

Erasmus exchanges
at The Royal Irish Academy of Music

Information for Incoming Students

Introduction

ERASMUS is the EU's flagship education and training programme enabling 200,000 students to study and work abroad each year. In addition, it funds co-operation between higher education institutions across Europe. The programme not only supports students, but also professors and business staff who want to teach abroad, as well as helping university staff to receive training.

Ireland has participated in the programme from its establishment in 1987 and up to 28,000 students from this country have undertaken mobility periods to date.

The RIAM is pleased to support this programme.

More information and the latest news on the ERASMUS programme can be followed here:

<http://www.facebook.com/pages/Erasmus-Ireland/252444908178539>

<https://twitter.com/ErasmusIreland>

Eligibility to participate in an ERASMUS exchange

You are eligible to apply for an ERASMUS exchange at the RIAM if:

- You are a registered student in one of the participating countries
- You have the approval of your Institution
- A bilateral agreement is in place between the two Institutions

ERASMUS student charter

The status of ERASMUS student applies to students who satisfy the ERASMUS eligibility criteria and who have been selected by their institution to spend an ERASMUS study period abroad at a partner institution in Europe. Both institutions must have an ERASMUS University Charter awarded by the European Commission (http://ec.europa.eu/education/lifelong-learning-programme/doc80_en.htm).

As an ERASMUS student, you are entitled to expect:

- Your home institution and RIAM to sign a learning agreement with you. This agreement will set out details of your planned studies in RIAM, including the credits to be achieved.
- A transcript of records at the end of your studies in RIAM. This will record your results with the credits and grades achieved.
- Full academic recognition from your home institution for credits achieved during the ERASMUS study period in RIAM, in accordance with the learning agreement.
- Not to have to pay fees to RIAM for tuition, registration, examinations or access to library facilities during your ERASMUS studies.
- Your student grant or loan from your home country to be maintained while you are in RIAM.

As an ERASMUS student, you are expected to:

- Respect the rules and obligations of the ERASMUS contract with your home institution or your National Agency.
- Ensure that any changes to the learning agreement are agreed in writing with both your home institution and RIAM immediately they occur.
- Spend the full period as agreed at the host institution, including examinations or other forms of assessment, and respect its rules and regulations.
- Write a report on your ERASMUS study period abroad when you return.

RIAM ERASMUS partners

Please refer to the ERASMUS page on the RIAM website.

RIAM programmes

The RIAM programmes which may be eligible for ERASMUS exchanges are listed below. For details on the content of each programme and ECTS credit breakdown, please click on the handbooks.

Bachelor of Arts in Music Performance (Handbook)

Master of Music in Performance (Handbook)

Language Skills

As all classes are taught through English, Erasmus incoming students are expected to have a reasonable grasp of English. For intensive English language training during your stay in Ireland, RIAM recommend Malvern House International Language School which is situated close to the RIAM (www.malvernhouse.ie)

ECTS

The European Credit Transfer System (ECTS) guarantees academic recognition of successful completion of studies at overseas partner institutions under the ERASMUS programme. A Learning Agreement is drawn up at your Institution, signed by you and the academic supervisor, and then forwarded to RIAM to be counter-signed by the International Relations Coordinator and academic supervisor at RIAM, if the programme of study is approved. This Learning Agreement specifies your study programme, and indicates the number of ECTS credits allocated to each subject. A "Transcript of Records" at the end of your period of study is sent to the International Office in your Institution. This transcript shows the number of ECTS credits gained, as well as the local marks and ECTS grades achieved.

You will normally need to achieve 30 credits for a half year and 60 credits for a full year of study. Staff in your Institution can advise you further on this.

On your arrival, you will meet with the international relations co-ordinator in order to fill in the Learning Agreement. If the study programme has to be amended for any reason after you arrive, an amended version will be prepared, and the form can be re-signed by you, the academic supervisors and international officers at RIAM.

Please note that you are responsible for informing the RIAM Erasmus Co-ordinator, Deborah Kelleher, of any changes made to your learning agreement during the year. This is to ensure that you are entered for the correct examinations. If you fail to do this, then you may not be able to sit examinations in certain subjects. All changes to learning agreements have to be signed off by staff at IADT and at your Institution.

One of the underlying principles of the ECTS system is that Erasmus exchange students *should be replacing an equivalent part of their normal studies whilst studying at the host institution*. However, there may be cases where a student has to select one or two modules from a different course/year in order to achieve a more exact match with their existing study programme at their home institution. If you need further guidance on the course/modules you require, please contact Deborah Kelleher (dkkelleherdeborah@gmail.com)

Application for an ERASMUS Exchange to RIAM

RIAM accepts ERASMUS exchanges for the full academic year (September to June) and also by term (September to December and from January to June).

The academic calendar for 2013/2013 is as follows:

16 th September to 20 th December
14 th January to 6 th June

Deadline for receipt of all applications is 1st May each year. No applications will be processed after that date.

All ERASMUS exchange applicants are required to complete the RIAM ERASMUS application form. The following items should be enclosed with the application form:

- A passport photo
- A musical/educational curriculum vitae
- Transcripts of previous years study where available
- A completed ECTS Learning Agreement, signed by your host institution, if it is ready at that stage
- An unedited CD of your performance of approximately 15 minutes duration

Registration

Once accepted to RIAM, students will be issued with an offer by e-mail, they will also be sent details of registration dates and procedures.

Pre-arrival issues

Please read the Pre-Arrival information pack on the ERASMUS page of the RIAM website. This pack contains useful information on a range of issues including travel, transport, culture, accommodation. The pack also contains a contact details form and a medical form which must be completed and brought to Deborah Kelleher on your arrival. You will meet Deborah on arrival and be introduced to your Erasmus 'Buddy', an RIAM student who will introduce you to the other students and show you around the premises.

Results

An ECTS Transcript of Records will be prepared and sent to your Institution at the end of your study period in RIAM. Please note that any results issued in Transcripts of Records will be provisional until the final examination board meetings have taken place.

Essential Documents to bring with you to RIAM:

- A current passport **which will remain valid until after the end of your study exchange period**
- Student Identity card (from home institution)
- The new **European Health Insurance Card (EHIC)**, which entitles you to free health care services whilst you are staying in Ireland. This card replaces the E111/E128 forms.
- Your completed contact details form sent with your welcome pack
- Your completed medical information form sent with the welcome pack

We look forward to welcoming you to RIAM on our ERASMUS programme.

Useful contacts at RIAM

General information re ERASMUS:

Deborah Kelleher
dkkelleherdeborah@gmail.com

Information re Admissions procedures:

Sinead Heyenga
sineadheyenga@riam.ie

Information on accommodation,
Irish culture and life as an RIAM student:

RIAM Students' Union
riamsu@gmail.com