

Erasmus exchanges  
at The Royal Irish Academy of Music

Information for outgoing 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 academic, cultural, social and personal benefits of participating in the ERASMUS programme are enormous. Feedback from returned students shows that the intellectual challenge of studying/working in a European environment is exceptionally rewarding and that language skills improve dramatically.

Many students preparing to participate in the ERASMUS programme voice concerns about the financial aspects of the ERASMUS experience. Whilst students are not charged for tuition at the host institution, they will need to budget for flights, food, accommodation and other general expenses. The ERASMUS grant is intended as a contribution to the overall cost of the year abroad, to cover the cost of living differential associated with living abroad. The ERASMUS grant will be approximately between €1,300 - €1,800 per student for a full year abroad (varies per country and for period spent abroad). 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 in Europe if:

- You are a registered student in the RIAM on our Bachelor, Master and Doctorate programmes
- You have the approval of your teacher and the RIAM
- A bilateral agreement is in place between the RIAM and the Institution of your choice

## 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](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 abroad. This will record your results with the credits and grades achieved.
- Full academic recognition from the RIAM for credits achieved during the ERASMUS study period abroad, in accordance with the learning agreement.
- Not to have to pay fees to the host institution for tuition, registration, examinations or access to laboratory and library facilities during your ERASMUS studies.
- Your student grant or loan from Ireland to be maintained while you are on Erasmus
- A contribution towards expenses from the HEA and processed through the RIAM

## As an ERASMUS student, you are expected to:

- Respect the rules and obligations of the ERASMUS contract with the RIAM and the host institution
- Ensure that any changes to the learning agreement are agreed in writing with both the RIAM and host institution 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.

## Language Skills

Conversational language classes in Italian, German and French are available to students the year before their Erasmus exchange on RIAM premises, given by RIAM staff. For more intensive language learning we recommended the Alliance Française, Goethe Institut or Italian Institute of Culture, all located close to RIAM.

## RIAM ERASMUS partners

Please refer to the ERASMUS page on the RIAM website.

## 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 the RIAM, signed by you and the academic supervisor, and then forwarded to the host institution to be counter-signed by the International Relations Coordinator and academic supervisor, 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 the RIAM. 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 the RIAM can advise you further on what you are required to achieve.

**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.** 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 RIAM and at your host 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.* If you need further guidance on the course/modules you require, please contact Deborah Kelleher (dkkelleherdeborah@gmail.com)

## Application for an ERASMUS Exchange

Deadline for receipt of all applications to be processed is 1<sup>st</sup> February each year. No applications will be processed after that date.

All RIAM 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
- A completed ECTS Learning Agreement, signed by RIAM
- An unedited CD of your performance of approximately 15 minutes duration

## Registration

Once accepted, RIAM students will be issued with an offer by e mail or letter and you will also be sent details of registration dates and procedures by the host institution.

## Results

An ECTS Transcript of Records must be prepared and sent to RIAM at the end of your study period in RIAM.

## Essential Documents to bring with you abroad:

- A current passport **which will remain valid until after the end of your study exchange period.**
- Student Identity card (from RIAM).
- The new **European Health Insurance Card (EHIC)**, which entitles you to free health care services whilst you are staying abroad. This card replaces the E111/E128 forms.
- Your completed contact details for your stay abroad.
- Any further forms required by the host institution

## Useful contacts at RIAM for further information

General information re ERASMUS

Deborah Kelleher  
dkkelleherdeborah@gmail.com

Information re Admissions procedures

Sinead Heyenga  
sineadheyenga@riam.ie

**36 – 38 Westland Row**  
**Dublin 2**  
**Ireland**