

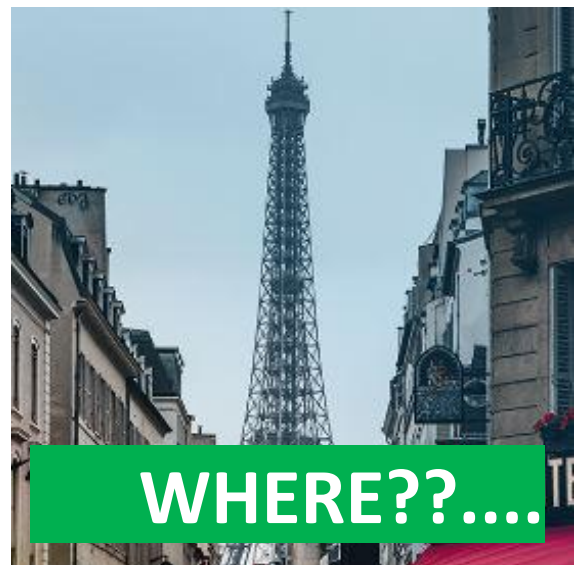


OUTGOING STUDENT EXCHANGE 2023/24

BSc SOCIAL SCIENCES PROGRAMME HANDBOOK



WHEN??



WHERE??....

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Jargon Buster

Academic/Erasmus coordinator - An Exchange Coordinator is a member of faculty within a School who assists and advises students interested in or undertaking an exchange. In particular they are responsible for advising students on subjects' selections, signing of Online Learning Agreement (Erasmus exchange) and Module Course approval (Outside of Europe exchange) on SIS Web.

Arrival certificate (for Erasmus students only) - This certificate should be signed by the host university and confirms that you have arrived at the host institution. After this has been returned the first instalment of your grant can be paid.

Completion certificate - To confirm your departure from exchange, and calculate your exact Erasmus Grant, a Completion Certificate will need to be submitted. This certificate will be e-mailed to you by UCD Global, and you can fill in the last date of classes and your exams. You will then need to get this document signed and stamped by the Host university, no more than three days before the aforementioned date of completion.

Course approval form/module approval form - The purpose of this online form is to receive UCD's academic approval for the modules/courses you wish to study in the host university outside of Europe ensuring that your module selection is suitable for your programme of study. When you are nominated you will be asked to complete them on UCD SIS platform and get them signed by your Academic Coordinator.

Course workload - outside of Europe institutions don't use the ECTS system. This is the amount of (credits, hours, units) you are required to study in a partner university. Your Academic Coordinator will have to approve it for you.

Erasmus - refers to study abroad opportunities within the European Union. Erasmus exchanges are generally subject-specific with a grant available for your time abroad.

ECTS - The European Credit Transfer and Accumulation System (ECTS) is a tool of the European Higher Education Area for making studies and courses more transparent. It helps students to move between countries and to have their academic qualifications and study periods abroad recognised. ECTS allows credits taken at one higher education institution to be counted towards a qualification studied for at another. ECTS credits represent learning based on defined learning outcomes and their associated workload.

Erasmus+ International credit mobility - is a global scholarship and exchange programme funded by the European Union. International Credit Mobility (ICM) supports the mobility of individuals enrolled or employed at a higher education institution (HEI), from a Programme Country to a Partner Country or vice versa.

Erasmus open places - They cover multiple subjects and are coordinated by UCD Global. Some places are only available to students at certain colleges.

Erasmus+ programme - Erasmus+ helps organise student and doctoral candidate exchanges within Erasmus+ Programme countries and to and from Partner countries.

Erasmus subject specific places - the universities you can study abroad at are dependent on what you're studying.

Exchange - provides students with an opportunity to study outside of the EU, across destinations in Asia, North America, South America and Australasia.

GPA Neutral - the grades you earn during your time abroad do not count towards your final GPA calculation. More information on this can be found here [UCD College of Social Sciences and Law | DN700 GPA calculation](#)

Host university application - Once you have been successfully nominated, you are required to complete an application for the host university. This may include details surrounding your motivation to study abroad and personal details such as confirming your identity and setting up your details to access their student portal.

Minimum GPA - This is the lowest GPA you can have to qualify for study abroad. It is 3.08 in most cases but you should check [UCD College of Social Sciences and Law | Outgoing Exchange and Erasmus](#) to see what GPA is required for your course and how it is calculated.

Online application system - The online application system is available on your UCD SISWeb online platform/Programme Services/My exchanges. Students can start to apply when it becomes open, usually in late November and up until the January deadline. The application form is short and asks you to select the universities you would like to apply to study abroad in. All (both Erasmus and outside Europe) preferences will be listed on the same application form.

Online learning agreement - The purpose of this form is to receive UCD's academic approval for the modules/courses you wish to study in the host university as a part of Erasmus exchange, ensuring that your module selection is suitable for your programme of study. When you are nominated you will get access to Online Learning Agreement platform. UCD Global will send you instructions.

Partner university - A university from Europe or outside of Europe that UCD has an exchange agreement with. This means students from that university can study abroad in UCD and they can also host students from UCD to study abroad there.

Report form - Erasmus students are required to complete an Erasmus Student Report form when their exchange finishes. This is an online report and you will receive an automatic email soon after the end date of your exchange. Outside of Europe Exchange students are required to submit a report

providing feedback on their trimester/year abroad to UCD Global. This will be emailed to you shortly after the end date of your exchange.

Social Sciences Exchange Programme Manager - a member of staff who can provide students with general information about exchanges whether you're thinking about studying abroad or have already been nominated.

Successful nomination - The applications made by Social Sciences students are reviewed by relevant staff in the College and UCD Global team. If you have been successfully nominated, UCD Global will contact you regarding next steps.

UCD Global aims to contact students usually by mid-March with the outcome of their applications.



Introduction

The College of Social Sciences and Law actively encourages our students to participate in exchange programmes abroad. These include Erasmus (European Region Action Scheme for the Mobility of University Students) exchanges to universities within Europe, and university-wide exchanges to distinguished universities around the world.

