



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

TRINITY BUSINESS SCHOOL

Junior Sophister International Exchange 2025-26

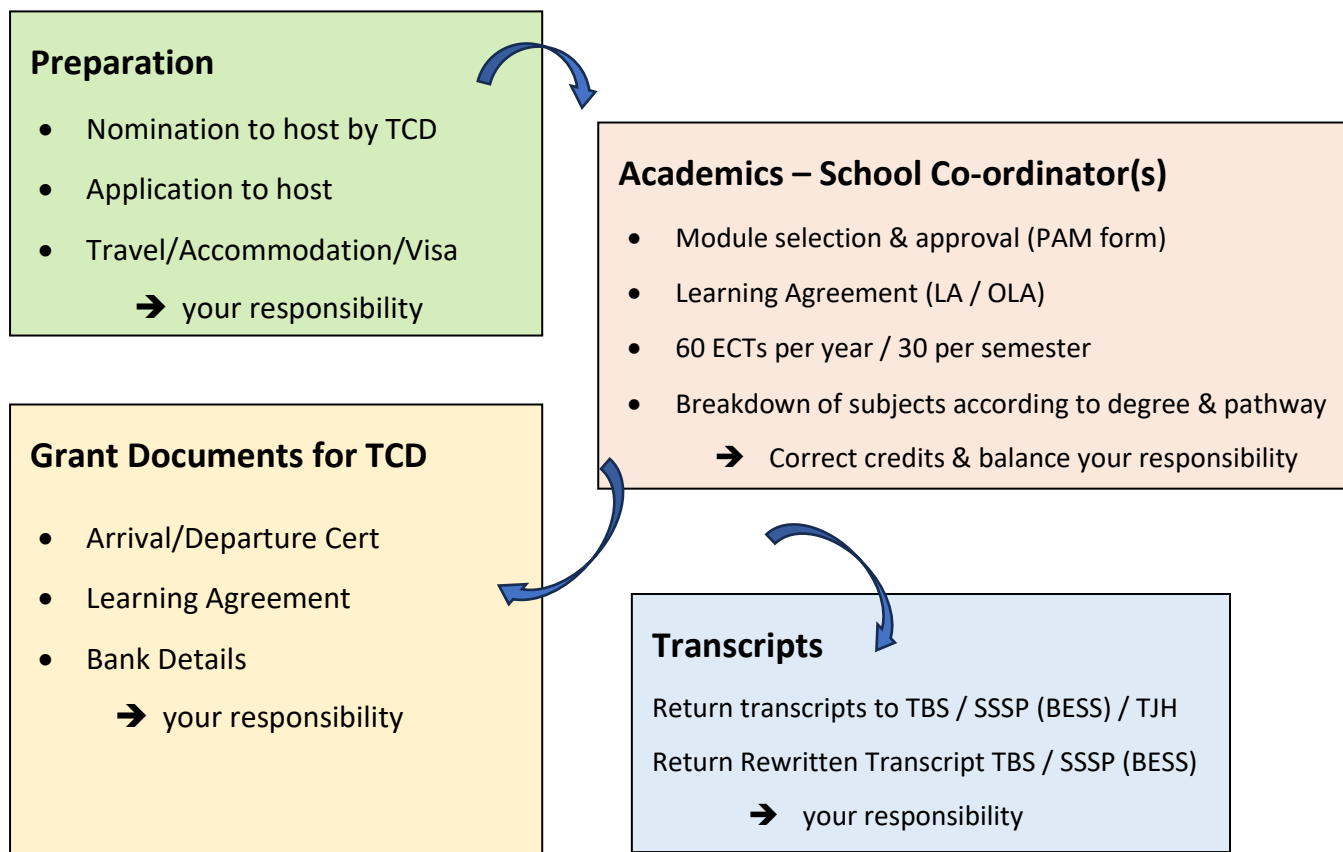
General Information and Procedures



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Summary



Introduction

This document includes the most relevant information in relation to your academic requirements during your year or semester abroad, documentation, modules, points of contact and general understandings. It should be read and used together with the other general information available for Exchange/Erasmus students. Trinity Business School works with the School of Social Science and Philosophy which oversees the Study Abroad programme, and with the TCD Global Office which oversees nominations to partner institutions, grants and bursaries.

It is your own responsibility to ensure you understand and follow the correct procedures in order to fulfil the degree requirements according to your own pathway and to progress to Senior Sophister next year. As well as general information for all TBS students, some course specific information is outlined.

As every institution is different, it is your responsibility to keep up with correspondence from your host institution. *It is essential to meet all deadlines as we cannot assist if they are missed.* If you require documentation from the Business School or any other TCD department for your application or registration, you will need to request these in plenty of time. This is your responsibility.

We will post information, documentation and notifications in the TBS Teams Exchange Hub where you will also find the forms required and the links to upload documents. You need to be logged into your @TCD email account and you can access the Hub via Teams or Sharepoint. There is also some information and tips for destinations from previous exchange students.

Overall Process

Academics

Credits: You are required to take 60 ECTS for a full year or 30 for a semester. The exact 60/30 may not be possible in some places. It is your responsibility to ensure the breakdown between your subjects reflects your TCD degree programme and pathway requirements for 3rd year.

Module selection: Some institutions ask for this at the time of registration and others at the start of the semester. Your selection must be approved by TCD first using the **Pre-Approved Module Form (PAM)**. Once approved, and you have made your final module registration, the formal exchange **Learning Agreement (LA)** is signed by all parties (there are some exceptions where this is required earlier). If your host institution also uses the Erasmus On-line facility for Learning Agreements (**OLA**), you may complete the Learning Agreement on-line. If not, it may be done using the forms provided. Non-EU LAs will be completed using the forms provided.

