



UCD Global

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Exchange Terms and Conditions

Herewith I declare that:

1. I will be travelling abroad entirely of my own volition.
2. I understand that I may not receive a place and exchange is not a guaranteed opportunity.
3. It is my responsibility to ensure that I have carried out research on and ensured that the universities I am applying to offer enough modules that are suitable for me. I understand that even though there may be modules available, these are not guaranteed. In the scenario where I am unable to obtain the necessary classes I recognise that my exchange may be cancelled.
4. I understand that if I am a transfer student to UCD, I must provide sufficient proof of grades from my previous institution that have been officially converted to the UCD GPA. If I cannot provide this, I consent to my Stage 2, Trimester 1 results being the sole indicator for my GPA that will be used to assess my application.
5. I understand I must get approval from the relevant UCD College and Academic/School Exchange Coordinator.
6. I understand it is my responsibility to complete the application process at the host university and have made myself aware of the correct application deadline.
7. I understand the UCD Academic Requirements relating to exchange and will meet programme specific requirements (see below).
8. I understand that it is my responsibility to acquaint myself with a host university's language requirements and to ensure that I meet these requirements.
9. I understand that if I need extra support it is my responsibility to contact the equivalent of the UCD Access and Lifelong Learning Centre at the host university.
10. I have researched the host university and am aware of its location, facilities, transport links and accessibility.
11. I have familiarised myself with the host university's academic calendar and understand that it may differ significantly from UCD's calendar.
12. It is my responsibility to find accommodation and I understand that not all universities provide accommodation options. I am required to inform myself of all deadlines for accommodation and deposits.
13. I consent to my name and UCD email address being shared with students going to the same region, and future students going to the same region.

14. I will correctly register at UCD and pay the applicable registration fee (no tuition fee is due at the host university). If I have issues or queries regarding my UCD registration, I understand I must contact my UCD College
15. I am responsible for all costs relating to participation in the exchange programme at the host university including, but not limited to, accommodation expenses, personal and living expenses, travel and related costs, books, school supplies, medical and other types of insurance.
16. I am aware that UCD does not provide travel insurance nor health insurance, nor accident and/or any form of liability insurance.
17. I will take full responsibility to familiarise myself with the [UCD Insurance Requirements](#) and to ensure that I am adequately insured for the purpose and duration of my stay abroad. I am aware that some host universities may require me to purchase a specific insurance plan. Prior to departure, I am responsible for submitting accurate details for my travel insurance policy to UCD via the International SOS (ISOS) Travel Ready Form.
18. I will familiarise myself with the UCD Travel Safety Guidelines ([see Travel Safety and Insurance Guidance Documents](#)).
19. I will follow all instructions in relation to registering with International SOS and, prior to departure, I will submit the ISOS Travel Ready Form and familiarise myself with ISOS resources and services available to me before and during my exchange. While on exchange, I will interact with all messages from ISOS and UCD to confirm my safety.
20. I will stay informed about the security and public health situation of the country/countries to which I will be travelling, and I understand my exchange is subject to the travel and health advisories in place at the time. In case of changes to the situation of my host country during my exchange, I will comply with any instructions issued by the UCD and/or my host university. Alternatives to physical mobility may be suggested in the event of these changes.
21. I will check whether I need a visa/residence permit during my stay abroad. I will take full responsibility to ensure that my stay abroad is legal and that I have the appropriate visa/residence permit. It is my responsibility to obtain a visa if it is required to travel to my host country. I will familiarise myself with the logistics and rules of this visa, and if unsure will contact the host university or relevant embassy/consulate
22. I understand that my visa may not allow me to work in the host country.
23. I am aware of any health risks related to my stay abroad and will take whatever precautions necessary, including the required vaccinations. For more information, please contact your health service provider, or see the [DFA travel advice](#) and [WHO advice](#) information pages.
24. I will respect local customs and obey the local laws. All consequences (e.g. legal, financial) resulting from not adhering to local customs and/or laws are my own responsibility.
25. I will make myself aware of the rules and policies of the host university, particularly in relation to disciplinary matters and agree to abide by them. I consent to information relating to any disciplinary matters being shared between the host institution and UCD.

26. I will fulfil an ambassador's role at the host university, and I will be subject to the regulations of both UCD and the host university. I will also help the host university promote UCD as an exchange destination, and assist at any exchange promotional events organised (e.g. a Study Abroad Fair).
27. When my exchange is complete it is my responsibility to ensure my transcript is uploaded onto the UCD system and my exchange report is submitted to the relevant coordinator in UCD. Failure to do so may affect my progression at UCD.

Academic Requirements While Studying Abroad

In order to be awarded the relevant credits for your study abroad period, you are required to pass a number of modules/credits while abroad. Your academic requirements abroad are determined by your UCD College. It is the student's responsibility to become fully familiar and comply with those requirements.

Students who transferred from the 3-year BA or BSocSc programmes to the 4 year BA/BSocSc International, and failed their year abroad, will not be eligible for the International degree. These students will return to the 3-year BA or BSocSc degree. If you are required to resit an exam, normal resit/repeat fees will apply.

Minimum Required Credits for Going on Exchange

Students must have a minimum GPA of 3.0 to be considered for destinations Outside of Europe and a minimum GPA of 2.8 to be considered for destinations Inside of Europe.

Stage at time of Application	Completed Stage	Minimum Credits
Stage 1	N/A	50 by the end of Stage 1
Stage 2	Stage 1	110 by the end of Stage 2
Stage 3	Stage 2	170 by the end of stage 3
Stage 4	Stage 3	240 by the end of stage 4
Graduate	As per programme requirements	

College of Science Requirements:

<https://www.ucd.ie/science/study/currentundergraduatesciencestudents/erasmusandnoneuexchange/>

For BSc Sustainability students, please contact your coordinator for your requirements, as they may differ from other College of Science requirements.

Engineering:

<https://www.ucd.ie/eacollege/study/engineeringinternationalprogrammes/erasmusnon-euexchangeprogramme/>

Architecture:

<https://www.ucd.ie/a pep/study/internationalprogrammes/erasmusnon-euexchangeopportunities/>

College of Social Sciences:

<https://www.ucd.ie/socscilaw/undergraduateandgraduatesocialsciencesstudents/programmeinformation/bscsocialsciences/outgoingexchangeanderasmus/>

College of Arts & Humanities:

<https://www.ucd.ie/artshumanities/bahumanities/stage3/exchange-bahumanities/>

Students should also have met any additional eligibility criteria as dictated by their UCD College and programme, and the partner institution.

If you wish to clarify any of these terms and conditions, please contact exchanges@ucd.ie.