Studying abroad provides you with a unique opportunity not only to enrich your academic education but also to gain invaluable intercultural, language, social and civic skills. Studying abroad can build on your own life experiences, giving you fresh perspectives and new directions. It is not just about seeing and visiting new places, it is about living in that place, forming friendships there, experiencing a different university system and their expectations, learning the local language, and discovering the culture, history and politics of the country.

Everything you need to know about applying, preparing for exchange as a Social Sciences undergraduate student through to returning to UCD after exchange is contained in this guide - so read it cover-to-cover!



<h3>Why go on exchange?</h3> <ul style="list-style-type: none"> • New learning experience • Adventure and travel • Friendship • Life Skills • Fun! <p>Things to consider:</p> <ol style="list-style-type: none"> 1. Eligibility 2. Language Skills 3. Funding 4. Courses available in host universities 5. Where you can go and when? 	<h3>Financial considerations</h3> <ul style="list-style-type: none"> • Tuition Fees- you are only required to pay UCD tuition fees • Cost of living abroad- consider initial expenses, monthly costs and extras • Budgeting assistance- see the UCD Global website for more info <p>Grants/Scholarships:</p> <ul style="list-style-type: none"> • Local Authority Maintenance Grants • Erasmus Grants • Erasmus+ International credit mobility • Universitas 21 
<h3>Application checklist</h3>  <p>Make sure to check out the student handbook for further details about the study abroad checklist</p>	<h3>Before you go</h3> <ul style="list-style-type: none"> ✓ Attend exchange information sessions in UCD Global and in the College of Social Sciences and Law for your programme. ✓ Register with the host university following their guidelines (when nominated to go on exchange). Depending on the duration of your exchange, ensure that you selected 30 or 60 ECTS credits modules and they were approved by your Academic/Subject Coordinator. <i>N.B. Students on exchange outside of Europe have to follow specific course workload requirements per university.</i> ✓ Travel and health insurance- UCD students who are selected to participate in outbound mobility must have appropriate travel insurance in place. Information on insurance requirements and International SOS is available on the UCD Global website ✓ Passport and visa advice: <ul style="list-style-type: none"> • Ensure that your passport is valid for at least 6 months after your expected return date. • If you are going on exchange outside of Europe, it is likely that you will need to apply for a student visa in your host country.
<h3>While you're there</h3> <ul style="list-style-type: none"> • Meet with your academic coordinator in the host institution to finalise your modules- Learning Agreement should be signed by your host academic coordinator no later than 4 weeks after your arrival. • Erasmus students only: Your Arrival Certificate completed and signed by your host university should be uploaded to your Arrival portal on UCD SISweb. • Banking abroad- If you decide to open a bank account while abroad, you will need a Valid Passport, Valid visa (if you are staying in a non-EU country, or if you are a non-EU national), Confirmation of your address in the host country and Confirmation that you are a student at your host university. • Attend classes • Examinations abroad- Assessment methods at the host Universities may differ significantly from UCD. It is your responsibility to ensure you fully understand the requirements and assessment of the modules you take abroad. • Extenuating circumstances- Please contact exchanges@ucd.ie in UCD Global and/or CoSSL Programme Manager at outgoing.socialsciences@ucd.ie. • Student support- If you avail of specific student supports in UCD such as disability support, health services or counselling etc., it is important to make sure that they are also available to you in your host university. 	<h3>Returning to UCD</h3> <ul style="list-style-type: none"> • Completion Certificate (Erasmus students only)- To confirm your departure from exchange, and calculate your exact Erasmus Grant • Exam Results- It is your responsibility to ensure that an official transcript of records is returned to UCD as soon as you receive it. You must upload it on UCD SIS Web portal. Your Study Abroad period is GPA neutral. For details on how this impacts your final degree GPA, please see the Social Sciences website. • Complete Report/Evaluation • Volunteer to be a Peer Exchange Advisor • Sign up to the Buddy Programme- The Buddy Programme helps international exchange students get to know Irish students. • If you like to share your experience with other Social Sciences students please contact Exchange Programme Manager at outgoing.socialsciences@ucd.ie

Why go on exchange?

- New learning environment - study at some of the best universities worldwide and experience your subject/s in a different context, with a different approach and alternative teaching methods.
- Adventure and Travel - travel extensively and immerse yourself in a new culture.
- Friendship – some of the people you meet abroad will remain friends for life.
- Life skills – become more independent, self-confident, resourceful and resilient, and develop cross-cultural communication skills .
- Your degree. It’s an asset that is highly valued by employers who are seeking adaptable, resilient, and self-reliant recruits; and who have increased cultural awareness and experience of multicultural teamwork.
- Fun!

What to consider before you apply?

Before applying to go on exchange there are a few points you should consider. They include:

- **Eligibility:** Check the eligibility criteria for your subject combination or programme pathway within the BSc Social Sciences. See [Check My Eligibility](#) section below for direct links to the eligibility criteria for your subject combination.
- **Language Skills:** If you would like to study in a country that doesn't speak your native language, do you have sufficient language skills to get by on a day-to-day basis or in a classroom environment? Is English widely spoken? Does the host university offer relevant modules taught through English? Are those taught through English at Undergraduate level? If English is not widely spoken, we strongly recommend that you start studying the target country's language *before* you go, and that you make time for regular lessons once you are there.
- **Funding your time abroad:** What is the cost of living in your preferred destination? How do you plan to finance your time away? Are you eligible for a grant or scholarship?
- **What do you want to get out of your study abroad experience:** How long do you want to go for? Do you prefer the city or rural environments? Would you prefer to stay closer to home so it is easier to return for visits? Or are you happy to go further afield and not return during the academic year?
- **Courses:** What courses are available in the partner university? Are there enough modules on offer for you to study in your Social Sciences subject/s? Are there modules on offer that are unique to that university, that you may not get an opportunity to study elsewhere? What is the [partner university's world ranking in your subject\(s\)?](#)

Where can I go?

Where exactly you can go to study abroad is dependent on the combination of subjects you study.