TCD OME: Students going for a **single semester** will need to enrol in TCD modules as if you were staying in TCD for the full year. BESS/TJH who may be front/backloading will need to enrol in modules as if not doing so according to the pathway as if staying in TCD. Your school office (BESS/TJH) will amend your enrolment afterwards and will contact you after OME closes.

You will be added to the Teams Group: **TBS Exchange Outgoing 25-26**

All information, document templates and links to upload are available here.

This is the main place for announcements and communications.

Please post your general queries here.



Nomination & Application: TCD will send your name and details to your host institution after which you will deal directly with them for application and registration on their system.

TCD Registration & Grants: Do not forget to register in Trinity as normal prior to your year away. This is essential so that your grades may be recorded and awarded in our system.

You pay TCD fees/receive grants as normal. You do not pay tuition fees at your host although there may be other costs depending on host requirements (e.g. insurance or materials).

The **Erasmus Grant and the TCD Global Mobility Bursary** are managed by **TCD Global**. You will continue receive any grants and SUSI payments you are entitled to. There may be some additional forms to submit and you may be entitled to a SUSI Top-Up. Please refer to the relevant TCD offices. TAP students should also contact the TAP Office.

Exams: you take these as normal with your host institution. *In some places you need to register separately for exams.* Please ensure you know the process at your host institution. **N.B.** Not all places/courses have repeats/supplementals.

Exchange Transcripts: as soon as an official transcript is available from your host you should upload it, along with the rewritten transcript, to the folder listed below to be processed for TCD Court of Examiners.

Grades and Credits: Grades are converted according to current Trinity Business School tables (and or other TCD School tables, if relevant) which are revised annually. TCD can only recognise credits that are awarded by the host institution (e.g. in some institutions or courses a pass is 50% and a grade below this will not receive credits for the module; or a minimum attendance may be required to receive credits).

You will receive an average grade for the semester/year based on your best 20/45 ECTs (nearest whole module). **You must pass a minimum of 20/45 ECTs for the semester/year to proceed to 4th year.** *Although this is the minimum to pass, you are required to take the full 30/60 ECTs module assessments and exams Failure to take the full requirements can lead to serious consequences and repeating 3rd year.*

NB: Students going on single semester exchange **MUST** pass all modules (i.e. 30 ECTs) for the other JS/3rd year semester in TCD. **No compensation is possible** i.e. 40% must be attained in all TCD modules.

Return to TCD: Full year and semester 2 exchanges are processed with TCD supplementals. Results are available in early September. You will not be invited to register for 4th year until then. Assuming you have passed, you may attend classes until the official registration has been finalised. Semester 1 only exchanges are processed with the TCD annual exams in June if transcripts are received in time.

Students who do not pass sufficient credits will not be able to proceed to 4th year and will need to repeat 3rd year in TCD. In this case, you should contact your college tutor.

Documentation Checklist

☐ TCD Global/Erasmus Office ☐ Host Institution Official Application ☐ Pre-Approved Modules Form ☐ Learning Agreement ☐ TCD Registration ☐ Official & Rewritten Transcripts	and other documentation where relevant ☐ Erasmus grant / SUSI or other funding ☐ Visa ☐ Health & travel insurance, EHIC ☐ Accommodation
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BSL Business & a Language

Link to TBS Exchange Hub for downloads: [General](#)

Link to submit documents: <https://forms.office.com/e/8w23st4LDb>

BESS

See links and documents on SSSP website:

[Outgoing - School of Social Sciences and Philosophy - Trinity College Dublin \(tcd.ie\)](#)

Also on TBS Exchange Hub: [General](#)

Global Business

Link to TBS Exchange Hub for downloads: [General](#)

Link to submit documents: <https://forms.office.com/e/sBhLvDnh2F>

TJH – Computer Science & Business, Law & Business - and MSISS

Link to TBS Exchange Hub: [General](#)

Link to submit TBS documents: <https://forms.office.com/e/dSnHCnR21b>

Please also refer to TJH website [Erasmus/Study Abroad](#)

Link to Erasmus OLA: [Home | OLA \(learning-agreement.eu\)](#)

This to be used if the host institution also uses the OLA system following approval of your PAM.

Trinity Business School
Mr. Brian Lambe & Ms. Veronika Skrenkova, Business School Exchange Administrators
Student Services Desk, 2nd Floor, Trinity Business School
Business.exchange@tcd.ie

Dr. Isilay Talay, Academic Exchange Coordinator
Business.exchange@tcd.ie

Office Hours: Tuesday & Thursday 14.00 – 16.00
Room 3.02 Trinity Business School
Can meet on Teams while you are abroad also.
Please email for appointment with requested time in subject line.

See page 9 for subject area coordinators and TCD contacts.

*** It is essential that you check your @tcd email regularly as you remain a student of TCD ***
and will also receive essential updates and communications to your email address.

General Requirements

You are required to take 60 ECT credits for a full year away, or for single semester exchanges, 30 ECTs. This is a **minimum** requirement but, depending on the country, institution, modules available and timetables, an exact 60/30 may not be possible.

The precise breakdown between subjects will depend on your degree programme and your own pathway (single/joint honours; major/minor etc.). It is your responsibility to ensure you have the correct balance.

