



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Erasmus and International Exchange Information Meeting

Dr Davide Romelli
Director of Study Abroad

Exchange Information Evening

4th November, 2019

Agenda

Structure of the Evening

- 18.00 – 18.20: General Session
- 18.20 – 19.00: Departmental Sessions



Departments and Coordinators

Business – Jimmy White

- Email: business.exchange@tcd.ie
- Office Hours: Room 4001, 4th floor, Trinity Business School – Tuesday & Thursday 9.30 – 12.30

Economics – Joseph Kopecky

- Email: Econ.Exchange@tcd.ie
- Office Hours: Room 3016, 3rd floor, Arts Building – Wednesday & Friday 11.00 – 12.00

Political Science – Dino Hadzic

- Email: dhadzic@tcd.ie
- Office Hours: TRISS, Room C6.004, 6th floor, Arts Building – Friday 10.00 – 12.00

Philosophy – Ben White

- Email: whitebe@tcd.ie
- Office Hours: Room 5003, 5th floor, Arts Building – Tuesday 16.00 – 17.00

Sociology – David Ralph

- Email: ralphda@tcd.ie
- Office Hours: Room 2.03, 2nd floor, 3-4 College Green – Wednesday 12:00 – 14.00

Who is Responsible for What?

Academic Advice and Approval

- Departmental Erasmus Coordinators

Administrative Support

- Programme Administrators

Grant Administration

- Academic Registry
 - For further details please consult the website, <http://www.tcd.ie/study/study-abroad/outbound/>. Email queries to Erasmus@tcd.ie

Which Exchanges can I go on?

- Check the exchanges available for each department you are studying with on website: <https://www.tcd.ie/ssp/undergraduate/study-abroad/Outgoing/destinations/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 (Trinity Business School; Economics)

Half a Year or a 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 Qualtrics. Practice form in Word available on website. **Only fully completed applications submitted via Qualtrics will be accepted.**
- **Applications open on: Tuesday 5th November 2019**
- **Deadline: Friday 29th November 2019, at noon**
- 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 do your homework on which exchanges are **suitable for your subject combination** before you list them on the form

* These results will be checked and students who misreport their results will be excluded from the selection process

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 on a second round

After you Apply

- You then need to **apply to the internal Trinity system** as well as the host university (on-line application form)
- You will be invited to **apply to the host university** after Academic Registry 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 not only 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
- You must submit a copy of your Learning Agreement, **signed by the TCD exchange coordinators and Host University**, to your programme administrator within **two weeks** of arriving on exchange

Learning Agreements

- Full year exchange students **MUST** take 60 ECTS while abroad, the best 45 ECTS of which will be counted towards your final grade
- For half year students you **MUST** take 30 ECTS, the best 22.5 of which will be counted towards your final grade
- 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 have validates the 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. i.e.
- **Offers are made subject to conditions and an absolute minimum of a second class honor (II.2) at the first attempt in the Senior Fresh year is required for all Erasmus exchanges.**
- 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/assets/PDF/Grade%20Conversion%20Tables_November%202017.pdf#page=3
- 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.

Additional information

Please see the [Handbook for Outgoing Students](#) for information relevant to Erasmus and Non-EU exchanges.



HANDBOOK FOR
OUTGOING ERASMUS/
EXCHANGE STUDENTS
2019/20

School of Social Sciences and Philosophy
& Trinity Business School

Disciplinary Meetings

- Business - Edmund Burke Theatre
- Economics – Robert Emmet Theatre(room 2037)
- Political Science – Jonathan Swift Theatre (room 2041A)
- Sociology – Room 4050A, Arts Building
- Philosophy – Room 3027, Arts Building



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Thank You

