



HANDBOOK FOR OUTGOING ERASMUS/ EXCHANGE STUDENTS 2025/26

School of Social Sciences and Philosophy
& Trinity Business School

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Introduction

The School of Social Sciences and Philosophy and the Trinity Business School encourage our students to participate in study abroad programmes. These programmes provide students with a unique opportunity to not only enrich their academic education but also to gain invaluable intercultural, language, social and civic skills.

Erasmus/Exchange Checklist for Outgoing Students.



Applying for Study Abroad-Research

There are two separate application processes:

- One for College-wide exchanges and
- One for departmental exchanges.

College Wide Exchanges

There are opportunities for students to take part in international college-wide exchanges to North America, China, Singapore, Australia, among others. These are open to all students on a College-wide basis and students must apply for these through Trinity Global. There are strict criteria for acceptance under this system. Please see the [Study at Trinity](#) website for further details.

Departmental Exchanges

Applications for departmental exchanges are made via the study abroad [website](#), which also provides a comprehensive list of all study abroad opportunities within the School of Social Sciences and Philosophy and Trinity Business School.

You should only apply for exchanges listed under your subject(s).

When applying for departmental exchanges think carefully about your list of preferences and do some research into all the options you are considering. Use that information both in deciding the order of your preferences and to find out all you need to know before travelling to the university for your time of studying abroad.

There are limited places for each university. We must send the same number of students that we receive. There are consequently quotas agreed in our exchange agreements. We cannot amend the quotas unless the other university is also willing to do so. As a result, while we will do our best to accommodate your first preference, or at least a choice you will be happy with, this **cannot be guaranteed**.

It is important to note, this application system is for exchanges offered by the School of Social Sciences and Philosophy and Trinity Business School for the following programmes: BESS, PPES, Single Honours Philosophy and Trinity Joint Honours. If you are a student on a two-subject programme (e.g. TJH), where one of your subjects belongs to another School, you should ask them about their application process.

Applications to go abroad in the academic year 2026/27 are open from 06 October to 14 November 2025. The application window is the same for departmental exchanges under the School of Social Sciences and Philosophy and Trinity Business School as well as for College-wide exchanges under Trinity Global. Please note that offers are not based on a “first come, first served” basis. You have the full application window to apply, and we strongly encourage you to apply within that window once you have done your research and decided on your preferences.

Offer and Personal Declaration (Departmental exchanges)

Provisional offers for places on departmental exchanges will be made on the basis of the following **criteria**:

- Grades received in Junior Freshman year,
- Proficiency in the language of instruction at any institution where you are applying for a place;

Departmental exchange offers are made in two rounds. First-round and second-round offers are made in late January. Third and fourth rounds may happen in February and March. Offers are made via email with tight deadlines for acceptance. **You must accept the offer within the time specified in the email; otherwise, it will lapse.** If you reject an offer or fail to respond to an offer, you will be removed from our offers database. If you say yes to an offer that was not your first preference, you may be offered a higher preference spot in a subsequent round.

The offer will come with a link that will contain the Personal Declaration form which must be completed. **Acceptance/rejection decisions that are submitted without a completed Personal Declaration form will not be considered valid.**

Remember that the process for College-wide exchanges may be different. If you receive a departmental and a College-wide offer, you must choose one. **It is our School policy that you cannot go to two different destinations in one academic year.**

Prior to accepting any offer, it is your responsibility to check that the offer meets your degree requirements. If you study more than one subject, it is your responsibility to check that the offer meets the requirements for all of your subjects. You are required to confirm this with the relevant exchange coordinators.

Offers are made subject to conditions, and an absolute minimum of a second class honor (II.2) in Senior Freshman year.

Preparing to go away

Before leaving for your **exchange**, you must complete:

- **The Pre-Approved module form (PAM).** You should list the modules you like to take as well as some back-up modules in case you cannot take your preferred ones. The PAM must be sent to and be approved by your outgoing coordinator(s).
- You must also complete the **Learning Agreement (LA)** and send it to the outgoing coordinator(s). The LA should include only approved modules; so extra modules on the PAM are advised (link to the LA for [departmental exchanges](#) and for [College-wide exchanges](#)).

Within 2 weeks of arriving at your exchange destination you must complete

- **The ‘Before Mobility’ section of the learning agreements, signed and approved by the TCD coordinators and the Host University.** It should then be attached to the study Abroad Form, which you can find via the following link:
<https://www.tcd.ie/ssp/undergraduate/study-abroad/outgoing/>

Any changes to this learning agreement during the course of the exchange must be agreed in writing by completing the ‘during mobility’ section on the learning agreement, which then needs to be signed and approved by the TCD coordinators and the Host University.

If a student deviates 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.