For more information on where you can go with your specific subjects, consult [Outgoing Erasmus and Exchange Programmes on BSc Social Sciences](#)

When can I go?

Depending on the subject combination you are studying, students on the BSc Social Sciences can either go abroad during **stage 3** for a single trimester or for a full year.

Find your subject combination in the grid below (page 10) to see which trimester/s you can apply to go abroad in at stage 3 of the BSc Social Sciences.

Programme: BSc Social Sciences (DN700/ BHSOC010)	One Trimester on exchange (either Spring or Autumn Trimester) *	One year on exchange (Two Trimesters)	Comments
PPE - Philosophy, Politics & Economics	✓	✗	Further details available on the Social Sciences website
CSS - Computational Social Science	✓	✗	Further details available on the Social Sciences website
EMS - Economics, Mathematics & Statistics	✓ *(Spring Trimester only)	✗	You can study abroad in a host university in the Spring Trimester of Stage 3. Further details available on the Social Sciences website
Joint Major	✓	✓	Where 2 trimesters are spent abroad a sufficient number of modules in both majors must be taken to fulfil the requirements of the programme. Further details available on the Social Sciences website
Major with Humanities Minor (includes Art History, Celtic Civ, English, Geology, Greek & Rom Civ, History, Irish Folklore, Irish, Linguistics, Music)	✓	✓	Where 2 trimesters are spent abroad a sufficient number of modules in both the major and minor subjects must be taken to fulfil the requirements of the programme. Further details available on the Social Sciences website
Major with language minor (includes French, German, Spanish, Italian, Chinese)	✗	✓	Students studying with a language minor will study abroad for a full year (two trimesters). A sufficient number of modules in both the major and minor subjects must be taken to fulfil the requirements of the programme. Further details available on the Social Sciences website
Single Major (Archaeology, Economics, Philosophy or Politics & International Relations)	✓	✓	Further details available on the Social Sciences website

Financial Considerations of Exchange

Tuition Fees

Students on exchange pay the usual student contribution to UCD. Students are not required to pay tuition fees at the host university, although there may be an administrative fee for registration, or student services charges. Some universities charge exchange students for language courses.

Cost of Living Abroad

The cost of going on exchange can vary enormously from country to country and depending on how long you plan on being overseas. Many University websites outline the estimated monthly Cost of Living for exchange students. Students are strongly encouraged to look up these costs when deciding which Universities to apply for. The following website provides information on the cost of living around the world: <https://www.numbeo.com/cost-of-living/>

Some examples of start-up expenses, items that should be included in your monthly budget and other miscellaneous or emergency expenses that should be taken into consideration are mentioned in the table below.

Initial Expenses	Monthly Budget	Extra Expenses
Administrative/registration costs	Rent	
Visa Application	Utilities	
Language course fees	Phone bill	Travel expenses back to Ireland
Accommodation deposit	Food	Weekend travel/trips away
Medical Insurance	Transport costs	Emergency medical expenses
Study materials	Gym membership	
Travel card/bike rental	Socialising	
Student card	Clothing	
Flights	Travel Insurance	

Part-time Work

Depending on your visa type, you may be able to work when you are on exchange. Part-time work while studying abroad can be a good way to improve your language skills while also meeting new people. However, it may be difficult to balance a part-time job, your studies, and still gaining the most out of your exchange experience. Therefore, we recommend you focus on your studies and enjoying your new environment rather than working.

Financial Support

Budgeting Assistance

UCD Global offers Information Sessions for students going abroad, including how to budget for your time away. UCD Global will email students the dates of these sessions, and details will be posted to their [website](#) once available.

Another really good resource is [Numbeo.com](https://www.numbeo.com) which provides information on cost of living across cities and countries worldwide.

Here is an example of how you might draft a budget for studying abroad in different countries:

Inside Europe Budgets

Paris, France	Augsburg, Germany
Accommodation - €900	Accommodation - €300
Groceries - €300	Groceries - €220
Study Materials - €50	Study Materials - €5
Travelling - €50	Travelling - €35
Insurance - €70	Insurance - €5
Other - €200	Other - €50
Total - €1,400	Total - €615

Outside Europe Budgets

Boulder, USA	Seoul, Korea
Accommodation - €1,200	Accommodation - €300
Groceries - €350	Groceries - €50
Study Materials - €50	Study Materials - €15
Travelling - €50	Travelling - €120
Insurance - €70	Insurance - €5
Other - €200	Other - €110
Total - €1,920	Total - €600

Grants & Scholarships

Local Authority Maintenance Grants

Generally, students in receipt of a Higher Education Grant (SUSI) continue to receive the grant while studying abroad (if your period abroad does not exceed 1 year); however, students should refer to SUSI directly for the most up-to-date information on grants, see: <https://susie.ie/> Additional funding may also be available to HEAR students.

Erasmus Grants

UCD students who are selected to go on an exchange to an Erasmus partner institution may apply for an Erasmus+ grant. There are eligibility criteria, but in general, almost all students qualify for the grant. When you have been selected for an exchange place to one of the Erasmus partners, you will automatically receive more information from UCD Global about the application procedure, approximately three months before departure.

To avail of funding, the student must complete an exchange of **at least 3 months**. A student is entitled to a maximum of 12 months' funding at each cycle of their studies.

The grant amount varies depending on where you are going and for how long. The exact amount of the Erasmus grant is not set until the academic year in which the exchange takes place. The grant is based on a monthly amount, in 2023/24 this was approximately **€330**.

The grant is paid by electronic transfer to your Irish bank account after your arrival at your host university, as long as you have completed the necessary steps of the application process. UCD Global will guide you through the Erasmus grant process. Any queries in relation to this should be directed to UCD Global at outgoing.erasmus@ucd.ie

Erasmus+ International Credit Mobility

Erasmus+ International Credit Mobility is a European Union-funded programme that supports the mobility of students between Europe and the rest of the world. For further information, please contact the Erasmus+ ICM team by email: erasmusicm@ucd.ie

Other funding opportunities for students studying in Asia

There is no specific grant for students going on exchange outside of Europe, however there are some options available:

Universitas 21 is an international network of universities that collaborate. For the 2021 - 22 academic year, UCD students on exchange at a Universitas 21 partner universities in Asia or Latin America will receive a small scholarship from UCD Global, provided they do not receive a scholarship from another source. For more information on the Universitas 21 network, please refer to the [Universitas 21 website](#).

