

UCD Exchange & Erasmus Application Guide





UView

You can now access information from your student record through UView in SISWeb. [Click here for details.](#)



My Timetable
View Your Timetable

UCD Sport and Fitness Classes
UCD Sport and Fitness Classes



My Registration
Click here to commence Registration



UCD Dignity and Respect Support Service

UCD is committed to the promotion of an environment for work and study which upholds the dignity and respect of all members of the UCD community. The UCD Dignity and Respect Support Service supports and provides information and guidance to anyone who is impacted by bullying, harassment or sexual misconduct. Contact us via 01 716 7716 or email respect@ucd.ie. Further details are available on the Dignity and Respect website.

My Favourites



Step 1: Click on Programme Services



Programme Services



Listed below are services delivered by your Programme Office, your Student Adviser or the schools related to your programme.

› **Applications for Extenuating Circumstances**

Complete an Extenuating Circumstances application or view the status of previously submitted applications ☆

› **My Peer Mentor Applications**

Apply here to become a Peer Mentor. ☆

› **UCD Surveys & Feedback**

Access any surveys to which you have been invited to respond ☆

› **Tasks to be Completed**

Items that require your attention ☆

› **Welfare & Assistance**

Funds available to assist students in financial difficulty and how to apply for them ☆

› **My Leave of Absence and Withdrawal Requests**

View and Manage (or Create) Leave of Absence or Withdrawal Requests ☆

› **My Co-curricular awards**

View details of co-curricular awards ☆

› **My Exchange Application**

Create/View International Exchange Application ★

› **Teaching and Learning Awards - My Nominees**

Nominate people for Teaching and Learning Awards and view people I have nominated ☆



Step 2: Click on My Exchange Application

We recommend starring this application so it is on your UView landing page

Exchange Application Menu

Application deadline: **Closes XX January**



Create an Exchange Application

Start your Exchange Application here ☆



Where Can I Go?

Find out more info on Partner Universities
you can visit ☆



Help Info

Find out more information on Exchange &
Overseas Opportunities ☆

**Step 3: Click on Create an Exchange
Application**

The application deadline will be displayed at the top of this page,
take note of it!



Exchange Application - Data Protection Confirmation

By clicking on the CONFIRM button below, you consent to your personal data being collected and processed for the purpose of an exchange programme as detailed in the following [Privacy Notice](#).

Confirm



Step 4: Read the privacy policy and click on confirm



Exchange Application 2023/2024 -

Cancel Application (permanently) Submit Application

Please Note:

- Your examination results from UCD to date will be taken into account when assessing your application, due to deadlines we must accept what is first put in the system and can't wait for regrades
- You should also meet any additional requirements as set by your College
- You can save your application as a draft and return to it at any time if needed. Once it is submitted, it is no longer possible to amend your exchange application

Before submitting your application, you need to ensure that:

- You have reviewed the preferred universities' websites and they offer suitable modules for you to take while attending.
- You have reviewed the preferred universities' websites and reviewed how much the exchange programme will cost you. Please note: you do not pay tuition fees to the partner universities but you will continue to pay UCD tuition.
- You have reviewed the preferred universities' websites and are aware of the main language of instruction and the language requirements.

- Application deadline: **Midnight on 01 Dec 2023**

Choose Destination Preferences

Add/Update

Preference	University	Country	Duration & Subject
------------	------------	---------	--------------------

There are no rows to display

Step 5: Read the notes before each section thoroughly before completing your application.

You must click the **add/update** button in order to update each section.

Choose your University Preferences

Please Note:

Before submitting your preferences, you need to ensure that:

- The preferred institutions that you are listing are approved by your College for your subject area
- You have reviewed the preferred universities' websites and they offer suitable modules for you to take while attending. Please note modules are partner universities are not guaranteed.
- You have reviewed the preferred universities' websites and reviewed how much the exchange programme will cost you. Please note: you do not pay tuition fees to the partner universities but you will continue to pay UCD tuition.
- You have reviewed the preferred universities' websites and are aware of the main language of instruction and the language requirements.

