***School of Business and School of Social Sciences and Philosophy***

***Personal Declaration for Study Abroad***

*Please read this declaration carefully, in full, before signing and returning to your programme administrator by email, by 6th April, 2018.*

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

* I am aware of the 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 the 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 Social Sciences and Philosophy and Trinity Business School in Trinity College Dublin cannot guarantee accommodations abroad.
* I understand that the School of Social Sciences and Philosophy and 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:**

* College-Wide exchanges: I understand that my exchange is governed by the International Admissions and Study Abroad Office, while I am subject to School of Social Sciences and Philosophy and Trinity Business School rules, I am aware that my point of contact on administrative issues is the International Admissions and Study Abroad Office and that the School of Social Sciences and Philosophy and Trinity Business School merely facilitate this process.
* European 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), other relevant national and supranational bodies and the Schools of Social Science and Philosophy and Trinity Business School as outlined in the Study Abroad Handbook.
* School level non-EU exchanges: I understand that these exchanges are exceptional opportunities negotiated on my behalf by the School of Social Sciences and Philosophy and Trinity Business School. I realise that my behaviour on exchange directly affects the prospects of this exchange continuing.

**4. Conversion of Marks**

* I understand that the School of Social Sciences and Philosophy and Trinity Business School convert 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.

***Please note:*** *The School of Social Sciences and Philosophy and Trinity Business School do the 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.*** *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 and which is in force at the time of the relevant Court of Examiners meeting. The Court of Examiners retains the discretion to change conversion scales where it deems this necessary.*

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 leaving for exchange, I have conducted extensive research on the institutions I have selected.

* I am aware of my course requirements in terms of credits and have discussed the same with the exchange coordinator(s) for all of my subjects.
* I have consulted with my coordinator(s) to complete ‘Section 1 – Before Mobility’ of my learning agreement identifying my course choices.

Within two weeks of arriving at my host University I will:

* Email a scanned copy of my Learning Agreement, signed by my TCD coordinator(s) and host University to my programme administrator.

While on exchange I will:

* Obtain the permission of my coordinator(s) for any changes I am proposing to my learning agreement while away and resubmit my signed learning agreement to my programme administrator
* Inform my coordinators immediately on any difficulties, including failing modules, 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 School of Social Sciences and Philosophy/ Trinity Business School. I will bear this in mind in all my conduct abroad, both academic and personal.

I confirm that I have read and accept in full the content of this declaration.

(please type your name below and submit the document electronically from your TCD email address)

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

*Notes: All students must submit both a learning agreement and personal declaration within two weeks of arriving at their host university – this applies to College wide international exchanges, Erasmus and School level international exchanges.*