

Engineering Exchange Guidance and Regulations

Section A

Helpful Information about the Programmes and Studying Abroad

Participation in the European Erasmus or Non-EU Exchange Programme is an ideal way of broadening your horizons, improving your language skills, learning about the culture and engineering in 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 Senior Sophister year. Our regulations do not permit us to offer exchange participation in any other year.

The rules of the Engineering School will apply to those exchanges; however, additional rules may apply. Engineering Students may apply to other universities 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 Engineering School Exchange Programme application form. The deadline to apply to the Engineering School is posted annually on the Engineering website.

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, links can be found on the application form and on the Engineering school website: <https://www.tcd.ie/Engineering/international/study-abroad/outgoing/>. It is essential to discuss your options with your stream coordinator before applying, as they can advise on what might be most suitable for you. Contact details for all stream coordinators can be found here: <https://www.tcd.ie/Engineering/international/study-abroad/outgoing/contact/>.

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 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 Form 1 should be completed online and returned to the International Admissions and Study Abroad Office of Trinity College in mid-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 office has a letter from you advising them of the person who will collect your cheque on your behalf.

The Engineering 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 Admissions and Study Abroad Office (located in Academic Registry). The grants involved have sometimes been in the region of €1,000. (Different allowances are given to different bands of countries, based on their cost of living). Nonetheless, do not assume that a similar sized (or, indeed, any) grant will be made available in your case.

For UNITECH students, you are entitled to an Erasmus study grant for your first semester and an Erasmus traineeship grant for your internship semester. You are also entitled to an additional UNITECH grant, usually of approximately €1,000, to cover the additional travel expenses required (as you will travel to at least 3 UNITECH universities during your year).

For non-EU exchanges, there are limited finding opportunities available. The Provost's Office have previously sponsored some Asian bursaries, to reimburse travel costs of students on exchange to Asia, but this is decided each year (and is in no way guaranteed).

The Engineering School may be able to give you limited assistance with regard to accommodation and modules 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 modules and accommodation. You may find it useful to make contact with other Engineering School students who have been there before or with incoming students currently visiting from the host university.

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 Coordinators for each of your

disciplines are available to answer academic queries but any such advice is likely to be very general in nature. For information on accommodation, modules, etc, students should take guidance first and foremost from the host university.

Section B

Exchange Opportunities

Please note that the information is provisional and for information purposes only. The number of places available may increase or decrease depending on exchange agreements with our partner universities and the language of instruction may change depending on modules available in each university at any given year.

Exchange programme	Language	Places ^A	Website
CLUSTER EUROPEAN ERASMUS EXCHANGES			
Belgium: Katholieke Universiteit Leuven	English	1 place	https://www.kuleuven.be/english/
Belgium: Universite Catholique de Louvain,	French and English	2 places	https://uclouvain.be/fr/index.html
France: Grenoble Institute of Technology, Grenoble	French and English	2 places	http://www.grenoble-inp.fr/incoming/
Germany: Darmstadt University of Technology	German and English	2 places	http://www.tu-darmstadt.de/international/exchangestudents/inbound/index.en.jsp (includes details on courses taught in English)
Germany: Karlsruhe Institute of Technology	German and English	2 places	http://www.intl.kit.edu/istudies/index.php
Italy: Polytechnic University of Turin, Torino	Italian and English	2 places	http://international.polito.it/admission/exchange_programmes
Netherlands: Eindhoven University of Technology, Eindhoven	English	2 places	https://educationguide.tue.nl
Portugal: Instituto Superior Tecnico, Lisbon	English	2 places (mechanical)	http://ai.tecnico.ulisboa.pt/en/programas-de-estudo/informacao-util/

Spain: UPC, Barcelona	English	2 places (Civil)	https://www.upc.edu/sri/en
Sweden: Royal Institute of Technology, Stockholm	English	4 places	http://www.kth.se/en/studies/exchange
OTHER EUROPEAN ERASMUS EXCHANGES			
Italy: Politecnico di Milano	Italian and English	1 place	http://www.polimi.it/en/
France: Institut National des Sciences Appliquées de Lyon – INSA	French and English	4 places (Mechanical) 5 places (Comp/Elec/joint)	General Exchange info : https://www.insa-lyon.fr/en
Spain: University of Barcelona	Catalan, Spanish and English	2 places (Biomedical only)	http://www.ub.edu/web/ub/en/estudis/estudiar_UB/estades_temporals/estades_temporals.html
Spain: University of Granada	Spanish and English	2 spaces (Civil Only)	http://etsiccp.ugr.es/pages/subdireccion_estudiantes_movilidad/incoming_students
Italy: University of Ferrara	Italian and English	1 place (Civil Only)	http://www.unife.it/it

Section C

Regulations for Erasmus and Exchange Programmes

1. **Erasmus Applications:** Please see here for more details: In order to apply to study abroad in your Senior Sophister year on an Erasmus programme, you must do the following:
 - Fill out the Engineering School Exchange Programme application form.
 - Submit a declaration and motivational letter to InternationalEng@tcd.ie
 - Applications must be made by date posted on the Engineering website. Provisional offers will be made on the basis of the following criteria:
 - Grades received in Senior Freshman year;
 - Level of interest in and suitability for the particular place, as evidenced in motivational letter;
 - Proficiency in the language of instruction at any institution where you are applying for a place (if relevant).

UNITECH applications: Please see the relevant section of the engineering website for details.

A final offer is dependent on you achieving a II.1 in your Junior Sophister examinations in your first attempt. If a student fails an exam in the May examination period, (s)he cannot resit it in August and go abroad based on results obtained in the second attempt. 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 Senior 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. Your workload abroad will be broadly equivalent to the Senior 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 of Europe, you must take the equivalent to 60 ECTS or a full load as taken by local students.

The onus is on you to select modules that will allow you to meet these requirements. If you are taking part in a European Erasmus exchange 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. The co-ordinator 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. You should consult by email with the Erasmus/Exchange Academic Coordinator in relation to your module choices. You must submit your Learning Agreement by 1 November for the first term and 1 April for the second term.

3. **Choosing Modules:** If you have specific modules that you would like to study when you return from Erasmus in your MAI year, it is a good idea to check if they have any pre-requisites and to ensure that you choose modules when you are away that cover these pre-requisites. This can be checked with the exchange coordinator for your discipline.
4. **Grade Conversion:** The Court of Examiners will first consider whether you have satisfied all the workload requirements. As stated previously, the expectation is that you take 60 ECTS (or equivalent). The School of Engineering converts your overall grade from your host university to their equivalent in the Trinity marking scale. The Trinity conversion scales can be found here:
https://www.tcd.ie/study/assets/PDF/Updated%20Tables_July%202018.docx.

Students studying abroad must pass a minimum of 45ECTS in order to pass the year. For students away for a full academic year, their best 45 ETCS is converted to Trinity grades. Students away for one semester, their best 22.5 ECTS are converted to Trinity grades.

The Court of Examiners bases its conversions on conversion tables but retains a discretion to ensure broad equivalence. Individual student's marks are also carefully reviewed prior to sending them to the exam board. The distribution of grades in the host and home university may also be taken into (i.e. your relative position in the class may also be considered), as well as the course load taken. Please note also that in cases where a student is the first Engineering student to attend a particular host University, a more thorough review of the general conversion table takes place when your results are submitted.