The grades that you achieve in your host institution will be converted to your overall Trinity Grade using the College and Trinity Business School conversion tables. The tables are reviewed regularly and will be posted in the Exchange Hub at the start of the year. You should familiarise yourself with these tables so that you can monitor your ongoing results but please be advised that Trinity Business School and other Schools concerned (Social Sciences and Philosophy; Languages, Literatures and Cultural Studies; Law; Computer Science and Statistics) reserve the right to deviate from the scales as is appropriate and according to updated information. **N.B.:** TCD can only recognise credits that are awarded by the host institution (e.g. if a pass is set at 50%, a grade below this will not receive credits for the module).

The grades which you achieve during the Junior Sophister year count toward your final degree mark. The split between Junior and Senior Sophister is as follows:

- 30% for the Junior Sophister year
- 70% for the Senior Sophister year

The final mark for Jr Sophister will be based on a weighted average of a minimum of the **best and relevant** 45 ECTS for the full year and 20 ECTS for single semester exchanges. The breakdown between subjects depends on the balance required for your degree. The level and content will be considered in the selection of the best and relevant modules. **Where you take or are assigned to a module that is below the level required, the mark may not be counted in the calculation of your final mark or may be subject to a grade reduction.** Where a module is graded Pass/Fail, for a Pass we take the average grade for all your other modules. So, if you do well in the others it will also be reflected in that grade.

To progress to 4th year (SS), the absolute minimum number of credits to pass is 45 ECTS for a full year exchange or 20 ECTS for a semester

For students of Business and a Language there is a requirement to study business through the host language (see pp 12-17).

Choosing & Registering for Modules (see also notes below for your particular degree programme)

The processes and timings for selecting modules differ greatly. Therefore, it is imperative that you follow the guidelines and deadlines at your host institution. Most institutions have **limited** places for each module they deliver. It is exclusively your responsibility to check the deadlines and register on time. We cannot assist with this process.

You need to ensure your modules are approved by the relevant TCD coordinators *before* proceeding with registration and enrolment at your host institution. To do this you need to upload your Pre-approved module (PAM) form (see link below).

Choosing your modules

1. The modules taken must contribute meaningfully to your degree and be of the correct level i.e. they should be at an advanced level. Intermediate level may be accepted if it is clearly a progression in your learning. In some cases, approval from the Business School will be given to modules at Foundation level in subjects which you may not have taken in JF and SF in Trinity or in modules where the approach is very different (e.g., accounting). In many cases Master's level modules are suitable e.g. Grand Ecole Masters Level 1 in France.

Avoid modules that repeat learning from your Junior or Senior Freshman years.
modules titled 'Introduction to/Principles in/Fundamentals of' etc

2. An elective-type module is also recommended to broaden your experience. Inclusion for grading is at the discretion of the coordinator. It may not be included for your TCD grade.
3. As you will be doing Capstone research project in the Senior Sophister year, you are strongly advised to take modules in your area of interest which will support this work. For the BSL Case Study, a Strategy module is advised and you may to use your English content for this.

Prerequisites for Senior Sophister

When choosing your modules, please bear in mind that many TBS Senior Sophister Business modules have strict prerequisites for their study. To be eligible to study these business modules, you must satisfy the prerequisites during your Junior Sophister / Exchange year. It is your responsibility to take the equivalent prerequisites while on exchange. Some exceptions are made for students to go on exchange:

- BUU44531 Financial Reporting and Analysis: An equivalent to BUU33531 & BUU33532 Financial Accounting. Please note that this must be a 'Financial Accounting' - Cost Accounting or Management Accounting **will not** satisfy as a prerequisite. It should, if possible, deal with the International Accountancy Standards (IAS). **One 3rd year module is accepted.**
- BUU4550 Advances in Marketing Theory and Practice: an equivalent of BUU3700 Contemporary Marketing Management or BUU33710 Consumer Behaviour. **One 3rd year module is accepted.**
- For single semester exchanges you may do one semester in TCD which will be accepted as a pre-requisite for 4th year. However, you should try to get a similar module in the semester abroad to support your learning in SS.
- There is no pre-requisite for the capstone in Business although we recommend a strategy module to support your preparation.
- A full list of pre-requisites will be available.

Please note:

If you intend to do Accountancy after your degree you will **NOT** be eligible for **CAP 1 or ACCA** exemptions as these are given for specific TBS in-house curriculum learning (this is not a TBS decision).

Pre-approval

You need to have your modules approved by the relevant coordinators before registering and committing or signing your Learning Agreement. It is advisable to seek approval for more modules than you may actually need as a back-up in case you need to change or can't get into a class of your choice.

If you are planning to take a module/examination/assessment in Business which is designed specifically for Erasmus/Exchange students rather than the host student population, you must still seek approval from the Business Exchange Coordinator.

The Pre-Approved Modules (PAM) form is available in the Exchange Teams Hub.

Name your file: FirstName_Surname_TCDStudentNumber_PAM

Learning Agreement

The Learning Agreement is a formal document of the exchange and the agreement between all parties about the learning that will place and which will be recognised by both institutions. It lists your modules, their credits and is signed by you, the relevant coordinator(s) in Trinity College and your host institution.

Only Pre-Approved Modules should be included in the LA.

Depending where you go, there are different LAs (Erasmus/College-wide/School non-EU). For Erasmus, this may also be entirely on-line (OLA) and you need the LA/OLA for your grant.

Codes – the Erasmus code for TCD is: **IRL DUBLIN01**;

The ISCED code for Business is **0410**.

Business School contact: Dr. Isilay Talay, business.exchange@tcd.ie

Institutional contact: Heather Hodges, erasmus.outgoing@tcd.ie

Name your file: FirstName_Surname_TCDStudentNumber_LearningAgreement

Please see page 4 for links to get forms and to submit them.