Please only list the same institution more than once if you are applying for different subjects. Do not apply to the same university if you only wish to change the duration.

1st Preference

First Preference*

Duration for First Preference?*

Subject for First Preference?*

2nd Preference

Second Preference

Duration for Second Preference?

Subject for Second Preference?

3rd Preference

Third Preference

Duration for Third Preference?

Step 6: List your destinations

- Please read all of the information at the top of the page before beginning this section
- Enter the university, preferred duration and subject for each destination. If your exact course is not listed please list the closest subject
- You should enter at least one preference choice, but have up to 15 to fill
- DO NOT list the same university twice unless you are a joint major student - **note universities outside of Europe only need to be listed once**, universities inside Europe that offer both of your subjects can be listed twice. If you are not joint honors you should not list to the same university twice
- Universities outside of Europe do not need to be listed twice for two different subjects, please only list them once with your preferred subject of study

Choose Destination Preferences

Add/Update

Preference	University	Country	Duration & Subject
1	University of Queensland	Australia	Full Academic Year, Music
2	University of Queensland	Australia	Full Academic Year, English
3	CY Cergy Paris Université	France	Full Academic Year, Music
4	Australlan National University	Australla	Full Academic Year, Drama Studies
5	Australian National University	Australia	Full Academic Year, English
6	Australlan National University	Australla	Full Academic Year, Music

INCORRECT!

This application is incorrect because the applicant has listed universities outside of Europe more than once. You must on list Non-EU universities ONCE, with your preferred subject.

Choose Destination Preferences

Add/Update

Preference	University	Country	Duration & Subject
1	University of Queensland	Australia	Full Academic Year, Music
2	CY Cergy Paris Université	France	Full Academic Year, Music
3	CY Cergy Paris Université	France	Full Academic Year, Drama Studies
4	Australian National University	Australia	Full Academic Year, Drama Studies
5	Università degli Studi di Perugia	Italy	Full Academic Year, English
6	Università degli Studi di Perugia	Italy	Full Academic Year, Music
7	American University	United States	Full Academic Year, Music

CORRECT!

This application is correct because the student has more than one subject as part of their degree. The universities they have listed inside of Europe are available for each of their subject areas on separate agreements. They have only listed universities outside of Europe once with their preferred subject, as universities outside of Europe do not have subject-specific agreements.

Choose Destination Preferences

Add/Update

Preference	University	Country	Duration & Subject
1	University of Queensland	Australia	Full Academic Year, Music
2	CY Cergy Paris Université	France	Full Academic Year, Music
3	CY Cergy Paris Université	France	Full Academic Year, Drama Studies
4	Australian National University	Australia	Full Academic Year, Drama Studies
5	Università degli Studi di Perugia	Italy	Full Academic Year, English
6	Università degli Studi di Perugia	Italy	Full Academic Year, Music
7	American University	United States	Full Academic Year, Music

CORRECT!

This application is correct because the student has more than one subject as part of their degree. The universities they have listed inside of Europe are available for each of their subject areas on separate agreements. They have only listed universities outside of Europe once with their preferred subject, as universities outside of Europe do not have subject-specific agreements.

14th Preference

Fourteenth Preference

Duration for Fourteenth Preference?

Subject for Fourteenth Preference?

15th Preference

Fifteenth Preference

Duration for Fifteenth Preference?

Subject for Fifteenth Preference?

7. Click on **Save** before moving on to the next section



Choose Destination Preferences

Add/Update

Preference	University	Country	Duration & Subject
1	Simon Fraser University	Canada	Trimester Two, Chemistry
2	University of Otago	New Zealand	Trimester Two, Chemistry


Add Additional Information

Add/Update

Motivation

Language Proficiency

Additional Info



Step 8: Complete the motivation section - it is mandatory. *Why do you want to go on exchange? How will it benefit you?*

Indicate your language proficiency, if needed. Failure to list language proficiency if you have chosen options that do not teach in English will result in us not considering you for that option.

