



UNIVERSITY OF DUBLIN
TRINITY COLLEGE
School of Social Sciences and Philosophy
School of Business

Erasmus and International Exchange Information Meeting

Exchange Information Evening
Dr. Michelle D'Arcy
1st November 2016

Agenda

1. Structure of evening

18:00 – 18:30: General session

18:30 – 19:00: Departmental sessions



Departments and co-ordinators

- School of Business, James White (business.exchange@tcd.ie)

Office hours: Tuesday and Thursday 09:30 – 12:30

Room: 3.14, 3rd Floor, School of Business, Aras an Phiarsaigh

- Department of Economics, Dr. Agustin Benetrix (benetria@tcd.ie)

Office hours: Friday 11.00-13.00 Room 3016, Arts Building

- Department of Political Science, Dr. Emanuel Coman (comane@tcd.ie)

Office hours: Thursday 10.00-12.00; Room 4.03, 5.08, 2-3 College Green

- Department of Sociology, Dr Jan Skopek (skopekj@tcd.ie)

Office Hours: Wednesday 2.30-4.30, Room 2.08 , 3 College Green

- Department of Philosphy: Dr Ben Bramble (brambleb@tcd.ie).

Office hours: 3-5pm, room: Arts block 5003



Who is responsible for what

- Academic advice and approval: Departmental Erasmus coordinators
- Administrative support: Siobhan O'Brien
- Grant Administration: Academic Registry
 - For further details, please consult the **'Outgoing Trinity'** section on www.tcd.ie/international. Email questions to erasmus@tcd.ie



Which exchanges can I go on?

- Check the exchanges available for each department you are studying with on website:

<http://www.tcd.ie/ssp/undergraduate/study-abroad/index.php>

- You are eligible to apply in either Department/School you are studying with

- If you study two subjects, you **must** make sure that you can take both subjects in the university you select before applying – **SEE ELIGIBILITY NOTES**

Also: There are some international (non-EU) exchanges for non-Erasmus options (School of Business; Economics)



Half a year or full year?

- If you spend half a year abroad, you will be examined on the basis of work completed in Trinity and abroad
- If your second subject is not offered in a university you are interested in you may consider going on a half year exchange, **provided you are able to frontload your modules- check with coordinator**
- There is a section to indicate your preference on the application form



Applying for Erasmus

- Application form available on:
<http://www.tcd.ie/ssp/undergraduate/study-abroad/Apply/>
- Applications to be submitted via surveymonkey. Practice form in Word available on website. **Only applications submitted via survey monkey will be accepted.**
- **Deadline: 13th December 2016**
- Places will be allocated on basis of grades, availability and suitability of exchanges



Applying for Erasmus

- When giving your JF grades please enter **NUMERICAL** grade
- You will be asked to list five top preferences – please use **university names exactly as they appear on the Study Abroad website** (link in the form)
- Please do your homework on which exchanges are **suitable for your subject combination** before you list them on the form



After you apply

- First round offers will be made in mid January
- Those who have been offered non-EU places and are also offered Erasmus place will have 1-2 days to accept/decline Erasmus offer
- You will have roughly a week accept or decline the offer
 - **Please note:** before you accept consider financial implications etc. as withdrawals are only permitted in exceptional circumstances
- Remaining places will be offered in a second round



After you apply (continued)

- You then need to **apply to the internal Trinity system** as well as the host university (on-line application form)
 - This form needs to be printed and signed by relevant academic coordinator(s)
- You will be invited to **apply to the host university** after your coordinator has nominated you
 - This process differs slightly in each host university
 - Ensure to do this promptly when invited



Learning Agreements

You must complete a Learning Agreement signed by both your coordinators before you leave and **you must update this** if any of your courses change when you are away:

- You need this for the grant
- You need proof of approval for your courses to show that you took sufficient courses in each subject, and fulfilled any prerequisite requirements
- **Deadline for submission of Learning Agreements: 16th June**



Learning Agreements

You **MUST** take 60 ECTS while abroad, the best 45 ECTS of which will be counted towards your final grade using the conversion table available [here](#):

For half year students you **MUST** take 30 ECTS, the best 22.5 of which will be counted towards your final grade

You need a 2.2 to progress to final year

You must take equal ECTS in each of your subjects and **you must get your courses approved by both of your coordinators. Make sure you ask about prerequisites for SS modules**



Before you go

- You must remain registered at TCD even if you go abroad for a full year, so make sure you are registered before leaving. **You must have progressed to JS year at the summer exams** – you will not be allowed go on Erasmus if you have to sit supplementals
- Make sure you have a valid passport and the [European Health Insurance Card \(EHIC\)](#).



After you return

- Your grades will be translated by the coordinator responsible for your exchange, using the College-wide grade conversion table: <https://www.tcd.ie/study/non-eu/study-abroad/from-trinity/Return/>
- You will be asked to supply your grades to your coordinator at the end of each term
- Erasmus grades are approved at the Supplemental Court of Examiners (mid-September)



Who is responsible for what

We expect you to:

- Research exchange programmes thoroughly before you apply/accept an offer
- Be able to act independently on a day to day basis
- Investigate courses in advance, but expect to be flexible
- Inform us if you encounter difficulties

Although we will give you all assistance we can to support you academically, we cannot:

- Help with finding accommodation
- Control the courses that other universities offer
- Review or intervene in the decisions of partner universities.



Things to consider before applying

Erasmus is a wonderful opportunity:

'An absolute must. best decision I ever made & I wasn't even too excited about it when I went. Tell students to Beg borrow or steal to fund it, it's worth it! Doesn't matter where you go either, its just about the friends you make.'

'By far the best year of my life overall.'

BUT part of the experience can be challenging:

'I hadn't fully considered the implications of moving away from family and friends for 7 months and at times found this harder than I had expected. However overall it was a great experience and I would definitely do it again.'

Part of the experience is taking responsibility, being comfortable in a new and different environment, developing resilience and independence.



Disciplinary Meetings

Burke: Business

Synge: Economics

3126: Politics and Philosophy

Swift: Sociology

