



Erasmus+

Marino Institute of Education Erasmus+ Handbook

2023-2024

Outgoing Students



INSTITIÚID OIDEACHAIS ★
MARINO
INSTITUTE OF EDUCATION

An Associated College of
Trinity College Dublin, the University of Dublin



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

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Marino Institute of Education (MIE) and Erasmus+



Marino Institute of Education (MIE) has facilitated the Erasmus+ programme since 2017. The Erasmus+ programme assists us in our mission as a learning community and in promoting inclusion, quality and excellence in education. We look to support the aims of the Erasmus+ programme by:

- ❖ Helping our students in acquiring additional skills through studying and training abroad.
- ❖ Enhancing teaching quality in the EU and beyond.
- ❖ Supporting teaching and research on European integration.
- ❖ Supporting our partner countries and other EU member States in developing our education and training systems.

This handbook is designed to help you prepare for your semester abroad and as a useful reference throughout your exchange. For additional information or to discuss any specific issues you may be experiencing, please contact the MIE Erasmus+ Coordinator or you can email erasmus@mie.ie.

COVID-19 Information

Unfortunately, the COVID-19 pandemic is on-going and is a constantly evolving situation. The restrictions and requirements vary for each country, depending on their current situation.

It is important that you keep yourself informed before travel of the requirements in your host country and that whilst abroad you adhere to all the requirements in your host country. Updated travel information is available on the [Department of Foreign Affairs](#) website and should be checked regularly.

It is also advisable to check the latest information provided on the [HSE website](#).

Keep in touch with your Erasmus+ Coordinator in both your home and host institution for latest information.

Overview of the Erasmus+ Programme

What is the Erasmus+ Programme?

The Erasmus+ programme is a transformative learning experience whereby students have the opportunity to further develop their intercultural learning, while also developing personal, academic and professional skills. The programme seeks to modernise education throughout Europe with participants having the option to study (for a period of 3 to 12 months) at eligible higher education institutions in Europe or undertake a traineeship at a host enterprise (for a period of 2 to 12 months).

Aims of the Erasmus+ Programme

The Erasmus+ programme aims to contribute to the [Europe 2020 Strategy](#) for inclusion, social equity jobs, growth, as well as meeting the aims of the EU's strategic framework for education and training – [the ET2020](#). It also aims to contribute to achieving the objectives of the [EU Youth Strategy](#).

MIE Programmes that facilitate the Erasmus+ Programme

- ❖ Bachelor in Science (Education Studies)
- ❖ Bachelor in Science (Early Childhood Education)
- ❖ Bachelor in Education (Primary)
- ❖ Baitsiléir san Oideachas (Bunmhúinteoireacht)

A student can start their Erasmus+ study abroad programme anytime from the end of their first year in university to one year after they graduate. Upon completion, students receive full recognition of their Erasmus+ study programme utilising the European Credit Transfer System (ECTS).

Please note that B.Ed. students can only take a semester abroad in Year 3 (semester 1).

Study Abroad Options

Only universities that have an inter-institutional agreement in place with MIE can be considered for Erasmus+ programmes. Currently the universities at which you can study are listed below. It should be noted that this list is being added to all the time. Please contact the Erasmus+ Coordinator if you wish to travel to a university that is not currently on this list.

Country	Institute
Belgium	UCLL Leuven
Belgium	KdG Antwerp
Denmark	UC South Denmark
Netherlands	NHL Stenden
Norway	Ostfold University College Norway
Portugal	IPS Setubal Portugal
Spain	UAB Barcelona
Spain	UEA Santander
Spain	University of Girona
Switzerland*	Zurich University of Teacher Education *
Switzerland*	University of Teacher Education PH Zug *

Note: *Switzerland is not part of the EU and as such does not qualify for Erasmus+ grants. There is however an alternative funding system in place should you wish to travel to Zurich.*

Considerations when making your decision about Erasmus+

When considering studying abroad, it is important to plan ahead and understand the requirements and processes involved. When considering a particular institute to study in, check the modules listing and ensure that the required modules are taught through English. Consider the financial costs carefully, not just the cost of flights and accommodation, but also the cost of living in the destination country. You should look at the timetable and check the start and end dates of each semester. It should not be assumed that these will exactly match those of MIE.

Your Erasmus+ Coordinator will be happy to discuss your concerns and answer any questions you might have.

