

# Spring Semester Erasmus/Exchange Application Guide



# Required Documentation Needed

Before beginning the application to the University of Limerick it is essential to have all required documents collated and ready to upload as part of the application.

- a recent academic transcript (From the students current studies)
- Personal form of ID (passport/national identity card -identity page only)
- English language Certificate, if English is not their first language or their primary language of Study. If a student does not have a recent certificate, the student may upload a letter from their home institution.
- Please note students will be required to submit a preliminary module selection during the application, please see module information below.

**Please do not begin the application until all these documents are ready to upload.**

# Preliminary Module Selection

Students are required to provide an initial module selection for the study period during the application processes. As such, the modules available to incoming Erasmus students for the Spring 2023 semester can be [found here](#). Further information on these modules can be found on the [bookofmodules.ul.ie](http://bookofmodules.ul.ie)

Erasmus+ students at the University of Limerick must take the majority of their modules in the subject area which they are nominated to under to the University of Limerick.

For example, a student nominated to the University of Limerick under the academic code 312 - Political Sciences and Civics, will be required to take the majority of modules in the area of Political Sciences and Civics. A student taking five modules must take 3 in Political Sciences and Civics. If students do not adhere to this, they will be unable to get their learning agreements approved.

We ask that all students ensure that they are aware of what academic area they are nominated under. Please contact your home university if you need this information. It is imperative that students are aware of the subject area they have been nominated to the University of Limerick under.

The book of modules which are available to all incoming Erasmus+ students for the Spring 2023 semester can be found [here](#). Please note this is subject to change.

# Navigating the Spring Module Booklet

The module booklet for Spring 2023 is subdivided by faculty and year of the module.

As can be seen here, within the Law section you will find all year one modules first. As indicated at the top of the page.

A brief description on the module is given as well as the class ECTS and Module code. Please note the module codes should be submitted in this format seen here during the application process, LA4012

Further information on each module can be found on [www.bookofmodules.ul.ie](http://www.bookofmodules.ul.ie)

**Law Year 1 Modules**

**LA4012 - COMPARATIVE LEGAL SYSTEMS**  
ECTS Credits: 6 (Year 1 Module)  
**Law**

**Rationale and Purpose of the Module:** To show the evolution of some of the distinguishing features of the major legal families and to examine some alternatives offered by non-western cultures.

**Syllabus:** The idea of law. Legal concepts. The historical development of common law. Early Irish law. Roman law. Civil law. Some fundamental concepts. German, French, Spanish and Scottish legal systems - introduction. How a Civil lawyer finds the law. American legal system. Other conceptions of law and the social order.

**LA4032 - CRIMINAL PROCEDURE**  
ECTS Credits: 6 (Year 1 Module)  
**Law**

**Rationale and Purpose of the Module:** This course will consider the procedures to be used in the criminal justice system from the earliest moment of investigation, right through to sentencing. The system as a whole will be evaluated from various value-based positions, encouraging critical reflection among students. Key areas such as policing, trial procedure, and the sentencing process will be considered in depth. The course will involve a mixture of legal detail and sociological theory to give a rounded appreciation of the issues addressed. By the end of the course students should have a strong, and critical, understanding of the how the criminal justice system operates.

**Syllabus:** Criminal Justice Models, Adversarial System, Jury Trials, Due Process, Classifications of Crime, Delay, An Garda Síochána, The Irish Courts/ Prisons, Police Powers, Stop and Search, Arrest & Detention, Questioning and Legal Representation, Bail, Prosecutions & Trial Procedure, Initiating Court Proceedings, Indictments, Arraignments and Pleas, Evidence & the Jury, the Special Criminal Court, Principles of Sentencing, Sentencing Options, Appeals, Miscarriages of Justice.

**Module area and year**

**LA4042 - ADMINISTRATIVE LAW**  
ECTS Credits: 6 (Year 1 Module)  
**Law**

**Rationale and Purpose of the Module:** To provide students with the mechanisms to test whether any decisions or actions taken by government or governmental agencies are lawful, and examine the redress available for aggrieved citizens.

**Syllabus:** Historical political and administrative background to administrative law within Ireland; relationship of administrative law with the Constitution of Ireland/ Delegated legislation, decisions, administrative acts, informal rules, circulars. The use of discretion. The principles and procedures of judicial review. Remedies.

