

Studying Abroad

School of Social Sciences and Philosophy and Trinity Business School

Preparing to go away

- Do your research! Check the host university website to learn about your destination.
- Get in touch with the contact person at your host university for information regarding modules and accommodation.
- Download the handbook:
(http://www.tcd.ie/ssp/assets/pdf/Handbook_for_Outgoing_Erasmus.pdf)
- Complete your paperwork with the Academic Registry
- Start to prepare your learning agreement

Preparing to go away

- Make sure you can meet your programme requirements
 - Check your programme handbook, if unsure talk to your programme director
- Make sure your Host University allows you to meet subject requirements, think about prerequisites for SS modules
 - Check your programme handbook, talk to your exchange coordinator

The Learning Agreement

- This is a very important document
 - You must complete the Learning agreement
 - Have it signed by your TCD coordinator(s)
 - Have it signed and stamped by your host University
 - Scan and email it to your course administrator

All changes to the learning agreement must be approved by your TCD coordinators

TRINITY COLLEGE DUBLIN
International Admissions & Study Abroad, Academic Registry
LEARNING AGREEMENT FOR STUDIES

The Student

| | | | |
|--------------------------|--|---------------------------------|-----------|
| Last name (s) | | First name (s) | |
| Date of birth | | Nationality ¹ | |
| Sex [M/F] | | Academic year | 20../20.. |
| Study cycle ² | | Subject area, Code ³ | |
| Phone | | E-mail | |

The Sending Institution

| | | | |
|----------------------------------|---|------------------------------------|--|
| Name | Trinity College Dublin | Faculty | |
| Erasmus code (if applicable) | IRL DUBLIN01 | Department 1 | |
| | | Department 2 | |
| Address | Dublin 2 | Country, Country code ⁴ | IE |
| Contact person ⁵ name | Academic Registry Trinity College Dublin, the University of Dublin Dublin 2, Ireland. | Contact person e-mail / phone | Academic Registry +353 (0) 1 896 4500 academic.registry@tcd.ie |

The Receiving Institution

| | | | |
|------------------------------|--|-------------------------------|--|
| Name | | Faculty | |
| Erasmus code (if applicable) | | Department 1 | |
| | | Department 2 | |
| Address | | Country, Country code | |
| Contact person name | | Contact person e-mail / phone | |

For guidelines, please look at Annex 1, for end notes please look at Annex 2.



LEARNING AGREEMENT

Non-EU-College-Wide-Exchange

Student Name TCD-Student-Number.....
 Email..... Contact Telephone-Number:.....
 TCD-Degree-Course.....
 Name-of-Host-Institution.....
 Sending-Institution: UNIVERSITY OF DUBLIN - TRINITY COLLEGE → Country: IRELAND

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD

| SUBJECTS FOR..... DEPARTMENT/SCHOOL (Dept/School 1) | | | | |
|--|------------------------------------|---------------------------|--------------------------------------|--|
| For (please tick) → Academic Year <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 <input type="checkbox"/> | | | | |
| Module Code ¹ | Name of Module/Course ¹ | ECTS Credits ² | Host University Credits ³ | |
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| SUBJECTS FOR..... DEPARTMENT/SCHOOL (Dept/School 2) | | | | |
|--|------------------------------------|---------------------------|--------------------------------------|--|
| For (please tick) → Academic Year <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 <input type="checkbox"/> | | | | |
| Module Code ¹ | Name of Module/Course ¹ | ECTS Credits ² | Host University Credits ³ | |
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If necessary, continue this list on a separate sheet.

STUDENT'S SIGNATURE..... Date:.....

RECEIVING INSTITUTION - We confirm that the proposed programme of study is approved

Dept/School-1: Coordinator's signature → Dept/School-2: Coordinator's signature

Date:..... → Date:.....

SENDING INSTITUTION - We confirm that the proposed programme of study is approved

TCD-Dept/School-1: Coordinator's signature → TCD-Dept/School-2: Coordinator's signature

Date:..... → Date:.....

