**DUBLIN INSTITUTE OF TECHNOLOGY**

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>>> "Peter Dalton" <peter.dalton@dit.ie> 1.4.2015 18:14 >>>

Dear Martina ,

I would like to introduce myself, my name is **Peter Dalton** going forward I am going to be managing the Erasmus+ Programme here in DIT in the International Office. My colleague Caoimhe Mulhall has undertaken a new role as Regional Recruitment Manager for India, Pakistan, Nepal & Sri Lanka here in DIT and we wish her all the best in this role. Thankfully she is still here(although she is currently in India) so she will be guiding me through the processes in due course.

Thank you all again for your continued support and I look forward with dealing with you in the future.

Kind Regards

Peter

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Peter Dalton

Exchange/Erasmus Coordinator

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**Tel: +353 1 402   3404 |**

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>>> "Caoimhe Mulhall" <caoimhe.mulhall@dit.ie> 15.8.2014 16:45 >>>

Greetings from Dublin!

Thank you to those who have sent us nominations and applications to date for the Second Semester of Erasmus+ 2014/2015.

For this coming semester this email will be our Information sheet, as the  information is available on our website.

A listing of relevant links can be found below.

|  |
| --- |
| [**Incoming Student Application Information**](http://www.dit.ie/study/erasmus/incomingstudents/) |
| [**Accommodation**](http://www.dit.ie/study/erasmus/incomingstudents/accomodation/) |
| [**Induction**](http://www.dit.ie/study/erasmus/incomingstudents/dublininformationwelcomeweek/) |
| [**English for Academic Purposes**](http://www.dit.ie/study/erasmus/incomingstudents/englishforerasmusstudents/) |
| [**Academic Queries**](http://www.dit.ie/study/erasmus/incomingstudents/academiccoordinators/) |
| [**Contact the Office**](http://www.dit.ie/study/erasmus/contacttheexchangeoffice/) |

Please note the following:

**Semester two closing date for receipt of completed, signed soft copy (one PDF file) applications:**

**07 November 2014**

We cannot guarantee that nominations received after the 31st of October 2014 will be processed therefore should you submit a nomination after this date please be sure to direct your students to the application link above.

**Late Applications cannot be accepted under any circumstances. In order to be fair to all partners no exceptions can be made on this.**

* JPEGS and GIFFS cannot be accepted. Applications received in multiple files will not be accepted
* Applications should be named as follows: FirstName.Surname
* Applications should be submitted by sharing through Dropbox to incoming@dit.ie .
* Applications can also be submitted to incoming@dit.ie.
* Applications should be submitted only once, not multiple times.
* **Inter-Institutional Agreement Numbers need to be adhered to.** Due to the large number of incoming students we must keep to the numbers and durations outlined in the agreements. Only in cases where we can confirm a matched exchange this year in increased student numbers & durations can these requests be considered.

**Staff Mobility**

Please note that the DIT will host an International Staff Training Week from the 01st-05th December 2014. A full schedule on this week will be sent to all partners as soon as is possible, along with application information. This will be the only week DIT International Office will be able to host partner institutions in the Academic Year 2014/2015.

Looking forward to receiving your students in January 2015.

Best

Caoimhe & Marion

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**Caoimhe Mulhall & Marion Bienert**

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>>> "Caoimhe Mulhall" <caoimhe.mulhall@dit.ie> 21.3.2014 15:33 >>>

Dear Partners & Colleagues,

Greetings from Dublin!

Thank you to those who have sent us nominations and applications to date for next academic year 2014/2015.

I am writing to advise you on the nomination and application procedures for our next intake of students for 2014/2015.

* **Semester One & Full Year Closing Date -**
	+ **NOMINATIONS: 22nd April 2014**
	+ **Receipt of Complete Softcopy Applications: 25th April 2014.**
* We cannot guarantee any nominations received after the 22nd April will be processed. Students nominated after the 22nd April should proceed directly to the application information page available here: <http://www.dit.ie/study/erasmus/incomingstudents/>
* **Late Applications cannot be accepted under any circumstances.**
* Applications should not need to be sent in HARD COPY. Soft Copy versions are accepted for application purposes.
* Applications should be submitted as **ONE PDF file**. JPEGS and GIFFS can no longer be accepted. Applications received in multiple files will not be accepted
* Applications should be named as follows: FirstName.Surname
* Applications should be submitted by sharing through Dropbox to incoming@dit.ie .
* Applications can also be submitted to incoming@dit.ie.
* Applications should be submitted only once, not multiple times.
* **Inter-Institutional Agreement Numbers need to be adhered to.** Due to the large number of incoming students we must keep to the numbers and durations outlined in the agreements. Only in cases where we can confirm a matched exchange this year in increased student numbers & durations can these requests be considered.

Further information is available in the attached document.

Our Own Outgoing Student Nominations will be sent on or before the 04th April 2014.

Looking forward to receiving your students in September 2014.

Best

Caoimhe & Marion

>>> Caoimhe Mulhall <caoimhe.mulhall@dit.ie> 11.3.2013 13:24 >>>

Dear Partners & Colleagues,

As our 2013/2014 application period opens I am writing to advise of our closing dates and changes to the incoming **application procedures for 2013/2014**.

I attach our information sheet for 2013/2014.

Full application procedures are available here

The main changes are:

* **Semester One & Full Year Closing Date:**  **NOMINATIONS: 15th April 2013     &    Receipt of Complete Softcopy Applications: 26th April 2013**
* Applications do not need to be sent in HARD COPY. Soft Copy versions are accepted for application purposes.
* Applications should be submitted as **ONE PDF file**. JPEGS and GIFFS can no longer be accepted. Applications received in multiple files will not be accepted.
* Applications should be named as follows: FirstName.Surname
* Applications should be submitted using the following Dropbox link. [**https://www.dropbox.com/sh/h2koijnetffgbep/ffKqux0fwI**](https://www.dropbox.com/sh/h2koijnetffgbep/ffKqux0fwI)
	+ A Dropbox account will be required to submit your application via this link and more details can be found here: <https://www.dropbox.com/>
* Applications can also be submitted to incoming@dit.ie
* Nominations received after the closing dates may be processed if received prior to the closing date for applications.
* Late applications will not be accepted.
* Bilateral Agreement student numbers must be adhered to for 2013/2014 due to a reduction of resources in the DIT.

We are updating our partner contact information details. Please fill in your information at the following link:

<https://docs.google.com/forms/d/17DjPhzPuxtf3KnKz_a8XZ9r8bES2F8F3qq-9c9ih84k/viewform>

Our own Outgoing Student nominations will be sent to you by the 5th April 2013.

We look forward to welcoming your students in 2013/2014.

Kind Regards

Caoimhe

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**Caoimhe Mulhall**

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