Further Information on the MIE Erasmus+ Programme

It may be helpful to connect with current MIE Erasmus+ students or exchange students for tips and insider information on the Erasmus+ programme, for example, suitable accommodation or recommended courses or modules. Your Erasmus+ Coordinator should be able to put you in touch with past or current Erasmus+ students.

Erasmus Student Network (ESN)

The ESN is a non-profit international student organisation run by students. With approximately 13,000 active members, their mission is to represent and take care of international students. You can access more information about the ESN [here](#).

European Credit Transfer System (ECTS)

What is the ECTS?

When it comes to the recognition of educational qualifications, the differences between each national education systems can lead to problems when opting to study abroad. However, the ECTS, a tool of the European Higher Education Area (EHEA), facilitates the recognition of credits from learning mobility being formally recognised by the sending institution thus easing movement for learners/students to an institution in another country for all or part of a programme of study.

How does the ECTS work?

ECTS credits represent a student's learning outcomes and workload by summing up, through credits, the student's knowledge, understanding and ability of a given programme or course. Under ECTS, students are required to obtain **30 ECTS credits for a semester** (30 ECTS credits is the maximum per semester) **or 60 ECTS credits for a full year**. Further details can be found on the [ECTS Website](#).

ECTS Transcript

At the end of their stay abroad, each student is provided with an **ECTS Transcript**. This transcript will indicate the number of ECTS credits completed and **must be interpreted** by the student's MIE Erasmus+ Coordinator to ensure a satisfactory number of credits was completed.

Important: *It is the responsibility of the student to ensure the collection of this transcript before their return to MIE.*

Financial Considerations of the Erasmus+ Programme

Fees

Students pay the usual fees to MIE and are not required to pay tuition fees at the host university. However, in some cases students may be required to pay an administrative fee to their host university for student services charges or registration for the semester.

Furthermore, some universities may charge for language courses.

Travel: Booking and Costs

MIE does not organise transport for students. Students must take responsibility for organising their own means of transport to and from their host university. Students are required to cover the costs of transport to and from their host university i.e. flights, ferry, train, bus. Students must ensure that they have booked and have proof of a return flight.

Living Costs

Although the average cost of living in most countries of the EU is reasonably standard, some countries, cities and regions can be more expensive than others. If you are thinking of taking part in the Erasmus+ programme, it is important to research the typical living expenses in the country and city you are going to. This [cost-of-living](#) website may assist you in estimating the costs in your proposed country.

Accommodation

Students may be expected to pay a month's deposit as well as a month's rent in advance. Other costs may include bedding, cleaning products, utensils etc. Some countries may offer some local financial assistance towards the cost of rent. If this is the case, your host university will have details on how to apply.

IMPORTANT *Students are required to source their own accommodation.*

Other Expenses

There are other incidental expenses that students will need to take into account when planning to go on Erasmus+. These expenses may include the following:

- ❖ Medical expenses
- ❖ Local travel costs

- ❖ Food costs
- ❖ Trips home
- ❖ Phone and data charges
- ❖ Excursions
- ❖ Gym membership
- ❖ Socialising
- ❖ Books and stationery
- ❖ Clothing

Student Discount Cards

Student discount cards can help cut costs on many things from transport to food or clothing. For example, the [Student Discount Card](#) (ISIC card) may entitle you to discounts in local stores and the [ESN](#) membership card entitles you to discounts with a broad range of international and local services.

Part-Time Work

Part-time work is a great way to develop your language skills and meet new people when studying abroad. However, it is important that students have enough money to cover their daily living essentials without work. It should be noted though that some students may find that they need more time to prepare assignments whilst abroad; additional time may be required to adjust to a different language and/or education system. If you choose to work part-time, students are advised to investigate what documentation they may need to complete to do so. For example, in Ireland you are required to have a Personal Public Service Number (PPS number) to work and pay taxes.

Health and Travel Insurance

Students **MUST** have private medical insurance cover while abroad and are advised to keep a record of both their health insurance **policy number** and any emergency numbers.

Students must ensure that the **cost of repatriation** is included on health insurance.

European Health Insurance Card (EHIC)

If you are an **EU/EEA national**, the EHIC entitles you to receive **emergency medical care ONLY**. Students are strongly advised to have a valid European Health Insurance Card (EHIC) for the duration of their stay abroad. Further details on the EHIC card and how to apply can be found on the [EHIC website](#).