**Module code and name**

**LA4082 - LAW OF EVIDENCE**  
ECTS Credits: 6 (Year 1 Module)  
**Law**

**Rationale and Purpose of the Module:** To critically examine the rules and general principles governing the admissibility of evidence in criminal trials.

**Syllabus:** Principles of criminal evidence; burdens and standards of proof; witness testimony; confession evidence and illegally obtained evidence; expert evidence; corroboration; rule against hearsay; identification evidence; similar fact evidence; privilege.

**LA4122 - CONTRACT LAW 2**  
ECTS Credits: 6 (Year 1 Module)  
**Law**

**Rationale and Purpose of the Module:** To examine the grounds upon which contracts may be discharged or avoided and the remedies available to ensure performance of contractual obligations.

**Syllabus:** Vitiating factors: mistake, misrepresentation, fraud, duress, undue influence, unconscionability. Discharge of obligations: by performance, by agreement, by breach, by frustration. Remedies for breach of contract: specific performance, damages, rectification, rescission. Assignment of contract obligations. Agency. Quasi-contract.

**LA4222 - CRIMINAL LAW 2**  
ECTS Credits: 6 (Year 1 Module)  
**Law**

**Rationale and Purpose of the Module:** By building on Criminal Law 1, to examine the principal criminal offences and elements of criminal procedure.

**Syllabus:** Murder and manslaughter. Non-fatal offences against the person: assault and battery, aggravated assaults, false imprisonment. Sexual offences: rape, unlawful carnal knowledge of minors and others, sexual assault and aggravated sexual assault. Offences against property: arson, criminal damage, burglary, larceny, aggravated larcenies, robbery, obtaining by false pretences, embezzlement, fraudulent conversion, handling stolen property. Offences against the administration of justice: perjury, contempt of court. Offences against the public peace; Criminal Justice (Public Order) Act, 1994; criminal libel. Offences against the State; treason. Sentencing. Elements of criminal procedure: bail, extradition, and police powers.

**LA4044 - LAW OF THE EUROPEAN UNION 2**  
ECTS Credits: 6 (Year 1 Module)  
**Law**

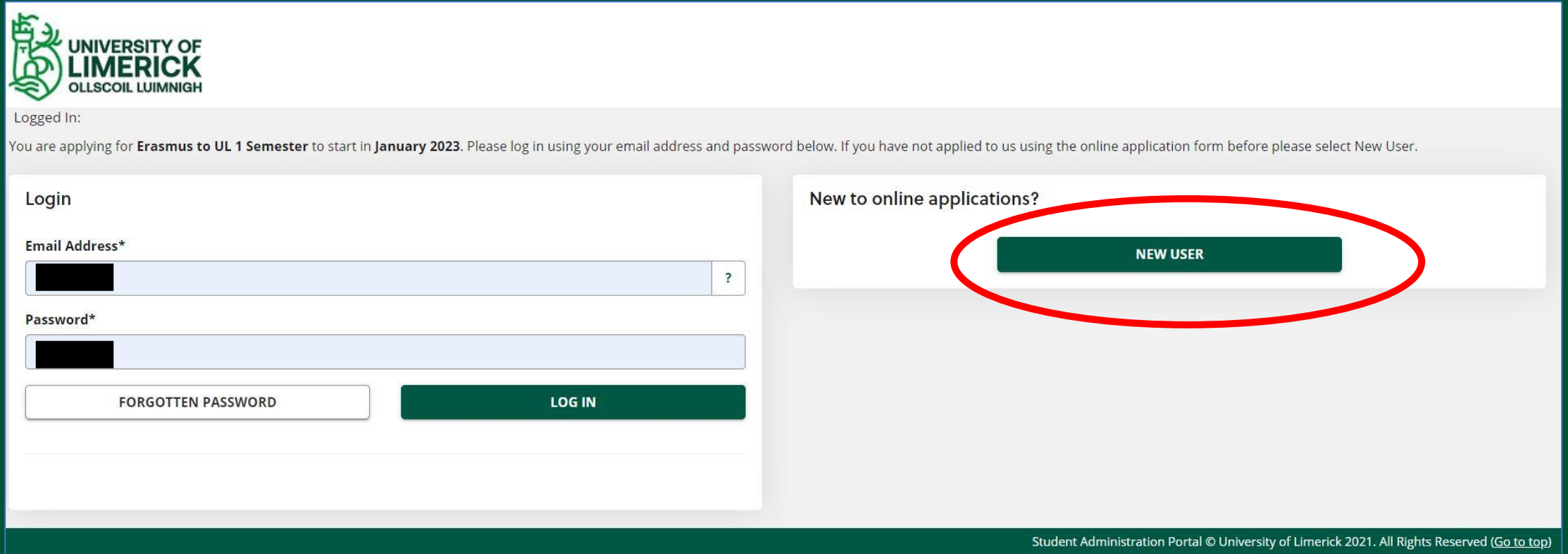
**Rationale and Purpose of the Module:** This module will review and identify major developments in the substantive law of the European Union, its interpretation and development, with special reference to the foundations and common rules and policies of the Common Market and the realisation of an internal market. The policies dealt with will include i.e. the free movement of goods, persons, services, capital and payments, competition, social policy and animal welfare.

