School of Histories and Humanities
Department of History

Exchange Programme
Handbook
2019–2020
Contents
Overview .............................................................................................................................................3
Eligibility ..............................................................................................................................................3
Erasmus Programme ..............................................................................................................................4
  Erasmus Exchange Universities ..........................................................................................................4
  How to Apply .......................................................................................................................................5
  Applying to your Host University .......................................................................................................6
  Managing your Money .........................................................................................................................6
  Erasmus Mobility Grant .....................................................................................................................6
  Module Choices at your Host University .............................................................................................7
  What is the Learning Agreement? .......................................................................................................7
  Course Requirements .........................................................................................................................8
  Registration at Trinity College/Fees .....................................................................................................8
  Contact ...............................................................................................................................................8
Non-EU Exchange Programme ...........................................................................................................9
  List of Non-EU Exchange Partner Universities ...................................................................................9
  How to Apply .....................................................................................................................................10
  Selection Criteria ...............................................................................................................................10
  Course Requirements .........................................................................................................................11
  Finances ............................................................................................................................................11
  Contact ............................................................................................................................................11
Overview
The Department of History encourages students to undertake a year abroad at an overseas university under the exchange programme, as part of your studies. A year abroad is a great opportunity to live in a foreign country, study at another university, learn about a different culture, improve your language skills, and make new friends. It is also a valuable asset on your CV, and will enhance your employability.

Two types of Exchange Programme are offered:
Erasmus Exchanges
Non-EU Exchanges

Eligibility
The Department of History encourages students to consider spending the third year (Junior Sophister) studying at an overseas university.
Applications for the Erasmus programme are required to secure a II.2 grade.
Applications for the non-EU exchange programme are required to secure a II.1 grade.
Grades from the previous year of study (i.e. Junior Fresh) will be acceptable as a basis of application, but performance during Senior Fresh year will also be taken into account.
Priority will be given to year-long applications.
Although one-term exchanges are theoretically possible, in practice they are more difficult both for students and the History Department to arrange.
If you are in TSM or History and Political Science, you must contact the Study Abroad Coordinator in each subject to check if there are any issues you should be aware of before you apply. TSM/HPS students are free to apply for exchanges arranged by either of their Departments, but must obtain the approval of both Departments to participate in an exchange. Both Departments must be kept informed about the modules studied abroad.
Erasmus Programme

The Erasmus programme is named after the philosopher, humanist and theologian Desiderius Erasmus of Rotterdam (1465-1536). Erasmus lived and worked in several parts of Europe, in quest of the knowledge, experience, and insights which only such contacts with other countries could bring. By donating his fortune, he became a pioneer of mobility grants. Research shows that a period spent abroad not only enriches student lives in the academic field but also in the acquisition of intercultural skills and self-reliance.

Erasmus Exchange Universities

The Department of History participates in Erasmus exchanges with the following institutions:

➢ St. Andrews, Scotland: University of St. Andrews
➢ Edinburgh, Scotland: University of Edinburgh
➢ Vienna, Austria: University of Vienna
➢ Paris, France: Sorbonne University (Paris IV)
➢ Florence, Italy: Università degli Studi di Firenze
➢ Utrecht, The Netherlands: Utrecht University
➢ Hamburg, Germany: University of Hamburg [http://www.unihamburg.de/]
➢ Barcelona, Spain, Universitat Autònoma de Barcelona [http://www.uab.cat/international-students/]

Students can also take advantage of the exchange partnerships offered as part of the European Liberal Arts Network (ELAN) programme. ELAN applications should be made to Dr. David Ditchburn (ditchbud@tcd.ie), with a copy to the Department Study Abroad coordinator.

- Bristol, England: University of Bristol
- Coimbra, Portugal: University of Coimbra
- Graz, Austria: University of Graz
- Heidelberg, Germany: University of Heidelberg
- Leuven, Belgium: University of Leuven
- Paris, France: Ecole Normale Supérieure Paris
- Pisa, Italy: Scuola Normale Superiore di Pisa
- Prague, Czech Republic: Charles University
- Salamanca, Spain: Universidad de Salamanca
- Siena, Italy: University of Siena
- Uppsala, Sweden: Uppsala University

The list of requirements for the ELAN exchange programme states that a minimum of 10 ECTS must be ‘the study of or in a foreign language’. In other words, you must either take foreign language classes or take history modules in the language of the country concerned. In addition, English language modules are offered at Utrecht,
Heidelberg, Vienna, Graz, Leiden, Leuven, Prague, Uppsala and Siena. At Heidelberg, students may submit written work (including examinations) in English. One student who studied there in 2016-17 reported that ‘one professor allowed students to take their oral exam in English (the majority of his publications are written in English and focused on England). The other professors who I had oral exams with in German were extremely understanding of that fact that German was not my mother tongue and assured me that they would mark me solely on historical content and not language skills.’ Most of the modules taught in English are in modern history, transcultural studies, South-east Asian, or American studies. For further information see: www.uni-heidelberg.de/fakultaeten/philosophie/zegk/elan/index_en.html

These exchanges are open to all History students regardless of degree programme. Funding is available to cover some travel and maintenance costs. The average grant for a full academic year abroad will be around €1,500, but varies from year to year and also depends on destination.

