

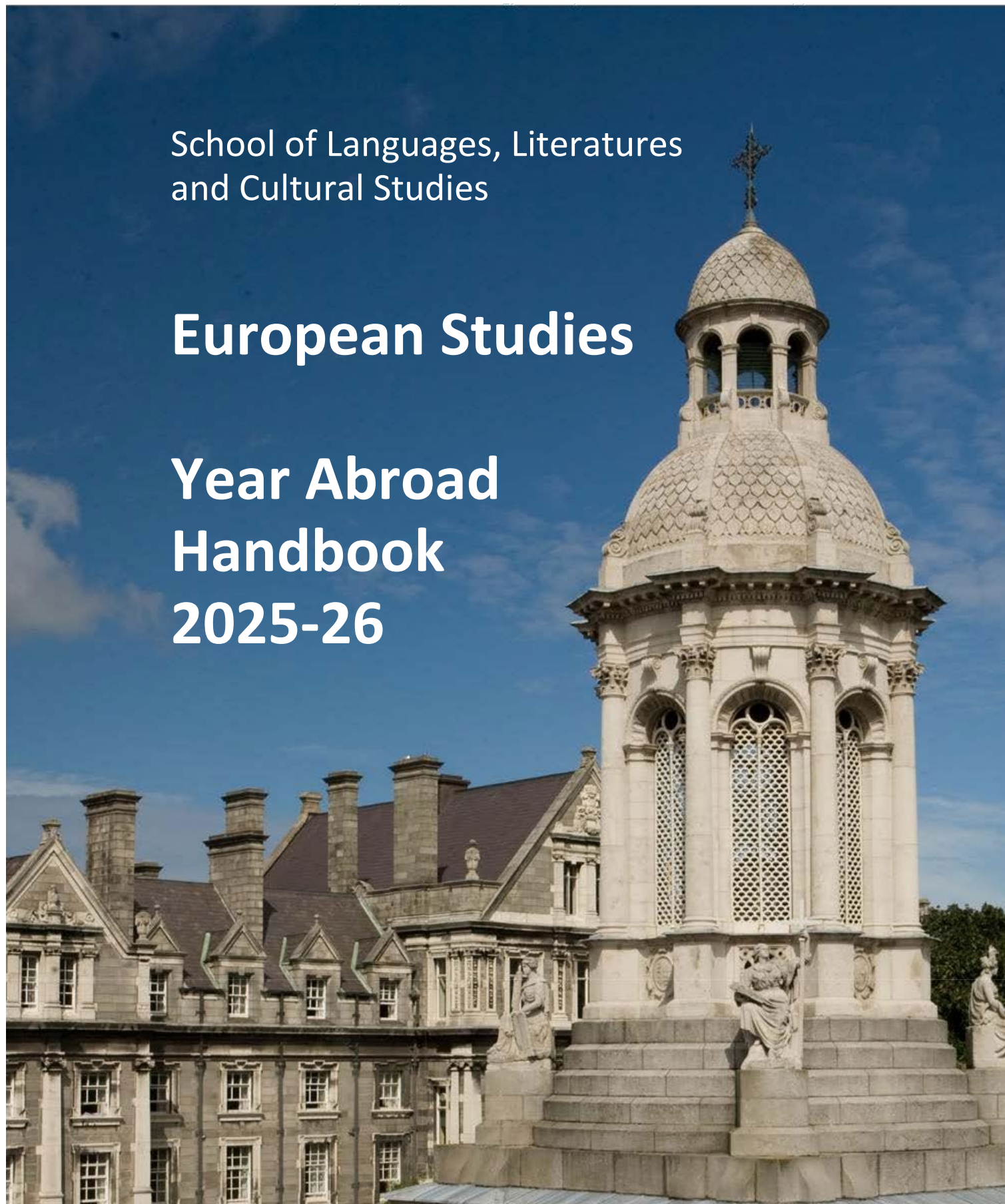


Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

School of Languages, Literatures
and Cultural Studies

European Studies

**Year Abroad
Handbook
2025-26**



Contents

1. General Programme Information	3
1.1 Introduction	3
1.2 Staff Contact Details	3
2. Academic Regulations	4
2.1 Credit Selection	4
2.2 Module Selection	4
2.3 Resits / Supplementals.....	5
2.4 Policies Applicable while Abroad	5
2.4.1 Request for Exemption or Interruption	5
3. Exchange Partners.....	7
3.1 Selecting your Host Institution(s)	7
3.2 The European Studies exchange network	7
3.2 Approval of your Host Institution.....	10
3.2.1 Integrated courses of study.....	10
3.3 Erasmus Intensive Language Courses (EILC) Scheme	10
4. Pre-Departure	12
4.1 Bursaries and Grants.....	12
4.2 Learning Agreement.....	12
4.4 Registration at Trinity / Fees.....	13
4.5 Preparing for lectures in a foreign language	13
5.While Abroad.....	15
5.1 Registration	15
5.2 Staying in touch with Trinity	15
5.3 Your local Erasmus Coordinator	15
5.4 Encountering difficulties and ill health	15
6. When You Return.....	17
6.1 Documentation of results.....	17
6.2 Retriving Transcripts	17

1. General Programme Information

1.1 Introduction

This Handbook is to help you plan ahead, and to ensure that your academic activities abroad meet Trinity's requirements, enabling you progress successfully into the Senior Sophister year.

Students should refer to [Trinity Global](#) for information concerning Erasmus and contact Global Mobility (Global.Mobility@tcd.ie).

1.2 Staff Contact Details

Each Department has a member of academic staff who is responsible for coordinating Study Abroad programmes for that discipline. **The list of current ES Study Abroad Coordinators is available on the School of Languages, Literatures and Cultural Studies' (SLLCS) [Study Abroad webpage](#).**

Questions about your compulsory Study Abroad year should in the first instance be directed to the School's Study Abroad and Erasmus Coordinator.

Staff Name	Role	Email	Room No.
Clemens Ruthner	Director of European Studies Programme	ruthnerc@tcd.ie	5068, Arts Building
Morrin Kilgannon	SLLCS Study Abroad and Erasmus Coordinator	erasmus.sllcs@tcd.ie	5080, Arts Building
	Trinity Global Mobility Coordinator	global.mobility@tcd.ie	Global Engagement, East Theatre

2. 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.

2.1 Credit Selection

The Junior Sophister year grades count as 30% of the final degree mark while the Senior Sophister year grades count towards 70% of the final degree mark.

- Students must obtain at least 45 ECTS, or equivalent, studied through their major language during their year abroad.
- It is strongly recommended that students choose to take more than 45 ECTS.
- 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.

2.2 Module Selection

