

Erasmus and Exchange Programmes 2013-2014

Law

Law and Business

Law and Political Science

Section A

Helpful Information about the Programmes and Studying Abroad

Participation in the European Erasmus or Non-EU Exchange programmes is an ideal way of broadening your horizons, improving your language skills, learning about the culture and legal system of another country and developing transferable skills which will stand to you in the future. While living and studying abroad is an inherently challenging experience, at both personal and academic levels, the Trinity students who are selected to go abroad tend to adjust to their new environments and acquit themselves well. The students who have participated in the scheme since its inception have attested as to its value and how delighted they were at the opportunities it afforded them.

The essential premise of the programme is that a student travels abroad for the entire academic year in the Junior Sophister year. College regulations do not permit us to offer exchange participation in any other year. The rules of the Law School will apply to those exchanges; however, additional rules may apply.

Law Students may apply to other universities (for example Australian National University) via College-Wide exchange procedures. Please, refer to the International Admissions and Study Abroad Office regarding College-Wide Exchanges.

We understand that you cannot yet make a firm commitment, but we need indications of serious interest on the part of applicant students. Thus, unless you are reasonably committed to taking up a place, if offered one, do not fill out the Law School Exchange Programme application form. The deadline to apply is **Monday, 20th January 2014**.

Think carefully about your list of preferences and **do some research** into all the options you are considering. All of our partner universities are very distinguished and highly reputable. You can find a great deal of useful information on their websites: <http://www.tcd.ie/Law/undergraduate/study-abroad.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.

In particular, we expect there to be high competition for places at universities where English is the language of instruction. Therefore, if you are putting these universities first, please also consider whether, in the event you were not offered a place in your preferred universities, you would prefer to study next year in Trinity or in a different partner university.

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.

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 Application Form¹ should be completed online and returned to the International Admissions and Study Abroad Office of Trinity College in late February. This grant is generally disbursed in three instalments 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 International Office has a letter from you advising them of the person who will collect your cheque on your behalf.

The Law School has no say in the allocation or distribution of the monies and does not receive any cheques. This is the responsibility of the International Office (located to the left of the Examination Hall in College). 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.**

The Law School may be able to give you limited assistance with regard to **accommodation** and **courses abroad**. 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 courses and accommodation. You may find it useful to make contact with other Law School students who have been there before.

¹ This Erasmus/European Exchange Application form is applicable only to Erasmus participants and is separate to the **Law School Exchange Programme application form** which should be filled out by 20th January 2014 where you outline your preferred universities.

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.

The Erasmus/Exchange Academic Coordinator (Dr. Julien Sterk – law.exchange@tcd.ie) is available to answer queries and advise any intending exchange student, but any such advice is likely to be very general in nature. For information on accommodation, courses, etc, students should take guidance first and foremost from the host university.

Section B

Exchange Opportunities on Each Degree Programme

Law

Partner university	Country	Teaching Language	Places
Katholieke Universiteit Leuven	Belgium	English	2
Université Catholique de Louvain	Belgium	French and English*	1
Rijksuniversiteit Leiden	Netherlands	English	2
Rijksuniversiteit Groningen	Netherlands	English	2
University of Helsinki	Finland	English	2
University of Copenhagen	Denmark	English	2
Universidad de Granada	Spain	Spanish	2
Università de Bologna	Italy	Italian and English*	1
Université Toulouse I	France	French	1
Université Montesquieu-Bordeaux IV	France	French	1
Université Panthéon-Assas Paris II	France	French	1
IEP - Institut d'Études Politiques de Paris	France	English	2
Université de Poitiers	France	French	1
Université de Strasbourg	France	French	1
Friedrich-Alexander Universität Erlangen-Nürnberg	Germany	German	1
Universität Hamburg	Germany	German	1
Johannes Gutenberg-Universität Mainz	Germany	German and English*	1
Universität Würzburg	Germany	German	1
Friedrich-Schiller- Universität Jena	Germany	German	1
Universität Tübingen	Germany	German and English*	1
Universität Freiburg	Germany	German	1
Philipps-Universität Marburg	Germany	German	1

Ludwig-Maximilians- Universität Munich	Germany	German	1
Non-European Exchanges			
Osgoode Hall, Toronto	Canada	English	4
University of Emory, Atlanta	USA	English	4
Washington & Lee, Virginia	USA	English	2
Indiana University, Bloomington	USA	English	4
University of Sydney	Australia	English	2

Law and Business

Partner university	Country	Teaching Language	Places
Université Catholique de Louvain	Belgium	French and English*	1
Uppsala Universitet	Sweden	English	2
Université de Strasbourg	France	French and English*	1
Humoldt-Universität zu Berlin	Germany	English	1
Johannes Gutenberg-Universität Mainz	Germany	German and English*	1
Universität Tübingen	Germany	German and English*	1
Rouen Business School	France	French and English*	TBC
Carlos III Madrid	Spain	Spanish and English*	TBC
Ohio, Fisher College of Business	USA	English	1 (one term)

Law and Political Science

Partner university	Country	Teaching Language	Places
University of Helsinki	Finland	English	3
Università de Bologna	Italy	Italian and English*	1

IEP - Institut d'Études Politiques de Paris	France	English	2
Université de Strasbourg	France	French	1
Humoldt-Universität zu Berlin	Germany	English	1
Johannes Gutenberg-Universität Mainz	Germany	German and English*	1
Universität Tübingen	Germany	German and English*	1

**Where it states that the language of instruction is a foreign language and English, students are expected to take modules taught through both languages.*

In the past, students have been able to study all modules through English in Carlos III Madrid and Johannes Gutenberg-Universität Mainz.

