

## ERASMUS Incoming FAQs- MTU Cork Campus

### 1. How can I apply for an Erasmus study exchange at MTU?

The first step in applying is to get in touch with the Erasmus office of your own university. They will check if you are eligible to participate in Erasmus, whether they have an active partnership with MTU, within your study field, and, finally, they will officially nominate you to MTU if your application has been approved by your academic department.

The official nomination information to be provided by your Erasmus office is outlined below, and the nomination should be emailed to ([erasmus@cit.ie](mailto:erasmus@cit.ie)):

- Name of student
- Title of student's degree course at home university
- MTU Department to which student is applying
- Student's personal email address
- Whether student is applying for the full academic year, the autumn semester only, or the spring semester only.

After receiving your official nomination, we will email all nominated students the link to the application procedure, which you should read and follow carefully while ensuring you submit your full application by the application deadline.

The post nomination email format send to you will be as follows:

### 2. When should I apply for a study exchange?

#### **Application deadlines for Autumn Semester 2021 or Full Academic Year 2021/22:**

Nomination Deadline: 1st April 2021

Application Deadline: 30th April 2021

#### **Application deadlines for Spring Semester 2022:**

Nomination Deadline: 1st October 2021

Application Deadline: 31st October 2021

### 3. What documents will I need to include with my application?

Application Form, which can be downloaded [here](#).

Learning Agreement, which can be downloaded [here](#). (Alternatively, you can check with your home institution if they use the [Online Learning Agreement](#))

- CV/resume
- Your latest transcript of results

- A scanned copy of your European Health Insurance Card.
- A scanned copy of the photo page of your passport or a copy of your national ID card.

#### 4. Where do I send the documents?

Completed applications should be emailed to: [erasmus@cit.ie](mailto:erasmus@cit.ie) by the relevant deadline indicated above.

Please note that we will not accept incomplete or late applications. A confirmation email will be sent to you acknowledging the receipt of your complete application

#### 5. Where do I find the academic Calendar including finish & start dates at MTU?

The academic Calendar is usually posted on the MTU website during July-August for the academic year starting in September. Link Here [CIT - Cork Institute of Technology - Semester dates and calendar](#)

#### 6. Which Modules I can choose for My Learning Agreement?

Please note that all module queries must be addressed to and approved by your Erasmus academic coordinator in MTU - list available here : [Erasmus Coordinators OUTGOING sept 2020.pdf \(cit.ie\)](#)

The modules must also be approved by the Erasmus academic coordinator/Head of department at your home university.

The modules you can choose will be in concordance with the Area of Study outlined in the active partnership between the two institutions.

The list of courses by department is outlined here: [MTU CORK CAMPUS- A-Z Listing of Degree Courses at MTU Cork](#)

You must **ONLY** choose modules offered by the **Department to which you have been nominated, and where possible, from the same course and year.**

It is extremely unlikely that you will be allowed to enrol in modules offered by other Departments (e.g. mixed Computing, Business or Sports modules). You must therefore limit your choices to modules and courses offered through the department to which you have been nominated.)

#### **Always have a Plan B!**

Selecting modules from different programmes, or from different years within a programme, is likely to create clashes in your timetable. Your MTU Erasmus academic coordinator will help you to select the most suitable alternative module/s.

Deciding to take all of your modules from one programme and year has the added advantage that you will become an integral part of a class. You will get to know your classmates quite well, as everyone is taking the same subjects.

Below is an example of a semester selected from a programme:

Click on <https://courses.cit.ie>

Marketing & International Business

[courses.cit.ie/index.cfm/page/course/courseId/2168](https://courses.cit.ie/index.cfm/page/course/courseId/2168)

This means YEAR 3, Semester 1 (Winter semester)

### Stage 3 / Semester 1

Mandatory

Module Code	Module Title
LEGS7010	<a href="#">Marketing Law and Ethics</a>
MRKT7013	<a href="#">Advertising and Promotion</a>
MGMT7008	<a href="#">Global Marketing Strategy</a>
MRKT7021	<a href="#">Digital Marketing Strategy</a>
MRKT7017	<a href="#">Business to Business Marketing</a>

These modules are all mandatory for full-time students. All modules are worth 5 ECTS. CIT students take SIX modules per semester. As these 5 are all mandatory for this semester, this means that only 1 elective module must be chosen.

Elective

Module Code	Module Title
LANG7006	<a href="#">Working with German</a>
LANG6033	<a href="#">Working with Spanish</a>
LANG8016	<a href="#">Working and Living in France</a>
MGMT7062	<a href="#">Introduction to Supply Chain</a>
FREE6001	<a href="#">Free Choice Module</a>
MRKT7016	<a href="#">Event Management &amp; Promotion</a>

Students choose ONE of these elective modules this semester.

(NOTE: Incoming Erasmus students may not take a module in their native language!)

