Email address: [exchange@dcu.ie](mailto:exchange@dcu.ie)

Erasmus+ Code: IRL DUBLIN04

Called hereafter "the institution", represented by (legal representative)

Name: Macraith Forename: Brian, Prof Function: President

Signature 

#### STUDENT DETAILS

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Mr/Ms [Student name and forename] «First\_Name» «Family\_Name»

Date of birth: «Date\_of\_Birth»

Nationality: «Nationality»

Address: [official address in full]  
«Full\_Address»

Phone: «Phone\_Number»

E-mail: «Email»

Sex: [M/F]: «Sex»

Academic year: 2017/2018

Study cycle: [First cycle/Second cycle/Third cycle/Short cycle] «Study\_Cycle»

Subject area: [degree in sending institution] «Subject\_Area»

Code: [ISCED-F code] «ISCED\_Code»

Number of completed higher education study years:

«Number\_of\_completed\_higher\_education\_stu»

Student with: a financial support from EU funds ☒ ×  
a zero-grant from EU funds ☐

The financial support includes: Special needs support ☐

Financial Support to student with disadvantaged background [NA will provide definition in subsequent communication] ☐

For all participants receiving financial support from EU funds, except those receiving ONLY a zero-grant from EU funds. Please complete below

Bank account where the financial support should be paid: *(Please update your DCU Student Page with your Bank details only – please DO NOT LIST BELOW)*

Bank account holder (if different than student):

Bank name:

Clearing/BIC/SWIFT number:

Account/IBAN number:

Called hereafter “the participant” of the other part, have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

#### [Key Action 1 – HIGHER EDUCATION]

Annex I Institution to select:

- Learning Agreement for Erasmus+ mobility for studies
- Learning Agreement for Erasmus+ mobility for traineeships
- Learning Agreement for Erasmus+ mobility for studies and for traineeships

Annex II General Conditions

Annex III Erasmus Student Charter

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

[It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation or institutional regulations]

## SPECIAL CONDITIONS

### ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

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- 1.1 The Institution shall provide support to the participant for undertaking a mobility activity for [studies] under the Erasmus+ Programme.
- 1.2 The participant accepts the support specified in article 3.1 and undertakes to carry out the mobility activity for [studies] as described in Annex I.
- 1.3. Amendments to the agreement, including to the start & end dates shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

### ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

---

- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The mobility period shall start on [«START\_DATE\_of\_Mobility»] and end on [«END\_DATE\_of\_Mobility»]. The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation (which can include first day of a language course provided by another organisation than the receiving institution as a relevant part of the mobility period abroad or that of an Induction/Orientation schedule before the start of studies at the receiving institution. The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
- 2.3 The participant shall receive a financial support from EU funds for
  - if the participant has a financial support from EU funds: this number of days shall be equal to the duration of the mobility period;
  - if the participant has a financial support from EU funds combined with zero-grant days: this number of days shall correspond to the days covered by a financial support from EU funds, which shall be provided at least for the minimum duration of the period abroad, 2 months for traineeships and 3 months for studies or 1 academic term or trimester for studies;
  - if the participant is a zero-grant participant for the entire period: this number of days should be 0].
- 2.4 The total duration of the mobility period, shall not exceed 12 months, including any zero grant period.
- 2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the mobility period.
- 2.6 The Transcript of Records or Traineeship Certificate (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period.

### ARTICLE 3 – FINANCIAL SUPPORT

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#### [Key Action 1 – HIGHER EDUCATION]

- 3.1 The financial support for the mobility period has an approximate amount of EUR [«Funding»] corresponding to EUR [«Funding»] per 30 days.
- 3.2 The final amount for the mobility period shall be determined by multiplying the number of days/months of the mobility specified in article 2.3 with the rate applicable per day/month for the receiving country concerned. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.
- 3.3 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.



- 3.4 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.5 Notwithstanding article 3.4, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond its studies/traineeship as long as he or she carries the activities foreseen in Annex I.
- 3.6 The financial support or part thereof shall be repaid if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending institution. However, when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure, he/she shall be entitled to receive at least the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the sending institution. Such cases shall be reported by the sending institution and accepted by the National Agency.