Health Insurance Providers

If you do not already have private health insurance cover, the following are the three main Irish Health Insurance providers who can be contacted directly to organise cover.

Company Name	Website
VHI	https://www.vhi.ie/home
Laya Healthcare	https://www.layahealthcare.ie/
Irish Life Health	https://www.irishlifehealth.ie/

Note *If a student is covered by their parents' private healthcare insurance plan, it is important that they contact their health insurance provider to confirm the level of cover their policy will give them while studying abroad and ensure that cost of repatriation is covered.*

Grants

Erasmus+ Grants

The Erasmus+ grants are intended to support the additional costs that may come with studying abroad i.e. language preparation classes or travel costs. These grants are awarded through the Higher Education Authority for eligible studies abroad for a minimum of 3 months (90 days). If a student returns within 90 days, all grant monies must be reimbursed. The level of funding is calculated on a daily rate and determined by the chosen country of study. Please note that the grant provided by Erasmus+ will not cover the full cost of travel, accommodation and subsistence.

Note *You can apply for an Erasmus+ grant once you have been nominated by your Erasmus+ Coordinator and invited to complete an Erasmus+ Grant funding form. Eligible students will receive an Erasmus+ grant paid through MIE. More information can be provided by the Erasmus+ Coordinator.*

SUSI Grants

Students in receipt of a Higher Education Grant (SUSI) while studying abroad will continue to receive their grant (note: The Erasmus+ mobility period cannot extend beyond 12 months)

SUSI may request confirmation from the college that the period abroad is compulsory.

For further information, visit the [SUSI website](#).

MIE Student Assistance Fund (SAF)

This fund is available to students who may be encountering temporary or ongoing financial difficulties. The SAF provides a further source of funding for students in higher education in addition to their SUSI Grant. Although it is not a definitive list, SAF can assist with such things as:

- ❖ Medical expenses
- ❖ Books
- ❖ Rent
- ❖ Food
- ❖ Bills
- ❖ Travel of an essential or urgent nature

Students who wish to apply must complete the SAF application form through MIE. Applicants may be required to attend a meeting with the Erasmus+ Coordinator to discuss their application. Students may also be required to provide additional documentation to support their application.

Further information about this fund can be found here: [HEA Student Assistance Fund](#).

How to Apply to the MIE Erasmus+ Programme

General

Prior to making your application, research and choose your preferred institution. Use the information in this handbook to research possible universities. It is important to research host universities and note dates such as orientation periods or important dates on academic calendars.

- ❖ Check that modules are suitable, and you are eligible to apply.
- ❖ Check all requirements of the host institution.
- ❖ Check the language of instruction for each module.
- ❖ Check if elective options are offered.
- ❖ Check the start and end date of terms in the host institution.
- ❖ Check if accommodation is offered as an option or if you need to source your own.

The Erasmus+ Mobility process

The Erasmus+ Mobility process for Outgoing students is as follows:

1. Expression of Interest.

The Erasmus+ Coordinator will invite expressions of interest from all students in MIE for Erasmus+.

2. Application for Erasmus+

- ❖ Students will complete the MIE Erasmus+ application form to apply for mobility.
- ❖ Students may be requested to attend an interview as part of their application.
- ❖ The interview outcome is communicated to applicants by email.
- ❖ A waiting list will be created for unsuccessful applicants.
- ❖ Confirmation of results and attendance records will be requested from the Registrars Office.

3. Nomination to host institution

You will be nominated for an exchange period by the MIE Erasmus+ Coordinator who will then forward your nomination to the host university.

4. Attend an Information Session

All nominated students will be invited to attend an information session with the Erasmus+ Coordinator where they will get more details on Erasmus+ and what it entails. There will also be the opportunity to ask any questions they may have about studying abroad.

5. Apply to your chosen institution

The host university will contact you directly with details on how to complete their application and the documents they require before the set deadline. At this stage the student is advised to check the semester dates of the host institution and request information on accommodation.

6. Confirmation of Acceptance by host institution.

As soon as your application has been accepted, you will need to advise the MIE Erasmus+ Coordinator.

7. Complete a Learning Agreement

The Learning Agreement (LA) is a legally binding document required by the European Commission from every exchange student prior to departure for their study abroad period.

It is the right of every Erasmus+ student to be issued a Learning Agreement.