**Syllabus:** The module covers, in the first instance, background to the single market/common market. The module proceeds to examine in detail the Four Freedoms: free movement of goods, the free movement of persons (including workers, families/dependents, students, retired citizens, the freedom of establishment and the provision of services. Competition Law, including restrictive agreements and abuse of a dominant position will be examined. Social policy, (Equal pay and treatment, same sex couples, transsexuals etc.) will be covered and the module will end with a

# Beginning The Application

You have received the  
application link via email  
from your admissions team in UL Global

# Step One:



**UNIVERSITY OF LIMERICK**  
OLLSCOIL LUIMNIGH

Logged In:

You are applying for **Erasmus to UL 1 Semester** to start in **January 2023**. Please log in using your email address and password below. If you have not applied to us using the online application form before please select New User.

**Login**

Email Address\*

Password\*

[FORGOTTEN PASSWORD](#) [LOG IN](#)

**New to online applications?**

[NEW USER](#)

Student Administration Portal © University of Limerick 2021. All Rights Reserved ([Go to top](#))

When first opening the application link the above screen will be visible. Please select New User to create a new application.

# Step 2:

After selecting new user students will be asked for the details seen here.

All these fields are mandatory and must be completed.

Please ensure all details are correct and take note of the email address and password used.

Logged In:

### Create New User

Forename(s)

