

# YOUR ONLINE APPLICATION TO UNIVERSITY COLLEGE CORK



Application Instructions for your  
Erasmus Period

Dear Student,

I wish to acknowledge the receipt of your nomination to study at University College Cork during the 2018/2019 academic year under the Erasmus+ Programme.

I wish to state that this acknowledgment does not guarantee acceptance, and we can only confirm acceptance after you have correctly completed the application process.

Erasmus students are required to complete UCC's online application form. Click on the following link to access your application: [online application form](#)

It is important that you ensure to follow the given instructions carefully as failure to do so may affect your application.

Please note that completed applications may take a number of weeks to process but I hope to be in contact with you all individually once you have submitted your online application.

If you have any questions regarding this process, please do not hesitate to contact me.

Best wishes,  
Caroline Smyth

Incoming Erasmus & Visiting EU Assistant  
[Caroline.smyth@ucc.ie](mailto:Caroline.smyth@ucc.ie)  
+353 21 490 4747

## 1. Application Deadlines

Autumn Semester/Full Academic Year Students	Friday, 8 <sup>th</sup> June 2018
Spring Semester Students	Friday, 19 <sup>th</sup> October 2018

Please ensure to complete your application before the relevant deadline above.

Late submissions will not be considered.

## 2. Important Documents Required to Complete your Application

During the application process students will be required to:

- Submit their Transcript of Records

Students must upload their official Transcript of Records (complete list of modules and your grades from your home university). This **MUST** be officially marked and/or stamped and sealed by your home university. Unofficial copies will **NOT** be accepted. Please submit all available results for each academic year of third-level study to-date. If you are a postgraduate student, please ensure to include your transcript for your undergraduate degree.

- Submit an English Copy of their Transcript of Records

You will also need to submit a copy of your transcript which has been translated into **English**. This copy does not need to be official, and can be translated by the student. Please ensure that this translation is clear and easy to read.

- Attach their 'Before the Mobility' Learning Agreement

Students will also need to upload the Before Section of the Learning Agreement to the online application form. The Learning Agreement template is available online at:

<http://www.ucc.ie/en/international/studyatucc/incomingerasmusstudents/> under the 'How Do I Apply?' tab.

The Learning Agreement is a **provisional** list of modules that you intend to study during your studies in UCC.

Please note that the Learning Agreement will need to be signed by both the student and the sending institution before being uploaded to the application form. The Learning Agreement does **NOT** need to be signed by UCC when attaching the document to your application. UCC will sign your Learning Agreement at a later date.

### 3. Module Information

Students will be required to choose modules from our Book of Modules for Visiting Students linked here: <http://www.ucc.ie/admin/registrar/visiting/>. You will not be permitted to select modules which do not appear on the above linked catalogue.

Please note that this is the catalogue of modules available for the 2017/2018 academic year, and modules may be cancelled, changed or altered for the 2018/2019 academic year. Though every effort will be made to ensure that students will be admitted to their preferred module choices, the UCC International Office **cannot guarantee** admission to any particular module.

To assist you with your selection, please see an example of module levels below:

EN1*** = 1 <sup>st</sup> year module	EN2*** = 2 <sup>nd</sup> year module	EN3*** = 3 <sup>rd</sup> year module	EN4*** = 4 <sup>th</sup> year module
EN5*** & EN6*** = postgraduate level modules			

It is recommended that students take modules to the value of:

- **60 ECTS** credits for the academic year
- **30 ECTS** credits for a single semester

Students are not permitted to choose more credits than stated above. Please ensure that you speak to the coordinator in your home institution regarding the number of credits that you need to take during your studies here. Students may be permitted to take less than stated above.

Modules run during the following periods:

- **Semester 1 (Autumn Semester)** – September to December
- **Semester 2 (Spring Semester)** – January to May
- **Year Long (Full Academic Year)** – September to May

Semester only students **CANNOT** apply for Year Long Modules.

## 4. Accommodation Information

Please note that it is currently extremely difficult to find accommodation in Cork at this time. Unfortunately, we are currently experiencing a housing shortage nationally in Ireland at this time. We would urge all students to remain proactive in sourcing their own accommodation for the 2018/2019 academic year.

We have an Accommodation Placement Service in operation for our incoming Visiting and Erasmus students, and we will send information on how to apply for this accommodation once you have successfully completed your online application. Our placement service will be placing students in complexes near the campus and the city centre.

**Please note that we cannot guarantee accommodation to all of our incoming students, and places offered by our servicer are extremely limited.**

Students who receive an offer of accommodation will receive only **one** offer of a room. I would strongly advise you to apply for this accommodation as soon as you receive the information from the placement service. Rooms are offered on a first-come-first-served basis. If you do not respond, or if you refuse your offer, your room will be given to another student.

## 5. Contact Information

Incoming Erasmus Student Administrator	
Contact Person Name & Title	Ms. Caroline Smyth Erasmus Executive Assistant
Telephone	+353 (0) 21 490 4747
Email	<a href="mailto:Caroline.smyth@ucc.ie">Caroline.smyth@ucc.ie</a>

Erasmus Coordinator	
Contact Person Name & Title	Ms. Clare Murphy Erasmus Coordinator
Telephone	+353 (0) 21 490 4726
Email	<a href="mailto:claremurphy@ucc.ie">claremurphy@ucc.ie</a>