# Request for integrated study abroad period (semester or year)

# to be added to existing programme

V1 18 January 2024

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| This form is to request the creation of an integrated study period in an existing programme. An integrated study abroad period can be for:1. A full academic year OR
2. for one semester.

‘Integrated’ in this context means that the study abroad period replaces credits taken at Maynooth University; this normally takes place in Year 3 of a four-year programme. An integrated study abroad period does not extend the duration of the existing programme. Please refer to ‘[2023-05\_09\_Integrated Study Abroad Principles (V8 05May2023).pdf](https://maynoothuniversity.sharepoint.com/%3Ab%3A/r/sites/AcademicProgrammesCommittee/Shared%20Documents/General/2022-2023/7.%2010%20May%202023/2023-05_09_Integrated%20Study%20Abroad%20Principles%20%28V8%2005May2023%29.pdf?csf=1&web=1&e=REHgmy)’ document before completing and submitting this form to APC (or contact the Curriculum Office for a copy - curriculum@mu.ie). |

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| **Programme title**e.g. BSc Quantitative Finance |  |
| **CAO/PAC code**e.g. MH402 |  | **Registry internal qualification code** e.g. QFIN |  |
| **Integrated study abroad period** (Tick one option) | Semester 1 | Semester 2 | One full academic year |
| **Alignment with MU semester timelines** | 1. Confirm if proposed study abroad period aligns with MU semester timelines **Yes / No**
2. Will your department be able to meet published MU Examination Office result upload deadlines? **Yes / No**
3. If **No**, please detail below including when results from study abroad will be available:
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| **Institution(s) where study abroad subject/modules can be taken. Institutions should only be listed if MU has a formal agreement in place.**e.g. Ceu San Pablo University, Spain[[1]](#footnote-1) | Name and country of partner institution | Date of agreement signed with MU |
| **Credit value of integrated subject/module**[[2]](#footnote-2) |  |
| **List codes of all MU modules which will not be taken** *(i.e. those modules being replaced by study abroad)* |  |
| **If study abroad period is less than** **30 ECTS, please state MU module codes from which students are excused** |  |
| **Proposed academic year of implementation** *(noting the lead time required)* |  |
| **Name of Head of Department** |  |
| **Signature: Head of Department** |  |
| **Signature: Vice President International** *(to confirm that MU has agreements in place with all institutions which are named in this request)* |  |

## To submit this request:

Please complete and submit by email to **academic.programmes@mu.ie**

This form is provided in Word format so that the proposal can be typed into the document.

**Deadline for submission of request:**

All proposals for setting up a new subject within an existing programme for an integrated semester abroad require to be submitted and noted by the Academic Programmes Committee (APC). Such requests should be submitted to APC no later than the **September** prior to the start of the academic year when integrated study at the named institutions will commence (i.e. a 12-month lead time).

1. Title must include name and country of partner institution [↑](#footnote-ref-1)
2. One full academic year = 60 ECTS; A single semester normally = 30 credits.

Students studying abroad for an integrated semester are essentially excused from the MU modules assigned to that semester. Instead, they take credits abroad.

If the study abroad period is less than 30 ECTS, it must be clear the MU modules students are being excused. The credit value of what is studied abroad must equate to the credit value of the excused MU modules. [↑](#footnote-ref-2)