The modules chosen must normally be from disciplines of the European Studies programme (e.g. History of Ideas, History, Political Science, Economics and Sociology), but can also include disciplines such as Literary and Cultural Studies, International Relations, European Anthropology, or similar.

All modules and assessments you take **must be done in the target language and generate a mark**. Students who fail any element of their year's programme of study should contact their Study Abroad Coordinator immediately. **We strongly recommend students take a class in academic writing since this will be vital during the JS year abroad.**

- Students may also take one (major) language module for credit at the host university, at a level between B2.2 and C1, or an appropriate Academic Writing Class.
- Students should remember that they will be examined in their minor language in their final year and consequently should ensure that they maintain their competence in it during the third year.
- In order to support student engagement with their minor language, students may take one minor language module for credit at an appropriate level - at least a B1.

Students should also follow a language course at an appropriate level in their major language, focusing on grammar and writing skills. The marks for only one language course would count towards the overall result of the JS year, but non-credit-bearing modules will also be recorded on your transcript.

2.3 Resits / Supplementals

Some host Universities allow resits/supplementals of assignments and assessment, others do not. Make sure you are aware of the situation at your host University.

In the event that your host University does allow resits/supplementals, and that you do this for one or more module, Trinity will use the resit/supplemental grade rather than the original (fail) grade

2.4 Policies Applicable while Abroad

During the year abroad, students must comply with the policies and requirements of their host institution(s). They must comply to the satisfaction of Trinity's Court of Examiners for European Studies with the host institution's policies and requirements about assessment.

2.4.1 Request for Exemption or Interruption

The year abroad is a compulsory part of the European Studies degree. Permission to forgo

or interrupt it can only be obtained from Student Cases and/or the Senior Lecturer. Permission is likely to be granted only in exceptional circumstances, and without setting a precedent.

If you think you have good reason to make such a request, you should ask your Tutor to write on your behalf to Student Cases. Students should consult the [Student Cases section of the Academic Registry website](#) for guidance.

2.4.2 Student responsibilities

Students are notified that it is their sole responsibility to inform themselves of all procedures relating to enrolment and examinations abroad. This includes registering for modules, obtaining information on modes of assessment, noting dates of examinations and any supplemental examinations, etc.

