

Erasmus+ and Study Abroad – Standard Operating Procedure

SOP Reference: Undergraduate International Student Mobility

SOP Owner: UCC International Office

Website: <https://www.ucc.ie/en/international/goabroadwithucc/>

This outlines the standard requirements for undergraduate international mobility and should be read in conjunction with guidance issued by the International Office and the relevant Academic Coordinators.

Timeline & Process

1. Study Period

The study abroad period takes place during 3rd year of a 4 year degree, with the application process commencing in Year 2

2. Initial Research

Students interested in studying abroad should begin by conducting independent online research, starting with the UCC International Office website:

<https://www.ucc.ie/en/international/goabroadwithucc/>

Students who require further guidance should contact or visit the International Office directly.

3. Information & Academic Consultation

- A study abroad information session will be delivered to students in Semester 1 of Year 2.
- Students in the College of Science and Engineering (SEFS) should arrange a meeting with their School International Officer or Academic Coordinator to discuss initial mobility plans.

Students undertaking a mandatory year abroad:

- Your Academic Coordinator will outline a separate application process and associated deadlines.
- Full details will be provided during the study abroad information sessions.

4. Eligibility Criteria

Students may apply to study abroad if they:

1. Are currently in Year 2.
2. Are enrolled in a UCC degree programme that permits a study abroad option.
3. Apply to a UCC-approved exchange partner university appropriate to their degree programme.
4. Meet the minimum academic requirements.

Minimum Grade Requirements:

- For students applying to the International Office for a partner university outside of Europe, students must achieve a minimum of 60% in Year 1 and 60% in Semester 1 of Year 2.
- Some UCC degree programmes may impose **additional** academic requirements.
- Requirements are subject to change; students should consult their Academic Coordinator before applying.
- **Full details are available at:**
<https://www.ucc.ie/en/international/goabroadwithucc/howdoiapply/>

5. Study Abroad Allocations

Participation in a study abroad programme at University College Cork is competitive and **not guaranteed**. All placements are subject to availability at partner institutions and to students meeting the required academic and progression standards.

Allocation of places is determined through a structured selection process, which may take into account:

- **Academic performance:** Students must meet the minimum grade requirements outlined by their college and/or degree programme. In some cases, higher academic performance may be required due to demand for specific destinations.
- **Eligibility criteria:** Students must be enrolled in a programme that permits study abroad and must satisfy any programme-specific conditions.
- **Host institution capacity:** Each partner university has a limited number of places available per academic year.
- **Suitability of chosen destination:** The proposed host institution must offer appropriate modules that align with the student's degree pathway at UCC.

Where the number of eligible applicants exceeds the number of available places at a particular institution, allocations will be made on a competitive basis. Students may be offered an alternative destination where possible.

All allocation decisions are made in accordance with institutional agreements and academic requirements and are subject to final approval by the relevant School, College, and the UCC International Office.

6. Post-Acceptance Requirements

Once a student's application has been approved, the UCC International Office will formally nominate the student to their assigned host institution.

Following nomination, students are required to:

1. Submit a complete application to the host university within the specified deadlines.

2. Attend all mandatory pre-departure and information sessions delivered by the International Office.
3. Complete and submit Erasmus+ grant documentation, where applicable.
4. Apply for an appropriate visa, if required by the host country.
5. Successfully pass all Year 2 examinations, including any repeat examinations where relevant.
6. Register for Year 3 at UCC and pay the applicable standard tuition fees.