Surname

Date of Birth

### Create your login details

Email Address \*

Confirm Email Address

Password \*

Confirm Password \*

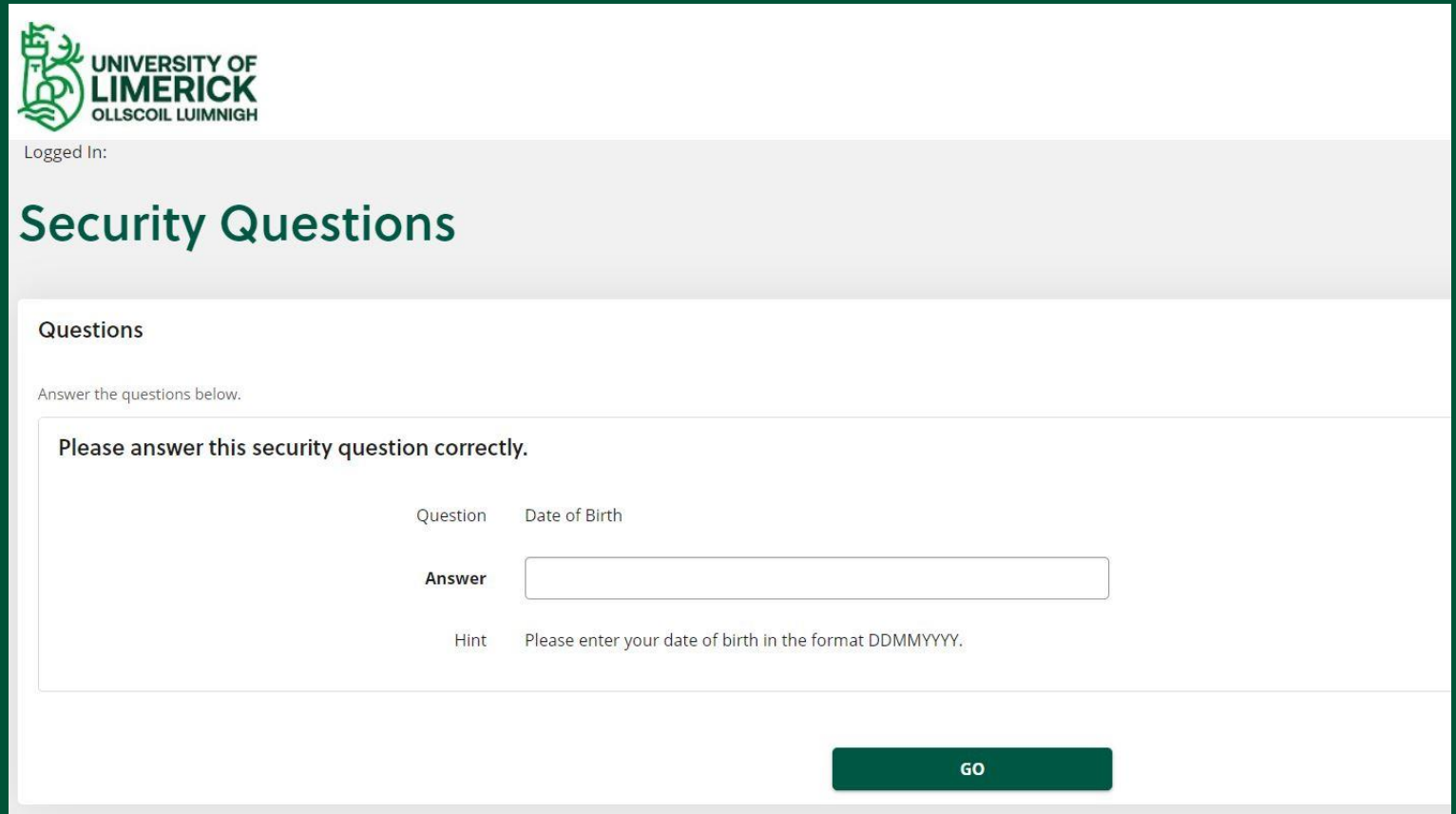
We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here <https://ulsites.ul.ie/corporatesecretary/data-protection> \*

# Step three:

Students are required to answer the following security question.

This answer will be asked any time a student logs into the application or student portal in the future.

Please note that the format needed for the date of birth here is DDMMYYYY. Eg if your date of birth is 1 January 2000, this is 01012000



The screenshot shows the University of Limerick (Ollscoil Luimnigh) security questions page. At the top left is the university logo. Below it, the text "Logged In:" is visible. The main heading is "Security Questions". Underneath, there is a section titled "Questions" with the instruction "Answer the questions below." A specific question is displayed: "Please answer this security question correctly." The question is "Date of Birth". The answer field is a text input box. Below the input box is a hint: "Please enter your date of birth in the format DDMMYYYY." At the bottom right of the page is a dark green button labeled "GO".

UNIVERSITY OF LIMERICK  
OLLSCOIL LUIMNIGH

Logged In:

## Security Questions

Questions

Answer the questions below.

Please answer this security question correctly.

Question Date of Birth

Answer

Hint Please enter your date of birth in the format DDMMYYYY.

GO



# Step Four:

From this point you officially begin the application to UL. Select 'Start Application'

Please note the index highlighted in red. This will show how far a student is in the application process through out with a tick showing completed elements and the cross indicating fields in the application which remain unfinished.

The screenshot displays the University of Limerick application portal. At the top left is the university logo and name: UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH. The user is logged in as John Smith, with a 'Logout' link in the top right. The main heading reads 'Application from John Smith for Erasmus to UL 1 Semester to start in January 2023'. On the left, a 'Your Application' sidebar is highlighted with a red box. It contains a progress list: 'Checklist' (checked), 'Personal Details' (star), 'Contact Details' (star), 'Other Information' (star), 'Qualifications/Supporting Documents' (star), 'Submission' (star), and 'Preview' (magnifying glass). Below this is an 'Icon Guide' with three items: a star icon for 'This page has not been started', a red X icon for 'Outstanding information required for mandatory fields', and a green checkmark icon for 'All mandatory information has been provided'. The main content area is titled 'Checklist' and includes a 'START APPLICATION' button and a list of sections with star icons: Personal Details, Contact Details, Other Information, Qualifications, and Submission.