Results & Transcripts

Upon receipt of your results and the official transcripts, you must rewrite the transcripts in the template provided on Teams. The Rewritten Transcript must be accurate as any inconsistency found during the verification process will result in delays for your official results to be issued. Please name official transcript and the rewritten transcript files according to the protocols:

Transcript: FirstName_Surname_TCDStudentNumber_Transcript

Rewritten: FirstName_Surname_TCDStudentNumber_RewrittenTranscript

If you have more than one transcript file e.g. from two semesters or repeats and sometimes individual notes from lecturers, you should name your files along similar lines:

FirstName_Surname_TCDStudentNumber__Semester1a_Transcript

FirstName_Surname_TCDStudentNumber__Semester1b_Transcript

FirstName_Surname_TCDStudentNumber__Semester2_Transcript

FirstName_Surname_TCDStudentNumber__Semester2_Scheine1

You must upload the official Transcripts and the Rewritten Transcripts ***as soon as the transcripts become available (see page 3)***. Failure to do so may delay your results being presented & registration for SS.

Please note some institutions and countries have a late year-end, e.g. Germany, so results are available quite late and close to the start of semester here. OR if you have taken repeat exams your results may be late. No further delay can occur if results are to be processed and approved on time for the next academic year in TCD. If the results from your exchange are only available after the semester starts here, you may commence classes but you will not be officially registered until the results are processed and it is confirmed that you have passed the year with sufficient credits.

Grades and Credits: Grades are converted according to current Trinity Business School tables (or other relevant TCD School) which are revised annually and available on Teams. TCD can only recognise credits that are awarded by the host institution (e.g. in some institutions or courses a pass is 50% and a grade below this will not receive credits for the module) If there is a mandatory or minimum attendance requirement you must seek permission to miss class and comply with host regulations. If you fail a module due to failure to meet the attendance requirements, we cannot award you credits.

If you do not pass the minimum required credits for a year (45 ECTS) or a semester (20 ECTS), you will not be able to progress to 4th year (SS) and will need to repeat 3rd year (JS) here.

Students going on single semester exchange MUST pass all modules (i.e. 30 ECTS) for the other JS/3rd year semester in TCD. **No compensation is possible** i.e. 40% must be attained in all TCD modules. Students may re-sit their TCD exams at the supplementals in August.

Key Points to Remember

1. You are required to take a total of 60 ECTS while on exchange for full year or 30 for one semester.
2. The Junior Sophister year contributes 30% toward your final degree.
3. You should pick modules that will build on your learning and underpin the modules that you are intending to take in Senior Sophister and for your capstone research project or case study.
4. Make sure you pass your exams as you are a student of your host institution, and any supplemental exams will have to be taken there. Not all places have supplementals.
5. To pass your year and rise to Senior Sophister you need to pass a minimum of 45 ECTS for the full year, or 20 for one semester exchanges, with the required split between subjects according to your degree and pathway.
6. Results and transcripts need to be submitted as soon as possible so they may be processed on time to be presented to the TCD Court of Examiners for approval.
7. It is your responsibility to ensure you meet all deadlines of your host institution, we cannot assist if they are missed.
8. Please check all your TCD documentation requirements in this document (pp 1-8)

Support

You remain a student of TCD while abroad and your learning is integral to your TCD degree. You should stay in touch and, if at any point you have difficulties with your learning, assignments, or exams, please get in touch with us, we are here to support you. Your college tutor will also remain available for pastoral care. Academic Registry, the International and Erasmus Office are also available to assist when needed.

In the first instance, the chat in the TBS Outgoing Students Teams Exchange Hub is a good place for general queries. Please share information and tips with each other.

It is essential that you contact us if you are experiencing difficulties during your exchange.

Contacts and Coordinators

Trinity Business School

Dr Isilay Talay, Academic Exchange Coordinator Business.exchange@tcd.ie

Tuesdays & Thursdays 2 – 4 pm (Irish time) Room 3.02 during teaching weeks

We are available to meet you on Teams while you are away.

You may email to make an arrangement with requested time subject line

Mr. Brian Lambe, Business School Exchange Administrator: Business.exchange@tcd.ie

Ms. Veronika Skrenkova Business School Exchange Administrator: Business.exchange@tcd.ie

Student Services Desk, 2nd Floor, Trinity Business School

Business Studies & a Language Language Exchange Coordinators French: Ms. Florence Signorini FSGNORNI@tcd.ie German: Dr. Gillian Martin gsmartin@tcd.ie Polish: Dr. Adam Nowakowski a.nowakowski@tcd.ie Russian: Prof. Dimitri Tsiskarashvili dtiskar@tcd.ie Spanish: Ms. Eva Barba ebarba@tcd.ie	Business, Economics & Social Studies Director of SSSP & TBS Study Abroad: Dr. Matthias Dilling SSSP External Relations & Study Abroad Officer Mr. Michael Enearu SSP_StudyAbroad@tcd.ie Outgoing Exchange Coordinators: Economics: Dr. Michael Wycherley Econ.Exchange@tcd.ie Political Science: Dr. Emanuel Coman PoliticalScienceExchange@tcd.ie Sociology: Dr. Larissa Meier RATOFFW@tcd.ie
Computer Science & Business / MSISS Non-EU Exchange: Prof. Declan O'Sullivan declan.osullivan@tcd.ie EU/Erasmus Exchange: Prof. Carl Vogel vogel@tcd.ie	Law & Business Coordinator: Dr. Rachael Walsh rachael.walsh@tcd.ie International Student Office: Ms. Celine Walsh law.exchange@tcd.ie
TJH Office: tjh.erasmus-studyabroad@tcd.ie www.tcd.ie/tjh	

Your TCD Tutor: out of courtesy, you should contact your Tutor prior to going on exchange to introduce yourself and explain that you will be spending your Junior Sophister year or semester in your host institution 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.”

