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| W:\STUDENT RECRUITMENT OFFICE\Promotional Material\Images\Logos & Crests\Abertay\New Abertay logo - 2013\Colour Abertay Uni Logo.jpg | **ERASMUS+ INBOUND**  **APPLICATION FORM 2019/20**  **TERM 1 STUDY PLACEMENT**  **TERM 2 STUDY PLACEMENT**  **FULL YEAR STUDY PLACEMENT**  ***Please tick the appropriate box*** |
| **YOUR DETAILS**  ***(please write clearly in block capital letters)*** | |
| Mr  Mrs  Miss  Ms  Male/Female (M/F) | |
| Date of birth (DD/MM/YY) | |
| Surname/family name | |
| First names/given names | |
| Country you have lived in for the last five years | |
| Country of birth | |
| Nationality | |
| Permanent home address | |
|  | |
| City       Postcode | |
| Country | |
| Telephone number | |
| E-mail address | |
| Correspondence address (if different from home address) | |
|  | |
| City       Postcode | |
| Country | |
| Telephone number | |
| **YOUR UNIVERSITY/COLLEGE DETAILS** | |
| Name of your home UNIVERSITY or COLLEGE | |
| Full Address, including postcode and country | |
|  | |
| City       Postcode | |
| Country | |
| Telephone Number | |
| Name of Exchange Co-ordinator or International Officer | |
| E-mail address of Exchange Co-ordinator or International Officer | |

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| **DETAILS OF YOUR AWARDS AT YOUR HOME UNIVERSITY OR COLLEGE** | | | | | |
| **1. Please attach an English translation of your transcript of results showing subjects studied, ECTS credits and grades you have achieved to date.**  **2. Write a list below or on a separate sheet of paper if you do not have an official transcript at this point (number of ECTS credits achieved to date =**      ). | | | | | |
| **Subject (ENGLISH translation)** | | | **ECTS** | | **Grade** |
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| **DETAILS OF EXPECTED AWARDS AT YOUR HOME UNIVERSITY/COLLEGE** | | | | | |
| **3. Use the space below to list subjects and ECTS credits still to be completed this year (ECTS credits still to be completed =**      )**.** | | | | | |
| **Subject (ENGLISH translation)** | | | | **ECTS** | |
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| **CHOOSE MODULES** | | | | | |
| **PLEASE NOTE: You should choose modules that correspond with the level you are at – 100 level**  **or SCQF 07 modules are typically taken by 1st years, 200 or SCQF 08 by 2nd years etc.**  **It is of benefit to your studies that you chose classes that are within your level – we generally allow**  **two modules from your year of study, with the other module being from the year above or below.**  **There are a few exceptions, however we give this rule to benefit you and make sure you are**  **studying modules that are suitable. Your alternative classes should also follow these guidelines.**  **Write the full title of the degree/subject area (in English) you are studying at your home institution:**    **Which year of study will you be in when you study at Abertay University:**  1st  2nd  3rd  4th  **Which modules would you like to study at Abertay? Please list the module codes and names:**              **Please list at least three alternative modules in order of priority in case you cannot take your preferred modules due to unmet module prerequisites or timetable clashes:**            **Full-time students should take modules worth 60 SCQF credit points (=30 ECTS credits) per term. Please note that it is not possible to enrol for more than 60 SCQF credit points per term.** | | | | | |
| **REFERENCE** | | | | | |
| To be provided by authorised person (e.g. Erasmus Co-ordinator or Academic Staff) at your Home University or College:  **Please tick to confirm that:**  **The student’s English proficiency is adequate for study at a UK university (including listening to lectures and completing coursework and examinations).**  **The information provided on this form is accurate.**  Additional space to comment on the ability of this student to undertake a study placement at Abertay University (optional):  Signed: Date:  Name of authorised person    Position (e.g. International Officer or Lecturer)    E-mail address | | | | | |
| **CRIMINAL CONVICTIONS** | | | | | |
| Do you have any criminal convictions? Yes  No | | | | | |
| **SPECIAL NEEDS** | | | | | |
| If you have a disability, special needs (including dyslexia) or a medical condition, please tick the appropriate box and enclose further details where necessary. | | | | | |
| No disability  Social/communication impairment  e.g. Asperger’s syndrome  Blind/partial sight  Deaf/partial hearing | Wheelchair/mobility  Personal care support  Mental health  Unseen disability e.g. diabetes, epilepsy | Dyslexia, dyspraxia or AD(H)D  Long standing illness or health   condition  Multiple disabilities    Other disabilities | | | |
| Explain here what special or extra facilities or support you may need at the University: | | | | | |
| **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, Abertay University Students’ Association and similar organisations. Full details of the University’s 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. | | | | | |
| **UNIVERSITY REGULATIONS** | | | | | |
| University Regulations: Full copies of all University policies, rules and regulations are available from the office of the University Secretary. | | | | | |
| **DECLARATION** | | | | | |
| I hereby undertake to accept and abide by all policies, rules and regulations of the University whilst I am an enrolled student of the University. I undertake to pay all relevant tuition fees if such fees are not received from a sponsoring body. I further consent to the University processing the personal details which I have provided in connection with my enrolment in accordance with the Data Protection Act 1998. I also agree to the University passing on to my home university information concerning my study at Abertay University and the results of examinations and assessments. I declare that the information on this form is correct.  Signature of applicant : Date: | | | | | |
| **Please send this form to:**  Exchange and Study Abroad Officer  Abertay University  Bell Street  Dundee DD1 1HG  United Kingdom  **You can also e-mail your application to**  [international@abertay.ac.uk](mailto:international@abertay.ac.uk)  **Please attach the TRANSCRIPT of results of your previous studies if available.**  **Deadlines (postmark date or arrival date of e-mail application):**  **15 May 2019 for Term 1 and full year 2019/20 applications**  **16 October 2019 for Term 2 applications**  Decisions will be announced as soon as possible. Late applications are welcome depending on availability.  *The University of Abertay Dundee is a charity registered in Scotland, No:SC016040* | | | | | |