# Step Five:

Students will be required to provide the details shown to the right.

All fields must be completed.

Please ensure to review that all details are correct before pressing 'Save and Continue'.

## Application from John Smith for Erasmus to UL 1 Semester to start in January 2023

**Your Application**

Checklist	✓
Personal Details	☆
Contact Details	☆
Other Information	☆
Qualifications/Supporting Documents	☆
Submission	☆
Preview	🔍

**Icon Guide**

Please complete as many fields as possible to assist with processing your application

- ☆ This page has not been started
- ✗ Outstanding information required for mandatory fields
- ✓ All mandatory information has been provided

**Personal Details**

\* Denotes a mandatory field

**Personal Details**

**Title \***  Title is a required field

**Forename \***  ?

**Known as**  ?

**Surname \***  ?

**Date of birth \***

**Gender \***

**Nationality \***  ?

**Country of domicile \***  ?

**Have you previously applied to or studied in UL? \***  ?

# Step Six:

Students will now be required to provide a home address as well as contact phone numbers.

Review all information before then selecting 'Save and Continue'.

## Application from John Smith for Erasmus to UL 1 Semester to start in January 2023

### Your Application

Checklist	
Personal Details	
Contact Details	
Other Information	
Qualifications/Supporting Documents	
Submission	
Preview	

#### Icon Guide

Please complete as many fields as possible to assist with processing your application

- This page has not been started
- Outstanding information required for mandatory fields
- All mandatory information has been provided

### Contact Details

\* Denotes a mandatory field

#### Home Address

Please provide your permanent residential address.

Country *	<input type="text" value="Please select"/>
Eircode/Postcode/Zipcode*	<input type="text"/>
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
County	<input type="text"/>
Telephone (Inc Country Code)	<input type="text"/>
Mobile (Inc Country Code) *	<input type="text"/>
Email Address *	<input type="text" value="johnsmith@ul.ie"/>
Confirm Email Address *	<input type="text"/>

# Step Seven:

This section of the application requires students to provide UL with details from your home university.

A student's home university coordinator is the administrative contact who is organising their Erasmus.

After completing this section, scroll down to complete the module selection

**Application from John Smith for Erasmus to UL 1 Semester to start in January 2023**

**Your Application**

Checklist	✓
Personal Details	✓
Contact Details	✗
Other Information	☆
Qualifications/Supporting Documents	☆
Submission	☆
Preview	🔍

**Icon Guide**  
Please complete as many fields as possible to assist with processing your application

- ☆ This page has not been started
- ✗ Outstanding information required for mandatory fields
- ✓ All mandatory information has been provided

**Other Information**

\* Denotes a mandatory field

**Home University**

Please input the country where your University is located\*  ?

Current year of study at Home University\*  ?

Degree Course at Home University\*  ?

Please indicate major e.g. English Literature\*  ?

Please indicate the type of study you will undertake at the University of Limerick\*  ?

**Home University Coordinator**

All applicants applying via third party providers/agents are required to enter emergency contact details for the applicant. For direct Freshman applicants please enter a contact in an emergency.

Surname\*

Forename\*

Address Line 1\*

Address Line 2\*

Address Line 3\*

Postcode/Zip code\*

Coordinator Email Address\*

Coordinators Office telephone number (inc international dialing code)

University Emergency (Out of hours) telephone number to include international dialing code\*

Does the University coordinator speak English?\*  ?

I understand that in an emergency situation this person may be contacted on my behalf by the University of Limerick \*

# Step Seven Continued:

Students are required to provide an initial module selection for the study period during the application processes. As such, the modules available to incoming Erasmus students for the Spring 2023 semester can be [found here](#). Further information on these modules can be found on the [bookofmodules.ul.ie](http://bookofmodules.ul.ie)

Erasmus+ students at the University of Limerick must take the majority of their modules in the subject area which they are nominated to under to the University of Limerick.

We ask that all students ensure that they are aware of what academic area they are nominated under. Please contact your home university if you need this information. It is imperative that students are aware of the subject area they have been nominated to the University of Limerick under.

