



Trinity College Dublin

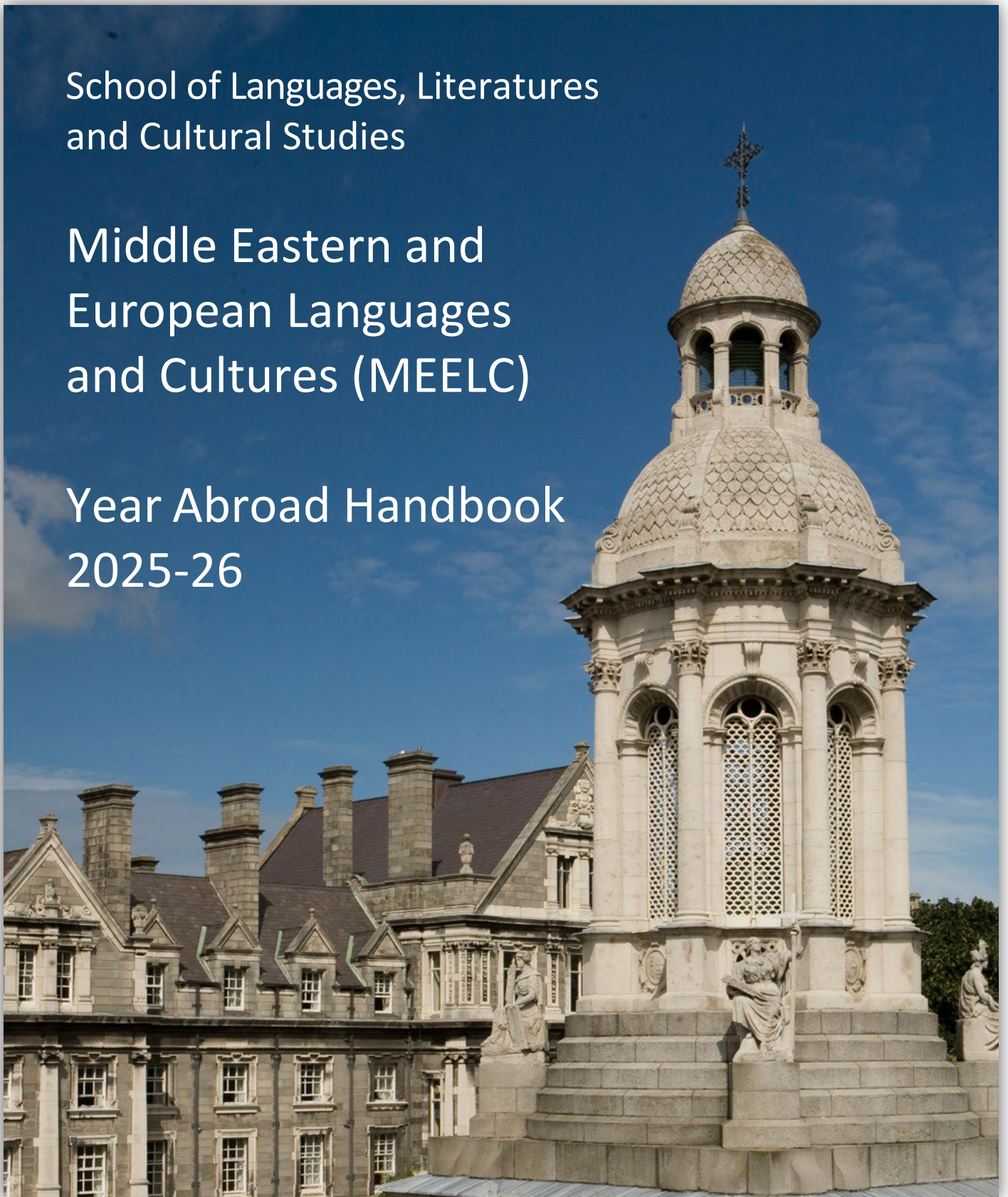
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Languages, Literatures
and Cultural Studies

Middle Eastern and
European Languages
and Cultures (MEELC)

Year Abroad Handbook
2025-26



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1. General Programme Information

1.1 Junior Sophister Year Abroad

The Year Abroad is a hugely formative experience. It is both challenging and energising. For many of you, it will be the first time you live away from home. For some, it will be the first time you reside in a foreign country. The vast majority of students enjoy it immensely, and you are likely to come away from it with both a reservoir of memories and a feeling of personal development.