TCD Global

The TCD Global team are also available to support you: global.mobility@tcd.ie

For your grants and any issues to do with the administration of your EU exchange. They will need your signed Learning Agreement: Erasmus.outgoing@tcd.ie

For college-wide exchanges: global.mobility@tcd.ie

TCD Student Support Services:

[Urgent Help - Student Counselling - Trinity College Dublin \(tcd.ie\)](https://www.tcd.ie/Student_Counselling/urgent/)¹

[After Hours - Student Counselling - Trinity College Dublin \(tcd.ie\)](https://www.tcd.ie/Student_Counselling/support-services/after-hours/)²

Emergency Email: global.mobility@tcd.ie

General TCD Emergency Number: +353 – 1 – 896 1999

Your Exchange Coordinator in your host institution will be available to assist with local matters

¹ https://www.tcd.ie/Student_Counselling/urgent/

² https://www.tcd.ie/Student_Counselling/support-services/after-hours/

Business Studies and a Language

The general requirements outlined above (pp 1-10) apply to BSL.

The breakdown between Business and Language is equal, 30 ECTS of each over the course of the year, and you will also study Business through your host language. Exceptions are for Russian and Polish (see below). It is recommended that you balance these as much as possible each semester.

- **30 Language ECTS** – at least 10 of these must be language courses and the level of language is important. 20 of these ECTS may be in Business/culture/current affairs in the host language. The instruction and assessment must be in the host language.
- **30 Business ECTS** – approximately 10 of these may be through English language (or one module per semester eg maybe 2 x 6 ECT modules) and the remainder (20+/-) will be through the host language. You may take all your Business through the host language and in some places there will be no option. If you take more than the allowed ECTS/modules through English you may be penalised, grades reduced or failed.

Based on our experience, English content is best used for either Financial, Marketing or Strategy modules. A Strategy module is advised to support your Case Study in Sr. Sophister.

If there are any circumstances which prevent you from meeting these requirements, you must contact the Business Coordinator who will seek the permission of the Director of Undergraduate Teaching and Learning.

It is exclusively your responsibility to check the host university's deadlines and register on time. We cannot assist you during the registration process.

Each language also has a departmental coordinator (p.8) who will assist you if you have language related or general country/institution related queries. They will also approve your language modules.

The final mark will be based on a weighted average of a minimum of the **best and relevant** 45 ECTS with a balance between Business and Language. You must pass a minimum of 45 ECTS for the year with a reasonable balance between Business and Language.

The minimum required credits to pass for a year is 45 ECTS and 20 for a semester exchange.

We count whole modules for the minimum pass requirements and for your grade.

French

The BSL requirements outlined above apply. The level and language of delivery will be considered in the case of the best and relevant business modules, while the level and content will be considered in the selection of the best and relevant French Language modules.

1. Business modules should be at advanced level. In some cases, approval from the School of Business will be given to modules at Foundation level in subjects which you may not have taken in JF and SF in Trinity or in modules where the approach is very different in the French system (e.g. accounting). In some cases Masters level are suitable – notably Grand Ecole Master level 1.

Avoid Modules titled 'Introduction to', 'Principles in' or 'Fundamentals of'
and Modules that repeat Learning from your Junior or Senior Freshman years.

2. 10 of your 30 Business ECTs may be through English (e.g. one module per semester).
3. Language modules should be at the appropriate level (B2) or above (C1, C2) [<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>] and you should aim to include modules that will help you to improve your writing skills in preparation for Senior Sophister. If you are assigned to a language programme lower than B2.2, you will have to work very hard and ensure that you move up to C-level in the second semester. As noted above, if you take or are assigned to a module below B2.2 level (even if this is approved in your PAM or your learning agreement), the mark may either not be counted in the calculation of your final mark or may be subject to a grade reduction.
4. TBS grade conversions will be available on Teams so you may monitor your progress.

German

The BSL requirements outlined above apply. The level and language of delivery will be considered in the case of the best and relevant business modules, while the level and content will be considered in the selection of the best and relevant German Language modules.

1. Modules should be at advanced level. In some cases, approval from the School of Business will be given to modules at Foundation level in subjects which you may not have taken in JF and SF in Trinity or in modules where the approach is very different in the German/Austrian system (e.g. accounting). In some cases Masters level are suitable.

Avoid Modules titled 'Introduction to', 'Principles in' or 'Fundamentals of'
and Modules that repeat Learning from your Junior or Senior Freshman years.

2. You should take at least one 'Hauptseminar' in a business subject and not restrict yourself to 'Vorlesungen'.
3. 10 of your 30 Business ECTS may be through English (e.g. one module per semester).
4. Language courses should be at the appropriate level, i.e., B2 or above (C1, C2) . You should aim to move up to C level for semester 2 [<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>]. You should also aim to include modules that will help you to improve your writing skills in preparation for Senior Sophister. If you have to do an Einstufungstest and are assigned to a language programme lower than B2 you must inform your German Language Coordinator in Trinity immediately (gmartin@tcd.ie).
5. You are encouraged to take modules in linguistics, history, literature, Area Studies, Translation as long as there is no repeat learning from first or second year in Trinity. All such modules must be approved by your German language coordinator in Trinity.
6. Points to Note: Your host institution may have
 - a. Paid German Language Modules
 - b. Splits in Modules between English & German
7. Pre-semester modules will not be counted for your TCD credits or grade (even if awarded by the host institution).
8. In Bavarian universities, the pass mark is generally a 4,0. This applies to the University of Regensburg. Therefore, if you receive a mark below a 4,0, no credits will be awarded by either the host university or by Trinity for that module.