### Module Selection

Please enter the modules you wish to study. The modules you can select from can be found here - We ask that you input the module code for the modules below and be prepared for clashes, restricted access or unforeseen cancellations etc. For spring semester we only have access to last year's options. Please note that we will update you on spring semester modules as soon as it is available. The selection is provisional and we do not guarantee access to any modules.

Spring

UL Module Code 1 *	<input type="text"/>
UL Module Code 2 *	<input type="text"/>
UL Module Code 3 *	<input type="text"/>
UL Module Code 4 *	<input type="text"/>
UL Module Code 5 *	<input type="text"/>
UL Module Code 6 *	<input type="text"/>
UL Module Code 7 *	<input type="text"/>
UL Module Code 8 *	<input type="text"/>
UL Module Code 9 *	<input type="text"/>
UL Module Code 10 *	<input type="text"/>

**Please note; module codes should be in put in the format seen in the book of modules e.g. LM001**

# Step Eight:

This section of the application requires the upload of the supporting documents.

Section one: please complete the details of the students current studies and upload the current transcript of records.

Below in the supporting documents, please select 'Select Supporting Documentation' and upload a copy of a photo ID and language certificate. Then select 'Save and Continue'.

The screenshot shows a web application interface for 'Qualifications/Supporting Documents'. On the left, a 'Your Application' sidebar lists steps: Checklist (checked), Personal Details (checked), Contact Details (red X), Other Information (red X), Qualifications/Supporting Documents (star), Submission (star), and Preview (magnifying glass). Below this is an 'Icon Guide' explaining the symbols: a star for 'This page has not been started', a red X for 'Outstanding information required for mandatory fields', and a green checkmark for 'All mandatory information has been provided'.

The main form area is titled 'Qualifications/Supporting Documents' and includes a note: '\* Denotes a mandatory field' and 'University entry requirements can be found here'. Under 'Qualification 1', there are fields for 'Country \*' (dropdown), 'Institution/School/College \*' (text), 'Select Qualification \*' (dropdown), 'Area of Study' (text), and 'Completion Date \*' (three date pickers). A red circle highlights the 'SELECT TRANSCRIPT FOR QUALIFICATION 1 ?' button, with a red arrow pointing to it and the text 'Please upload the transcript of records here'. Below this is an 'ADD QUALIFICATION' button.

The 'Supporting Documents for this Programme' section contains a note: 'To allow for a more speedy assessment of your application, please upload any necessary documentation in support of your application. Programme specific requirements can be found on the entry requirements section of the programme webpage.' A red circle highlights the 'SELECT SUPPORTING DOCUMENTATION' button, with a red arrow pointing to it and the text 'Please upload a copy ID and Language Certificate here.'.

At the bottom, there are two buttons: 'SAVE' and 'SAVE AND CONTINUE'.

# Step Nine:

The following page will require the student to review the uploaded documentation as well as agree to the Universities privacy statement and select their marketing preferences.

Once this step has been completed select 'Save and Continue'.

## Application from John Smith for Erasmus to UL 1 Semester to start in January 2023

### Your Application

Checklist:	✓
Personal Details	✓
Contact Details	✗
Other Information	✗
Qualifications/Supporting Documents	✓
Submission	☆
Preview	🔍

#### Icon Guide

Please complete as many fields as possible to assist with processing your application

- ☆ This page has not been started
- ✗ Outstanding information required for mandatory fields
- ✓ All mandatory information has been provided

### Submission

\* Denotes a mandatory field

#### Your Uploaded Documentation

The following documentation has been uploaded by you within the qualifications tab of your application form.

**A list of your uploaded documentation; transcript, copy of photo ID and Language certificate will appear here.**

#### Data Protection Statement and Applicant Declaration

We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here or by browsing to [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection).

#### International Applicants.

Please note that

- We may also share your contact details with a third party company that is assisting us with applications from international students.
- We may also share your contact details with Campus Life Services for the purpose of booking your on-campus accommodation should your application be successful.

I confirm that the information provided in this application form is true and correct and that any supporting documentation submitted with my application is genuine. I understand that the University of Limerick may cancel my application, withdraw or amend its offer or terminate my registration at the University if any aspect of my application is found to have been falsified.

By ticking the checkbox below and submitting your completed online application form, you are confirming that the information given in this form is true, complete and accurate and that no information requested or other material information has been omitted.

