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| W:\STUDENT RECRUITMENT OFFICE\Promotional Material\Images\Logos & Crests\Abertay\New Abertay logo - 2013\Colour Abertay Uni Logo.jpg | **EXCHANGE/STUDY ABROAD****APPLICATION FORM 2019/20****TERM 1 STUDY PLACEMENT [ ]** **TERM 2 STUDY PLACEMENT** **[ ]** **ONE 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 your Study Abroad Advisor      |
| E-mail address of Study Abroad Advisor      |

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| **DETAILS OF YOUR AWARDS AT YOUR HOME UNIVERSITY OR COLLEGE** |
| **1. Please attach your transcript of results showing subjects studied, 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.** |
| **Subject (ENGLISH translation)** | **Credits** | **Grade** |
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| **DETAILS OF EXPECTED AWARDS AT YOUR HOME UNIVERSITY/COLLEGE** |
| **3. Use the space below to list subjects and credits still to be completed this year.** |
| **Subject (ENGLISH translation)** | **Credits** |
|       |       |
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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 case you cannot take your preferred modules due to module prerequisites or timetable clashes:**                         **Full-time students should normally take modules worth 60 SCQF credit points per term (3 modules).** |
| **REFERENCE** |
| To be provided by an authorised person (e.g. Study Abroad Advisor or Academic Staff) at your home university or college:**Please tick to confirm that:**[ ]  **If the student is participating in an exchange: the student has been nominated by the University**.[ ]  **The information provided on this form is accurate.**Additional space to comment on the ability of the applicant to undertake a study placement at Abertay University (optional):Signed: Date:      Name of authorised person     Position (e.g. Study Abroad Advisor or Professor)     E-mail address      |
| **ENGLISH LANGUAGE QUALIFICATIONS** |
| Is your first language English? Yes [ ]  No [ ] If No, please see below.**If it is not, you must have a formal English language qualification to enter the UK.** Please indicate which English qualifications you have, the grade awarded, and the date of the test:English Test name (e.g.IELTS, TOEFL)       Grade Achieved       Date of test: DD/MM/YY        |
| **PASSPORT COPY** |
| Please attach a photocopy of the picture page of your passport to this application. |
| **CRIMINAL CONVICTIONS** |
| Do you have any criminal convictions? Yes [ ]  No [ ] If Yes, please indicate the offense and date convicted: |
| **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. If I am applying as a STUDY ABROAD student, I recognise that I will pay the relevant tuition fees. If I am applying as an EXCHANGE student, I recognise that tuition fees for my study at Abertay University are waived as a consequence of an agreement signed between my home university and Abertay. However, if an administration fee is charged as a result of the exchange agreement between the universities, I agree to pay the fee to Abertay University upon arrival, as well as any administrative fee charged by my home university, and undertake to pay all relevant charges related to my personal accommodation. 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 REMEMBER to attach:** 1. **a photocopy of the picture page of your PASSPORT and**
2. **the TRANSCRIPT of results of your previous studies.**

**THEN SEND THIS FORM TO:**Exchange and Study Abroad OfficerAbertay UniversityBell StreetDundee DD1 1HGUnited Kingdomor by e-mail tointernational@abertay.ac.uk**Deadlines (postmark date):****15 May 2019 for Term 1 and full year 2019/20applications****16 October 2019 for Term 2 applications**Late applications are welcome depending on availability.*The University of Abertay Dundee is a charity registered in Scotland, No:SC016040* |