Students are also responsible for maintaining communications with lecturers abroad. Lecturers who hear nothing from a student over issues which arise are likely to be considerably less sympathetic than those who have been kept in the loop.

2.4.3 In the Event of Failure

Students who fail a module in their year abroad, or who think that they will, should notify their [Departmental Study Abroad Coordinator](#) as soon as possible.

Students should be aware that not all partner institutions offer supplemental examinations. If the institution does not offer them, once a module is failed there is no way to 'salvage' it. Unfortunately, Trinity rules do not normally allow for supplemental work to be organised or assessed by Trinity.

If the minimum number of 45 credits is not achieved across the Year Abroad as a whole, the student is deemed to have failed the year. The student may then repeat the Junior Sophister year in Trinity, paying full fees.

3. Exchange Partners

It is extremely important that you plan ahead carefully for your year abroad. Students should keep in mind the following information [while selecting your host institution](#) and before the Year Abroad commences.

[Trinity Global provides comprehensive guidance to help students prepare for their Mobility Year.](#)

3.1 Selecting your Host Institution(s)

Normally in December of your second year, the ES Coordinators will inform students of the available options and invite them to express a preference. For students wishing to study at two different institutions, the choice for both is made at the same time.

Before expressing your preferences, make sure to research the institutions and locations in question. For example, check what language is used in teaching (do not assume classes are given in English); read about the city and country; ideally, talk to Trinity students who have already been there. You should not be making a choice without a decent level of fact-finding.

Each partner institution has a fixed number of available places. In the event that this precludes granting all students' first choices, places will be allocated on grounds of academic merit (as evidenced by the average grade obtained at the end of First Year). Exceptional personal circumstances may also be taken into account.

Students are nominated to universities by their ES Coordinators. In the case of the most popular destinations, where demand exceeds the number of available places, students are 'ranked' based on academic performance. Once the Departmental ES Coordinators have determined the 'ranking', the students will be nominated to the Trinity Erasmus Office. Trinity's Global Office will then contact the host institutions.

3.2 The European Studies exchange network

This is the list of universities normally involved in the ES exchange programme. There are fixed numbers of places available at each location, and that your Study Abroad Coordinator will have precise information on places available for next year.

French	
Bordeaux	Institut d'Etudes Politiques
Grenoble	Institut d'Etudes Politiques
Paris	Université de Paris 7 (Département d'Histoire)
	Institut d'Etudes Politiques (SciencePo)
Strasbourg	Université Marc Bloch (USH) Strasbourg II (Sciences Historiques)
	Université Robert Schuman, Strasbourg III (Institut d'Etudes Politiques)

German	
Freiburg	Albert-Ludwigs-Universität (Historisches Seminar)
Hamburg	Universität Hamburg (Historisches Seminar)
Tübingen	Eberhard-Karls-Universität Tübingen (Historisches Seminar)
Vienna	Universität Wien (Institut für Geschichte)

Italian	
Firenze	Università degli studi di Firenze
Milan	Università degli studi di Milano (Dipartimento di Scienze Sociali e Politiche)

	Dipartimento di Studi Internazionali, Giuridici e Storico-Politici)
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)
Trento	Università degli studi di Trento

Polish	
Krakov	Jagiellonian University (Institute of European Studies)
Warsaw	University of Warsaw

Russian	
Tallin	Tallin University, Estonia

Spanish*	
Alcalá	Universidad de Alcalá de Henares
León	Universidad de León
Salamanca	Universidad de Salamanca (Fac. Geografía e Historia)
Sevilla	Universidad de Sevilla (Departamento de Historia Contemporanea)
Zaragoza (SP)	Universidad de Zaragoza, Departamento de Historia Moderna y Contemporánea

*Students majoring in Spanish may also apply for the CASA (Consortium for Advanced Studies Abroad) programme to spend one semester in Cuba or Santiago de Chile.

3.2 Approval of your Host Institution

ES nominates you to Trinity's Global Office for a host institution. The Global Office and the host institution will subsequently **approve** your placement. You will be notified by email once your placement has been approved.

3.2.1 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.

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 Trinity coordinators should the possibility arise. Their Study Abroad Coordinator must approve course choices. It is the responsibility of the student, not the host coordinator, to obtain such approval.

3.3 Erasmus Intensive Language Courses (EILC) Scheme

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.

- EILC gives 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.
- 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 Trinity Global Office in order to receive the supplementary grant.

4. Pre-Departure

4.1 Bursaries and Grants

Erasmus+ Grant

If you are an EU national you will be eligible to apply for an Erasmus Mobility Grant, which is intended to cover travel to the country and the difference in the cost of living between that country and Ireland.

