



APPLICATION FORM for OUTGOING EXCHANGE STUDENTS 2019/20

Before completing this application form please read the notes on the back page.

Please complete all sections of this form using a black ballpoint pen or black type (preferred) in **BLOCK CAPITALS**

Incomplete forms and enclosures may delay the processing of your application. Section I (note 8) gives closing dates for submission of applications.

A. Programme you wish to Study (see note 1)

Programme Name : <input type="checkbox"/> ERASMUS+ Exchange – Study Module mode <input type="checkbox"/> International Exchange – Singapore <i>(tick one)</i>																					
<input type="checkbox"/> International Exchange – Canada and USA	<input type="checkbox"/> International Exchange – Australia/Hong Kong/New Zealand																				
<input type="checkbox"/> Other : <i>please specify</i>																					
Entry Level <i>(tick one)</i> : <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate Taught (ERASMUS+ only) <input type="checkbox"/> Doctoral (ERASMUS+ only)	Entry Year: 2019/20																				
Proposed Dates of Study at the Partner University <i>(tick one and insert semester dates, if known)</i> :																					
Semester 1	From: _____ To: _____ <input type="checkbox"/>																				
Semester 2	From: _____ To: _____ <input type="checkbox"/>																				
Full Session	From: _____ To: _____ <input type="checkbox"/>																				
Alternative period of study dates : from	to <input type="checkbox"/>																				
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d	d	/	m	M	/	2	0	y	y												
d	d	/	m	m	/	2	0	y	y												

PARTNER University where you wish to undertake exchange. Please see the Study Abroad website for information on selecting partners :

1 st Choice University :		Country
2 nd Choice University :		Country
3 rd Choice University :		Country

B. Personal Details (see note 2)

Surname / Family Name <i>(as appears on passport):</i>	Title: Mr / Miss / Ms / Mrs / Dr	Male / Female <i>(please circle)</i>										
First and Middle Name(s) <i>(as appears on passport):</i>	Date of Birth (dd / mm / yyyy)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y			
Preferred First Name:												
University of Dundee Email Address:												

C. University of Dundee Current Student Details

(see note 3)

Matriculation ID Number :					
Have you been on an Exchange before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, which one? :		
Name of your Course at the University of Dundee					Academic School :
Start Date of your Course					
Expected End Date of Course					
Current Academic Year of Study <i>(please circle)</i>	1	2	3	4	5

D. Additional Information

(see note 4)

Disability:		
I am registered with Disability Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes; Do you agree for us to liaise with them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

E. Language Competency – ERASMUS+ applications only

(see note 5)

Some ERASMUS+ Host Institutions require sufficient proficiency in their native language in order for you to fulfill the demands of the programme.

Please indicate below which language(s) are :

a) the native language of the HOST Institution
b) Your first language
c) Your main language for education

d) Learnt as a foreign language – *show which languages you have learned and indicate your current proficiency. Add additional languages to the table, as required.*

Languages	I am currently studying this language		I have sufficient knowledge to understand/ follow lectures	
	Yes	No	Yes	No
French	Yes	No	Yes	No
German	Yes	No	Yes	No
Italian	Yes	No	Yes	No
Polish	Yes	No	Yes	No
Spanish	Yes	No	Yes	No
	Yes	No	Yes	No
	Yes	No	Yes	No
	Yes	No	Yes	No
	Yes	No	Yes	No

FOR UNIVERSITY USE ONLY – Assessment by Academic Skills Centre (ASC) *(where linguistic competence is relevant)*

Comments	<i>(Please use block capitals and add additional sheets where necessary)</i>	
Staff Name	<i>(block capitals)</i>	Date Assessed :
Signature		Date Signed :

F. Details of your University of Dundee Programme**(see note 6)****Modules being studied during current academic year at the University of Dundee** *(continue on a separate sheet, if required)*

	Session	Module Code	Title/ Description	Grade/ Mark
1				
2				
3				
4				
5				
6				

Details of your Advisor of Studies *(note: your Advisor of Studies may be contacted for a reference)*

Name	
Title	
School & Subject Area	
Address	
Telephone Number	Fax Number
Email	

G. Partner University Information**(see note 6)****Modules you propose to take at your first choice of exchange partner institution**

Please research module information available for your programme on partner webpages to complete this section.

	Module Code	Module Title/ Description	Module Credit
1			
2			
3			
4			
5			
6			

H. Personal Statement in support of your application

(see note 7)

Please write a brief statement not exceeding 500 words on why you would like to participate in the Exchange Scheme and why you would like to be selected for it. Also use this section to detail any relevant information which has not been included elsewhere in this form. It is advised that you keep a copy of this, as the host university you apply for may ask for a copy of your personal statement. Continue on an extra sheet, if required.

I. Application Deadlines

(see note 8)

ERASMUS+

Deadlines: For Semester 1 or full year - applications should reach the University of Dundee (see section L) by **15 March 2019**
For Semester 2 - applications should reach the University of Dundee (see section L) by **20 September 2019**

For International Exchange (Australia, Canada, Hong Kong, New Zealand, Singapore, USA, Malaysia)

Deadlines: For Semester 1 or full year - applications should reach the University of Dundee (see section L) by **23 November 2018**
For Semester 2 - applications should reach the University of Dundee (see section L) by **29 March 2019**

J. Supporting Documents**(see note 9)**

Please tick the relevant boxes below to indicate which copies of documents you have enclosed with your completed application form.