In addition it is possible for History TSM, HPS and Single Honor students to take advantage of exchange programmes organized by other departments and to study History while abroad. Other universities at which our students have recently studied include Berlin (Humboldt-Universität, Freie Universität), Bologna, Maastricht, Paris-Sciences Po, and Strasbourg.

How to Apply
Steps outlined on http://www.tcd.ie/study/study-abroad/outbound/apply/ and detailed here. Please consult the College’s web site now, before the information session, and before you send enquiries to College staff:

1. Attend the Department of History information session on Erasmus: Time and date TBC (January 2019).
2. Obtain permission from the Department of History Study Abroad Coordinator, who will review your application based on your grades and where you wish to go, and by February 2019 (deadline TBC) make nominations to Academic Registry.
3. Academic Registry will then contact you to fill in an online form. The details are needed for your Erasmus grant application.

Candidates will be asked to apply directly to the host university. The application procedure will be sent to you via email by the host institution. It is the student’s responsibility to ensure they submit their application by the deadline for the host university.

Attend the predeparture meeting for all Erasmus students. Further details will be communicated to you in April/May. At this meeting, Academic Registry will discuss the paperwork you need to sign for the Erasmus grant.

Before your departure you will be required to fill in a permission form to be signed by your academic coordinator(s) and returned to the Academic Registry. Further details will be sent to you by email in due course.
Students should only complete and submit the Erasmus Application Form if they genuinely intend to travel. Some departments have a shortage of places and completing the form is not a guarantee of an Erasmus place. The Department will base permission on results of Senior Freshman exams.

NOTE: The TCD Erasmus/European Exchange Application form is an internal Trinity College application form and is NOT the application form to your host university.

Applying to your Host University
Once you have the permission of your Department(s) to participate in the Erasmus programme, you should check the website of your host university to make sure you are aware of any admission deadlines, to check if they have an application form, and if you can apply for accommodation at the same time. Additional information on your host university/host country is available in the Student Reports section of the Study Abroad website.

While every effort will be made to accommodate your preference, places on these exchanges are limited, and we cannot guarantee a place at your chosen institution.

Managing your Money
If you are an EU national you will be eligible to apply for an Erasmus Mobility Grant, but remember that the first installment of this grant will not be sent to you until after you arrive in your host country. Your grant application is included in the Erasmus Mobility Application that you submitted to the Study Abroad Office in February (see 'How to Apply'). 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. It is not intended to be a maintenance grant. Students who normally live at home while at Trinity will obviously have to consider carefully the financial implications of a stay abroad. Students who rent in Dublin often find that student accommodation abroad is cheaper than here.

Erasmus Mobility Grant
The Erasmus Mobility Grant is issued by European Commission through the National Agency in Ireland and the 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 of the other EU countries the government subsidises study abroad schemes, so students from those countries are likely to receive larger grants than the usual Erasmus grant.

Students who are away for five months or more will receive the Erasmus Grant in three installments. The first installment will be transferred to your bank account shortly after Trinity receives both the Confirmation of Arrival form and the Erasmus Financial Agreement from you. These forms will be sent to you in an information pack before departure. The second (smaller) 'top-up' grant will be transferred in
mid-March. The final (smaller) grant will be issued at the end of the academic year. Students who are away for less than five months will receive the Erasmus Grant in two installments.

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 contact the International Admissions and Study Abroad Office to organise a reimbursement of the Erasmus grant, or part of it.

**Module Choices at your Host University**

Make sure that you are clear about the modules your TCD Department(s) require you to take in your host university. Make sure you attend any information sessions for Erasmus students planned by the Study Abroad and International Office. Meet with your Department Coordinator before you go away and you may be able to fill in part of your Learning Agreement at this stage. The Department of History in general will not accept non-History modules. However, modules can be discussed with the coordinator as there is generally some flexibility within reason. You may wish to try out a couple of extra modules at your host university in the first week or two of the term/semester to see which modules you will choose.

As soon as you have settled on a module loading, complete the Learning Agreement, send it to your Department Coordinator at home and ask him/her to approve your choices by email. It is most important to ensure that you receive sufficient credit at your host university to rise with your year at Trinity following your return from abroad.  

