

Stage 1 – Preparing to go on Erasmus

1. Who can go out on an Erasmus Traineeship?

You are eligible to apply for an ERASMUS+ exchange if:

- You are a student in IADT enrolled full-time in an honour's degree
- You are not in the first year or final year of your course in IADT
- You have passed all your required examinations and assessments to date
- You have the approval of your Course Coordinator and Head of Department
- You are in good financial standing with IADT
- You have graduated from IADT less than 12 months ago

2. What kind of Traineeships can I avail of?

The Erasmus+ Programme funds three different types of traineeships:

1. Traineeships during the academic year
You will carry out a traineeship of min 2 months - max of 12 months' duration during the academic year.
This Traineeship must be approved by your Course Co-ordinator and Head of Department. Accreditation (ECTS) will be recorded in your transcripts.
2. Summer Traineeships
You will carry out a traineeship of at least 2 months' duration during the summer months. This Traineeship must be approved by the IADT Erasmus Office for funding purposes. While no accreditation (ECTS) will be awarded, the Traineeship will be recorded in your Diploma Supplement.
3. Graduate Traineeships
You will carry out a traineeship of at least 2 months' duration within 12 months of completing your IADT course.
This Traineeship must be approved by the IADT Erasmus Office for funding purposes. While no accreditation (ECTS) will be awarded, the Traineeship will be recorded in your Diploma Supplement.

3. Where can I do my Traineeship?

An Erasmus Traineeship can be carried out at either of the following types of organisations:

- A company, professional or research organisation in Europe.
- An Erasmus partner institution (e.g., in a campus company of the university, or working in one of its administrative centres).

You will be responsible for researching any potential company/organisation, relevant to your field of study, and contacting them about carrying out a Traineeship with them.

You may want to contact the IADT Careers Centre to explore any database of companies abroad.

You can also search for Erasmus Traineeships in <https://erasmusintern.org/>

4. Will my Traineeships abroad be accredited?

Your time abroad will be accredited and fully recognised by IADT only if you carry out a Traineeship during the academic year as part of your course via the European Credit Transfer System (ECTS). Your Course co-ordinator and Head of Department will have to inform the Erasmus Office of how many ECTS credits will be awarded to you following the successful completion of your Traineeship.

Your IADT student record will be amended to show the traineeship abroad and, on successful completion of assessment, allocate any credits earned.

5. How do I apply?

If you are interested in doing an Erasmus Traineeship and you meet the criteria there are several steps, you need to take:

- Research. You will need to contact companies/organisations or Erasmus partners as per section 3 above. Research also cost of living (accommodation, transport, etc.).
- Fill in the IADT Application Form so that your faculty can consider you for an Erasmus place.
- Organise a meeting with your Course Coordinator to inform him/her of your Erasmus plans. Go through your application together.
- If approved by your Course Coordinator, submit your application for approval to your Head of Department.
- Once your application is approved by IADT, you will have to apply to the host company/organisation/institution.
- If you are accepted, you need to contact Sonya Hogan with a copy of your acceptance letter/email.
- Sonya Hogan will arrange with you all the relevant paperwork required: grant application form, grant agreement, training plan, certificate of attendance, survey, grant receipt, etc.

6. Do I have to pay any fees while abroad?

As an IADT student, you will pay the student contribution fees to IADT in September as usual. Please note that there are companies that may charge you a fee for taking you in as a trainee/intern. In this situation, it is your decision only, if you want to go ahead with the traineeship.

7. How much is the Erasmus Grant?

Students participating in the Erasmus+ Programme are entitled to receive an Erasmus grant, provided that IADT receives funding to support all students going abroad on a Traineeship. Please note that it is possible to go out on an Erasmus Traineeship without an Erasmus grant.

The Erasmus grant is intended as a contribution to the overall cost of your time abroad, but it will not cover all your expenses/costs abroad.

The Erasmus+ grant rates are set by the EU and vary per country and for the period spent abroad. To qualify for this grant, you will have to carry out a Traineeship for not less than two months.

If you have received an Erasmus+ grant in the past, please contact the Erasmus Co-ordinator, Sonya Hogan, to confirm your suitability.

You must complete an Erasmus+ grant application form and a financial agreement. Please ensure that these forms are completed and returned to Sonya Hogan in IADT as soon as you are offered a place by the company/organisation.

The Erasmus+ grant will be paid in two instalments. You will receive 80% of the grant on your departure and the remaining 20% on your return and once you have completed your Erasmus+ survey, and all other paperwork has been completed.

8. Is there any other additional funding?

If you are in receipt of a SUSI grant, local authority grants or Back to Education Allowance (BTEA), you will continue to receive this whilst you are abroad. You must inform SUSI/Local Authority/BTEA of your time abroad.

If you are in receipt of any other Social Welfare benefits, please check that you will keep these benefits with your Social Welfare Office.

You will also be entitled to apply to the IADT Student Assistance Fund if your traineeship takes place during the academic year. you can read about it here: <http://www.iadt.ie/services/institute-student-services/student-finance/student-assistance-fund>

9. Do I need insurance?

Yes, this is compulsory.

You must have adequate insurance that covers all health/medical and repatriation costs during your stay abroad.

You must provide a copy/scan of your valid private insurance (showing it is valid for the duration of your stay) as soon as you are offered a place by any company/organisation.

Unfortunately, the European Health Insurance Card (EHIC) is not accepted as it may not cover the full cost of medical or hospital expenses and it does not cover ambulance costs or air transport to Ireland, if necessary, or funeral expenses.

If you are covered under your own or your family health insurance plan, you should check the level of cover that you have while abroad.

If you need to purchase private insurance, you can check any Irish provider (GloHealth, VHI, Laya, etc.).

You can also check Dr Walter Insurance Brokers in Germany. They specialise in providing insurance to students out on Erasmus for as little as €30 per month:

- Their insurance package, PROTRIP-WORLD, consists of health, liability, accident, assistance, and luggage insurance and provides comprehensive coverage in all areas. The underwriting insurance companies are Allianz Worldwide Care, Generali and EUROP Assistance.
- They also have an emergency preparedness app, called MY-SAFETY-ASSISTANT, which provides up to date local emergency assistance information in all languages, as well as geo-tracking for parents and caregivers. This service is free of additional charge for their customers.

For more information, visit: <https://www.my-safety-assistant.com/>

IADT Personal Accident Insurance Scheme

IADT has a 24/7 Worldwide Personal Accident Cover. As an IADT student, you are covered under the IADT Public Liability. Please note that this insurance does not cover motor, travel, or the loss of personal possessions.

Travel Insurance

You are advised to secure private travel cover for the duration of the period abroad. Just because you have health insurance, it does not mean you will be covered for delayed or cancelled flights, loss of luggage or money while you travel.

10. Cost of Living

Whilst you are not charged for tuition fees while abroad, you will need to budget for flights, accommodation, food, and other general expenses.

Living abroad costs vary from country to country. Some countries are more expensive than others, as are some cities, and the extra expenditure involved will also depend on whether you are currently living at home. If you are, accommodation will be a major cost, but if you are not, you will usually find that accommodation costs are cheaper abroad than in Ireland.

Talk to your host company/organisation as they may be able to help or guide you on finding accommodation. If you are finding your own accommodation on arrival, talk to staff in the host company/organisation for advice (dangerous areas to avoid, average accommodation rates in each area, etc.).