You should check the host university's website to learn as much as possible about your destination and avail of any advice that the host university offers 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 Trinity students who have previously spent their time abroad at that 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 [Study at Trinity](#) website provides further information on preparing to study abroad.

Fees

Trinity students going abroad continue to pay Trinity fees but pay no registration fees to the host university. In exceptional cases, host universities may require administration fees or other charges. You should ensure that you are fully registered for the 2025/26 academic year at Trinity before you travel on exchange.

Erasmus Grants

Participation in the Erasmus programme (this does not include non-EU exchanges) is usually assisted by a grant from the European Commission, but this is not guaranteed, and the amounts can vary. To apply for that grant, the Application Form should be completed and returned to the Study Abroad desk in the Academic Registry (erasmus@tcd.ie) by mid- February. You can find more information through the following link: <https://www.tcd.ie/study/assets/PDF/study-abroad/GoGlobal-Guide-Erasmus-International-Exchange.pdf> (page 12).

Requirements While Away

Trinity students who are away for the full academic year must enroll on modules at their host university to the equivalent of 60 ECTS. The overall percentage result and grade will be based on the best relevant 45 ECTS (whole modules only, so possibly more than 45 ECTS).

For one-term exchanges, students must take modules equivalent to 30 ECTS. The result will be calculated on the best relevant 20 ECTS (whole modules only, so possibly more than 20 ECTS). For the term they spend in Trinity, they must get 30 ECTS.

Additional rules about having to achieve a minimum number of credits per subject may apply, depending on your pathway and programme.

For universities that do not use the ECTS credit system (e.g. non-EU universities), the college-wide conversion table provides the conversion for credits to ECTS. You can find that conversion table [here](#).

All your module choices must be approved by your TCD coordinators. You can find their contact details [here](#). You are responsible for getting your modules approved by the relevant coordinator. If you fail to meet requirements, either by failing to get the required number of ECTS or by taking

modules not deemed appropriate by your coordinator(s), you will fail the year. To progress to final year, you need to pass your JS semester/year abroad.

In certain circumstances students have to front load their modules for one subject, i.e. taking all their modules for one subject while away and all their modules for another while at Trinity. In these circumstances, it is the responsibility of the student to ensure that they can take the required 30 ECTS in one subject while in Trinity and 30 ECTS in their other subject while away and to obtain the prior permission of their coordinator(s).

Results

If you decide to spend only half a year abroad, you will be examined on the basis of work completed during the other half at Trinity plus any assessments in the modules you take at the host university. If you decide to spend a full academic year abroad, you will take modules equivalent to those at Trinity and your marks obtained abroad will be converted back into a Trinity grade.

Marking scale

Your exchange results will be converted to Trinity results using a conversion table. The table will be unique for each country/host university. Please contact your subject exchange coordinator(s) in relation to the conversion for your Erasmus exchange. Please contact Trinity Global if you are on a College-wide exchange and have questions about grade conversion.

Progression

To pass the year, students will need to meet all assessment requirements for their modules AND fulfil their minimum pathway requirements. If students do not pass enough ECTS for their pathway requirements, they will be returned as Fail Repeat Year. They will be required to repeat the year in full in all their subjects.

Please note that compensation does not apply for Exchange results.

It is important to note that if you are on a Semester 2 exchange and have not passed overall or have a mix of failed modules and deferrals from Semester 1 in Trinity, you are required to sit components in ALL failed modules at re-assessment. It is not possible to predict whether you will pass a module by compensation and if you do not attend or fail to submit a re-assessment, it will be marked as AB and you may be excluded at the re-assessment session.

Results for students on full-year and Hilary Term exchanges will be processed at the supplemental

court of examiners and published in early September. Results for students on Michaelmas Term exchanges will be processed at the annual court of examiners, and their results will be published in May/June.

Contacts

Contact details of departmental exchange coordinators in the Trinity Business School and School of Social Sciences and Philosophy are listed here:
<http://www.tcd.ie/ssp/undergraduate/study-abroad/Contact/#outgoing>.

You should also take notes of the following key contact points for administration and personal support:

- **Before you go on exchange you should contact your TCD Tutor to introduce yourself and to explain that you will be spending part/all of your Junior Sophister year on exchange in case you need their support while away. Please be reminded that** “A Tutor is a member of the academic staff who is appointed to look after the general welfare and development of the students in his/her care. Tutors are a first point of contact and a source of support, both on arrival in College and at any time during your time in College. They provide CONFIDENTIAL help and advice on personal as well as academic issues or on anything that has an impact on your life. They will also, if necessary, support and defend your point of view in your relations with the College. Your Tutor can make sure you are supported and that any negative impact on your studies is reduced” (<https://www.tcd.ie/seniortutor/students/undergraduate/>).
- Erasmus@tcd.ie for Mobility Grant paperwork and administration
- Your exchange coordinator in your host university.