**NB:** When selecting modules, you must bear in mind that your transcript showing all grades obtained must be returned to the Department of History Office and the Study Abroad coordinator by **31 August 2020 at the latest.** Without your grades from the year abroad it will be impossible to register in Trinity for the new academic year. **It is your responsibility to meet this deadline.**

**What is the Learning Agreement?**

The Learning Agreement is an important document which sets out your study programme at your host university. With the guidance of your Trinity Erasmus Coordinator you must fill in 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 Trinity Coordinator. Your Trinity Department should hold a copy of the Learning Agreement for its records, and forward a copy to the Trinity International Office for signature by the Institutional 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 year. The Learning Agreement will be included in an information pack sent to you before
departure. It also ensures that there will be no misunderstandings regarding module choices at the host university when you return to Trinity.

**Course Requirements**

Students going abroad normally take modules to the equivalent of 60 ECTS. The minimum requirement for a full-year exchange is 45 ECTS *in history* and 22.5 ECTS *in history* for half a year abroad. Students are strongly advised to take more than the minimum 45 ECTS in case of failure in some elements. TSM/HPS students participating in a full year exchange must obtain a minimum of 22.5 credits in each subject in order to rise with their year; TSM/HPS students on half-year exchanges at least 12 ECTS in each subject while abroad.

**Registration at Trinity College/Fees**

While abroad you are still a registered student of Trinity College and you must pay the usual Trinity fees or Student Contribution. If you are eligible for the Fee Remission scheme, you will pay the Student Contribution. Erasmus students do not pay fees at their host university. If you are a non-EU national spending a year abroad as an Erasmus student, full tuition fees must be paid to Trinity College. You will be able to pick up your Trinity ID card in College at any time following completion of online registration.

**Contact**

NOTE: This handbook is provided as a general guide for students. Information on exchanges is constantly being updated, so it is vital to consult the Trinity Study Abroad website in the first instance for the most up to date information on the exchange programme.

For further details about the Erasmus programme, visit the website in the first instance at: [http://www.tcd.ie/study/study-abroad/outbound/](http://www.tcd.ie/study/study-abroad/outbound/)

<table>
<thead>
<tr>
<th>Department of History</th>
<th>Erasmus Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Alan Kramer</td>
<td>Academic Registry</td>
</tr>
<tr>
<td><a href="mailto:akramer@tcd.ie">akramer@tcd.ie</a></td>
<td>Andrew Carr</td>
</tr>
<tr>
<td>Study Abroad Coordinator, History until December 2018 only. From January 2019: tbc.</td>
<td><a href="mailto:Erasmus@tcd.ie">Erasmus@tcd.ie</a></td>
</tr>
</tbody>
</table>
Non-EU Exchange Programme

Unlike the Erasmus exchanges, which are arranged by individual departments with their partner institutions throughout the EU, non-EU exchanges are College-wide. Trinity College currently participates in a wide range of international exchanges. Places are limited to 2-4 students per university, and a total of about 20-25 for the various University of California campuses. Unlike Erasmus, the minimum academic requirement is an Upper Second (II.1). You are competing against fellow Trinity students from other departments.

These are non-fee-paying exchanges and a great opportunity to study at some of the best universities outside Europe. Most of our partners are in the Top 50 according to the Times Higher Education Supplement Global University Ranking. Be aware that there are costs involved for flights, accommodation, and maintenance.

List of Non-EU Exchange Partner Universities

Below is a guide to the international exchanges are available to History students (as part of a TCD-wide selection process based on Junior Freshman grades and a motivational essay).

NOTE: as the list of exchanges on offer by the college and application procedure changes year to year, it is vital that students refer to the study abroad website for the most up to date information at:
http://www.tcd.ie/study/study-abroad/outbound/options/

<table>
<thead>
<tr>
<th>Country</th>
<th>Location</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Canberra</td>
<td>Australian National University</td>
</tr>
<tr>
<td></td>
<td>Victoria</td>
<td>University of Melbourne</td>
</tr>
<tr>
<td></td>
<td>Brisbane</td>
<td>University of Queensland</td>
</tr>
<tr>
<td>Canada</td>
<td>Quebec</td>
<td>McGill University</td>
</tr>
<tr>
<td></td>
<td>Toronto</td>
<td>University of Toronto</td>
</tr>
<tr>
<td>China</td>
<td>Beijing</td>
<td>Peking University*</td>
</tr>
<tr>
<td></td>
<td>Beijing</td>
<td>Tsinghua University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Proficiency in Chinese required</td>
</tr>
<tr>
<td>Japan</td>
<td>Tokyo</td>
<td>University of Tokyo</td>
</tr>
<tr>
<td>Singapore</td>
<td>Singapore</td>
<td>National University of Singapore</td>
</tr>
<tr>
<td>USA</td>
<td>Pennsylvania</td>
<td>University of Pennsylvania</td>
</tr>
<tr>
<td></td>
<td>Massachusetts</td>
<td>Boston College</td>
</tr>
<tr>
<td></td>
<td>Washington D.C.</td>
<td>Georgetown University</td>
</tr>
<tr>
<td></td>
<td>California</td>
<td>University of California</td>
</tr>
<tr>
<td></td>
<td>Chicago</td>
<td>University of Chicago</td>
</tr>
<tr>
<td></td>
<td>Massachusetts</td>
<td>University of Massachusetts Amherst</td>
</tr>
<tr>
<td></td>
<td>North Carolina</td>
<td>University of North Carolina, Chapel Hill</td>
</tr>
<tr>
<td></td>
<td>Indiana</td>
<td>University of Notre Dame</td>
</tr>
</tbody>
</table>
Additional Information on the University of California
The University of California (UC) includes the campuses at Berkeley, Los Angeles, Davis, Irvine, Merced, Riverside, Santa Barbara, Santa Cruz, and San Diego. Successful Trinity applicants will be given a link to the UC on-line application form. You are then asked to identify three campuses of your choice and prepare a study plan for each. However, there is no guarantee that you can go to one of your three preferred campuses.