Because the year abroad is a compulsory part of the MEELC degree, you are guaranteed a place (though not necessarily your first choice). This means that some of the information circulated by the University to all second-year students will not apply to you.

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

MEELC Study Abroad Coordinators

Each Department has a member of academic staff who is responsible for coordinating Study Abroad programmes for that discipline. The list of current Study Abroad Coordinators is available on the [School of Languages, Literatures and Cultural Studies' 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	Office
Dr Katerina Garcia	Director of MEELC Programme	kgarcia@tcd.ie	Room 5080, Arts Building
Morrin Kilgannon	School Study Abroad and Erasmus Coordinator	erasmus.slcs@tcd.ie	Room 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 compulsory part of the MEELC degree programme. Passing it is a pre-requisite for progressing to the Senior Sophister year.

2.1 Credit Requirements

Full-year Exchanges:

- Should undertake 60 ECTS for a full year abroad or 30 ECTS per semester
- Will be assessed on the best returned marks for 45 ECTS (or the equivalent) completed while on a full year exchange (22.5 ECTS per semester)

The responsibility of ensuring that enough credits are accrued lies with each student. Students should check the credit-weighting of all modules they sign up for.

If you have specific questions about the module requirements for your discipline, contact the [School's Study Abroad and Erasmus Coordinator](#).

2.2 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

2.3 Policies applicable while abroad

During the year abroad, students must comply with the policies and requirements of their host institution(s). In particular, they must comply to the satisfaction of Trinity's Court of Examiners

for MEELC with the host institution's policies and requirements about assessment.

2.3.1 Request for Exemption or Interruption

The year abroad is a compulsory part of the MEELC 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.

2.3.2 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.

2.3.3 In the Event of Failure

Students who fail a module in their year abroad, or who think that they will, should notify their [MEELC 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, 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.

2.4 Syllabus Abroad

Your selection of modules abroad requires the approval of **both** the exchange coordinator in your host university **and** your relevant MEELC Coordinator. The modules studied should normally be from disciplines relevant to the MEELC programme.

All modules studied abroad must generate a mark/grade.

It is particularly important that throughout the year abroad you keep up either or both of the languages that you plan to study in your Senior Sophister year. Where a partner institution does not offer this facility, you will probably be able to sit in on Trinity classes remotely.

[Contact the relevant MEELC Coordinator for guidance.](#)

2.4.1 Modules taught in host country's language

Some Departments may insist on a minimum number of credits being taught and assessed by medium of the language of the host country. This 'minimum number' may, in some cases, be 100%.

For further information, contact the relevant [MEELC Study Abroad Coordinator](#).

2.5 Module Selection Guidelines

Your module selection at the host university will be dependent on approval by the relevant MEELC Study Abroad Coordinator. However, it is important, to find out as soon as possible (and well in advance of actually going abroad) what any applicable Departmental policies are. As MEELC students belong to different Departments, the rules differ for students on the programme.

For any questions, contact the [School's Erasmus and Study Abroad Coordinator](#).

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)

The precise configuration of institutions available to MEELC students changes from year to year, the [current list is available on the MEELC Study Abroad webpage](#).

Normally in December of your second year, the MEELC 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.

Once the MEELC 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 Approval of your Host Institution

MEELC **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.

The 'Middle Eastern' part of your year abroad (assuming you do it – it is encouraged but not compulsory) may or may not fall within the Erasmus scheme. This does not affect the academic side of your experience there, but it has financial implications.

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 MEELC 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, 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, 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 Inform 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 MEEELC 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.