Spanish

The general BSL requirements outlined above apply. The level and language of delivery will be considered in the case of the best and relevant business modules, while the level and content will be considered in the selection of the best and relevant Spanish Language modules

1. Language modules should be at the appropriate level (B2) and you should aim to include modules that will help you to improve your translation and writing skills in preparation for Senior Sophister. If you have to do an 'Alcalingua' language course and are assigned to a language programme lower than your actual level, you will have to work to ensure that you move up to the correct level in the second semester.
2. You are encouraged to select Spanish current affairs, Spanish contemporary culture and Spanish History and translation studies modules but you must seek prior approval from your Spanish Language coordinator.
3. As a 3rd Year Business Student to avoid issues with your 'Best & Relevant' modules **do not** enrol in:
 - Modules titled 'Introduction to', 'Principles in' or 'Fundamentals of'
 - Modules that repeat Learning from your Junior or Senior Freshman years.

- In some cases such modules may be accepted for a new subject area or where the approach is very different (e.g. accounting). In some cases, Masters level modules are suitable.
4. 10 of your 30 Business ECTs may be through English (e.g. one module per semester – may be 2 x 6 credits modules where modules are 6 credits).
 5. Points to note: Your host institution may have
 - a. Paid Spanish Language Modules
 - b. Splits in Modules between English & Spanish

Polish

The requirements for Business Studies and Polish are quite specific and you should consult with your language coordinator if you have any queries.

Module Requirements:

Heritage / native speakers of Polish are required to take over the year:

- 8 ECTs in Language through Polish (full-year C2 course, UW)
- 12 ECTs in Language/current affairs/ Polish culture through Polish
- 10/20 ECTs in Relevant Business Modules taught through Polish
- 20/30 ECTs in Relevant Business Modules through English

Ab initio / beginner / non-native speakers of Polish are required to take by semester:

First semester

- 4 ECTs in Language through Polish (Winter semester of full-year B1 course, UW)
- 6 ECTs in Language/current affairs/Polish culture through English
- 20 ECTs in Relevant Business Modules taught through English

Second semester

- 4 ECTs in Language through Polish (Spring semester of full-year B1 course, UW)
- 6 ECTs in Language/current affairs/Polish culture through Polish
- 16 ECTs in Relevant Business Modules through Polish
- 4 ECTs in Relevant Business Modules through English

SGH International Centre has two special language modules for TCD:

- Polish class at B1 level
- Introduction to Polish Culture, History and Literature - lectured through Polish

Against this background it is important to point out:

- The ECTs may not work out exactly but you should take a minimum of the above.
- You should try to sit in on some Business lectures through Polish in the first semester to familiarise yourself with the level of Polish. You might have to seek permission from your coordinator in Warsaw or the individual lecturers for this.
- Your Polish Language coordinator will be best placed for advice on the Language level and best options available in Warsaw for the Language / Culture / International modules.

- There should be no issue with the Business modules through English in the second semester but for the ECTs of Business modules through Polish the Business School will show some understanding for the level of module and the content. It may be advisable to take a module where you have some prior learning so that you will have a grounding in the content which will help with the language of delivery. In some cases, you may also seek permission from individual lecturers to join their modules taught through Polish due to the minimum level requirement. If lecturers teach the same course in both Polish and English, it is advisable to join, attend and take exams in their Polish course, while also possibly attending the English version for comparison/reference.

Russian

For Business Studies and Russian, you will spend the first semester in Tallinn University studying Russian language and the second semester in Tallinn University of Technology (TalTech) doing Business. (Some years, for purpose of available places, native/heritage speakers may be required to spend the second semester in Hanken School of Economics, Helsinki). In each semester you will take 30 ECTs.

You should consult with your language coordinator if you have any queries regarding your language studies.

Business modules should be at advanced level.

Avoid	Modules titled 'Introduction to', 'Principles in' or 'Fundamentals of'
and	Modules that repeat Learning from your Junior or Senior Freshman years

In some cases, approval from the School of Business will be given to modules at Foundation level in subjects which you may not have taken in JF and SF in Trinity or in modules where the approach is very different (e.g. accounting). In some cases Masters level are suitable.

Preparation for Final Year Case Study

All Business and Language students complete an in-depth case study through their target language for their 4th year research capstone project. **Preparation for this commences during 3rd year.** You will need to identify a suitable organisation to study and submit a proposal. You will be contacted about this while you are away via your TCD email, so it is imperative to check this regularly.

Please see your coordinator contacts on page 9.

Global Business

The requirements outlined above (pp 1-10) apply to Global Business.

You take 60 ECTS for the full year or 30 per semester. These should be Business modules relevant to your degree. You may take up to 10 ECTS for the year (5 per semester) of other modules to broaden your experience (similar to the Trinity Electives) or a language. As noted above, modules should be at an advanced level and not introductory or basic level unless a new area or where the approach is very different (e.g. accounting) and with approval of the Coordinator. Some Masters/Graduate level modules may also be available and suitable.

