



**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

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## 1. Structure of evening

18:00 – 18:30: General session

18:30 – 19:00: Departmental sessions



# Departments and co-ordinators

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- School of Business, James White ([business.exchange@tcd.ie](mailto: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](mailto:benetria@tcd.ie))

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

- Department of Political Science, Dr. Emanuel Coman ([comane@tcd.ie](mailto: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](mailto: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](mailto:brambleb@tcd.ie)).

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



# Who is responsible for what

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- 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](http://www.tcd.ie/international). Email questions to [erasmus@tcd.ie](mailto:erasmus@tcd.ie)



# Which exchanges can I go on?

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- 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?

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- 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

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- 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: 13<sup>th</sup> December 2016**
- Places will be allocated on basis of grades, availability and suitability of exchanges



# Applying for Erasmus

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- 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

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- 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)

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- 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

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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: 16<sup>th</sup> June**



# Learning Agreements

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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

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- 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

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- 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

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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

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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

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Burke: Business

Synge: Economics

3126: Politics and Philosophy

Swift: Sociology