You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement email confirming the submission of your application.

I have read, understand and agree to the above \*

#### Marketing Data

How did you find out about the course? \*

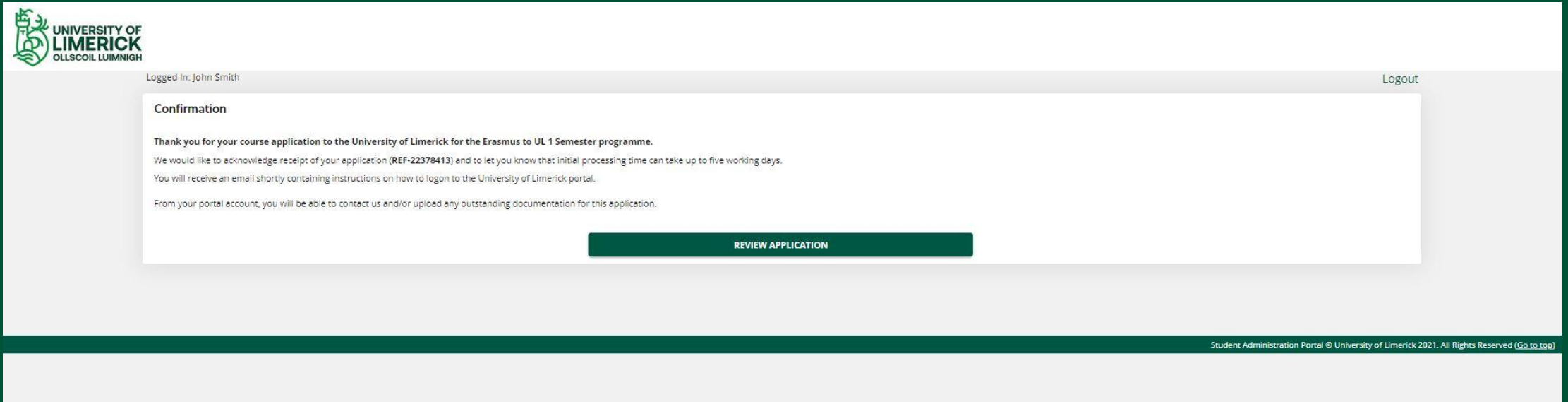
#### Marketing and Contact

We may wish to notify you by email about events, news and services relating to UL and/or your application which we think may be of interest to you. Please tick the checkbox to give your consent to be contacted in this way. We will never pass your details to any third parties for marketing purposes. Please note, we will continue to send you communications directly related to your application even if you opt out of receiving other communications.

I consent to be contacted by email about events, news and services relating to UL.

**SAVE AND CONTINUE**

# Step Ten:



The screenshot displays the University of Limerick Student Administration Portal. At the top left is the university's logo, which includes a stylized 'U' and 'L' with a book and a tree, alongside the text 'UNIVERSITY OF LIMERICK' and 'OLLSCOIL LUMNIGH'. The user is logged in as 'John Smith', with a 'Logout' link in the top right corner. The main content area features a 'Confirmation' box with the following text: 'Thank you for your course application to the University of Limerick for the Erasmus to UL 1 Semester programme. We would like to acknowledge receipt of your application (REF-22378413) and to let you know that initial processing time can take up to five working days. You will receive an email shortly containing instructions on how to logon to the University of Limerick portal. From your portal account, you will be able to contact us and/or upload any outstanding documentation for this application.' Below this text is a prominent green button labeled 'REVIEW APPLICATION'. At the bottom right of the page, there is a footer that reads 'Student Administration Portal © University of Limerick 2021. All Rights Reserved (Go to top)'.

Finally, the student will submit the application and will be able to review the application. Should a student need to alter the application they will be able to log on to [si.ul.ie](http://si.ul.ie) and login using the account created in step two to alter the application.



Once an application has been submitted the University of Limerick will then process the application.

If the University of Limerick requires documentation in relation to your application we will email requesting these documents. Applications cannot be processed until all documentation is received.

Once applications have been processed students will be emailed a letter of acceptance if all criteria are met.

Any questions email [incoming.erasmus@ul.ie](mailto:incoming.erasmus@ul.ie) or [incoming.exchanges@ul.ie](mailto:incoming.exchanges@ul.ie)