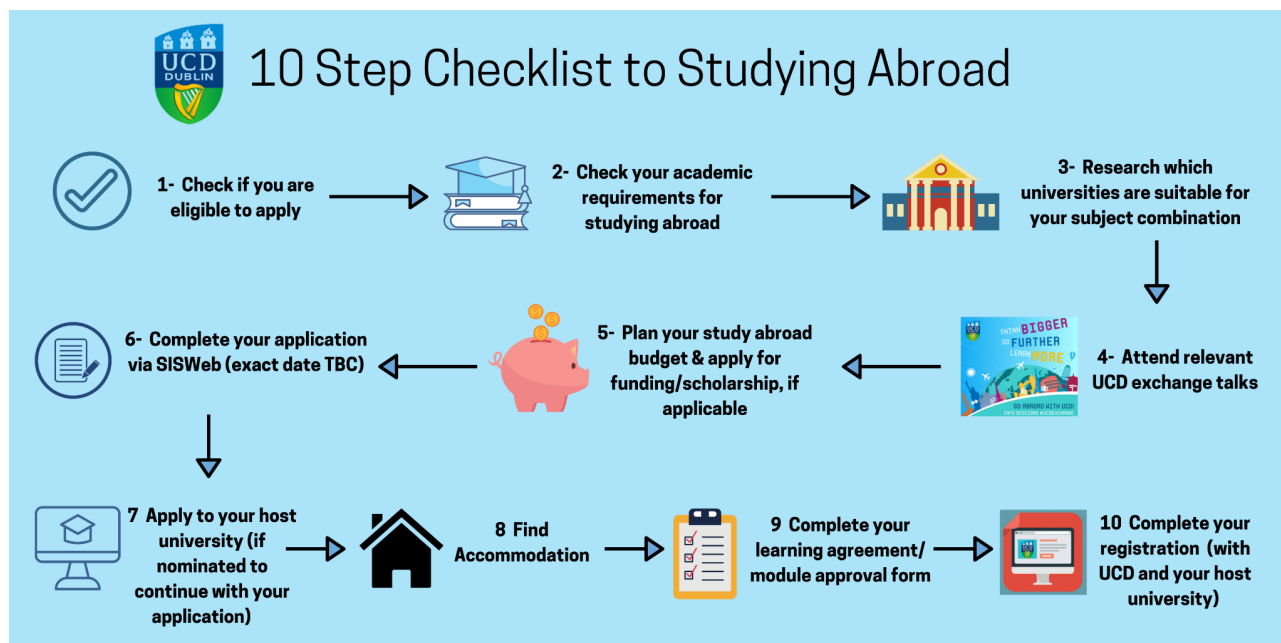
Within Asia there are also country specific scholarships. UCD Global will alert eligible students of the

scholarships that are available via your ucdconnect email and the partner universities in Asia will share relevant information.



Your Application Preparation

10 Step Checklist to Studying Abroad



Note: After Step 6 students wait for instruction from UCD Global before progressing.

1) Check if you are eligible to apply

The eligibility criteria for each pathway/subject combination on the BSs Social Sciences is available on the [Social Sciences website](#). Click on the links below for the eligibility criteria that is applicable to you.

In stage 3 of the BSc Social Sciences, I will be studying:

- [A Joint Major](#)
- [CSS: Computational Social Sciences](#)
- [EMS: Economics, Mathematics & Statistics](#)
- [PPE: Philosophy, Politics & Economics](#)
- [A Social Sciences subject with a Language minor](#)
- [A Social Sciences subject with a Humanities minor](#)
- [Single Majors \(from Stage 3\): Archaeology, Economics, Philosophy, Politics & International Relations](#)

2) Check your academic requirements for studying abroad

During your study abroad period, students must fulfil specific academic requirements. The subject/s and number of ECTS credits you are required to study for each subject combination on the BSs Social

Sciences is available on the [Social Sciences website](#). Please follow [the above links](#) for the requirements that are applicable to you. It is your responsibility to ensure you fully understand and fulfil your academic requirements while abroad.

Should you have any queries in relation to this, please contact the Exchange Programme Manager on outgoing.socialsciences@ucd.ie

3) Check which Universities are suitable for your subject combination

Check which universities are open to you based on your subject combinations, details of this can be found on the [Social Sciences website](#). Please check for the destinations that are applicable to you.

It is important that you understand the academic options and obligations at a host university before applying for exchange. Therefore, we recommend you research your preferred destinations/partner universities. The most current and up-to-date information is available on the relevant university websites.

- Search for relevant information for incoming exchange students.
- Look at current modules available in your subject area (these may change from trimester to trimester and each academic year but will give you a general idea).
- Make note of important dates such as their academic calendar, exam dates, cost of living, orientation sessions, additional cost of intensive language courses (if required) etc.

Language requirement and subject selection

It is important that you research the language requirements for any institution that you wish to apply to. As the exchange programme is very competitive and you may not be offered your top preference, you are encouraged to check at least a few options - which you can then include in your application.

It will be your responsibility to ensure that you check in advance the course catalogue on a host university website to see if there are sufficient subjects/modules offered through English.

You don't need to select modules before you apply but you must check their suitability in advance so you are fully aware of subjects' choices should you be nominated to that institution. Your [Academic/Erasmus exchange Coordinator](#) will be able to advise you if you have a specific question on particular subjects offered in host university.

For more information on requirements please check the [UCD Global website](#)

4) Attend Relevant Exchange Talks

Exchange talks and information sessions are organised by both CoSSL and UCD Global throughout the first trimester of Stage 2 of your Programme (September - November).

UCD Global and the CoSSL (Exchange Programme Manager) will email you the schedule of events once available. Make sure you go along to the sessions that are relevant to you.

