



Exchange Terms and Conditions

Herewith I declare that:

1. I will be traveling abroad entirely of my own volition.
2. I understand I must get approval from the relevant UCD College and Academic/School Exchange Coordinator.
3. 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.
4. I understand the UCD Academic Requirements relating to exchange and will meet programme specific requirements (see below).
5. 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.
6. I have researched the host university and am aware of its location, facilities, transport links and accessibility.
7. I have familiarised myself with the host university's academic calendar and understand that it may differ significantly from UCD's calendar.
8. 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.
9. 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.
10. I will correctly register at UCD and pay the applicable registration fee (no tuition fee is due at the host university).
11. 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.
12. I am aware that UCD does not provide travel insurance nor health insurance, nor accident and/or any form of liability insurance.
13. I will take full responsibility 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.
14. I will familiarise myself with the UCD Travel Safety Guidelines: <https://bit.ly/2THpLbN>.
15. 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 offered in the event of these changes.
16. 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.
17. I understand that my visa may not allow me to work in the host country.

18. 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 <http://www.who.int/countries/en/>.
19. 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.
20. 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.
21. 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).
22. 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

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	

Note that Science students are required to have obtained 120 credits by the end of Stage 2.

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

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