| **Contact Information**          | Mr. Jimmy White - Academic Exchange Coordinator. Tel.: +353-1-896-4908  
Ms. Anya Guiney / Ms. Yvonne Agnew – Exchange Administrator. Tel: +353-1-896 3394/3705  
Email: Business.exchange@tcd.ie  
Web: www.tcd.ie/business/ |
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<tbody>
<tr>
<td><strong>Address</strong></td>
<td>Trinity Business School, 3rd Floor, Áras and Phiarsaigh, Trinity College, The University of Dublin, Dublin 2.</td>
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<tr>
<td><strong>ERASMUS Code</strong></td>
<td>IRL-DUBLIN 01</td>
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| **Eligibility Code**           | To be eligible for an academic exchange with Trinity Business School you must be:  
• A registered student at one of our Exchange Partner Universities  
• Nominated by your home University |
| **Application & Admissions**   | The Academic Registry looks after all incoming international students. You will register your module choices with this office and they will also provide you with orientation information.  
Academic Registry, Watts Building: [http://www.tcd.ie/academicregistry/study-abroad/](http://www.tcd.ie/academicregistry/study-abroad/)  
**Contacts:**  
EU Exchanges - Andrew Carr Erasmus@tcd.ie  
Non EU Exchanges – visitingnoneux@tcd.ie |
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<tr>
<th><strong>Recommended Language Skills</strong></th>
<th>The recommended language of instruction level in English is B2. For a consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <a href="http://europass.cedefop.europa.eu/resources/european-language-levels-cefr">http://europass.cedefop.europa.eu/resources/european-language-levels-cefr</a></th>
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<tr>
<td><strong>Visa</strong></td>
<td>Information and assistance is available by contacting: Academic Registry. Tel.: +353-1-896-4500 <a href="mailto:erasmus@tcd.ie">erasmus@tcd.ie</a> <a href="http://www.tcd.ie/study/international/">http://www.tcd.ie/study/international/</a></td>
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<td><strong>Application Deadlines</strong></td>
<td>For September 2018 entry – applications should be received by 1st June 2018. For January 2019 entry – applications should be received by 15th October 2018. Applications received after these dates may be considered at the University’s discretion. For information on non-EU applications please see the link below: <a href="https://www.tcd.ie/study/study-abroad/inbound/apply/sa-exchange/index.php">https://www.tcd.ie/study/study-abroad/inbound/apply/sa-exchange/index.php</a></td>
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<tr>
<td><strong>ECTS/Credits &amp; Grading</strong></td>
<td>Visiting students are advised to take no more than 30 ECTS per semester. The minimum number of ECTS required is set by the student’s home University. The grading system for Trinity College can be found on the attached link: <a href="https://www.tcd.ie/study/assets/PDF/Grade%20Conversion%20Tables_November%202017.pdf">https://www.tcd.ie/study/assets/PDF/Grade%20Conversion%20Tables_November%202017.pdf</a>  <strong>NB:</strong> please note that the primary source of information on conversion of grades is the coordinator in your home university.</td>
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| Academic Calendar | Orientation week: Week beginning September 3rd 2018  
Michaelmas Term: (Autumn) Teaching commences September 10th – December 16th 2018  
(A study week commences October 22nd – No Classes)  
Hilary Term: (Spring) Teaching commences January 21st – May 5th 2019  
(A study week commences March 4th – No Classes)  
Outline Academic Year Structure:  
https://www.tcd.ie/TEP/ays.php |
|-----------------|-------------------------------------------------|
| Academic Information | Teaching consists of:  
• Lectures and tutorials  
• Class size: dependent on the module, with no class size quotas  
• Language of instruction: English  
• Assessment methods: dependent on module but may include a combination of: Exams and Individual/Group coursework/assignments  
Students are expected to be in Trinity College, Dublin during all assessment periods |
| End of Year Examinations | Michaelmas Term students - Will be assessed before the end of term, December 16th 2018.  
Hilary Term and Full year students - Will be assessed in End of Year Examinations, April 23rd – May 5th 2019.  
| Examination Results | Results posted on Student Portal  
Michaelmas Term Students: Last week February, 2019  
Full year and Hilary Term Students: Last week June, 2019 |
| Transcripts Visiting Students | Michaelmas Term Students – Issued end of March 2019  
Hilary Term Students – Issued end of August 2019  
*Transcripts for EU & College wide students are issued by Academic Registry – academic.registry@tcd.ie.  
Students with specific queries about their transcripts can contact Academic Registry via the Ask AR button on their my.tcd.ie portal. |
| Transcripts Returning Trinity Students | Please forward Transcript Records to:  
Email: business.exchange@tcd.ie  
Michaelmas Term: By March 31st 2019  
Hilary Term: By August 1st 2019 |
| Information Meetings | Trinity Business School will hold information meetings for Incoming Students in the week preceding the 1st week of each term:  
For September 2018 entry – Week commencing 3rd September 2018  
For January 2019 entry – Week commencing 14th January 2018 |
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<td>Buddy Programme for Incoming Students</td>
<td>The Buddy System is an international networking program which aims to match up incoming visiting students from across the world with a TCD student, who will act as mentor or guide to their International Buddy <a href="mailto:tcdbuddysystem@gmail.com">tcdbuddysystem@gmail.com</a></td>
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| Additional Information | Additional Information for incoming students can be found at https://www.tcd.ie/students/orientation/  
Information regarding services offered to students/staff with special needs https://www.tcd.ie/disability/ |
| Accommodation | Please see the links below:  
http://www.tcd.ie/study/international/before-arrival/accommodation/index.php  
http://www.wardentrinityhall.tcdlife.ie/  
Email: residences@tcd.ie  
http://www.tcdsuaccommodation.org/ |
| Health Insurance | Information and assistance is available by contacting:  
Academic Registry. Tel.: +353-1-896-4500 erasmus@tcd.ie  
https://www.tcd.ie/study/international/trinity-life/arrival/ |
| Useful Websites | Trinity College, Dublin: www.tcd.ie  
Trinity Global Relations: https://www.tcd.ie/globalrelations/  
Trinity Business School: www.tcd.ie/business/  
Study Abroad Office: http://www.tcd.ie/study/non-eu/study-abroad/  
International Students Society: http://trinitysocieties.ie/society/?socid=56  
Students Union: https://www.tcd.ie/orientation/services/international.php  
Events & transport to Dublin city centre: www.dublintown.ie  
Dublin tourism guide: www.visitdublin.ie |