Information sessions organised by the Exchange Programme Manager in CoSSL are specific only to your programme therefore it is important that you attend them if you think about going on exchange. There should be about 3 sessions in trimester 1 and they aim to provide all necessary knowledge before you apply

Peer Exchange Advisors

You are advised to talk to past students who studied or are currently studying at your Host institution.

Peer Exchange Advisors are UCD students who have studied abroad. They can give you a student's experience of what it's like to study abroad, how much it costs, what the accommodation is like etc.

You can meet some of the Peer Exchange Advisors at UCD Global's talks, and they are also available in the Global Lounge (Gerard Manley Hopkins Building - Downstairs). Look out for the staff in the purple jumpers. Contact UCD Global for further details.

Exchange Students from Abroad

Speak to Exchange students from partner universities currently studying in UCD to get some insider information, particularly on what to expect in terms of ways of teaching, differences in assessment, accommodation, and transportation. UCD Global will usually host a Study Abroad Fair in the Autumn trimester, in the Global Lounge, enabling you to meet these incoming students.

5) Plan your Study Abroad Budget & Apply for Funding/Scholarship, if applicable

Refer to the information above in the section [Financial Support Available while Studying Abroad](#)

6) Complete your application via SISWeb (before the January deadline)

The application process for all exchanges, in Europe and Outside Europe, takes place online via **UCD SIS web portal > Programme Services > My exchanges**. The system opens for students usually in November and closes in January. The students will be informed of important dates by e-mail and other announcements. Please monitor the [UCD Global](#) website. Once the online application system closes, **late applications will not be accepted**.

During the application process students can include up to **15 preferred destinations**. As exchanges are very competitive and applications are assessed on merit, it is recommended to include all destinations that students are potentially interested in. The top preferences may not be available, therefore by indicating other preferences students increase their chances to go on exchange (subject meeting eligibility criteria).

Students must include in their preferences only destinations that are applicable for their degree, having researched language and modules suitability in advance. Please refer to the [Language requirement and subject selection section](#) (Checkpoint 3, page 13 of the handbook).

Students will be informed about the outcome of their applications on a rolling basis, usually by mid-March. Successful applicants will be contacted by the UCD Global regarding next steps over next few months.

The online UCD SIS web portal will be used by nominated students through the duration of exchange, for course module approvals (for students going on exchange outside of Europe) and submission of their transcripts on completion of an exchange programme.

You will be emailed when the application system is open and sent full details of how to apply. Making sure you have noted and met the relevant deadline for application which will be noted in the email.

Please note that we will not accept any applications submitted after the closing date.

7) Apply to your host university (if nominated to continue with your application)

Students will be notified if they have been nominated for their chosen partner university. If you have been nominated, you can continue with the application process.

The next step is to complete your host university's application by their deadline. Step by step instructions on how to do this will be sent to you by email. The host university will review all applications and inform you of the outcome of your application after their deadline.

If you are nominated to a university outside of the EU and not a Universitas 21 university, the university will be in touch with the outcome of your application.

8) Find Accommodation

Remember, UCD does not arrange accommodation for you in our partner universities and **you are responsible for finding your own accommodation while on exchange.**

Check your host university's website as early as possible for important information concerning accommodation.

Accommodation options vary from university to university, with some having no on-campus accommodation and others guaranteeing on-campus accommodation for all students who apply on time. Check the exchanges and accommodation sections of your host university website for information on how to apply and **pay attention to accommodation application deadlines.**

Before leaving Dublin for your Exchange, you may consider renting out your room to an incoming exchange student, to avoid paying double rent and to ensure your room is available on your return. There are international student-to-student housing platforms available for this such as Housing

Anywhere www.HousingAnywhere.com. If you plan on using such a platform, make sure you have consulted with your landlord beforehand.

9) Complete your learning agreement/ module approval form

Students must complete an online learning agreement (for Erasmus partners) or a module approval form on SIS Web (for all other partners). The purpose of these forms is to receive UCD's academic approval for the modules/courses you wish to study in the host university, ensuring that your module selection is suitable for your programme of study.

UCD Global will send you the form that is applicable to you, with instructions on how to complete it and the details of the signature/s you are required to obtain. You should aim to complete this form as soon as possible.

Should you wish to change your module registration at any time before or during your time abroad, you must get these changed approved by your [UCD academic coordinator](#)

10) Complete your registration (with UCD and your host university)

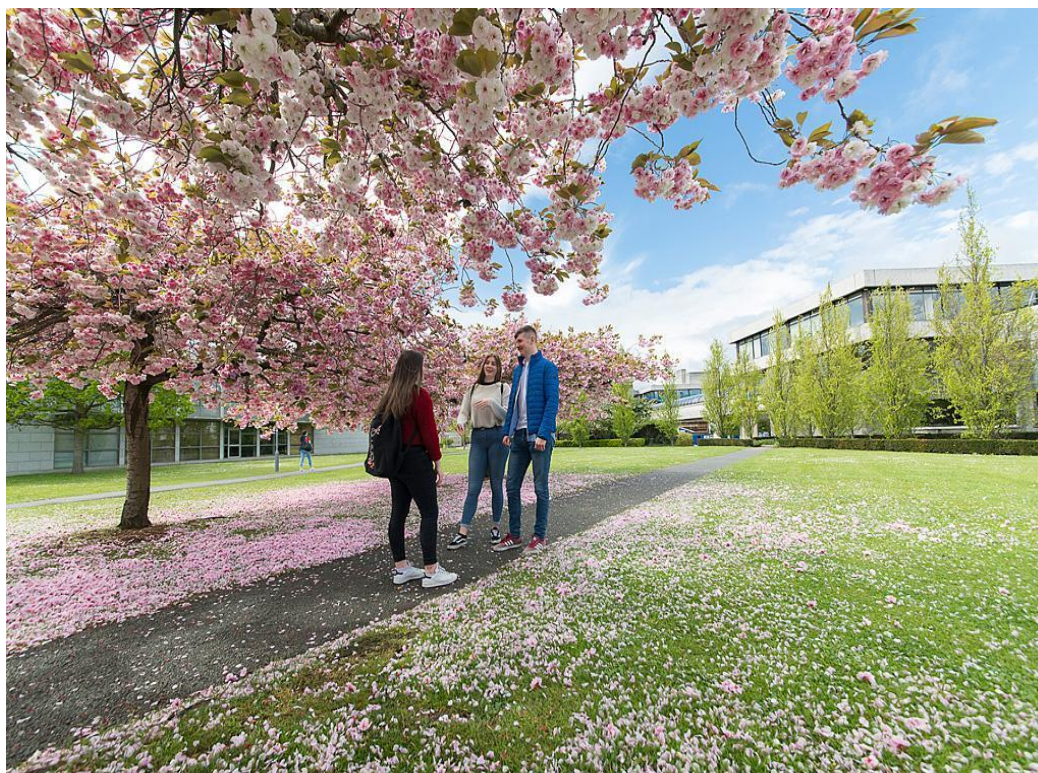
You are required to register with UCD as well as being a registered student at your host university. For details on what is required for your UCD registration see the [Register with UCD and Check your Credits section below](#).