Additional Information on the University of Tokyo Faculty-level Exchange
Although this is not a College-wide exchange, students wishing to apply for the University of Tokyo should use the application form for Non-EU College-wide exchanges.

How to Apply
Attend the Department of History information session on Study Abroad (non-EU): Room 5039, Arts Building at 5 pm on Tuesday, 16 October 2018. Niamh Burke, Manager for International University Partnerships, TCD Global Office, will give a presentation and answer your questions. During the week of 15 October, the Global Office will also host a College-wide information session.

Please consult the College’s web site now, before the information session, and before you send enquiries to College staff: https://www.tcd.ie/study/study-abroad/outbound/apply/

Students considering applying to take part in a college-wide exchange should discuss the matter with their Department(s) to obtain advice on which universities would be most suitable. Before making an application, students should also research online the module offerings for exchange students at the universities in which they are interested. Information about the host universities and links to their websites are provided in the Partner Universities section of the Study Abroad website at: http://www.tcd.ie/study/study-abroad/outbound/options/

The closing date for application is generally mid-November of your Senior Fresh Year. Please check the Study Abroad Website for application deadlines. The application form is available here: http://www.tcd.ie/study/study-abroad/outbound/apply/. You may download and print this application form or pick one up from the Academic Registry.

Selection Criteria
Places are allocated on a competitive basis but students should have achieved at least an overall 2.1 in their Junior Freshman examinations and should be in their Senior Freshman year at the time of application. Not all students with a 2.1 will secure a place, as these exchanges are very competitive with limited places. A
motivational essay must also be submitted but the main selection criteria used are academic results. Applications must be made to the Academic Registry at TCD and not directly to the host university. The purpose of this application is to secure a nomination for an exchange place. Students who are successful in being nominated will then be required to make a separate application to the host university and information on how to do so will be provided to nominated students.

Course Requirements
Following selection at Trinity, you need to consult departmental and institutional pages of your host university and also enquire whether you need to register on modules by a specific deadline. The onus is on you to liaise with the relevant administrative staff at the host institution and also with the International Admissions and Study Abroad staff here at Trinity College.

Finances
Students participating in an exchange programme pay their usual fees to Trinity College while the tuition fees at the host university are waived. All other expenses, such as travel, accommodation, health insurance and general living costs, are the student’s own responsibility. There are no grants provided for the majority of non-EU college-wide exchanges, but the Provost has approved a travel bursary of €1,000 for students studying on College-wide exchanges in Asia. The universities included are Beihang University, Peking University, Tsinghua University, National University of Singapore and University of Tokyo.

Please discuss the possibility of a non-EU International Exchange with your parents during Michaelmas Term, making sure you understand the financial implications and commitments involved in going abroad. Note that the Department of History operates a very strict cancellation policy. Once you have been selected you can only withdraw from an exchange in the most exceptional circumstances with a medical certificate or tutor note submitted to the History Office.

Contact
NOTE: This handbook is provided as a general guide to students. It is vital to view the website below for the most up to date information on the application process and list of exchange partnerships. For further details about Non-EU Exchange programmes, visit the website in the first instance at: http://www.tcd.ie/study/study-abroad/outbound

<table>
<thead>
<tr>
<th>Department of History</th>
<th>Study Abroad Manager in Academic Registry: n.n.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Alan Kramer</td>
<td><a href="mailto:study.abroad@tcd.ie">study.abroad@tcd.ie</a></td>
</tr>
<tr>
<td><a href="mailto:alkramer@tcd.ie">alkramer@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Study Abroad Coordinator, History, until December 2018 only. From January 2019: tbc.</td>
<td></td>
</tr>
</tbody>
</table>