



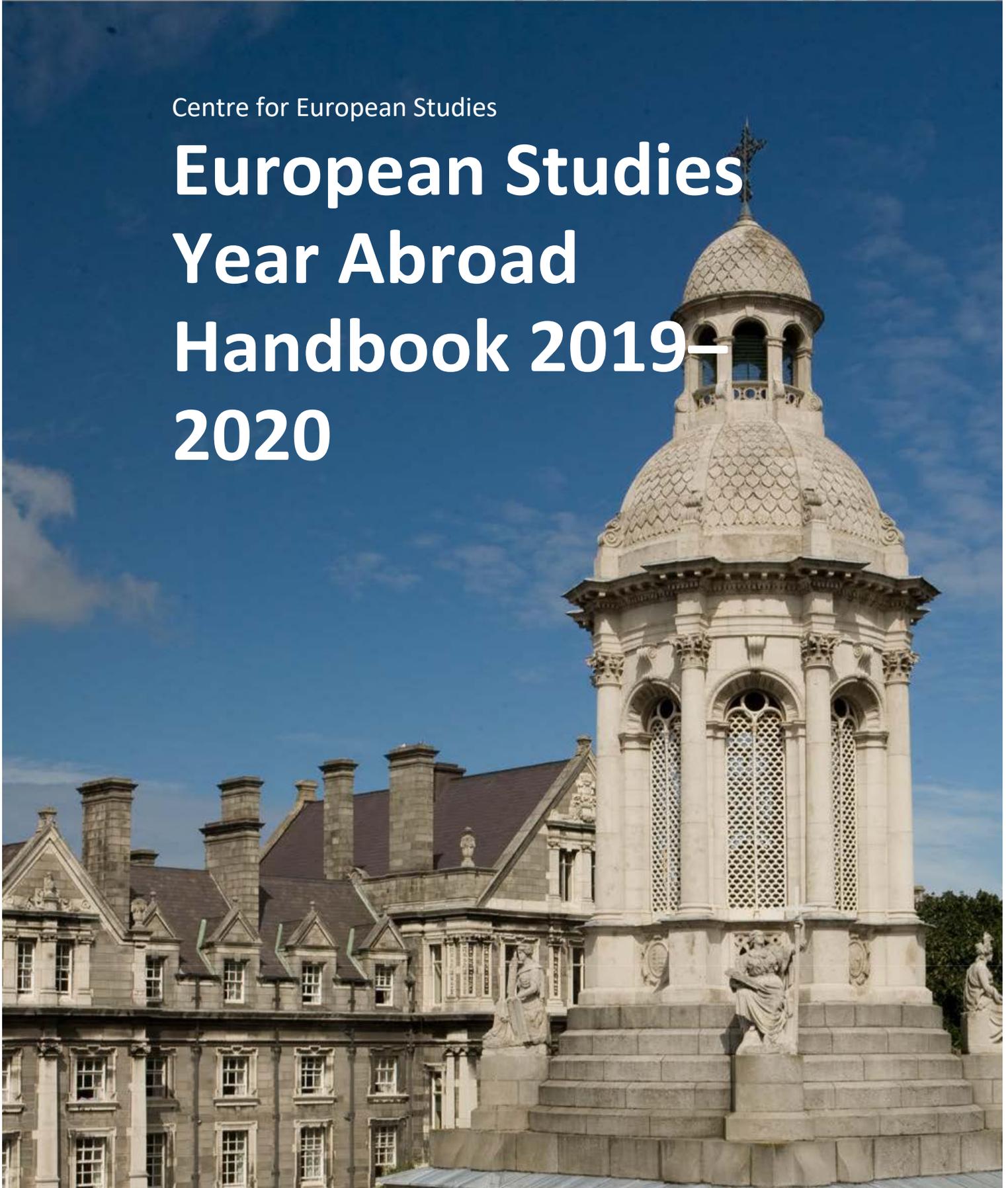
**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Centre for European Studies

# European Studies Year Abroad Handbook 2019– 2020



## **Junior Sophister Year Abroad**

### **Academic Regulations**

The Junior Sophister Year Abroad is an integral and required part of the European Studies programme. Marks derived from work assessed at your exchange university during the Junior Sophister year abroad enable you to progress to the Senior Sophister year. During this year students must comply with the assessment requirements of their host university abroad to the satisfaction of the TCD European Studies examination board. Students must obtain at least 45 ECTS, or equivalent, studied through their major language during their year abroad. If this standard of 45 ECTS is not achieved they must repeat examinations in the supplementary sessions, as determined by their host university. If they fail, they may be permitted to repeat the Junior Sophister year in Trinity, paying full fees.

