



# University College Dublin

## UCD International

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## Study Abroad Declaration

Academic Year 2017/18

As a student going abroad on one of University College Dublin's Study Abroad places, whether through Erasmus or another university exchange programme, we must ask you to note the academic and discipline requirements that apply to all UCD Study Abroad places. **Please read the sections below and sign at the bottom of the page to show that you understand and abide by this declaration.** One signed copy should be returned to UCD's International Office and a copy should be retained for your records.

### 1. Study Requirements and Academic Approval

In order to go abroad on an exchange, there are certain academic requirements you must fulfil. Arts and Social Science students must have progressed to Stage 2, have earned at least 110 appropriate credits at Stages 1 and 2, and must have met all subject requirements. All other students must be eligible to proceed to the next stage of their programme. If you have any doubts about this after the exam results are released during the summer, please contact your Programme Office or the International Office for clarification.

During your study abroad period, you must pass an agreed minimum number of courses. On the Erasmus Programme, this minimum is defined in terms of European Credit Transfer System (ECTS) credits, under which a full year's work is rated at 60 credits and a semester's at 30 credits. The number of courses/credits/hours required by University College Dublin varies between Schools and you must check with your UCD academic co-ordinator regarding the exact number you are obliged to obtain. You are advised to ask your co-ordinator to confirm this in writing. For some Erasmus exchanges, particularly the 'open' places co-ordinated by the International Office and all Science exchanges, students are required to get approval in advance from the appropriate academic co-ordinator in UCD for all courses they intend to take while on exchange.

Please note that students who do not gain the required number of courses/credits/hours will be deemed to have failed the study abroad semester or year. Those of you who transferred from the BA or BSocSc programmes to the BA/BSocSc International will no longer be eligible for the International degree but will be permitted to take courses leading to the BA or BSocSc degree. Where you are required to resit an exam, normal resit/repeat fees will apply.

### 2. Behaviour – you are a UCD Ambassador

You will be a registered student of University College Dublin while abroad and will be subject to the regulations both of UCD and of your host university. As a UCD student, you represent the university and we expect and require you to behave accordingly, observing the regulations and the code of conduct of the university and country in which you are staying. Bad behaviour jeopardises study abroad places for future students and harms the reputation of both your own University and Ireland. While abroad, you are still subject to normal UCD student discipline procedures, and we would particularly ask you to remember this in relation to alcohol consumption and drug abuse. In addition, if we receive a report from a partner university of serious misbehaviour, we reserve the right to recall you. Students who are recalled will not receive academic credit for their study abroad and will therefore be obliged either to repeat the semester or lose the 'International' status of their degrees.

As a representative of UCD in your host university, you are expected to help your host university promote UCD as an exchange destination and help out at any exchange promotional events organised such as a Study Abroad Fair.

### 3. Accommodation

Students should be aware that student accommodation is not always offered or made available by UCD's partner universities. While University College Dublin will try to advise in relation to your accommodation abroad, you should note that UCD's contract with the host universities is an academic contract only. Where student accommodation is not offered by the partner university, it is strongly recommended that you make suitable arrangements before term commences in order to secure reasonable accommodation for your stay abroad.

### 4. Financial Responsibilities

During your time studying abroad, you remain a registered UCD student and you are therefore required to pay tuition and other required fees to UCD. As an Erasmus exchange student, you will not be liable to pay tuition fees at your host university. Some Universities may require the payment of some fees to attend language courses or to cover services such as mandatory transportation passes, liability insurance, student unions etc. Students are liable to pay those fees.

Students are responsible for all other costs relating to their participation in the exchange programme at the host Institution including, but not limited to, accommodation expenses, personal and living expenses, travel and related costs, books, school supplies, medical and other type of insurance.

### 5. Insurance

Students are responsible for ensuring that they have adequate travel and health insurance during their time studying abroad. If your host University has a compulsory health insurance scheme, please make sure that you are fully aware of its terms and conditions as well as the extent of the coverage.

### 6. Well-being abroad

Your safety abroad should always be your priority. You should familiarize yourself with UCD Travel Safety guidelines available at [www.ucd.ie/t4cms/UCD%20Travel%20Safety%20Guidelines\\_Rev%201\\_Nov\\_2016.pdf](http://www.ucd.ie/t4cms/UCD%20Travel%20Safety%20Guidelines_Rev%201_Nov_2016.pdf). If you suffer from an ongoing medical condition that may require attention during your time abroad, it is your responsibility to seek the relevant approval and advice from your medical practitioner in advance of your study abroad period. You should also investigate the availability in your host country and host institution of any supports that you may require while abroad.

Name of student in capital letters: \_\_\_\_\_

UCD student number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_