Please bear in mind the pre-requisites for Senior Sophister. If you are going on single semester exchange you must do any pre-requisites here during your semester in TCD. The final mark will be based on a weighted average of a minimum of the **best and relevant** 45 ECTS or 20 for single semester exchanges.

The minimum required credits to pass for a year is 45 ECTS and 20 for a semester exchange.

We count whole modules for the minimum pass requirements and for your grade.

BESS

The requirements outlined above (pp 1-10) apply to BESS students. You will take 60 ECTS (full-year) or 30 ECTS (single semester) the breakdown of ECTS between subjects depends on your pathway and availability of modules at your host institution.

This is your responsibility to ensure that you have the correct balance of ECTS and pre-requisites for your pathway and intended Senior Sophister year (single honours; joint honours, major/minor).

For single semester exchanges, you may

- study modules in both subjects in TCD and while on exchange as long as the modules are available, and they fulfil your degree requirements and any pre-requisites for Senior Sophister

OR

- In order to fulfil your requirements over the year, it may be necessary to front/backload your modules as appropriate (eg take 20/25 credits of one subject in one semester). That is, you may do most (or all for a minor) of your ECTS for one subject in TCD and more/all of the other subject on exchange, as long as you fulfil your degree requirements and any pre-requisites for Senior Sophister (NB this is not the preferred option and for some subjects it may not be possible due to timetabling constraints). **N.B. While you have permission to do this from Business, you will also need to get approval from your other subject coordinator (p.8) as it may not be appropriate for your pathway or the necessary subjects may not be available abroad etc.**

Business modules should be at advanced level. In some cases, approval will be given to modules at Foundation level in subjects which you may not have taken in JF and SF in Trinity or in modules where the approach is very different (e.g. accounting). In some cases Master's level are suitable.

Avoid Modules titled 'Introduction to', 'Principles in' or 'Fundamentals of'
Modules that repeat Learning from your Junior or Senior Freshman years

If you are going on single semester exchange you must do any pre-requisites here during your semester in TCD.

If you are doing Joint Honors or Major/Minor it is essential that you receive approval for your modules from both coordinators.

The final mark for the full year exchange will be based on a weighted average of a minimum of the **best and relevant** 45 ECTS for full year and 20 ECTS for a single semester according to the balance required for your pathway (e.g. for Joint honours 30/30 ECTS the final grade will be based on 22.5 Business and 22.5 other subject).

The minimum required credits to pass for a year is 45 ECTS and 20 for a semester exchange.

We count whole modules for the minimum pass requirements and for your grade.

Law and Business

The requirements outlined above (pp 1-10) apply to L&B students. **Please also refer to the document circulated by the Law School: Law School Erasmus and Exchange Programmes 2023/24 Rules and Requirements** and to the **Trinity Joint Honours** documents and website: [Erasmus and Study Abroad - Trinity Joint Honours - Trinity College Dublin \(tcd.ie\)](https://tcd.ie/Erasmus-and-Study-Aboard-Trinity-Joint-Honours)

- The academic requirements of your JS year will depend on the pathway you wish to follow. If you would like to apply to the Professional Legal Bodies after graduation, you must follow the Law Major, Business Minor pathway. This pathway will be examined in detail here as there are strict academic requirements when applying for the Professional Legal Bodies.
- For the Law Major, Business Minor pathway you should follow this ECTS credit split in the Sophister years:
 1. 30 ECTS Law and 30 ECTS Business – JS Year
 2. 60 ECTS Law – SS Year
- For the Erasmus/Exchange Programme what modules you study abroad will depend on the type of exchange you are enrolled in. For example, you could take part in a one semester Business exchange and study 30 ECTS Business modules abroad, in either MT or HT. You can then study

30 ECTS Law in TCD in the opposite semester. This would assist you in completing required modules for the Professional Legal Bodies e.g. Administrative Law, EU Law. You could also take part in a semester abroad where you complete Law modules only, or a combination of Law and Business modules. What is most important is that you meet the 30 ECTS Law and 30 ECTS Business split over the full academic year.

- For Law Major/Business Minor you should select Pattern (Option) B. You will take **30 ECTS Law and 30 ECTS Business in JS year and 60 ECTS Law in SS year**. Through this pathway, it means you can study all the required Professional law modules and have the opportunity to study abroad in MT in JS year.
- If you study abroad for full academic year and study both Business and Law modules, it is strongly recommended that you **study EU Law and Legal Philosophy** in your host university. Please refer to the Law School Exchange Rules and Requirements.
- In your SS year, you will need to focus on required law modules for the Professional Legal Bodies and complete the 20 ECTS Capstone Project. This means that you will be limited in what optional law modules you can take.
- If you wish to follow the Law Major, Business Minor pathway where you complete 40 ECTS Law and 20 ECTS Business split in JS and SS year, it would be extremely difficult to complete the required law modules for the Professional Legal Bodies over the two years. Therefore, we recommend that students focus on 30 ECTS Law and 30 ECTS Business in JS Year and 60 ECTS Law in SS year.
- If you wish to follow a different pathway e.g. Joint Law and Business or Business Major, Law Minor, please refer to the Law and Business handbook for the ECTS credit split for the JS and SS year, when planning for your studies abroad.

The minimum required credits to pass for a year is 45 ECTS and 20 for a semester exchange.

We count whole modules for the minimum pass requirements and for your grade.