Humoldt-Universität zu Berlin is a new option for Law and Business and Law and Political Science. The university has provisionally confirmed that there are sufficient number of English-taught modules, however this is not guaranteed.

Section C

Regulations for Erasmus and Exchange Programmes

1. Application

In order to apply to study abroad in your Junior Sophister year on an Erasmus or Exchange programme, you must do the following:

- Fill out the Law School Exchange Programme application form from: <http://www.tcd.ie/Law/undergraduate/study-abroad.php#Apply>.
- Submit a motivational letter and CV to law.exchange@tcd.ie

Applications must be made by 3pm on Monday, 20 January 2014.

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;
- Level of interest in and suitability for the particular place, as evidenced in motivational letter and CV.

Interviews may also be conducted in respect of Washington and Lee and Indiana University. A final offer is dependent on you achieving a II.1 in your Senior Freshman examinations.

The provisional and final offers will be notified to your TCD email address. You must accept each offer within the time specified in the email; otherwise, it will lapse.

2. Workload requirements

As in Trinity, you will be required to complete a certain number of credits in your Junior Sophister year abroad. Trinity, along with all universities in Europe applies the European Credit Transfer System (ECTS). An ECTS is a measure of student learning input. This allows for a standardised comparison of workload across universities. For Non-EU universities, not using the ECTS credit system, you will be

required to study what is considered a standard workload in that university. Whichever applies, your workload abroad will be broadly equivalent to the Junior Sophister workload in Trinity. You must then satisfy the following requirements:

- If studying within Europe, you are required to complete modules amounting to 60 ECTS.
- If studying outside Europe, the Erasmus/Exchange Academic Co-ordinator in consultation with the Joint Degree Programme co-ordinators (or the College in the case of a College-wide link) will stipulate the number of credits that you must complete in your host university, equivalent to 60 ECTS.
- In recognition of the additional student learning input required in studying through a foreign language, a module taught through a language other than English will be multiplied by 1.33 to determine its weighting in meeting your workload requirements and calculating your grade.
- Therefore, if you do all your modules through a language other than English, in effect you must do modules that the host university measures at 45 ECTS.
- Law and Business students are required to complete 60 ECTS in total, including at least:
 - 20 ECTS of Business modules
 - 20 ECTS of Law modules
- Law and Political Science students are required to complete 60 ECTS in total, including at least:
 - 25 ECTS of Political Science modules
 - 25 ECTS of Law modules
- For the avoidance of doubt, the 1.33 weighting on modules taught through a language other than English also applies to the specific requirements for the joint degree programmes.
- In calculating your 60 ECTS completed credits (or equivalent outside Europe), you may include a maximum of 5 ECTS (or equivalent) of modules that are not part of your discipline(s) (such as a language module).

- In calculating your 60 ECTS completed credits (or equivalent outside Europe), you may include a maximum of 10 ECTS (or equivalent) of pass/fail modules. A pass/fail module is a module for which no grade is awarded but which you take on a pass/fail basis.
- You may complete more than the required 60 ECTS.

If you do not satisfy any of these requirements, you will fail the year.

The onus is on you to select modules that will allow you to meet these requirements. You must fill in a Learning Agreement Form that will be provided to you. This Form will be reviewed by the Erasmus/Exchange Academic Co-ordinator. They will approve your choice of modules and countersign the agreement only if the overall requirements and discipline-specific requirements in terms of ECTS credits are met. The Erasmus/Exchange Academic Co-ordinator will consult with the Joint Degree Programme Co-ordinators as appropriate.

You should consult by email with the Erasmus/Exchange Academic Co-ordinator in relation to your module choices. You must submit your Learning Agreement by 1 November 2014 for the first term and 1 April 2014 for the second term. Once approved, your Learning Agreement cannot be changed in any circumstances.

3. Grade Conversion

The Court of Examiners will first consider whether you have satisfied all the workload requirements. There is no general requirement that you pass modules. Your grade will be calculated on the basis of your best 60 ECTS (or equivalent if studying outside Europe) of modules completed.

Modules outside your discipline cannot count for more than 5 ECTS (or equivalent if studying outside Europe) of your converted grade.

Pass/fail modules, up to a limit of 10 ECTS (or equivalent if studying outside Europe) will be removed from the calculation of your grade conversion. Therefore, your grade conversion will be calculated on the basis of the marks received in the best 60 ECTS (or equivalent) of your other modules (or equivalent) less the ECTS (or equivalent) gained in the pass/fail modules.

For students on exchange in Sydney or ANU, the converted grade will be based on marks received in the best six of the eight required modules.

The Court of Examiners converts the grades from your host university to their equivalent in the Trinity marking scale. The Court of Examiners bases its conversions on conversion tables but retains a discretion to ensure broad equivalence. The conversion tables are provided to you at the start of the year abroad. If you have any concerns with the conversion tables, you should raise these in writing with the Erasmus/Exchange Academic Co-ordinator by 31 January 2014. In no circumstances, will any objection to the conversion scales be entertained after the publication of your results for your Junior Sophister year abroad.

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