



HANDBOOK FOR OUTGOING ERASMUS/ EXCHANGE STUDENTS

School of Social Sciences and Philosophy & Trinity

Business School

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Introduction

The School of Social Sciences and Philosophy and the Trinity Business School encourage our students to participate in study abroad programmes. These include departmental and Erasmus exchanges to universities both within and outside Europe such as Sciences Po in Paris, Uppsala University in Sweden, the University of Mannheim in Germany and Seoul National University in South Korea; and college-wide exchanges to distinguished universities around the world such as Georgetown University, UCLA, and the National University of Singapore. These programmes provide students with a unique opportunity to not only enrich their academic education but also to gain invaluable intercultural, language, social and civic skills.

Applying for Study Abroad

There are two separate application processes for college-wide and departmental exchanges.

College Wide Exchanges

There are opportunities for students to take part in international college-wide exchanges to North America, China, Singapore and Australia. These are open to all students on a College-wide basis and students must apply for these through the International Admissions and Study Abroad desk and senior lecturers office. There are strict criteria for acceptance within this system, please see the [Study at Trinity](#) website.

Departmental Exchanges

Applications for School level study abroad opportunities are made via our [website](#), where students will also find a comprehensive list of all school level opportunities.

When applying for departmental exchanges think carefully about your list of preferences and do some research into all the options you are considering, you will find information on our website, here: <http://www.tcd.ie/ssp/undergraduate/study-abroad/Outgoing/destinations.php>.

Use this information both in deciding the order of your preferences and to find out all you need to know before travelling to the university to embark on a year of studies. There are limited places for each university; we must send the same number of students that we receive. There are quotas agreed in our exchange agreements, and we cannot amend the quotas unless the other university is also willing. We will do our best to accommodate your first preference, or at least a choice you will be happy with, but this cannot be guaranteed.

Offers

Departmental Exchanges

Provisional offers will be made on the basis of the following criteria:

- Grades received in Junior Freshman year;
- Proficiency in the language of instruction at any institution where you are applying for a place;

Interviews will be conducted for places on Business and Language exchanges.

Departmental exchange offers are made in two rounds. First round offers are made in late January and second round offers in early February. Offers are made via email with tight deadlines for acceptance. You must accept each offer within the time specified in the email; otherwise, it will lapse.

Prior to accepting their offer it is the students' responsibility to check that the offer meets the requirements for both of their subjects (if applicable) and to confirm this with their exchange coordinators.

After an offer has been made, and accepted, departmental exchange students must complete a Trinity application form, this will be emailed to them by erasmus@tcd.ie

Offers are made subject to conditions, and an absolute minimum of a second class honor (II.2) **on your first attempt** is required for all exchanges. Some exchanges may demand higher grades.

Preparing to go away

Prior to leaving for their **exchange students must complete a [personal declaration](#)** and email this to their programme administrator by Friday 6th April.

Students are also required to complete a [learning agreement](#) which must be signed by the exchange coordinator for both of their subjects. Students must have consulted with their coordinator(s) to complete 'Section 1 – Before Mobility' of the Learning Agreement by Friday 15th June. Failure to do so could jeopardise your permission to proceed with the exchange.

The 'Before Mobility' section of the learning agreements, signed and approved by both coordinators and the Host University, must be sent (**by email only**) to the Programme Administrator within two weeks of arriving on exchange.

Any changes to this learning agreement during the course of the exchange must be agreed in writing by the relevant coordinator, and the signed 'during mobility' section submitted to the programme administrator to approve these. If students deviate from the programme of study agreed upon in their learning agreement, coordinators are not obliged to accept non-approved modules, which could jeopardize the student's ability to progress.

You should check the host university's website to learn as much as possible about your destination and avail of any advice offered there to visiting students. You are also advised to get in touch with the contact person at the host university for information regarding modules and accommodation. You may find it useful to make contact with other students who have been there before.

Bear in mind that many universities report an accommodation shortage and that you are advised to arrive at least a week or so in advance of the term to ensure that you get settled and find accommodation in advance of the beginning of lectures. It is advisable to investigate accommodation in your new destination as early as possible, even at the beginning of the summer vacation. In any case, there is often a certain amount of bureaucracy to deal with on arrival in a new country and you should allow plenty of time for this before classes start.

Fees

The student going abroad continues to pay Trinity fees, in so far as these are required, but pays no registration fees to the host university. In exceptional cases host universities may require administration fees or other charges.