Students are responsible for ensuring that they bring back enough credits to pass the year, and they should check the weighting of all courses they sign up for. Students choose a programme of study within parameters agreed with your TCD Language department exchange co-ordinator and the exchange coordinator in your host university. Precise details must be sent to your TCD Language department coordinator on a learning agreement form. It is strongly recommended that students choose to take more than 45 ECTS. The modules chosen must normally be from disciplines of the European Studies programme (e.g. History of Ideas, History, Political Science, Economics and Sociology). Students should bear in mind that language classes (either Major or Minor) are not included within the core minimum of 45 ECTS required to pass the year. All modules you take must generate a mark. Students who fail any element of their year's programme of study should contact their TCD Language department coordinator immediately.

Students should also follow a language course at an appropriate level in their major language, focussing on grammar and writing skills. The marks for this course do not count towards the overall result of the JS year, but will be recorded on your transcript. Most partner universities also offer formal language instruction in minor languages. Students are strongly recommended to maintain a programme of study of their minor language.

For students attending academic institutions in Poland and the Russian Federation only, formal study of the major language does count as part of their annual assessment. Should these students wish to pursue study of their minor language, they may do so in addition to the programme negotiated between TCD and the host institution.

Students are responsible for ensuring that all necessary documentation about examination results in your host university has been submitted to your TCD Language department coordinator. A precise deadline will be sent to you by the European Studies office but normally this is around mid-August. Please note that you are therefore responsible for obtaining all module marks and examination results at your host university. These must be compiled on original certificates of

the exchange university, and in the local grading system, as used for that country's own students. Students are reminded that it is their sole responsibility to inform themselves of all procedures relating to enrolment and examinations (registering and obtaining information on formats and lengths of assessments, dates of examinations and supplemental examinations etc).

### **The European Studies exchange network**

Please see below the universities normally involved in the ES exchange programme. Please note that there are fixed numbers of places available at each location, and that your Language Department coordinator will have precise information on places available for next year.

**Bordeaux:** Institut d'Etudes Politiques

**Grenoble:** Institut d'Etudes Politiques

**Paris:** (i) Université de Paris 7 (Département d'Histoire);

(ii) Institut d'Etudes Politiques

**Strasbourg:** (i) Université March Bloch (USH), Strasbourg II (Faculté des Sciences Historiques);

(ii) Université Robert Schuman, Strasbourg III (Institut d' Etudes Politiques)

**Freiburg:** Albert-Ludwigs-Universität (Historisches Seminar)

**Hamburg:** Universität Hamburg (Historisches Seminar)

**Tübingen:** Eberhard-Karls-Universität Tübingen (Historisches Seminar)

**Vienna:** Universität Wien (Institut für Germanistik)

**Pavia:** Università degli Studi di Pavia (Dipartimento di Studi Politici e Sociali)

**Siena:** Università degli Studi di Siena (Dipartimento de Storia; Facoltà di Scienze Politiche)

**Milan:** Università degli studi di Milano (Dipartimento di Scienze Sociali e Politiche; Dipartimento di Studi Internazionali, Giuridici e Storico-Politici)

**Krakow:** Jagiellonian University, Institute of European Studies

**Sevilla:** Universidad de Sevilla (Departamento de Historia Contemporanea)

**Salamanca:** Universidad de Salamanca (Fac. Geografía e Historia)

**Alcalá:** Universidad de Alcalá de Henares

**Oviedo:** Universidad de Oviedo

**Zaragoza:** Universidad de Zaragoza, Departamento de Historia Moderna y Contemporánea

**Moscow:** The Gorky Literary Institute

Students majoring in Spanish may also apply for the CASA (Consortium for Advanced Studies Abroad) programme to spend one semester in Cuba. For more information on this possibility see: [https://www.tcd.ie/Hispanic\\_Studies/undergraduate/study-abroad/casa.php](https://www.tcd.ie/Hispanic_Studies/undergraduate/study-abroad/casa.php)