You must also complete the module registration process for your host institution, making sure you have registered for the required number and type of modules to meet the academic requirements of your programme.

Check the Social Sciences website for more information on the ECTS Credits required while studying abroad

Enrolment to courses depends on capacity and appropriate pre-requisites, as well as (in some cases) specific modules being open to Exchange students, make sure you familiarise yourself with registration deadlines at your host university and check the Host University's native language course (where applicable).

Note: You will be required to get written academic approval for the courses you register for while on exchange.



Before You Go

✓ Attend a Pre-Departure Briefing

It is essential that you attend a pre-departure briefing session that is organised by UCD Global and your College Exchange Programme Manager. All students will receive an email from UCD Global informing you of the date and location of your particular briefing session.

✓ Register with UCD and Check your Credits

You are required to register with UCD as well as being a registered student at your host university. This means you need to pay your student contribution fee and student centre levy to UCD as normal. You do not usually pay any registration or tuition fees to your host university.

You will be required to log onto your SISWeb at the start of the academic year and confirm your registration. Your 60 credits can be made up from a combination of one or two of the following:

- credits earned in UCD.
- by completing an internship (30 credits);
- or going on Exchange (if you are abroad for the academic year, your period abroad equates to 60 credits, if you are abroad for a trimester only, your period abroad equates to 30 credits. The application of these credits onto your student record is subject to you meeting your programme requirements and passing your required modules while abroad - see the [‘While you are abroad’](#) section for more details).

- For universities within Europe, normally 30 credits (ECTS) equates to 6 modules of 5 credits each.
- For universities outside of Europe, their credit systems will vary, and you will need to make sure you are taking enough credits to be considered a full-time student. E.g., In America, 12 credits a semester equates to 4 modules of 3 credits each. This information will be provided to you by the host university when you begin module registration.

If you are going abroad for one trimester only, you will need to register to your UCD modules for the trimester you are still in UCD.

If you are going abroad for the academic year, you simply need to log into SISWeb and confirm your registration (no module registration is required).

Should you require any assistance with your registration please contact the Exchange Programme Manager on outgoing.socialsciences@ucd.ie.

✓ Passport and Visa Advice

It is the student's responsibility to ensure you have all your required documentation for travel. Please ensure you check your UCD email regularly as your host university is likely to contact you with visa information, if applicable.

Passport

It is good practice to ensure that your passport is valid for at least 6-months after your expected return date. Details on passport applications and on-line renewal is available at <https://www.dfa.ie/passports-citizenship/>

Visa / Registration as Resident

If you are an EU citizen, you will not require a visa if you travel to another EU member state. However, you may be required to register as a resident with the local authorities. Please inquire in your host country.

If you are going on exchange outside of Europe, it is likely that you will need to apply for a student visa in your host country. You are advised to apply for your visa as soon as you receive the relevant documentation from your host university.

Some countries require evidence that you can fund your study abroad period from your own means when applying for a visa.

Further information on the student visa application process for your host country is available here:

- [Australia](#)
- [Brazil](#)
- [Canada](#)
- [Chile](#)
- [China](#)
- [Japan](#)
- [Mexico](#)
- [New Zealand](#)
- [Singapore](#)
- [South Korea](#)
- [Uruguay](#)
- [US](#)

Irish Embassy Registration

When living overseas, it is recommended to register with the [Department of Foreign Affairs and Trade](#) by providing them with your contact details, especially if you are travelling to a remote or high-risk destination. This will allow the Embassy or Consulate to contact you and include you in any contingency plans in the event of an emergency situation.

Documents Confirming your Registration at UCD

You may need a letter confirming your status as a student in UCD. There are instructions on how you can access your documents [here](#)

✓ Travel and Health Insurance

You must ensure that you have valid travel and health insurance for the duration of your stay in your host country.

If you are a citizen of an EU/EEA country and travelling to another EEA country or Switzerland, in the case of illness or an accident, you are entitled to emergency medical care.

If you are going on an Exchange in Europe, you should apply for an EHIC (European Health Insurance Card) that is valid for the duration of your stay. Detailed information can be found at: www.ehic.ie.

EHIC only covers emergency medical care so students are strongly advised to take out a private health and travel insurance policy for their studies abroad.

If you have pre-existing cover under your parents' insurance company, it is important to confirm the details of the policy while you are abroad. Keep a note of your policy number as well as any emergency numbers or documents you may need while abroad.

Most exchange partner universities outside of Europe offer their own health insurance. Some universities require that you purchase their health insurance. Before purchasing health insurance, you should check the requirements on your host university's website. Please note health insurance in America especially can be quite expensive.

Under the HEA, it is necessary for all students to have repatriation cover prior to leaving for their exchange. In the unlikely event of a fatality abroad, Repatriation covers the cost of transferring the remains back to Ireland.