DJCAD STUDENTS ONLY

- | | |
|--|---|
| <input type="checkbox"/> Additional 'Personal Statement' sheet, as appropriate | <input type="checkbox"/> Digital Portfolio of Art Work web link (DJCAD students only) |
| <input type="checkbox"/> Other – give details _____ | <input type="checkbox"/> Supporting Academic Reference (DJCAD students only) |

K. Nominated Access

You can choose to nominate someone, e.g. a parent/guardian/adviser/partner, who can discuss your application with us if you're unavailable. This section of your application is not compulsory - you don't have to nominate anyone. If you do, enter their name and their relationship to you.

Do you want to nominate someone? Yes Enter details below No Go to section M

Person's First Name(s) :

Person's Surname :

Person's Relationship to you :

- I certify that the information given on this form is true, complete and accurate. If I am admitted onto the University Exchange Scheme, I undertake to observe the University's Ordinances and Regulations and to ensure payment of any tuition fees and other financial liabilities to the University, as relevant. Yes No
- I accept that information about my progress on the Programme may be shared between my Home and Host University. Yes No
- I agree to inform the University immediately if I decide not to proceed with my application. Yes No
- I understand that I may be required to disclose any criminal convictions (spent or unspent) that I have when applying for this Exchange Scheme. Yes No
- I agree to be an ambassador for the University of Dundee and help to promote the city and University of Dundee at any study abroad or other similar fairs where reasonably practicable. Yes No
- I understand that successful completion of the Exchange Scheme is not guaranteed and is dependent primarily on my academic performance. Yes No
- May we release your contact details to other students on the Erasmus+/ International / Other Exchange Programme, as relevant? Yes No
- I have read the Privacy Notice on the next page. Yes No

Signed:

Date:

Please return this form to by email
to : goabroad@dundee.ac.uk

For further information, contact:
Go Abroad Team
Email: goabroad@dundee.ac.uk
Telephone: 01382 385658

University of Dundee

Information Governance – Data Protection

Privacy Notice – External Relations - International Exchanges

How we use your information

To process your student exchange application we require some of your personal data.

The personal data you provide will be used to make an assessment of your suitability to take part in the programme and to officially nominate you to any partner institution you may be allocated to.

The University will keep your personal data for five years. It will then be destroyed.

Personal data

The personal data required for processing your student exchange application is name, date of birth, matriculation number, gender, information concerning your main language, UoD email address and degree programme at the University of Dundee.

You may choose to provide additional personal information at your own discretion within your personal statement. The information provided will vary for each applicant for exchange.

We will also hold information concerning the reasons for the success or rejection of your application.

If you choose to provide information on a nominee who may discuss your application with us, please show them this Privacy Notice so that they understand that their personal data will be held by the University as part of your application.

Special categories of personal data

The special category personal data required for processing your student exchange application is whether or not you are registered with disability services at UoD. This information is processed to meet our obligations under the Equality Act 2010.

If you choose to disclose special category data as part of your personal statement, the University will also hold and use this information for the purposes described above.

Data controller

The data controller for your personal information is the University of Dundee. Your data may be processed by the University's nominated agents such as software or service providers. Your data will be held on the University's servers, within Microsoft Office 365 (our productivity software, including our email system) and Box.com, our file sync and share solution. Microsoft Office 365 and Box.com are cloud-based and the University has agreements with both these companies. We also keep paper copies of your application in locked filing cabinets in a restricted area of the University and our secure off-site storage for older files.

Your data is also provided to your nominated exchange partner should you be successful. This will be discussed with you at that time. Any exchange with a partner based out with the European Economic Area will involve the transfer of your personal data out with the EEA. You should satisfy yourself of any partner's terms and conditions and use of your personal data.

Lawful processing

The University asserts that it is lawful for it to process your personal data for the purposes detailed above as the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract (ie your application to the University for an exchange and your agreement to take a place on an exchange should you be successful).

The University asserts that it is lawful for it to process your sensitive personal data for the purposes detailed above further to your consent.

Please also refer to the privacy notice for students provided to you at matriculation and available online at www.dundee.ac.uk/information-governance/dataprotection for information concerning the processing of your data by the University and the reasons and ways it may be processed (for example recognition of your learning whilst on an exchange within your core student record).

Your rights

The University respects your rights and preferences in relation to your data. If you wish to update, access, erase, or limit the use of your information, please let us know by emailing goabroad@dundee.ac.uk. If you wish to complain about the use of your information please email dataprotection@dundee.ac.uk. You may also wish to contact the Information Commissioner's Office.

FOR UNIVERSITY USE ONLY (Sections N to R)

M. Interview Status with the University of Dundee

Applicants for all types of exchanges must now be interviewed. In all cases, please attach the completed and signed Interview report form, post-interview.