### **Integrated courses of study**

Some exchange partners offer students the possibility, instead of selecting courses on an à la carte basis from those available in the relevant disciplines, of following a pre-established programme in which there would be limited, or no, choice. This would apply to study in the Russian Federation, but may also apply in EU

universities. A number of French IEPs, for instance, offer the possibility of doing a Certificat d'études politiques (CEP). You are encouraged to enrol for such programmes on two grounds: it ensures the coherence of your programme of study and students obtain an internationally recognised certificate. The TCD assessment requirements for students enrolled on such a programme would be the same as for other ES students: any additional courses they might be doing in order to qualify for the certification would not be factored into the result recorded on their TCD transcript. Students should discuss this option with their host and TCD coordinators should the possibility arise. The TCD Language department coordinator must approve course choices. It is the responsibility of the student, not the host coordinator, to obtain such approval.

### **Learning Agreement**

Your Learning Agreement sets out your study programme at your host university. With the guidance of your TCD Language department coordinator you must complete this form which sets out the modules which you wish to study at your host university and the ECTS weighting for each module. It must then be signed by the Coordinator at your host university, by you, and returned for final approval and signature by your TCD Language department coordinator. It is a requirement of the European Commission that all students participating in the Erasmus Programme must complete this Agreement to gain credit for the work studied abroad.

### **Language instruction**

Although daily exposure to the language may seem sufficient, it is necessary that students continue to receive formal instruction in grammar, written expression etc. Students should avail of such a suitable language instruction course in their major language. With the exception of Polish and Russian, all language instruction is additional to the substantive work in history, history of ideas, political science, economics or sociology which constitutes the assessed programme of study. Language learning is not accepted in lieu of other examinable components of the year's work. Students should remember that they are also examined in their minor language in Senior Sophister year. While students will not get credits towards their year abroad results for language courses, it is strongly recommended they take courses in their minor language where available, and maintain their reading ability in this language during the year.

### **Other Study**

The Erasmus Intensive Language Courses (EILC) scheme, supported by the European Commission, offers specialised courses in the less widely-used European Union languages and the languages of other countries participating in the Erasmus programme. EILCs give Erasmus students the opportunity to study the language of the host country for 3–8 weeks. Participating students do not have to pay any kind of tuition fee. Students who participate in one of the special EILCs receive a small supplementary grant. Please note that other language courses which are not the special EILCs are not eligible for this supplementary grant. Students who participate in an EILC must submit a copy of the certificate received at the end of the course to the International Office in order to receive the supplementary grant. Please also see

the EILC website. It is important to note that the application form for an EILC must be submitted electronically.

### **Registration at Trinity/ Fees**

Students must register in Trinity for the year they spend abroad, and pay the Trinity registration fee. Registration should be completed prior to departure if possible. It is extremely important that students register on time in order to avoid late registration penalties. Erasmus students do not pay fees at their host university. Please note that if a non-EU national is spending a year abroad with one of the Erasmus partner universities, full tuition fees must be paid to Trinity College and there may be some fee implications at the host university.

### **Erasmus Mobility Grant**

If you are an EU national you will be eligible to apply for an Erasmus Mobility Grant. The first instalment of this grant will not be sent to you until after you arrive in your host country. The grant is intended as a mobility grant which helps cover travel to the country and the difference in the cost of living between that country and Ireland. The Erasmus Mobility Grant is issued by the European Commission. Universities have no control over the amount allocated. The amount of the grant varies from year to year and from country to country. In some EU countries the government subsidises study abroad schemes, so students from those countries are likely to receive larger grants than the usual Erasmus grant. If for any reason you withdraw from the Erasmus Programme earlier than planned, and after you have been issued with the first Erasmus Grant, you must declare this to organise a reimbursement of the Erasmus grant, or part of it.

