**Personal Declaration for Study Abroad 2019/20**

*Please read this declaration carefully, in full, before signing and submitting your exchange application form.*

Study abroad does not suit everyone. Before applying, students should reflect carefully on their individual academic goals, learning styles, personal circumstances etc.

**1. You should have confidence in answering ‘YES’ to the following statements:**

* I am aware of the exceptional academic and personal challenges that can arise during study abroad.
* I am not aware of any specific issue(s) or factor(s) that would adversely affect my ability to adapt to a different learning environment or to integrate smoothly into a different cultural environment.
* (where applicable) I realise that I will have to adapt to a different linguistic environment and am confident in my language abilities.

**2. Respect for Host University:**

Exchange students must follow the rules of their host university, particularly with regard to subject assessment and examinations, and accept that conditions may differ from those in Trinity.

* I understand that it is my responsibility to inform the host university of any needs I may have and understand that the School of Law, School of Social Sciences and Philosophy or Business School in Trinity College Dublin cannot guarantee accommodations abroad.
* I understand that the School of Law, School of Social Sciences and Philosophy or Trinity Business School in Trinity College Dublin cannot review or intervene in the decisions of partner universities.

**3. Compliance with institutional, national, EU and international regulations:**

• Non-EU College-Wide exchanges: I understand that my exchange is governed by Academic Registry, while I am subject to Law School Rules (and Business School rules, where relevant for Law and Business students and Political Science Department rules where relevant for Law and Political Science students) I am aware that my point of contact is the noneuex@tcd.ie, through Academic Registry and that the Law School (or Business School, and Political Science Department where relevant) merely facilitates this process.

* European Erasmus exchanges: I understand and accept that study abroad is governed by regulations and procedures set out in ERASMUS and other relevant literature published by the EU, the Higher Education Authority (Ireland) and other relevant national and supranational bodies and by the School of Law, as outlined in the current Law School Erasmus/Exchange Programme Rules and Regulations 2018/19 and Law and German/Law and French Erasmus Rules and Requirements (for Law and Language students).
* Law-to-Law School non-EU exchanges: I understand that these exchanges are exceptional opportunities negotiated on my behalf by the Law School. I realise that my behaviour on exchange directly affects the prospects of this exchange continuing. The exchange programme is guided by the Student Exchange Agreements between the Law Schools and the current Rules and Regulations of Trinity Law School’s Exchange Programme 2018/19 (and Business School rules where relevant for Law and Business students taking part in Business School non-EU exchanges).

**4. Conversion of Marks**

* I understand that the Law School (and Business School/Political Science where relevant for joint degree students) converts grades in the fairest way possible, with great concern for its student’s grades and future prospects. I accept that conditions in my host university may differ from those in Trinity and realise that this may have an effect on my results.

The results you obtain in your examinations in your host university will be converted into Trinity grades by the Court of Examiners on the basis of the conversion table which applies to your host university or country. The Law School grade conversion scales are available on the Law School year abroad website. Information on the Business School and Political Science conversion tables can be provided from the relevant Erasmus/Exchange Coordinators. Please note that the Law School (and Business School, and Political Science Department) does its utmost to ensure that the translation of results from your host university to Trinity's marking system is fair and reflects your achievements abroad. **The Court of Examiners cannot, however, guarantee that the process of translation of marks will equal out all differences between the marking structures in different countries and amongst the host universities.**

*All students are advised to seek as much information about their host university as possible prior to choice of universities,*

**5. Meeting degree programme requirements**

Prior to submitting this application, I have conducted extensive research on the institutions I have selected.

* I am aware of my course requirements; in particular ECTS/local credits requirements, which are highlighted in the current Law School Erasmus and Exchange Programme Rules and Requirements 2018/19 and the Law and German/Law and French Erasmus Rules and Requirements (for Law and Language students).
* If I am a Law and Business or Law and Political Science student taking part in the exchange programme (either Non-EU College-wide or School Level exchange or European Erasmus exchange), I am aware that I must complete 30 ECTS (or equivalent for non-EU exchanges) for one semester or 60 ECTS (or equivalent for non-EU exchanges) for the full year abroad. In accordance with my joint degree academic requirements, I am aware that all 30 ECTS / 60 ECTS will be counted to calculate my grade for the semester/year abroad.
* Prior to departing to host university, I will discuss module choices with the Erasmus/Exchange Coordinator in the Law School (and Business School/Political Science Department where relevant for joint degree students and furnish a Pre-Approved Module form to the Business School before enrolling in any modules in a host institution).

While on exchange I will:

* Confirm final list of module choices with my Erasmus/Exchange Coordinators via email and provide learning agreement for signature.
* Make my coordinators aware of any changes to my learning agreement while away.
* Inform my coordinators immediately on any difficulties that may impact on my ability to progress

I understand that I am going abroad as a Trinity student. I therefore understand that I am an ambassador for the College and for the Law School, Business School and Political Science Department. I will bear this in mind in all my conduct abroad, both academic and personal.

***I understand that it is entirely my responsibility to ensure that I* *will be able to fulfil all the Academic Calendar requirements in my host university particularly orientation, term and exam dates***

I confirm that I have read and accept in full the content of this declaration and I confirm that the information provided by me in the application form for study abroad is correct: *(please type your name below if you are submitting the document electronically)*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_