Call for Selection Interview for all exchange types

Invite for Interview?
(tick one)

Yes, candidate suitable for selection Interview
(completed Interview sheet should be attached)
Any special needs/requirements?

Please initial and date

Initials _____

Date : _____

No, candidate not suitable for exchange, so no interview required – go to section P and Reject, then sign at R

N. Academic Approval from the University of Dundee

Offer

Offer Programme :
(tick one)

ERASMUS+ Exchange – Study Mobility

International Exchange – Singapore

International Exchange – Canada and USA

International Exchange – Australia/Hong Kong/New Zealand

Other : *please specify*

Offer Entry Level (tick one) :

Undergraduate

Postgraduate Taught (ERASMUS+ only)

Doctoral (ERASMUS+ only)

Entry Year: **2019/20**

Diploma/Degree Classification

Full Programme Title

I would like to ACCEPT this applicant onto the Exchange for the above Programme

Please indicate if you wish to approve this applicant for their 1st or 2nd choice of partner institution
(Indicate class of Honours required etc, and proficiency in English required, if relevant)

Semester 1 only

Semester 2 only

Full Session (Semesters 1 and 2)

Start Date

Minimum duration of Programme

Academic Year of Study
Offered (please circle)

1

2

3

4

5

Now go to section Q and/or sign off section R in all cases.

Programme you wish to Study

note 1

Programme – more information about our Exchange programmes is available on our website:

www.dundee.ac.uk/undergraduate/studying_abroad/

Entry Level – indicate which level you wish to be considered for. Undergraduate is at first degree level (available for all exchanges), while entry to Postgraduate and Doctorate levels requires a first degree. Postgraduate and Doctorate levels are available for ERASMUS only.

Entry Year – this is the academic year in which you wish to start the programme, e.g. 2019/20, etc.

Proposed dates of Study – indicate whether you plan to study for Semester 1 or 2, both Semester 1 and 2 (full session) or other dates.

Personal Details – All information is kept in accordance with the Data Protection Act 1998

note 2

Surname/ Family Name and First/Given name(s) – please make sure that you write your family name **in full** and include **all** of your given names. It should be written the same way that your name is written in your current passport, driving license, or other formal document. Do not shorten or abbreviate any of your names. Use 'Preferred Name' to record shortened or alternative names.

Date of Birth – please write this in the order of day / month / year (e.g. 19/07/90 = 19th July 1990)

Email – provide your University email. Write very clearly, as these are quick ways of contacting you about your application.

University of Dundee Current Student Details

note 3

Matriculation Number - Please provide this as it will help us to retrieve your current student record, and add this application quickly.

Current Course – academic year of Study should be the one that you are currently undertaking, not the year you intend to take abroad.

Additional Information – All information is kept in accordance with the Data Protection Act 1998

note 4

Disability and Special Needs – We ask you to make us aware if you are registered with disability services and if you agree for us to liaise with disability services, so that where possible, appropriate support and resources at the host institution can be arranged during your period of study there. The University encourages applications from students with disabilities and special needs.

Language Competency – this section should be completed by ERASMUS+ applicants only

note 5

Please give as much detail as you can about your Language competency, whether gained formally or informally.

Details of your University of Dundee/ Partner University Programme

note 6

University of Dundee details - provide details of the modules that you have taken or are currently studying here, in chronological order.

Advisor of Studies - it is useful for us to have the contact details of your advisor of studies, in case we need clarification on anything. We may ask your advisor of studies to provide a reference for you.

Partner University details – after consulting the relevant websites and your advisor or academic exchange coordinator, please provide details of the modules that you propose to take at the host institution. If accepted, these may not be the final modules that you will take, but they will give us an idea of where your interests lie.

Personal Statement and any other relevant information

note 7

This section is an opportunity for you to tell about us yourself, why you have chosen this Programme and what your career aspirations are. Also use the 'Personal Statement' section to tell us anything else you think we should know that is not covered elsewhere in the form. Continue on a separate sheet, if required.

Closing Date for Applications

note 8

The dates given in Section I are the last dates that your application and supporting documentation can reach the Global Programmes Office at the University of Dundee (**by 5pm on each date**). Please send your completed application form and any documentation to the email address given in section L.

Supporting Documents

note 9

For Art and Design (DJCAD) students only: a digital portfolio of artwork, preferably available at a web link, should be submitted with your application. DJCAD students are also required provide a supporting reference. Your referee should be able to comment on your interest, ability and commitment to your specialism and to your professional development.

If providing supporting documentation, ensure that your name is clearly written or visible on each additional item/sheet.

We reserve the right to ask to see other supporting documentation at a later date if necessary.

Student Declaration

note 10

You must sign the application form. By signing the form, you are declaring that to the best of your knowledge, you have included correct, complete and accurate information. The information will be used for processing your application.

What happens next?

We will acknowledge receipt of your application soon. If your application is complete, it will be passed to the relevant academic exchange coordinator for review and decision. The decision will be one of the following: a provisional approval (requiring you to meet certain requirements first) or a rejection (usually indicating why you have been unsuccessful).