

**MODERN AND MEDIEVAL LANGUAGES TRIPOS PART II**

REGISTRATION OF YEAR ABROAD PLANS 2018/2019

*(Regulations 28/29 of the Modern and Medieval Languages Tripos)*

**Return of Forms**

You must complete this form and send it to the Year Abroad Office, Faculty of Modern and Medieval Languages, Sidgwick Avenue, Cambridge, CB3 9DA. If you are planning to apply for an Erasmus study place, or for the British Council Language Assistants Programme, this form should reach the Year Abroad Office **no later than Friday 19 January 2018**. Otherwise all forms should reach the Year Abroad Office no later than **Friday 2 March 2018 even if your plans for the Year Abroad are not finalised by then**.

Full name of applicant (BLOCK CAPITALS)

Surname .....................................First Name(s).................................................................

College ..............................................................................................................................

Email address(es)..............................................................................................................

\*Home address ..................................................................................................................

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\*Home telephone and mobile....................................................................................................

Languages studied (e.g. Italian & Spanish) .......................................................................

Name of Tutor ..................................................................................................................

Name of Director of Studies .....................................................................................................

**How do you intend to spend your year abroad? (Please describe all the options you are currently considering.)**

**1) AS AN ASSISTANT/LECTOR**

If your post is being organised through the **British Council**, state the country or countries for which you have applied:

 ....................................................................................................

If your post is **not** being organised through the **British Council**, please give details of your appointment and attach an offer of employment. The Faculty Board is unable to approve your application until this is received. However, do not delay in submitting this form if you do not yet have such a document.

**2) AS A STUDENT**

Give details of the course or courses you plan to follow:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country** | **University** | **Nature of Course** | **\*Tuition Fee** | **\*\*Duration** |
|  |  |  |  |  |
|  |  |  |  |  |

\*Students applying for an Erasmus place, please write ‘Erasmus’ in the tuition fee box

\*\* Please indicate 1st or 2nd semester only, or all year. (For Erasmus, preference will be given to those who want to study for the whole academic year.)

**3) IN OTHER EMPLOYMENT OR VOLUNTARY WORK**

Give details of:

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Name & Address of Employer** | **Nature of Work** | **Duration of** **Employment** **with Dates** |
|  |  |  |  |
|  |  |  |  |

**Approval of your YA plans will be provisional until you have produced written proof that you have a firm job offer.**

**ALL STUDENTS MUST COMPLETE THIS DECLARATION:**

**I hereby request approval for my 2018/2019 Year Abroad plans. I undertake to submit all report and claim forms by the dates required, and to keep the Year Abroad Office informed of any change of plan.**

Student’s signature..........................................................................Date....................

Tutor’s signature.............................................................................Date....................

Please state below any specific problems or concerns connected with your plans for your Year Abroad:

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**YOU MUST NOW FILL IN YOUR NAME AND COLLEGE OVERLEAF**

**PLEASE TURN THE PAGE!**

**NAME** ...................................................................................(Please complete)

**COLLEGE** ...........................................................................(Please complete)

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**FOR YEAR ABROAD OFFICE USE**

On behalf of the Faculty Board, I approve your request to spend the academical year 2018/2019:

 🞏 as an assistant/lector in ...............................................................(Country)

 🞏 studying in ...................................................................................(Country)

 🞏 working in ....................................................................................(Country)

and agree to pay the tuition fees for the course approved by the Faculty Board

I **cannot** at present approve your request to spend the academic year 2018/2019:

 🞏 as an assistant/lector in ...............................................................(Country)

 🞏 studying in ...................................................................................(Country)

 🞏 working in ....................................................................................(Country)

on the following grounds:

 🞏 insufficient details given

 🞏 no offer of employment received — please send a copy of this as soon as available

 🞏 other ..........................................................................................................................

Your plans are in principle: 🞏 acceptable

 🞏 not acceptable. (signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 YEAR ABROAD OFFICER

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PLEASE NOTE: The permission given covers only the case(s) you have described.

**Students are reminded that satisfactory completion of the Year Abroad is a formal course requirement; without it they cannot proceed to Part II of the Tripos. The submission of a Certificate of Attendance and Final Report by the due dates is also a formal requirement of the Year Abroad. If you do not submit them, you will be deemed not to have completed your Year Abroad and this will jeopardise your chance of obtaining a degree. Students in Erasmus placements (studying or working) must fulfil the dates of their original Agreement and submit the documents stated, or they will have to repay the money they have received for the grant.**

**IF YOUR PLANS CHANGE AT ANY TIME YOU MUST LET THE YEAR ABROAD OFFICE KNOW IMMEDIATELY IN WRITING.**