Computer Science and Business

The requirements outlined above (pp 1-10) apply to CSB students. **Please refer to information from Computer Science & Statistics and to the Trinity Joint Honours documents and website: [Erasmus and Study Abroad - Trinity Joint Honours - Trinity College Dublin \(tcd.ie\)](https://www.trinitycollege.ie/study-abroad)**

You will take the equivalent of 60 ECTS (for a full year or 30 for a semester exchange) and the breakdown between subjects depends on your pathway and availability of modules at your host institution. This is your responsibility to ensure that you have the correct balance of ECTS and pre-requisites for your pathway and intended Senior Sophister year ECTS balance and project.

You will need approval of your relevant coordinators.

Business modules should be at advanced level. In some cases, approval from the School of Business will be given to modules at Foundation level in subjects which you may not have taken in JF and SF in Trinity or in modules where the approach is very different (e.g. accounting). In some cases Masters level are suitable.

Avoid Modules titled 'Introduction to', 'Principles in' or 'Fundamentals of' and
Modules that repeat Learning from your Junior or Senior Freshman years

You must get your modules approved. Only approved modules should be added to your Learning Agreement. You submit your Learning Agreement to the TJH Office.

The minimum required credits to pass for a year is 45 ECTS and 20 for a semester exchange.

We count whole modules for the minimum pass requirements and for your grade.

MSISS Please consult your MSISS Coordinator.

Disability Service / Learning Supports

Trinity is committed to making as many students as possible mobile as part of their educational experience and the Erasmus programme is the main avenue for student mobility. The Disability Service has developed resources to support students with disabilities to apply for, and take part in, the Erasmus+ exchange programme. We are eager to discuss these resources with you so that we can further develop and enhance these supports and ensure that we are working with you to support students with disabilities in their Erasmus experiences.

Erasmus Disability Supports: [Erasmus Disability Supports - Trinity disAbility Service | Trinity College Dublin](#)

Participation in the Erasmus programme by students with a disability



Students who have secured reasonable accommodation with the Disability Service who are applying for the Erasmus programme should contact their Disability Officer to discuss how best to prepare for Erasmus including disclosing a disability to a host university and seeking reasonable accommodations. This is best done as soon as possible after application and no later than the end of the 3rd week of June.

Further information about Erasmus and details of how to apply are available on the Trinity Study Abroad website: [Erasmus - Study - Trinity College Dublin \(tcd.ie\)](https://www.tcd.ie/Erasmus-Study).

The Erasmus programme may allocate additional funding to help support students with a disability who wish to take part in an ERASMUS+ exchange, and who might otherwise be prevented from doing so.

Students should contact erasmus.outgoing@tcd.ie for further details and application forms.

Your host institution will have disability and learning support services. If you are registered with TCD Services, you should register with your host. Please register with them as soon as possible. It is important to do this in case you do require any supports and accommodations and to ensure you receive what is available for you. These will vary across institutions, and it will be important to become familiar with what is available for you.

Trinity Business School Exchange Programme

Protocol for Withdrawal from Exchange

The final date for withdrawal from the exchange will be mid-June 2025. Only in extremely exceptional circumstances can it be considered after then.

1. Students who have accepted a place on an exchange programme and then subsequently wish to withdraw from that exchange must adhere to the following protocol.
2. Contact your College Tutor to advise them of your intention to withdraw from the exchange and the reasons for the withdrawal. Request him/her to apply for permission for you to do so.
3. Your Tutor should send an email to the relevant parties as appropriate (see below) to request:
 - a) Permission for you to officially withdraw from the exchange and the reasons therein
 - b) Permission for you to enrol on modules for Michaelmas Term, Hilary Term or Full year (whichever is applicable), subject to availability and suitability
 - c) If a) and b) above are acceptable, for the Business/SSSP Exchange or TCD Global Office to contact the host institution to officially withdraw your nomination and application.

Students should be fully aware that withdrawing from an exchange can have serious implications for academic assessment and learning in your Junior Sophister year.

For Global Business students:

- Programme Director: Dr Norah Campbell NCAMPBE@tcd.ie
- Programme Administrator: undergraduate.business@tcd.ie
- Academic Exchange Co-ordinator: Dr. Isilay Talay business.exchange@tcd.ie

For BESS students:

- Joint Programme Directors: Dr Gorkem Aksaray Gorkem.aksaray@tcd.ie and Dr Michael Wycherley WYCHERLM@tcd.ie
- Programme Administrator: Ms Martina Ni Chochlain - nichoclm@tcd.ie
- Academic Exchange Co-ordinators – see page 8

For Law & Business students:

- Programme Director: Dr. Gemma Donnelly-Cox gdnnllyc@tcd.ie
- Administrators: undergraduate.business@tcd.ie; and law.exchange@tcd.ie
- Academic Exchange Coordinator
 - Business: Dr. Isilay Talay business.exchange@tcd.ie
 - Law: Dr Rachael Walsh rachael.walsh@tcd.ie

For Computer Science & Business / MSISS students:

- Programme Director: Dr. Gemma Donnelly-Cox gdnnllyc@tcd.ie
- Administrators: undergraduate.business@tcd.ie;
- Academic Exchange Coordinator
 - Business: Dr. Isilay Talay business.exchange@tcd.ie
 - Computer Science:
 - Non-EU Exchange: Anthony Ventresque anthony.ventresque@tcd.ie
 - Erasmus/EU Exchange: Carl Vogel vogel@tcd.ie

For Business Studies and Language students, it is particularly complicated as there is no 3rd year structure in TCD for BSL:

- Programme Director: Dr. Radu Dimitriu radu.dimitriu@tcd.ie
- Programme Administrator: undergraduate.business@tcd.ie
- Academic Exchange Coordinators – see page 8
- Business Exchange Office: business.exchange@tcd.ie