



Please send this form and supporting documents to:

Exchange and Study Abroad Officer
Abertay University
Bell Street
Dundee DD1 1HG

You can also print, sign, scan and e-mail to:

international@abertay.ac.uk

YOUR DETAILS

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Male/Female (M/F) Date of Birth (DD/MM/YY)

Surname/family name

First names/given names

Nationality

Current fee status ☐ Scottish/EU ☐ England, Wales and Northern Ireland ☐ Overseas

Correspondence address

City

Country

Telephone number

Postcode

E-mail address

Course you are currently studying

Your current year of study

Student number

Have you previously studied abroad during your course at Abertay University? ☐ YES ☐ NO

If yes, please give a short description of the activity, including total duration:

YOUR PROPOSED MOBILITY

In this section, you can list three choices out of Abertay's portfolio of exchange options and rank them according to priority. If you are not nominated for your preferred option, we will consider your application for your second priority. If you are not nominated for your second priority, we will consider your application for your third priority. (You are not required to list more than one option.)

Should we not be able to nominate you for any of the options applied for, we will still contact you regarding any other opportunities we may have available.

I would like to apply for the following exchanges, in order of priority:

1) Partner institution:

☐ Term 1 ☐ Term 2 ☐ Full academic year ☐ Other:

2) Partner institution:

☐ Term 1 ☐ Term 2 ☐ Full academic year ☐ Other:

3) Partner institution:

☐ Term 1 ☐ Term 2 ☐ Full academic year ☐ Other:

WIDENING PARTICIPATION (ERASMUS ONLY)

If you are applying for an ERASMUS exchange and your annual household income is less than £24,000, you could be entitled to a supplementary grant of currently €100/month (subject to change).

☐ YES, I believe that I may be entitled to this supplementary grant.

If you tick this box, we will contact you regarding further documentation and evidence.

SUPPORT NEEDS

This section is not compulsory, but will help us assess any support needs you may have and ensure this is provided for you at the partner institution.

For ERASMUS mobilities, additional funding is available to support students with special needs.

Do you have any additional support needs, for example linked to a disability, learning disability or a medical condition?

☐ YES ☐ NO

Explain here what special or extra facilities or support you may need:

SUPPORTING DOCUMENTS

Please make sure that you have attached all required supporting documents:

- ☐ Completed and signed Learning Agreement for the top-priority destination approved by Programme Leader
- ☐ Current transcript of records (OASIS printout)
- ☐ Short recommendation from Programme Leader (can be e-mailed directly to international@abertay.ac.uk)
- ☐ Letter of motivation (max. 500 words)
- ☐ Copy of your passport (this can be submitted late if you don't have it at the time of application)

DATA PROTECTION

The University will process your details on its manual and computerised systems for the purpose of administering your education, associated financial matters, use of the University facilities and where appropriate, accommodation. Some information on this form will be sent to the Higher Education Statistics Agency (HESA), Government Education Departments, Funding Councils, University of Abertay Dundee Students Association and similar organisations. Full details of the Universities Data Protection Policy are available on the University Intranet or from the office of the University Secretary. Your signature is your consent to the disclosure of this information, which by its nature may be sensitive information. If you do not wish information about you to be disclosed by the University, you will be required to submit formal notification to the University. However, you should be aware that even if you do submit such formal notification, the University may be under a legal obligation to disclose the information to a third party.

DECLARATION

I hereby consent to the University processing the personal details which I have provided in connection with my application in accordance with the Data Protection Act 1998. I further agree to the University passing on information provided in this application to the partner institutions named above. I declare that the information on this form is correct.

I understand that if my application is successful, a separate application to the partner institution is required in accordance with the admissions regulations of the partner institution. Nomination for an exchange with one of the University's partner institutions does not automatically guarantee admission to the partner institution.

If applying for ERASMUS exchange, I understand that ERASMUS funding is not guaranteed and subject to confirmation of the 2018/19 grant allocated to the University by the British Council. Grant rates for 2018/19 may differ from the rates set for previous years. Applicants will be notified of the new grant rates once this information becomes available.

I agree to abide by the admissions requirements, rules and regulations of the exchange programmes offered by Abertay University.

I agree to abide by the academic regulations of my host university during my exchange placement, which may differ from academic regulations at Abertay University, for example regarding resit policies.

Signature of Applicant :

Date:

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