✓ Cultural Information

It is a good idea to become familiar with the country and culture of the town/city you are moving to. Guidebooks can provide you with information on cultural norms, places to visit and other important information for when you are there.

Useful resources include:

- Lonely Planet guides: www.lonelyplanet.com/destinations
- Just Landed - a website for expats living abroad: <https://www.justlanded.com/>

Additionally, make sure you check the Department of Foreign Affairs Travel Advice website for current information about the country you are visiting, and for health and safety related information: <https://www.dfa.ie/travel/travel-advice/>

Upon Arrival

✓ When you first arrive at your host university

- ☐ Visit your host institution's International Office for information regarding orientation, registration and events for international students.
- ☐ Meet with your academic coordinator in the host institution to finalise your modules. Once your courses are confirmed and your Learning Agreement should be signed by your host academic coordinator. This must be completed no later than 2 weeks after your arrival.
- ☐ Erasmus students only: Complete and return your **Arrival Certificate** to UCD Global. This certificate should be signed by the host university and confirms that you have arrived at the host institution. After this has been returned the first instalment of your grant can be paid. Details as outlined with [Erasmus information](#) above.

✓ Banking Abroad

It is important to look at what your Irish bank account offers before moving abroad, some Irish bank accounts allow you to withdraw money from ATMs abroad, some free of charge and some for a fee. If you continue to use your Irish bank account while abroad, notify your bank to avoid having your cards blocked.

If you decide to open a bank account while abroad, it is important to make sure you have the following documents with you to set up your account:

- ☐ Valid Passport or Passport card
- ☐ Valid visa (if you are staying in a non-EU country, or if you are a non-EU national)

- ☒ Confirmation of your address in the host county
- ☒ Confirmation that you are a student at your host university

Note: Any grants from SUSI or Erasmus will be paid into the Irish bank account detailed on your SISweb account.

✓ Rules and regulations abroad

Students are bound by the rules and regulations of their Host institution. It is your responsibility to familiarise yourself with the regulations, as well as the academic and administrative processes and procedures of your Host University. Please note that UCD cannot intervene to have your host institution regulations amended on your behalf.

While you are Abroad

☒ Class Attendance

Attendance at your classes abroad is extremely important. In some instances, attendance may be compulsory and may count towards your overall grades. Some of your modules may also have a tutorial/practical component which is an integral and compulsory part of the course. It is your responsibility to check this for the courses/modules you are choosing abroad.

☒ Examinations Abroad

Students are required to pass their approved modules at the Host University. It is your responsibility to ensure that you are properly registered for the relevant exams in each trimester and abide by the Host institution regulations. Assessment methods at the host Universities may differ significantly from UCD. It is your responsibility to ensure you fully understand the requirements and assessment of the modules you take abroad.

Should you fail any module(s) you should aim to remediate or make up the academic shortfall as per your host university guidelines. Repeat exams may or may not be available at your Host institution. If they are available, students are required to make every effort to attempt them. In a small number of cases, Partner Universities may allow students to sit repeat exams in UCD. This is completely within the discretion of the Partner University or even the individual lecturer. If your host university does not offer remediation, please contact the Erasmus/Exchange Programme Manager at outgoing.socialsciences@ucd.ie as soon as possible to discuss your remediation options.

☒ Extenuating circumstances

Extenuating circumstances are serious unforeseen circumstances beyond your control which may prevent you from meeting the requirements of your programme at a particular point in time. Should

an extenuating circumstance arise while you are abroad, please liaise directly with your Host University and follow their procedures in relation to this. Should you wish to make an extenuating circumstances application to UCD in relation to your time abroad, please contact the Exchange Programme Manager at outgoing.socialsciences@ucd.ie.

📌 Student Supports

If you avail of specific student supports in UCD such as disability support, health services or counselling etc., it is important to make sure that they are also available to you in your host university. This [website](#) has great resources to help students receiving disability support prepare for their exchange. If you have a particular contact within Access & Lifelong Learning, you should speak to him/her directly about your pending time abroad and what support you may require. As a registered UCD student, you still have access to all of the UCD Student Support services while studying abroad but the level of support that can be offered remotely may be limited and not as effective as face-to-face:

Contact UCD Student Health Service
Student Health Service, Student Centre, University College Dublin, Dublin 4
T: [+353 1 716 3134](tel:+35317163134) | [Location Map](#)

UCD College of Social Sciences and Law
Coláiste na nEolaíochtaí Sóisialta agus an Dlí UCD

Outgoing Erasmus and Exchange Programmes
Programme Manager for Outbound Erasmus and Exchange:
outgoing.socialsciences@ucd.ie

UCD Global

STUDY ABROAD

EXCHANGE

College Office Team

Stay in touch while you are away!

Your UCD Connect email account will remain your primary point of contact with UCD during your period abroad. It is very important that you continue checking this regularly.

Take photos, videos, keep a journal of your exchange experience!
It will be a great source of information if you want to share it with us in the future and
for prospective students.



Suggestion: Create a folder inbox for all emails regarding your Exchange Programme.

Use only your UCD email for correspondence with your Host University.

Before Returning to UCD

✓ Completion Certificate (Erasmus students only)

To confirm your departure from exchange, and calculate your exact Erasmus Grant, a Completion Certificate will need to be submitted. This certificate will be e-mailed to you by UCD Global, and you can fill in the last date of classes and your exams. You will then need to get this document signed and stamped by the Host university, no more than three days before the date of completion.

A digital version (scan) is sufficient and can be uploaded to your exchange profile on SIS Web.

✓ Exams Results

Check with your host university how your grades are being sent to UCD once your final results are available. It is your responsibility to ensure that an official transcript of records is returned to UCD. Some universities send transcripts to UCD Global directly. Others require you to request them and bring them to UCD Global yourself.

Equally, it is also the student's responsibility to check that the results received from the Host University are correct and if necessary, query any such results, following the relevant Host University procedures. UCD will not query or question any results received from a Partner institution on behalf of a student. Your Study Abroad period is GPA neutral. For details on how this impacts your final degree GPA, please see the [Social Sciences website](#)

The results of your period studying abroad, as recorded on an official transcript from your Host University, will be assessed by the BSc Social Sciences Examination Board in Autumn trimester (or Spring trimester for students returning from Autumn trimester exchange) subject to us receiving your transcripts on time.