Global Mobility Bursary

Trinity Global aims to facilitate wider access to the International Exchange programme and one way to achieve this is through the provision of Global Mobility bursaries.

Information on how to apply for these bursaries will be provided at the Trinity Global information sessions during term.

4.2 Learning Agreement

In advance of going on exchange, you will have to complete a Learning Agreement. The Learning Agreement type you will be required to submit will depend on the type of exchange that you do.

Students going on mobility will need to complete a Learning Agreement detailing the modules they intend to study abroad. This will need to be approved by your Academic Coordinators and updated in the event that there are any module changes.

Students going on mobility will need to complete a Learning Agreement detailing the modules they intend to study abroad. This will need to be [approved by your Study Abroad Coordinators](#) and updated in the event that there are any module changes.

4.3 Review Trinity Global Mobility Guidelines

To help you plan for your Mobility exchange, particularly for questions relating to:

- Finance
- Accommodation
- Healthcare
- Living abroad
- Essential documents

You should [review the guides available on the Trinity Global Mobility webpage](#), as well as [common student questions](#).

Additionally, you should consult the [School Erasmus and Study Abroad webpage for Outbound Students](#) for an overview of researching and planning your exchange.

4.4 Registration at Trinity / Fees

You must register in Trinity for the year you spend abroad and pay the Trinity registration fee. Registration should be completed prior to departure if possible. It is extremely important that you register on time, in order to avoid late registration penalties.

EU-national Erasmus students do not pay fees at their host university. Please note that if a **non-EU** national is studying 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.

4.5 Preparing for lectures in a foreign language

Attending lectures in a foreign language is exciting and formative, but for the first few weeks it can pose big demands on your aural comprehension skills. You should engage with the language before your departure and make use of helpful podcasts and YouTube videos.

5. While Abroad

5.1 Registration

Expect communications from Trinity Global with instructions regarding your registration.

The nature of registration and of the documentation required for it varies considerably between universities. You must ensure that you have the necessary documentation from Trinity, the host university, and any other necessary authorities, in order to be able to register on arrival.

You may need to register yourself as a resident of the city you move to.

5.2 Staying in touch with Trinity

Trinity will normally communicate with you via your TCD email, so check this at least once a week. Many students like to keep an eye on the [Student Union's social media](#) to keep up to date with events at home.

You should also keep an eye on the [TCD Academic Calendar](#) and have it in the back of your mind, in the case of having to contact people (e.g. about Erasmus/Capstone) – there might be a large discrepancy between the Terms at your host university and Trinity.

5.3 Your local Erasmus Coordinator

It is essential that you make contact with the Erasmus Coordinator upon your arrival at the host institution when you arrive, and again at reasonably regular intervals.

5.4 Encountering difficulties and ill health

In the first instance, issues should be reported to your local coordinator at your host institution, who will very likely be happy to help. You can also contact the [School's Erasmus](#)

[and Study Abroad Coordinator](#) for support and advice.

Should you encounter any difficulties while abroad, [you should reach out to Trinity Global who coordinate the Global Incident Response Unit](#). They are there to support and guide you.

6. When You Return

6.1 Documentation of results

Students are responsible for ensuring that all necessary documentation about examination results in the host university is submitted to the [relevant Study Abroad Coordinator](#). A precise deadline will be emailed to you, but normally it is around mid-August.

Some universities will tell you that they will send your results directly to Trinity. If this is the case, please inform your Study Abroad Coordinator, so that we know to look out for the results – otherwise, there is a danger of their e.g. having been sent to the wrong email address.

Please note that you are responsible for obtaining all module marks and examination results at your host university. These must be certified on original certificates of the exchange university, and in the local grading system, as used for that country's own students.

If you spend two different terms at two different institutions, make sure to collect your documentation from the first term shortly after it ends. If you wait until your second term is also complete, you may have lost access to the first institutions' email and logins and retrieving it could prove complicated or not possible.

6.2 Retrieving Transcripts

Sometimes, for reasons beyond your control, it is not possible to secure a transcript before the start of your Senior Sophister year. This is particularly likely to be the case at some German universities, whose examinations extend until late in the summer.

In such cases, Trinity cannot formally register for fourth year until the paperwork arrives, but on the understanding that formal confirmation **will subsequently arrive** that you passed the year abroad it should be possible for you to get your Trinity timetable from the [School's Undergraduate Office](#), and to start attending classes in the Michaelmas Term.