The LA is agreed by the student, the MIE Erasmus+ Coordinator and the host university and should confirm the credits that the student will be awarded and what they will study while abroad. The LA is broken into three sections:

You will need to discuss and choose your module choices with your MIE Erasmus+ Coordinator. **You must achieve 30 credits per semester or 60 credits for a full year.**

Before the Mobility

It is important that the student completes the 'Before Mobility' aspect of the Learning Agreement prior to their departure. See Eureland.ie for more information on this.

During the Mobility

Students can request changes to their module choices within five weeks of the start of their mobility. The Erasmus+ Coordinator at your host university can help by

discussing and agreeing on suitable changes (if necessary) to your study programme.
See Eurireland.ie for more information.

After the Mobility

MIE will send a Transcript of Records to the student and to their institution within a period stipulated in the Inter-Institutional Agreement. See Eurireland.ie for more information on this.

Before you depart MIE

Erasmus+ Student Charter

Students must read the [Erasmus+ Student charter](#).

Pre-departure orientation

Students are asked to attend a pre-departure orientation in MIE. This orientation will provide you with information around your Erasmus+ programme and what you will need as you prepare to travel. Students will be informed of the orientation date via email.

Medication

If you take prescription medication, it very important that you inform your GP that you will be going abroad and ensure you have enough medication for your stay abroad. If necessary, request a cross-border prescription from your own doctor. Please check this website for information on [cross-border prescriptions](#).

Please note that it is illegal to post drugs - even prescription ones - through the Irish postal service.

Health and Wellbeing

It is important that students look after themselves by eating well and getting adequate rest. However, a combination of factors such as the exposure to new people, food, and language as well as adjusting to a new sleeping pattern may lead to students feeling slightly run-down when they first move abroad. It is recommended that students dedicate extra resting time during these initial few weeks to help prevent this.

Mobile phone

You may need to get your phone unlocked so that you can use a local SIM card.

Check-in times (flights & accommodation)

- ❖ Be aware of the [DAA](#) requirements for security and baggage check-in prior to flight departure.
- ❖ Confirm the earliest dates / times for arrival on campus.
- ❖ Confirm accommodation check-in times.

Arrival in host country

When you arrive, be sure to:

- ❖ Explore your new surroundings.
- ❖ Get familiar with local transport routes.
- ❖ Find your nearest supermarket, bank and pharmacy.
- ❖ Ensure you take plenty of rest.

When you arrive at your host university make sure to meet with their International Officer to:

- ❖ Find out when and where to register.
- ❖ Ask for campus maps and any other useful information.
- ❖ Ask about a link-up with a peer mentor i.e. another student from your host university. Peer mentors can be very helpful in providing information on university life including where to shop or socialise.
- ❖ Know where the student health and support centres are located.
- ❖ Sign up for any orientation days happening on campus.

Arrival Documents

Learning Agreement

Students must update their Learning Agreement when they arrive. If any changes need to be made to module choices, please liaise closely with your Erasmus+ Coordinators at both your host institution and in MIE.

Certificate of Attendance

Erasmus+ grants are awarded for the number of days spent abroad. Students are required to get their Certificate of Attendance form signed & stamped at the start of their exchange period.

Safety Abroad

It is vital that students consider carefully their own personal safety. Students are advised:

- ❖ Not to be out alone at night and to be careful if they find themselves in this situation.
- ❖ To stay in groups if possible.
- ❖ To carry minimum amounts of cash.
- ❖ To enquire from peers at your host institution about the areas that may be 'best avoided in your town or city.
- ❖ To be aware of the occurrence of theft and violence.
- ❖ To be aware of cultural differences and that these differences can sometimes be misinterpreted in a foreign country.

Studying abroad should be a joyous experience where students can grow personally and develop their academic and professional skills. It is important that students contact their Erasmus+ Coordinator at their host university or in MIE if they feel they are not benefitting from their experience abroad, feel isolated as an exchange student or feel circumstances are preventing them from being able to complete their work.

Attendance policy whilst abroad

It is expected that all students attend their lectures in full when on a semester abroad and comply with the attendance policy in the host institution. If a student has concerns about their attendance, they should discuss this with their host institution, and with the MIE Erasmus+ Coordinator and/or their personal tutor.