Erasmus Grants

Participation in the Erasmus programme (this does not include non-EU exchanges) is usually assisted by a grant from the European Commission, but this is not guaranteed. To apply for the grant an Erasmus/European Exchange the Application Form should be completed online and returned to the Academic Registry in Trinity College in mid-February. This grant is generally disbursed in three installments over the course of the year abroad. The first cheque is never available before the end of September, but students travelling abroad should check with the International Admissions and Study Abroad Office at the start of October whether the grant cheques have become available. If the cheques are not available at the time of departure please ensure that the office has a letter from you advising them of the person who will collect your cheque on your behalf. The School of Social Sciences and Philosophy and the School of Business has no say in the allocation or distribution of the monies and does not receive any cheques. This is the responsibility of the International Admissions and Study Abroad Office (located in Academic Registry). The grants involved have sometimes been in the region of €1,000. Nonetheless, do not assume that a similar sized (or, indeed, any) grant will be made available in your case.

Results

Students going abroad take modules to the equivalent of 60 ECTS, especially when these are offered through English. The result will be calculated on the best relevant 45 ECTS, with an equal number of ECTS in each of their subjects.

For one term exchanges, students take modules equivalent to 30 ECTS. The result will be calculated on the best relevant 22.5 ECTS, equally split between their subjects. For the term they spend in Trinity they must get 30 ECTS, equally split between their subjects.

For Non-EU universities, not using the ECTS credit system, the college-wide conversion table available on the International Admissions and Study Abroad website.

All your module choices must be approved by your coordinators. You are responsible for getting your modules approved by the relevant coordinator. If you fail to meet requirements, either by failing to get the requisite number of ECTS or by taking modules not deemed appropriate by your supervisor, you will fail the year. To progress to final year you need the equivalent of a II.2.

In certain circumstances students have to front load their modules for one subject i.e. take all their modules for one subject while away, and all their modules for another while at Trinity. In these circumstances it is the responsibility of the student to ensure that they can take the required 30 ECTS in one subject while in Trinity and 30 ECTS in their other subject while away.

If you decide to spend only half a year abroad, you will be examined on the basis of work completed during the other half at Trinity plus any examinations in the modules you take at the host university. If you decide to spend a full academic year abroad, you will take modules equivalent to those at Trinity and your marks obtained abroad will be converted back into a Trinity grade.

Results for students on full year and Hilary Term exchanges will be processed at the supplemental court of examiners. Results for students on Michaelmas term exchanges will be processed at the annual court of examiners.

The Court of Examiners will first consider whether you have satisfied all the workload requirements. Your grade will be calculated on the basis of your best relevant 45 ECTS (or equivalent if studying outside Europe) of modules completed for a full year exchange, and best relevant 22.5 ECTS for a one term exchange.

All grades will be converted using the College conversion table, available on the Study at Trinity website.

Contacts

Contact details of Exchange coordinators and programme administrators in the Trinity Business School and School of Social Sciences and Philosophy are listed here:

<http://www.tcd.ie/ssp/undergraduate/study-abroad/Contact/#outgoing>

You should also take notes of the following key contact points for Administration and Personal Support:

- **Your TCD Tutor who, out of courtesy, you should contact prior to your exchange to introduce yourself and explain that you will be spending your Junior Sophister year on exchange in case you need their support while away :**

“A Tutor is a member of the academic staff who is appointed to look after the general welfare and development of the students in his/her care.

Tutors are a first point of contact and a source of support, both on arrival in College and at any time during your time in College. They provide CONFIDENTIAL help and advice on personal as well as academic issues or on anything that has an impact on your life. They will also, if necessary, support and defend your point of view in your relations with the College.

Your Tutor can make sure you are supported and that any negative impact on your studies is reduced”

- Erasmus@tcd.ie for Mobility Grant paperwork and Administration
- Your Exchange Coordinator in your host University

Erasmus/ Exchange Checklist for Outgoing Students

- ✓ Apply for Mobility grant via erasmus@tcd.ie
- ✓ Complete Personal Declaration and return to your programme administrator by 6th April, 2018.
- ✓ Consult with your coordinator(s) about your learning agreement before 15th June, 2018
- ✓ Complete Section 1, 'Before Mobility' of the Learning Agreement, have this signed by the relevant coordinator(s) and Host University and return to your programme administrator within two weeks of arriving on exchange.
- ✓ In the event of any changes to Learning Agreement during the exchange, **agree changes in writing with the relevant coordinator(s), and submit the signed 'during mobility' section of the learning agreement to your programme administrator (by email only)**
- ✓ Make contact with the exchange coordinator in your host university
- ✓ Advise your TCD college tutor that you are going on exchange