Additional comments can be used to share additional information, such as support you may need abroad, whether you would be open to any duration - it is **NOT** an extension of your statement

Click SAVE to move on to the next section.

Additional Document

Uploading an additional file is optional. You may wish to upload relevant portfolios etc. if your programme requires you to.

 Upload Additional File

Uploaded File  Uploaded  Delete 

There are no rows to display

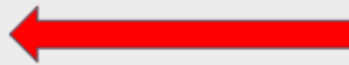
Step 9: Please upload any additional documentation your College requires - this is only applicable to Architecture students.

Please do not upload anything else here

Exchange Application 2023/2024 -

Cancel Application (permanently)

Submit Application



Please Note:

- Your examination results from UCD to date will be taken into account when assessing your application, due to deadlines we must accept what is first put in the system and can't wait for regrades
- You should also meet any additional requirements as set by your College
- You can save your application as a draft and return to it at any time if needed. Once it is submitted, it is no longer possible to amend your exchange application

Before submitting your application, you need to ensure that:

- You have reviewed the preferred universities' websites and they offer suitable modules for you to take while attending.
- You have reviewed the preferred universities' websites and reviewed how much the exchange programme will cost you. Please note: you do not pay tuition fees to the

Step 10: Submit your application.

Before you submit your application:

- Review all of the information you have provided and all information given to you at the top of the screen
- Ensure you have completed each section thoroughly (aside from Document Upload which is only for those required to do so)
- Review your preferences and make sure you are happy with them

Click on [Submit Application](#) at the top of the screen.

Do not Cancel your application unless you no longer wish to go on exchange

IMPORTANT

Once your application is submitted the status will be “Under Review.”

Please note that any application submitted is final and cannot be edited. You have plenty of time to submit your application - there is no excuse.

You will still be able to view the information provided but changes cannot be made.

Application deadline:

Your Application Details		
Current Status	Academic Year	Last Updated On
Under Review	2022/23	20 Oct 2022

[View Initial Application](#)

IMPORTANT

You should ensure you **leave at least 30+ characters** in any free text fields (Motivation, Language Proficiency and Additional Comments).

If you go over this character count, an error message will appear on the screen when you try to save/submit your application.

If this error message appears, please review the text entered in those fields and the character count before emailing us.

IMPORTANT

Please remember to **SUBMIT!** The application does not submit automatically on the deadline, you need to manually do this. **The submit button is at the top of the application page.**

We will not accept late applications - no exceptions will be made.

Do not edit your application at the last minute - it will close automatically at 11:59pm.

Please do not email us asking for an update on your application - all students will be informed by the 15th March and conditional offers are made on a rolling basis based on partner deadlines.

How is my application assessed?

There are a set amount of spaces available at each university, this process is ongoing and we will not be able to provide exactly how many spaces are available for your College. Some universities may only have 1 space, others will have more. **You are competing with other students in your School OR College for spaces.**

Applications are sorted by GPA and we allocate until spaces are filled. If you do not receive a space, it is usually because of one of the following reasons:

1. All spaces were full for all of your choices listed
2. You listed institutions that are not approved for your subject
3. You are not eligible for exchange

If you have the same GPA and exact same choices as another student in your School/College, your applications will be referred to your College Office/Academic coordinator and they will review your motivational statement.

When will we hear the outcome?

All students will be notified by the **15th March** if they have been allocated a place or not. If you are ineligible for exchange, we will let you know.

Please do not email us asking for an update on your application. If your friend receives an offer before you, this does not necessarily mean you do not have a space, offers are given on a rolling basis based on which deadlines are sooner.

If you are eligible but did not initially receive a space, we open up a Round 2 of applications for any spaces that have not been allocated.

You can choose to keep your application open or cancel it, if a space becomes available it will be given to the student with the next highest GPA.

Things that won't affect the outcome:

Parent/guardian phone calls - GDPR, your application = your responsibility

Emails from academics recommending a place higher on your list

Emails from sports coaches at a partner university

Requests to be placed with a friend/partner