

	Student	UCAO	Mobility Co-ordinator in Subject(s)	Trinity Global	Host University
Pre-Application	- Research and identify suitable exchanges for you – only you can determine this! - Aim to achieve any required marks/grade requirements - Start saving money to help cover expenses	Provide information on the overall process for TJH students and publish details on pathway compliance	- Confirm available Erasmus partners - Provide information on subject-specific requirements - Set application deadlines	Provide information on timelines and available exchanges	Might provide modules available for exchange students to take (course catalogues) on their websites or via email queries.
Application	- Ask questions well ahead of application deadlines - Meet application deadlines	Provide advice and information where possible	- Receive and review all Erasmus applications - Advise students and Global of successful nominations	- Receive, review and nominate all International/Study Abroad exchanges - Receive Erasmus nominations from Schools	n/a
Application Successful	- Confirm acceptance of place to Trinity - Follow host university instructions to register and confirm place	Provide information on pathway compliance	Update any Erasmus nominations	- Nominate students to host universities - Provide pre-departure information to students re Erasmus grants etc	Will contact the student directly with instructions on confirming place and registering for their internal systems etc
Learning Agreement (LA)	Complete Learning Agreement and submit to UCAO for approval	- Review LA and confirm module approval with Co-ordinators - Advise student LA is approved	Approve modules for Learning Agreement	Receive LA as part of Erasmus grant requirements (one of the required documents for the first grant instalment)	Sign and approve LA after Trinity approves it
Transcript of Results (TOR)	Send TOR to UCAO for processing by deadline	- Forward TOR to Co-ordinators to convert - Check pathway ECTS compliance and bring results to Court of Examiners - Publish Exchange Results	- Check ECTS pathway compliance - Check any required prerequisites achieved - Convert results and return to UCAO	- Forward any TORs sent by Host University to UCAO - Receive TOR as part of Erasmus grant requirements	Provide student with Transcript of Results
Visa, Housing, Travel Information	- Research yourself - Enquire with your host university	n/a	n/a	Provide general information	May provide information if on-campus housing is offered