



ACADEMIC PLACEMENT ABROAD

Academic Year 2019/20

ERASMUS+

NON-EU EXCHANGE

Form to be completed and submitted to IED (EO-020)

1. Complete this form in full.
2. Select universities from the partner list for your degree programme/academic area only.
3. The completed form must be signed by the relevant Academic Coordinator before submission.
4. Applications are accepted two semesters prior to the placement, from Week 3 to Week 7. Late submissions will not be accepted. Submission deadlines for AY 2019/20 are as follows:
 - 26th October 2018 for Autumn 2019 placements
 - 8th March 2019 for Spring 2020 placements

PERSONAL DETAILS

SURNAME _____ FIRST NAME _____

STUDENT NUMBER _____ CURRENT QCA _____

GENDER _____ NATIONALITY _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

PERMANENT ADDRESS _____

EIRCODE _____ MOBILE NUMBER _____

E-MAIL ADDRESS (NOT UL E-MAIL) _____
This email address may be communicated to the host institution if the UL address fails

SPECIAL NEEDS _____
Please enter details of any special needs that the host institution should be informed of

CONTACT IN CASE OF EMERGENCY WHILE ABROAD	<u>Name</u>	<u>Relationship</u>	<u>Contact number</u>
	_____	_____	_____

DO YOU CURRENTLY HOLD A VALID PASSPORT? Yes No
 Passport valid until: MM/YY
NB: When applying to the host institution, students will be required to have a passport that is valid until the end of the stay abroad.

UL COURSE DETAILS

UL COURSE

(e.g. LM002 – Arts)

MAJORS / MAIN OPTIONS (if applicable)

(e.g. German advanced & Linguistics)

LOCATION OF COOP PLACEMENT

(i.e. Ireland or overseas)

HOST UNIVERSITY DETAILS

STUDY PERIOD

AUTUMN 2019

SPRING 2020

#1. NAME OF INSTITUTION

ACADEMIC AREA

#2. NAME OF INSTITUTION

ACADEMIC AREA

#3. NAME OF INSTITUTION

ACADEMIC AREA

STUDENT'S SIGNATURE

I confirm that I have thoroughly researched the institution(s) listed above and am fully informed of semester dates, courses on offer, accommodation and cost of living at the host institution(s).

I understand that my personal and academic information will be communicated to the host university for the purpose of undertaking a study placement abroad.

SIGNATURE

DATE

ACADEMIC COORDINATOR'S APPROVAL

NAME OF ACADEMIC COORDINATOR

SIGNATURE

DATE

Eligibility

The external academic placement may be undertaken only if the student meets the minimum academic requirements to progress to the next year. The required standard is a minimum cumulative QCA of 2.00 or greater, with no deficient grades (F, I, NG, N). Students sitting repeat examinations before going abroad must obtain sufficient results to progress to the next year.

Permission

Contact details (UL e-mail address) may be provided to other Erasmus/Exchange students from UL sharing the same destination.

Fees

• Deadlines for submitting this form to IED are **26th October 2018** for Autumn 2019 placements and **8th March 2019** for Spring 2020 placements. **Late submissions will not be accepted.**

• Any change of destination after official nomination will incur an administrative fee of €25. Requests for change of destination must be justified with a valid reason.

• Failure to inform IED that you have withdrawn from the programme will result in a fine of €50.

Reasons for withdrawal may include (i) cancellation of voluntary placement, (ii) failure of repeat examinations, (iii) granting of alternative to external academic placement, exemption or leave of absence.