EXCHANGE/ERASMUS+ PROTOCOL - Academic Year 2018/2019

As a DCU student going abroad on the Erasmus+ Programme, we ask you to note the academic and personal requirements that apply to all DCU Erasmus+ places. **Please read the sections below and sign the bottom of the page to show that you understand and agree to this declaration.** One signed a copy should be returned to the DCU International Exchange Office and a copy should be retained for your records.

Academic Requirements

In order to go on Erasmus+, you must be eligible to proceed to the next stage of your programme. If you have any doubts about this after receiving your exam results, please contact your DCU Academic Coordinator.

For Study Mobilities:

While on a study mobility, you must pass an agreed minimum number of credits. On the Erasmus+ Programme, this minimum is defined in terms of European Credit Transfer System (ECTS) credits. A full year's work is valued at 60 ECTS and a semester's work at 30 ECTS. The number of courses/credits/hours required by DCU varies between Schools and you must check with your DCU Academic Coordinator the exact number you are expected to obtain.

Personal Responsibility

While abroad, you are still registered as a DCU student and will be subject to the regulations both of DCU and of your host organisation. DCU regulations can be found at https://www.dcu.ie/students/az/rules-regulations.

As a DCU student, you represent the Institute and we expect you to behave accordingly. Please observe at all times the regulations and the code of conduct of the organisation and country in which you are staying. We particularly ask you to remember this in relation to alcohol consumption and drug abuse. Bad behaviour jeopardizes Erasmus+ places for future students and harms the reputation of both DCU and Ireland. In addition, if we receive a report of serious misbehaviour from a partner organisation, you may not receive academic credit for your time abroad and, under EU Erasmus+ regulations, you will be asked to return to Ireland and could result in a repeat the semester/year and payment of repeat tuition fees.

Throughout the semester/year, you will be contacted by email and asked to return documents to the DCU International Exchange Office. It is your responsibility to check your emails regularly and to ensure the documents are returned by the specified date. Please keep copies for your own records. Failure to return documents will result in your Erasmus+ grant being withheld to those applicable.

Data Protection

Data protection concerns the safeguarding of privacy rights of individuals in relation to the processing of their personal data. Personal data includes any information relating to a living individual which allows the identification of that individual, which may for example include a name, email address and student number. For further information in relation to how DCU collects, uses and discloses your personal data and your data protection rights please refer to the DCU Privacy Policy which is available at: https://www.dcu.ie/sites/default/files/policy/25_-_data_privacy_policy_v3.pdf.

In particular, DCU is subject to the provisions of the General Data Protection Regulation (the "**GDPR**") and the Data Protection Acts 1988 to 2018, when it collects and uses your personal data. DCU acts as a data controller in respect of such data and complies with its responsibilities under this legislation. Further information on data protection in DCU please refer to the DCU Privacy Policy.

Your Personal Data and the Erasmus+ Programme

By applying to the Erasmus+ Programme, you will be required to provide DCU with certain personal data, including your name, address, phone and other details. This is necessary in connection with the assessment of your application for and, if successful, your participation in the Erasmus+ Programme.

To administer and facilitate your participation in the Erasmus+ Programme, it must share your personal data with certain third parties:

Partner Universities

DCU discloses certain personal data to the Partner Universities in the Erasmus+ Programme for the sole purpose of student nomination. The Partner Universities will in turn, they can then invite you to make an application to their university under the Erasmus Programme. Once your personal data has been disclosed to the Partner Universities, that institution will act as the data controller of the data for the purposes of the GDPR. The personal data disclosed to the Partner Universities includes:

- First Name
- Surname
- Date of Birth
- Place of Birth/Nationality
- Gender
- Programme of Study
- Email address

European Commission

The European Commission funds the Erasmus+ Programme, and your participation in the programme is conditional on the provision of certain personal data to the Commission for statistical purposes and to facilitate the generation of a "financial report" which will be issued to you by the Commission. The following personal data will be shared with the European Commission:

- First Name
- Surname
- Date of Birth
- and email address

Overview of why we need this information:

Under the European Commission Erasmus+ guidelines; for purpose of auditing DCU needs to keep this personal data for a period of 5 years from the date of your Erasmus programme. Once these 5 years has passed, your personal data will be erased.

Your personal data will only be used for the intention as outlined above and for no other reason.

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I the undersigned understand by signing this document, for the purpose of the Exchange/Erasmus + programme management and for my Erasmus grant (where applicable), that my information can be used for is purpose. **I understand** that at any time I can request that my information may be withdrawn for this purpose or use which I will make in writing to exchange@dcu.ie. **I also understand** that in doing so, I may forfeit my Erasmus and/or my Erasmus grant (where applicable).

Student Name (Block Capitals):   **Signature:**   **Date:**

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