#### ARTICLE 4 – PAYMENT ARRANGEMENTS

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- 4.1 A pre-financing payment shall be made to the participant no later than: (whichever comes first):  
Upon receipt of confirmation of arrival, a first payment shall be made to the participant representing [Full Year students will receive €1000 & Semester students will receive €500 (Approx. November)] of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending institution timeline, a later payment of the pre-financing can be exceptionally accepted. 2<sup>nd</sup> Payment of 80% of remaining funds will be paid to the Full Year abroad students, upon receipt off Changes to Learning Agreement (Approx. February). Final payment will be made upon completion of studies and all required documents and reports have been submitted, by both Full Year & Semester only students.
- 4.2 If the payment under article 4.1 is lower than 100% of the maximum grant amount, the submission of the on-line EU survey & Transcript of Results shall be considered as the participant's request for payment of the balance of the financial support. The institution shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due and provided all relevant documentation has been submitted by participants.

#### ARTICLE 5 – INSURANCE

---

- 5.1 The participant shall have adequate insurance coverage. [The higher education institution shall ensure that students are clearly informed about issues related to insurances, it shall in every case highlight what is mandatory. For mandatory insurances, the responsible who takes the insurance (for studies: institution or participant and for traineeships: receiving organisation, sending institution or student) must be stated. The following information is recommended: the insurance number/reference and the insurance company. This depends highly on the legal and administrative provisions in the sending and receiving country.] The participant takes responsibility for Insurance covering repatriation.

Name of Insurer: «Name\_of\_Insurance\_Company»

Policy Ref. Number: «Policy\_Reference\_Number»

Name of the Agent Responsible: «First\_Name» «Family\_Name»

- 5.2 [For studies and traineeships] Acknowledgement that health insurance coverage has been organised shall be included in this agreement. [Usually basic coverage is provided by the national health insurance of the participant as well during his/her stay in another EU country through the European Health Insurance Card. However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in case of repatriation and

*specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the sending institution of the student to ensure that the participant is aware of health insurance issues.]*

- 5.3 **[At least for traineeships]** Acknowledgement that **liability insurance coverage** (covering damages caused by the student at the workplace **[/study place if foreseen for studies]**) has been organised and of how it has been organised shall be included in this agreement.  
*[A liability insurance covers damages caused by the student during his/her stay abroad (independently whether he/she is at work or not). Varying arrangements with respect to liability insurance are in place in different countries engaged in transnational learning mobility for traineeships. Trainees therefore run the risk of not being covered. Therefore it is the responsibility of the sending institution to check that there is liability insurance covering in a mandatory way at least damages caused by the participant at the work place. Annex 1 provides clarity if this is covered by the receiving organisation or not. If not made compulsory by the national regulation of the receiving country, this might not be imposed on the receiving organisation.]*
- 5.4 **[At least for traineeships]** Acknowledgement **accident insurance coverage** related to the student's tasks (covering at least damages caused to the student at the workplace **[/study place if foreseen for studies]**) has been organised and of how it has been organised shall be included in this agreement.  
*[This insurance covers damages to employees resulting from accidents at work. In many countries employees are covered against such accidents at work. However, the extent to which transnational trainees are covered within the same insurance may vary across the countries engaged in transnational learning mobility programmes. It is the responsibility of the sending institution to check that insurance against accidents at work has been organised. Annex 1t provides clarity if this is covered by the host organisation or not. If the receiving organisation does not provide such a coverage (which cannot be imposed if not made compulsory by the national regulation of the receiving country), the sending institution shall ensure that the student is covered by such an insurance (taken either by the sending institution (on a voluntary basis as part of its quality management) or by the participant herself or himself)].*

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#### **ARTICLE 6 – ONLINE LINGUISTIC SUPPORT **[Only applicable for mobilities starting after 1 October 2014 for the languages available in the on-line tool]****

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- 6.1. The participant must carry out the OLS language assessment before and at the end of the mobility period. [Participants with a C2 Level at the initial language assessment are exempted from taking the final language assessment]. The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.
- 6.2 **[Optional-only if not included in the Learning Agreement]** The level of language competence in **«Language»** that the student already has or agrees to acquire by the start of the mobility period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐
- 6.3 **Only applicable to participants following an OLS language course]** The participant shall follow the OLS language course, starting as soon as they receive access and making the most out of the service. The participant shall immediately inform the institution if he/she is unable to carry out the course, before accessing it.
- 6.4 **[Optional-to be decided by NA/beneficiary]** The payment of the final instalment of the financial support is subject to the completion of the compulsory OLS language assessment at the end of the mobility.

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#### **ARTICLE 7 – EU SURVEY**

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- 7.1. The participant shall complete and submit the online Final Report EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who

fail to complete and submit the online Final Report EU Survey may be required by their institution to partially or fully reimburse the financial support received.