Submit this form to your Departmental Coordinator(s), NOT the Academic Registry
 A copy should be kept by you and your Departmental Coordinator(s)

NOTE: This Learning Agreement must be completed by all outgoing College-Wide Exchange Students and returned to their TCD Departmental Coordinator(s) by email or post within three weeks of beginning the study term in their host institution. It is essential that TSM students send a copy of the Learning Agreement to the coordinators of both departments to ensure both departments give approval of the selected modules. If Departmental Coordinators are unhappy with the selected modules/workload they must contact the student to discuss what changes are required in order to satisfy the student's degree course requirement, and these changes must be reflected on the Learning Agreement.

The Learning Agreement



If students deviate from the programme of study agreed upon in their learning agreement, coordinators are not obliged to accept non-approved modules, which could jeopardize the student's ability to progress.

Erasmus+ Higher Education Learning Agreement form Student's name

TRINITY COLLEGE DUBLIN
International Admissions & Study Abroad, Academic Registry
LEARNING AGREEMENT FOR STUDIES

The Student

| | | | |
|--------------------------|--|---------------------------------|-----------|
| Last name (s) | | First name (s) | |
| Date of birth | | Nationality ¹ | |
| Sex [M/F] | | Academic year | 20../20.. |
| Study cycle ² | | Subject area, Code ³ | |
| Phone | | E-mail | |

The Sending Institution

| | | | |
|----------------------------------|---|------------------------------------|--|
| Name | Trinity College Dublin | Faculty | |
| Erasmus code (if applicable) | IRL DUBLIN01 | Department 1 | |
| | | Department 2 | |
| Address | Dublin 2 | Country, Country code ⁴ | IE |
| Contact person ⁵ name | Academic Registry Trinity College Dublin, the University of Dublin Dublin 2, Ireland. | Contact person e-mail / phone | Academic Registry +353 (0) 1 896 4500 academic.registry@tcd.ie |

The Receiving Institution

| | | | |
|------------------------------|--|-------------------------------|--|
| Name | | Faculty | |
| Erasmus code (if applicable) | | Department 1 | |
| | | Department 2 | |
| Address | | Country, Country code | |
| Contact person name | | Contact person e-mail / phone | |

For guidelines, please look at Annex 1, for end notes please look at Annex 2.

APPLICATIONS AND ADMISSIONS, ACADEMIC REGISTRY
TRINITY COLLEGE DUBLIN

LEARNING AGREEMENT:
Non-EU/College-Wide Exchange

Student Name TCD Student Number.....
Email..... Contact Telephone Number:.....
TCD Degree Course.....
Name of Host Institution.....
Sending Institution: UNIVERSITY OF DUBLIN - TRINITY COLLEGE → Country: IRELAND

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD

SUBJECTS FOR: DEPARTMENT/SCHOOL (Dept/School 1)
For (please tick): → Academic Year Semester 1 Semester 2

| Module Code ¹ | Name of Module/Course ² | ECS Credits ³ | Host University Credits ⁴ |
|--------------------------|------------------------------------|--------------------------|--------------------------------------|
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SUBJECTS FOR: DEPARTMENT/SCHOOL (Dept/School 2)
For (please tick): → Academic Year Semester 1 Semester 2

| Module Code ¹ | Name of Module/Course ² | ECS Credits ³ | Host University Credits ⁴ |
|--------------------------|------------------------------------|--------------------------|--------------------------------------|
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If necessary, continue this list on a separate sheet.

STUDENT'S SIGNATURE Date:

RECEIVING INSTITUTION - We confirm that the proposed programme of study is approved.

Dept/School 1: Coordinator's signature → Dept/School 2: Coordinator's signature
Date: → Date:

SENDING INSTITUTION - We confirm that the proposed programme of study is approved.

