**Stage 1 – Preparing to go on Erasmus**

**1. Who can go out on Erasmus?**

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

* You are a student in IADT enrolled full-time in an honours 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

**2. Where can I go to?**

You can only apply to a college/university that IADT is partner with. Please check our Erasmus partners on this page.

Note: The list of IADT Erasmus partners is updated regularly.

**3. Will my studies abroad be accredited?**

The time spent abroad will be fully recognised by IADT. The European Credit Transfer System (ECTS) is the instrument used to facilitate academic recognition of periods of study in partner institutions.

ECTS provides a way of measuring and comparing academic merits, and transferring them from one institution to another. ECTS credits are a value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work that each course requires in relation to the total quantity of work required to complete a full year of academic study at the home institution (IADT); that is lectures, practical work, seminars, private study (both in the library and at home).

Any IADT course is 60 ECTS credits per year so you must obtain around 30 ECTS credits per half year or semester, or 60 ECTS credits for the whole year whilst away. Please talk to your Course Coordinator for advice on course requirements.

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

**4. How do I apply?**

If you are interested in studying abroad and you meet the criteria there are several steps you need to take:

* Research. You will need to choose a college/university with which IADT has an Erasmus partnership. Research the course that you are interested in, including curriculum content, language of tuition, term or semester dates, work-load distribution, etc. Research also cost of living (accommodation, transport, etc.), cultural issues, work restrictions or possibilities, etc.

Most IADT partners have an Erasmus section on their website where you will find all the relevant information.

* Fill in the IADT Application Form so that your Faculty can consider you for an Erasmus place.
* Organise a meeting with your Course Coordinator in order 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 Institution following their application procedures and deadlines.
* If you are accepted by the Host Institution, you need to contact Elena Somoza with a copy of your acceptance letter/email.
* Elena Somoza will arrange with you all the relevant paperwork required: grant application form, grant agreement, learning agreement, certificate of attendance, report/survey, grant receipt, etc.

**5. Do I have to pay any fees while abroad?**

You will not have to pay fees to the host institution. You will pay the student contribution fees to IADT.

**6. 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. Please note that it is possible to go out on Erasmus 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. Current rates are either €220 or €270 per month, depending on the destination country.

In order to qualify for this grant, you will have to study abroad for not less than three months.

If you have received an Erasmus+ grant in the past, please contact the Erasmus Co-ordinator, Elena Somoza, in order 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 Elena Somoza in IADT as soon as you are offered a place by the Host Institution.

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

**7. Is there any other additional funding?**

If you are in receipt of a SUSI grant, local authority grant or Back to Education Allowance (BTEA), you will continue to receive this whilst you are studying 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. Find our more on: <http://www.iadt.ie/services/institute-student-services/student-finance/student-assistance-fund>

**8. 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 Host Institution.

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. But, please note that some Host Institutions (especially those in France) may ask you for your EHIC too.

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.

**9. Cost of Living**

Whilst you are notcharged for tuition fees at the Host Institution, 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.

Some of our Erasmus partners have an Accommodation Office and offer on campus accommodation or will guide you on searching for it. They may contact you once you have accepted your place in the Host Institution; if not, make sure you contact them for help and advice securing accommodation.

If you are finding your own accommodation on arrival, talk to other students in the same areas that you are looking at and who have been through the same process. Speak to a local or the host accommodation office about where the dangerous places are in the area. Also have an idea of what the going rate is in the area to avoid being overcharged.