



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 for college-wide and departmental exchanges.

College Wide Exchanges

There are opportunities for students to take part in international college-wide exchanges to North America, China, Singapore, Australia etc. 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 within this system, please see the [Study at Trinity](#) website.

Departmental Exchanges

Applications for School level study abroad opportunities are made via our [website](#), where students will also find a comprehensive list of all school level opportunities.

When applying for departmental exchanges think carefully about your list of preferences and do some research into all the options you are considering.

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

Use this information both in deciding the order of your preferences and to find out all you need to know before travelling to the university to embark on a year of studies. There are limited places for each university; we must send the same number of students that we receive. There are quotas agreed in our exchange agreements, and we cannot amend the quotas unless the other university is also willing. We will do our best to accommodate your first preference, or at least a choice you will be happy with, but 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 belong to another School, you should ask them about their application process.

Offer and Personal Declaration (Departmental exchanges)

Provisional offers 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. The offer will come with a link that will contain the Personal Declaration form which must be completed, otherwise the acceptance/rejection will not be considered valid.

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. 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 their offer it is the students' responsibility to check that the offer meets the requirements for both of their subjects (if applicable) and to confirm this with their 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) this must be approved by your outgoing coordinator(s) you must send the learning agreement (link for [Erasmus exchanges](#) , link 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. This should be sent via **the study Abroad Form which can be found on** 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 the relevant coordinator, and the 'during mobility' section, signed and approved by the TCD coordinators and the Host University, submitted via Study Abroad Form to approve these.

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.

You should check the host university's website to learn as much as possible about your destination and avail of any advice offered there 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 students who have been there before.

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

The student going abroad continues to pay Trinity fees but pays 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 the grant an Erasmus/European Exchange the Application Form should be completed and returned to the Study Abroad desk in the Academic Registry (erasmus@tcd.ie) in 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

Students who are away for the full academic year must enroll on modules 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 Non-EU universities, not using the ECTS credit system, the college-wide conversion table available here [Grade Conversion Tables](#) provides the conversion for credits to ECTS.

All your module choices must be approved by your TCD coordinators. You are responsible for getting your modules approved by the relevant coordinator. If you fail to meet requirements, either by failing to get the requisite number of ECTS or by taking modules not deemed appropriate by your supervisor, 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. take 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 co-ordinator(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 Trinitygrade. All grades will be converted using the College conversion table.

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 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:**

“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.”

- Erasmus@tcd.ie for Mobility Grant paperwork and Administration
- Your Exchange Coordinator in your host University.