TCD Dept/School 1: Coordinator's signature → TCD Dept/School 2: Coordinator's signature
Date: → Date:

Submit this form to your Departmental Coordinator(s), NOT the Academic Registry
A copy should be kept by you and your Departmental Coordinator(s)

NOTE: This Learning Agreement must be completed by all outgoing College-Wide Exchange Students and returned to their TCD Departmental Coordinator(s) by email or post within three weeks of beginning the study term in their host institution. It is essential that TSM students send a copy of the Learning Agreement to the coordinators of both departments to ensure both departments give approval of the selected modules. If Departmental Coordinators are unhappy with the selected modules/workload they must contact the student to discuss what changes are required in order to satisfy the student's degree course requirement, and these changes must be reflected on the Learning Agreement.

Requirements While Away

- Full Year Exchanges
 - Students must take modules equivalent to 60 ECTS
 - The result will be calculated on the best relevant 45 ECTS, with an equal number of ECTS in each of their subjects

Requirements While Away

- One Term Exchanges
 - Students must take modules equivalent to 30 ECTS
 - The result will be calculated on the best relevant 22.5 ECTS , with an almost equal number of ECTS in each of their subjects
 - For the term spent in TCD students take 30 ECTS

Requirements While Away

- **If you fail to meet requirements**, either by failing to get the requisite number of ECTS or by taking modules not deemed appropriate, **you will fail the year.**
- To progress to final year you need the equivalent of a II.2
- Your grades will be translated using the College wide table available at:
https://www.tcd.ie/study/assets/PDF/Grade%20Conversion%20Tables_November%202017.pdf

Requirements While Away

- At the end of each term **you must submit** a transcript listing your modules and grades to your coordinator
- Please **ensure your official transcript is sent to your main coordinator** before August
- Your results will be processed at the supplemental court of examiners in September – you will not have your results before then, but can still register for modules

Support While Away

- On Academic issues, stay in touch with your coordinator(s) via their exchange email address:
 - Especially important if you fail modules that jeopardize your ability to get requisite ECTS
- For pastoral issues, stay in touch with your college tutor
 - It is recommended that you contact your tutor before you leave for Erasmus to let them know that you will be going away
- For queries about the Erasmus grant contact Erasmus@tcd.ie
- For other queries ask your Programme Administrator

Sources of Information

- The School website
 - For general information see: <http://www.tcd.ie/ssp/undergraduate/study-abroad/Outgoing/>
 - For Coordinator and Administration contact details see: <http://www.tcd.ie/ssp/undergraduate/study-abroad/Contact/>
- The TCD website: <https://www.tcd.ie/study/study-abroad/inbound/index.php>

Checklist

- ✓ For Erasmus students only: Apply for Mobility grant via Erasmus@tcd.ie
- ✓ Complete a personal declaration and return to your programme administrator by **Friday 12th April 2019**
 - ✓ See <http://www.tcd.ie/ssp/undergraduate/study-abroad/Outgoing/#erasmus>
- ✓ Complete the before mobility section of the learning agreement by **June 1st 2019** and have it approved by your TCD coordinator(s)
 - ✓ **Failure to do so could jeopardise your permission to proceed with the exchange.**
- ✓ A scanned version of the Learning Agreement, signed by the relevant coordinator(s) and host University, must be sent to your programme administrator **within two weeks of arriving on exchange**

Checklist for Erasmus

- ✓ In the event of any changes to Learning Agreement **during the exchange**, **agree changes in writing with the relevant coordinator(s)**, and submit the signed 'during mobility' section of the learning agreement to your programme administrator
- ✓ Make contact with the exchange coordinator in your host University
- ✓ Advise your TCD college tutor that you are going on exchange

Thank you!

- Remember, we are here to support you whilst on exchange – STAY IN TOUCH!
- If you are unsure who you need to make contact with email the School Administrative Officer, Jessie Smith (jessie.smith@tcd.ie) for advice