Appropriate Behaviour

While the study abroad will involve all the fun and excitement of a new adventure, it is important that students conduct themselves in an appropriate manner. As an MIE student, students on the Erasmus+ programme are asked to continue their positive representation of MIE and its ethos when abroad. Students are asked to respect the community ethos and policies of their host university.

Preparing for Your Return Home

Agreed modules and coursework

Ensure you have completed all necessary course work at your host university.

Transcript of Results

Important: *It is the responsibility of the student to ensure the collection of this transcript before their return to MIE.*

Some institutions may forward transcripts to MIE, some may not. It is the student's responsibility to have a procedure in place for receiving their transcript from their host institution before their return to MIE. If this is not provided to MIE in time they will not advance to the next year of studies in MIE.

Return Certificate of Attendance

This form is required to confirm your end date and determine the level of Erasmus+ funding you will receive. For this form, students must enter the last date on which they are required to be on their host campus for classes or exams and have it signed & stamped by the host university.

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.

Other important tasks to do before your return home

- ❖ De-register from the university if necessary.
- ❖ Ensure all your bills are settled with your landlord.
- ❖ Close your foreign bank account if necessary.

Checklists

Checklist for before you depart MIE

- ✓ Read the Erasmus+ Student charter
- ✓ Ensure your passport is valid for the duration of your stay + 6 months
- ✓ Confirm if a visa is required for your stay in your host country
- ✓ Secure health and travel insurance for your duration abroad
- ✓ Make photocopies of the original documents as proof of your insurance cover
- ✓ Complete the 'Before the Mobility' section of your Learning Agreement
- ✓ Register at MIE and pay any relevant fees
- ✓ Complete your registration forms and return them to your host institution
- ✓ Complete your Grant Agreement documentation
- ✓ Take note of the start and end dates of semesters of your host university as well as exam and holiday periods
- ✓ Take note of the Orientation Programme dates in your host institution (if provided)
- ✓ Ensure that you will have easily accessible funds for the initial period of your study abroad
- ✓ Occasionally, local authorities require a letter from parent or guardian stating that you will have sufficient funds to support your period of study abroad. Ensure you have this letter.
- ✓ Ensure you have an updated copy of your CV if you plan to apply for part-time work in your host country.
- ✓ Note the contact details of the Erasmus+ Coordinator at your host university.

Remember to Pack

- ✓ Passport and tickets
- ✓ European Health Insurance Card (EHIC)
- ✓ An adaptor (if required)
- ✓ Bed linen (if required)
- ✓ Medicines, prescriptions, first aid supplies, vitamins, cold remedies etc.
- ✓ Appropriate clothing for the local climate of your destination

Checklist for when you arrive in your host country

- ✓ Inform parents / guardian of your safe arrival and your new address
- ✓ Confirm registration and orientation schedules
- ✓ Certificate of Attendance must be signed, stamped and returned to MIE
- ✓ Review your learning agreement as there may be changes
- ✓ Open a bank account (if necessary)
- ✓ Register online with the Irish Embassy / Consulate

Checklist for before your return home

- ✓ Collect all academic documents / transcripts from your host institution or arrange for these to be sent to MIE
- ✓ Certificate of Attendance must be signed, stamped and returned to MIE
- ✓ Complete final report on-line for Erasmus+
- ✓ De-register from your host university (if relevant)
- ✓ If documents are being sent to your home address in Ireland, ensure that relevant offices (accommodation / academic institution) have the correct address
- ✓ Ensure all your bills are paid in full
- ✓ Close bank account in host country

Checklist for after you return home

- ✓ Contact the Registrar's Office to ensure that they have received all transcripts from your host institution
- ✓ Ensure you have signed and returned the Erasmus+ grant acknowledgement form

Important Dates/ Deadlines

Erasmus+ Application deadlines

Full Academic Year students: **1st March 2024**

Semester One students: **1st March 2024**

Semester Two students: **1st October 2024**

Helpful links

ECTS Website	European Credit Transfer System
The Erasmus Student Network	The Erasmus Student Network
ESN Website	The European Student Network
SUSI Website	SUSI Ireland Website
EHIC Website	European Health Insurance Card.
Brexit and Erasmus+ Updates	Brexit and Erasmus+ Updates
HEA Student Assistance Fund	Student Assistance Fund Website
Erasmus+ Student charter	The Erasmus+ Student Charter
DFA Website	Irish Department of Foreign Affairs. This website includes Embassy listing
Dublin Airport Website	Dublin Airport