NOTE:

Semester 1 = Winter Semester

Semester 2 = Summer Semester

## 7. What ENGLISH LANGUAGE SKILLS are required to apply?

All Incoming Erasmus students are required to have a level of English language proficiency which will enable them to understand lectures, actively participate in classes and seminars and to sit examinations in the English. Ideally, students should have level B2 on the CFER scale, but at a very minimum level, B1. [www.coe.int/lang-CEFR](http://www.coe.int/lang-CEFR)

## 8. When will I be informed if I am accepted or not?

Applications will be reviewed by the CIT Erasmus academic coordinator in the relevant department. When your application has been approved by the receiving department, you will receive a confirmation of acceptance email from the CIT Erasmus office. You can then start to prepare all other practical matters related to your stay in Cork.

This process usually takes 4 to 6 weeks following the application deadline.

## **9. How can I find accommodation?**

Applicants should not book or pay for accommodation until they have received a confirmation of acceptance email from the Erasmus Office. In this uncertain era of COVID-19, the Erasmus office may advise students to delay booking accommodation until a final decision has been made about Erasmus exchanges going ahead for the semester when you are due to come to MTU. As stated above, acceptance emails will be sent out to accepted students after the applications have been reviewed by the receiving departments.

To book your accommodation please follow the steps which will be indicated in your acceptance email.

## **10. Who do I contact if I have a question regarding modules, module selection, Learning agreement and academic delivery?**

Please note that all module queries must be directed to your academic coordinator in MTU- List available here : [Erasmus Coordinators OUTGOING sept 2020.pdf \(cit.ie\)](#)

The Erasmus Office ([eramus@cit.ie](mailto:eramus@cit.ie)) supports all of the practical arrangements related to your Erasmus exchange, whilst the Erasmus academic coordinator in each department provides information and guidance on academic matters.

## **11. Who signs my Learning Agreement at MTU?**

Your Learning Agreement requires 3 signatures. Your signature, the signature of the academic coordinator or head of department at your home institution and the signature of the Erasmus academic coordinator in your host department at MTU.

List of MTU Erasmus academic coordinators is available here:

[Erasmus Coordinators OUTGOING sept 2020.pdf \(cit.ie\)](#)

## **12. Is it ok if I arrive later than the official start date in January due to exams taking place in my home institution? \*Spring Semester applicants**

You should notify your MTU academic coordinator (copying the Erasmus office) to inform them if your arrival will be delayed due to later examinations at your home institution. You can discuss this with your academic coordinator in MTU after nomination stage.

## **13. When does orientation take place and what does it involve?**

Orientation for students starting in September usually takes place during two days prior to official academic start date. Attendance is mandatory.

Orientation for students starting in January usually takes place during one day prior to the official semester start date.

In view of the various challenges presented by COVID-19, at the start of the spring semester 2021, a special two-week programme of presentations and activities was arranged for incoming students, prior to the start of the semester. This meant that the programme could be followed both by students

who had already arrived in Cork and were self-isolating, and also students who had not yet travelled to Cork.

To find out more about what to expect during orientation please watch this short video: [Orientation Programme: What to expect?](#)

#### **14. Who signs my Certificate of arrival and certificate of departure (documents required by your home university to pay your grant)?**

The Erasmus Office ([erasmus@cit.ie](mailto:erasmus@cit.ie)) will sign your Certificate of Arrival and Departure at the start and end of your mobility.

Please have these completed with your name and details prior to sending it to us for signature. Incomplete and blank certificates will not be signed.

#### **15. When will I receive my transcript of records?**

For Autumn semester students, your transcript will be issued officially to your home institution in February after the end of your mobility.

For Full year and spring semester students, your transcript will be issued to your home institution in July after the end of your mobility.

#### **16. How do I apply for an Erasmus funded internship with MTU?**

Students wishing to apply for an Erasmus-funded internship in CIT should be aware that the number of internships available for incoming students is limited. Consequently, priority is always given to students from CIT's Erasmus partner institutions, where Erasmus traineeship is included in the bilateral agreement.

Such applications are subject to the incoming application deadlines and procedures given above. Any student applying for an Erasmus traineeship, whose home institution is not a partner institution of CIT, should arrange for their Erasmus Office to send the initial enquiry on their behalf to [erasmus@cit.ie](mailto:erasmus@cit.ie)

The Erasmus Office will then forward the request to the relevant host department or centre. If the student is offered an internship by the department/centre, then they should forward a copy of the acceptance email to [erasmus@cit.ie](mailto:erasmus@cit.ie) and complete the [Internship application form](#) and the [Erasmus learning agreement for traineeships](#) .

These should be scanned and emailed to: [Erasmus@cit.ie](mailto:Erasmus@cit.ie) before the application deadline for the semester during which the internship will take place.