A 'Pending Study Abroad Results' Hold/Incomplete Stage 3 will be placed on your student record until your host university transcripts have been reviewed and it is determined that you have fully completed the academic requirements of your period abroad.

Students who have not fully completed the academic requirements of their time abroad as determined by UCD will be expected to remediate their academic shortfall before the 'Pending Study Abroad Results' Hold can be removed. Depending on the academic shortfall and circumstances, students will be required to take further action, with two common examples outlined as follows:

1) Return at their own expense to the host institution to complete a specific number of credits

or alternatively, if above not offered by the host institution

2) Complete a remediation plan determined by the Social Sciences Governing Board. You will need to contact Exchange Programme Manager at outgoing.socialsciences@ucd.ie

Returning to UCD after Exchange

★ Report/Evaluation

Erasmus students are required to complete an Erasmus Student Report form when their exchange finishes. This is an online report, and you will receive an automatic email soon after the end date of your exchange.

Outside of Europe Exchange students are required to submit a report providing feedback on their trimester/year abroad to UCD Global. This will be emailed to you shortly after the end date of your exchange.

★ Volunteer to be a Peer Exchange Adviser

Would you like everyone to know how good it is to go on exchange? Are there things you could tell students that you wished you were told before you went abroad? Why not sign up to be a Peer Exchange Adviser?

Peer exchange advisers help UCD Global promote exchanges to UCD students thinking of spending a trimester/year abroad. You will participate in our exchange promotion talks, give one-on-one advice in our resource area, help out at the Study Abroad Fair and UCD Open Days.

All peer exchange advisers receive a reference from UCD Global at the end of the academic year which can only help enhance your CV even further!

★ Sign up for the Buddy Programme

The Buddy Programme helps international exchange students get to know Irish students. You will be sent an email in August inviting you to sign up for it. If you do, you will be placed in a group of approximately eight exchange students and will get to meet your group at a social evening organised by the UCD Global in mid-September. Having been on exchange yourself, you will know what it's like to be a newly-arrived student in a strange city and will be able to help the students in your group settle into life in UCD and Dublin.

★ Share your testimonials online

If you would like to share your experience with other Socials Sciences students please contact Exchange Programme Manager at outgoing.socialsciences@ucd.ie and submit your written testimony or an online video. We will be delighted to share it on our website in the [Student Testimonials section](#).

Useful Contacts

Important UCD Contacts

- CoSSL Exchange Programme Manager outgoing.socialsciences@ucd.ie
- UCD Global:
 - For Europe (Erasmus): outgoing.erasmus@ucd.ie
 - For Outside of Europe Exchange: outgoing.exchanges@ucd.ie
- Student Desk <http://www.ucd.ie/students/contact>
- General Information for Current UCD Students <http://www.ucd.ie/students/>

UCD CoSSL Academic Coordinators Contacts *

- School of Archaeology: Stephen Davis stephen.davis@ucd.ie
- School of Economics: Sarah Parlane sarah.parlane@ucd.ie
- School of Geography: Rosana Pinheiro-Machado rosana.pinheiro-machado@ucd.ie
- School of Philosophy: Joseph Cohen joseph.cohen@ucd.ie
- School of Politics & IR: Pinar Dokumaci pinar.dokumaci@ucd.ie
- School of ICS: Marco Bastos- marco.bastos@ucd.ie
- School of Sociology: Pablo Lucas pablo.lucas@ucd.ie
- School of SPSWSJ: Dr. Dorota Szelewa dorota.szelewa@ucd.ie
- CSSS Programme Director: Taha Yasseri taha.yasseri@ucd.ie
- EMS Programme Director: Vincent Astier vincent.astier@ucd.ie
- PPE Programme Director: Vincent Hogan vincent.hogan@ucd.ie

*contact details may occasionally change during the academic year, please check [Social Sciences website](#)

Useful Links

- Erasmus Student Network: <https://www.esn.org/students> (includes links to the following information:)
 - [ESNcard: Discounts for international students](#)
 - [Uniplaces: Find your accommodation abroad](#)
- Irish Department of Foreign Affairs: <https://www.dfa.ie> (includes Embassy listing)
- Cost of living: <https://www.numbeo.com/cost-of-living/>

Checklist

To finish we have summarised the main things to consider at each stage of your time abroad in checklist format:

Before Departure:	✓
Valid Passport/Passport Card	
Passport-sized photos for Host University	
Valid Visa (If applicable)	
Copies of Important Documents (Birth Cert, Drivers licence etc) - bring a copy with you and leave another at home with a parent/guardian	
Health Insurance including Repatriation Cover	
E-HIC Card (if applicable)	
Vaccinations (if applicable)	
Valid Student Card/USIT Card	
Organise Accommodation and Pay Deposit	
Register at UCD and Pay Fees	
Consult Host University Calendar	
Book Language Courses (if applicable)	
Register with Irish Embassy (if applicable)	
Complete your Learning Agreement and have your host university modules approved by UCD Academic Coordinator	
Upon Arrival:	✓
Registration at Host University/Local Authorities	
Let family and friends know that you have arrived safely	

Meet with your academic coordinator in the host institution	
Finalise Learning Agreement (if not already done) with signature from Host Academic coordinator	
Complete and return Arrival Certificate to UCD Global	
Complete Erasmus Mobility Online Language Assessment (if applicable)	
Open a Bank Account	
Attend exchange student orientation	
Before Returning Home:	✓
Complete and upload your Completion Certificate on your SIS WEB profile	
Complete second Erasmus Mobility Online Language Assessment	
Collect Academic Documents and Transcripts	
De-register with Host University/Local Authorities	
Close Bank Account	
Upon Arrival at Home:	✓
Upload your transcript to your exchange profile on SIS WEB	
Finalise by submitting Erasmus Mobility Grant (if applicable)	

Make the most of your time away!!