- 7.2 A complementary online survey may be sent to the participant allowing for full reporting on recognition issues.

#### ARTICLE 8 – LAW APPLICABLE AND COMPETENT COURT

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8.1 The Agreement is governed by Ireland.

8.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

#### SIGNATURES

For the participant

[name / forename]

«First\_Name»,«Family\_Name»

[signature]

Done at [place], [date]

For the [institution/organisation

[MacCraith, Brian, Prof: President]



Done at [place], [date]

**[Key Action 1 – HIGHER EDUCATION]**

**Learning Agreement for Erasmus+ mobility for studies and for traineeships**  
**Learning Agreement for Erasmus+ mobility for traineeships**

## **Annex II**

### **GENERAL CONDITIONS**

#### **Article 1: Liability**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Ireland, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Ireland or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

#### **Article 2: Termination of the agreement**

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.2. Any remaining funds shall have to be refunded, except if agreed differently with the sending organisation.

#### **Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the sending institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

#### **Article 4: Checks and Audits**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Ireland or by any other outside body authorised by the European Commission or

the National Agency of Ireland to check that the mobility period and the provisions of the agreement are being properly implemented

## Appendix D: Sample Learning Agreement: Student Mobility for Studies

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>i</sup>	Sex [M/F]	Study cycle <sup>ii</sup>	Field of education <sup>iii</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>iv</sup> (if applicable)	Address	Country	Contact person name <sup>v</sup> ; email; phone	
	Dublin City University (DCU)		IRL DUBLIN04	DCU International Office All Hallows -Senior House Gracepark Road Drumcondra, Dublin 9 Ireland	Ireland	Penny Storey, <a href="mailto:exchange@dcu.ie">exchange@dcu.ie</a> , +353 1 7008695	
Receiving Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

### Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] ..... to [month/year] .....				
Table A Before the mobility	Component <sup>vi</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>vii</sup> )	Semester [e.g. autumn semester 1/spring semester 2; term]	Number of ECTS credits (or equivalent) <sup>viii</sup> to be awarded by the Receiving Institution upon successful completion

			Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]			

The level of language competence<sup>ix</sup> in \_\_\_\_\_ [*indicate here the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

[illegible]



				<b>Total: ...</b>
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				

### ***Commitment***

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

<b>Commitment</b>	<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>
Student			<i>Student</i>		
Responsible person <sup>x</sup> at the Sending Institution			DCU Academic Coordinator		
Responsible person at the Receiving Institution <sup>xi</sup>			Host Academic Coordinator		

### During the Mobility

<b>Exceptional changes to Table A</b> (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
<b>Table A2</b> During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change <sup>xii</sup>	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

<b>Commitment</b>					
<p>By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A2 are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.</p>					
Commitment	Name	Email	Position	Date	Signature
Responsible person <sup>xiii</sup> at the Sending Institution			DCU Academic Coordinator		

Responsible person at the Receiving Institution <sup>xiv</sup>			Host Academic Coordinator		
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Exceptional changes to Table B (if applicable)					
(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

## After the Mobility

<b><i>Transcript of Records at the Receiving Institution</i></b>					
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....					
<b>Table C After the mobility</b>	<b>Component code (if any)</b>	<b>Component title at the Receiving Institution (as indicated in the course catalogue)</b>	<b>Was the component successfully completed by the student? [Yes/No]</b>	<b>Number of ECTS credits (or equivalent)</b>	<b>Grades received at the Receiving Institution</b>
				<b>Total: ...</b>	

<b><i>Transcript of Records and Recognition at the Sending Institution</i></b>				
Start and end dates of the study period: from [day/month/year] ..... to [day/month/year] .....				
<b>Table D After the mobility</b>	<b>Component code (if any)</b>	<b>Title of recognised component at the Sending Institution (as indicated in the course catalogue)</b>	<b>Number of ECTS credits (or equivalent) recognised</b>	<b>Grades registered at the Sending Institution (if applicable)</b>
			<b>Total: ...</b>	

- <sup>i</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>ii</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- <sup>iii</sup> **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at [http://ec.europa.eu/education/tools/iscsed-f\\_en.htm](http://ec.europa.eu/education/tools/iscsed-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- <sup>iv</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- <sup>v</sup> **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- <sup>vi</sup> An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- <sup>vii</sup> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- <sup>viii</sup> **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- <sup>ix</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- <sup>x</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- <sup>xi</sup> **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- <sup>xii</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

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<sup>xiii</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>xiv</sup> **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.