Studying Abroad

School of Social Sciences and Philosophy and Trinity Business School

Preparing to go away

- Do your research! Check the host university website to learn about your destination.

- Get in touch with the contact person at your host university for information regarding modules and accommodation.

- Download the handbook:
(http://www.tcd.ie/ssp/assets/pdf/Handbook_for_Outgoing_Erasmus.pdf)

- Complete your paperwork with the Academic Registry

- Start to prepare your learning agreement

Preparing to go away

- Make sure you can meet your programme requirements
  - Check your programme handbook, if unsure talk to your programme director
- Make sure your Host University allows you to meet subject requirements, think about prerequisites for SS modules
  - Check your programme handbook, talk to your exchange coordinator

The Learning Agreement

- This is a very important document
  - You must complete the Learning agreement
  - Have it signed by your TCD coordinator(s)
  - Have it signed and stamped by your host University
  - Scan and email it to your course administrator

  All changes to the learning agreement must be approved by your TCD coordinators

The Learning Agreement

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.

Requirements While Away

- Full Year Exchanges
  - Students must take modules equivalent to 60 ECTS
  - The result will be calculated on the best relevant 45 ECTS, with an equal number of ECTS in each of their subjects

Requirements While Away

- One Term Exchanges
  - Students must take modules equivalent to 30 ECTS
  - The result will be calculated on the best relevant 22.5 ECTS
  - For the term spent in TCD students take 30 ECTS

Requirements While Away

- If you fail to meet requirements, either by failing to get the requisite number of ECTS or by taking modules not deemed appropriate, you will fail the year.

- To progress to final year you need the equivalent of a II.2

- Your grades will be translated using the College wide table available at: https://www.tcd.ie/study/assets/pdfs/Study%20Abroad/GradeConversionTable2016.pdf

Requirements While Away

- At the end of each term you must submit a transcript listing your modules and grades to your coordinator

- Please ensure your official transcript is sent to your main coordinator before August

- Your results will be processed at the supplemental court of examiners in September – you will not have your results before then, but can still register for modules

Support While Away

- On Academic issues, stay in touch with your coordinator(s):
  - Especially important if you fail modules that jeapordize your ability to get requisite ECTS
- For pastoral issues, stay in touch with your college tutor
  - It is recommended that you contact your tutor before you leave for Erasmus to let them know that you will be going away
- For queries about the Erasmus grant contact Erasmus@tcd.ie
- For other queries ask your Programme Administrator

Sources of Information

- The School website
  - For general information see: http://www.tcd.ie/ssp/undergraduate/study-abroad/Outgoing/
  - For Coordinator and Administration contact details see: http://www.tcd.ie/ssp/undergraduate/study-abroad/Contact/
- The TCD website: http://www.tcd.ie/study/non-eu/study-abroad/from-trinity/erasmus/

Checklist for Erasmus

✓ Apply for Mobility grant via Erasmus@tcd.ie

✓ Complete a personal declaration and return to your programme administrator

  ✓ See http://www.tcd.ie/ssp/undergraduate/study-abroad/Outgoing/#erasmus

✓ Complete a learning agreement, have it approved by your TCD coordinator(s) and host university and return to your programme administrator

Checklist for Erasmus

✓ 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

✓ Make contact with the exchange coordinator in your host University

✓ Advise your TCD college tutor that you are going on exchange

Thank you!

- Remember, we are here to support you whilst on exchange – STAY IN TOUCH!

- If you are unsure who you need to make contact with email the School Administrative Officer, Siobhán O'Brien (siobhan.obrien@tcd.ie) for advice