### **Other administrative matters**

Your TCD Language department coordinator formally notifies the exchange university of the number and names of Trinity students arriving the following academic year. This sets in motion the registration process, but it is up to students to ensure that they have the necessary documentation from Trinity and from the university and other authorities in the city to which they are going in order to be able to register on arrival. The nature of this documentation varies considerably between universities. It is essential that students contact their local coordinator on arrival and again at reasonably regular intervals. Problems are best solved by informing your local coordinator promptly. Serious difficulties should be reported immediately to the Trinity coordinator or to the Centre for European Studies office (+353 1 896 1808), or e-mail [european.studies@tcd.ie](mailto:european.studies@tcd.ie).

When students are away, they are guided in the organisation of their programme by the local coordinator in the exchange university. It is also essential that they keep in touch with their Trinity coordinator and with the European Studies office for two reasons. Firstly, we must have an up-to-date address and contact details so that, in the case of any emergency, students can be contacted instantly. Secondly, unless the programme agreed locally is ratified by the Trinity Language department coordinator it may be invalid. Students are therefore requested to let the Language department coordinator and European Studies office know their address and if

possible also their local mobile phone number as soon as possible after arriving. Notice of any subsequent change of address must also be sent. Students are also requested to fill in the Learning Agreement form indicating the course of study agreed and to send this off to your TCD coordinator by 1 November at the latest. Any subsequent changes of programme or later decisions on second semester courses must likewise be submitted to the Trinity coordinator for approval.

### **Practical matters**

The year spent abroad is challenging in many ways. Academic instruction and all day-to-day business is carried out through the target language. It is obviously very important that you plan ahead carefully for your year abroad. You should consider the financial implications. Check with current and former Erasmus students on their experiences of local costs. You should plan ahead on your travel and other expenses, have appropriate insurance in place, and seek advice from your bank about managing your funds while abroad. Please make all practical arrangements in good time.

Where students opt for university accommodation (where available), the Trinity coordinator facilitates booking this and letting the exchange university know the names of the student(s) concerned. It is the responsibility of the students concerned to ensure that they have the necessary documentation before going to claim their rooms. In relation both to registration and accommodation, therefore, students must liaise closely with their Trinity coordinator during the months in which the exchange is being organised.

You should also make sure that you have with you:

- A letter translated into the host language and signed by parent/guardian to accompany EHIC, confirming their permission to have any re-imbusement paid directly into the quoted student bank account.
- A number of passport-size photos
- Current passport (for students going to Russia this must be valid for 6 months after the expected date of return)
- Original full format birth certificate

Students must ensure that before they leave Ireland they consider what arrangements are needed around healthcare. If you are an Irish resident you are entitled to get healthcare through the public system in countries of the European Union (EU), European Economic Area (EEA), and Switzerland if you become ill or injured while on a temporary stay there. In order to access the local healthcare system you need a European Health Insurance Card (EHIC). It may be necessary to acquire private health insurance as a top up. Students going to Russia are required to take out private health insurance.

Familiarising yourself with the practices of the health system in a given country will minimise the stress associated with ill health. On arrival at your destination, as part of your general familiarisation with the structures and practices of the institution, find out where the student health centre (or equivalent) is; what steps you have to

take (if any) to register with them; how you go about filling a prescription (what documents are required, what forms you might have to complete, how you go about being refunded by your insurance company); how to contact your coordinator/the International Student Officer/other relevant parties, in case of emergencies. Keep all necessary documents in a safe and retrievable place.

If by some mischance you should suffer ill health while on your exchange year, please make sure that you take the following steps: Seek appropriate medical assistance. Don't forget to take your insurance documents and means of identification with you when seeking medical assistance. Tell a friend about what has happened. Contact your parents, your local coordinator and your TCD coordinator (and if appropriate your College Tutor) as soon as possible (or ask a friend to do so). Ensure that the above have some way of maintaining contact with you (or a person through whom contact can be made, a telephone number, an address). If the effects of your ill health are long-term, please bear in mind that College does not penalise students for their state of health. Just as allowances are made for students studying in Trinity who suffer health problems, so the same allowances apply to TCD students studying abroad as a compulsory part of their degree programme. The most important thing is to keep us informed. Please be assured that any information you give your tutor, your year abroad coordinator, or the Director of European Studies is treated in the strictest of confidence.