

## STEP 1: Submitting a Nomination

A coordinator from the sending university submits a nomination form to SETU for the student they are proposing to send to SETU on the Erasmus+ or International Exchange Programme.

The SETU nomination form can be found [here](#).

### Nomination & Application Deadlines

#### **FALL SEMESTER**

*(September – December)*

- Partner nomination deadline: 15 April
- Student application deadline: 15 May

#### **SPRING SEMESTER**

*(January – May)*

- Partner nomination deadline: 04 October
- Student application deadline: 18 October

## STEP 2: Processing a Student Nomination

When SETU receives the nomination, the nomination is cross-checked with the existing inter-institutional/exchange agreement between the sending university/institute and South East Technological University (SETU Waterford) to verify if the nomination meets the criteria set out in this agreement.

If the nomination meets the criteria set out in the existing inter-institutional/exchange agreement the student and the nominating coordinator will receive an email to inform them that their nomination has been approved and that the student has been offered a place to study on the Erasmus+/International Exchange Programme.

Included in the student's nomination approval and mobility acceptance email will be an invitation to **complete their online application** and information on other documentation that is required to complete the student's application such as the learning agreement. **Important:** Even though the student will have been officially offered a place at SETU for their mobility, their online application and supporting documentation such as the learning agreement are required to partake as a student at SETU. If a student does not successfully complete the application phase the student's place on the exchange programme at SETU will be revoked.

**Conditional Offer:** The student's offer to participate on the Erasmus+/International Exchange Programme at SETU lies with the condition that the modules chosen for their learning agreement will only be from the ECTS Module Guides provided on the SETU website or in exceptional instances, modules approved by a SETU academic advisor that do not exist in the ECTS Module Guides, **such as Masters Level Modules**. The ECTS Module Guides can be found [here](#)

**Please note,** modules chosen from the ECTS Module Guides are not guaranteed due to limited class sizes and potential unexpected circumstances in the future. If a student chooses a module that is on the ECTS Module Guides but later find out they cannot study it, the relevant School Office will work to find the student a suitable alternative.

**Additional note:** Nominations are processed on a rolling basis, so some nominations may be processed later than other nominations.

## Accommodation

Accommodation providers may take bookings from January for the college year starting in September. As a result, accommodation places can fill up very quickly. Therefore, we advise that you reserve your accommodation as early as possible before your arrival to ensure that you secure a place.

If a student agrees to complete their learning agreement in accordance with the condition outlined in step 2, and they understand that not all modules chosen from the ECTS Module Guides are guaranteed, they can be confident that they have a place on the Erasmus+/International Exchange Programme at SETU within the area specified on their nomination form and can apply for accommodation in Waterford at their own discretion.

Information on accommodation can be found [here](#)

## STEP 3: Online Application

Once the student has received their invitation to apply, they can complete their application on the SETU website on the Online Application Facility for Erasmus+ and International Exchange students. This facility requires a student to provide important contact information and the students proposed area of study. The purpose of this facility is to gather relevant information about our prospective students to ensure they are recognised as a student on the SETU registry system.

We expect your Learning Agreement to be signed and returned within four weeks of your application submission. Please note that all Learning Agreements are signed and accepted on a provisional basis and will be approved when students are formally registered on their individual modules.

## Step 4: Registration

Approximately 1 month after the application deadline, students will receive an email providing them with information on how to register as a SETU student before their mobility begins. Online registration requires a student to provide a photograph for their SETU student card (which they collect upon their arrival at SETU). The online registration facility is expected to open approximately 2-4 weeks before the month of which the semester commences.