

# Exchange & Visiting Students' Welcome

2025-26

Website: <https://www.tcd.ie/business/programmes/undergraduate/study-abroad/incoming-erasmus-and-international-exchange-students/> you may also Google “trinity incoming exchange business”





# Welcome!

# Céad Míle Fáilte!!



**Trinity College Dublin**  
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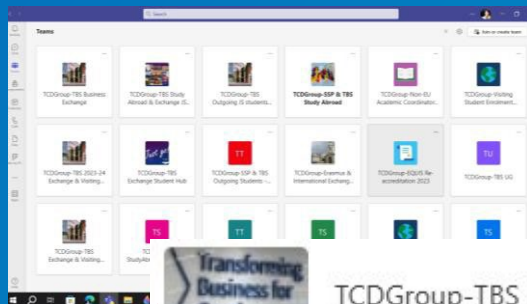


# MS Teams

for ALL exchange & visiting students taking Business Modules

Please complete this form so we may add you to a Teams/Sharepoint group :

<https://forms.office.com/e/JAcffDdgyW>



TCDGroup-TBS 25-  
Exchange & Visiting



- We will use this group for official communications and notices, documents etc
- We will post other useful information at times
- Please post questions here
- You may also post useful information for the group
- You may use it to connect with each other
- Please submit documents for signing via the special form



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Please see information on **tutorial changes**:

- **Tutorials** are based on each student's individual timetable. **We will not be accepting tutorial change requests through the School office or by email.**
- If you'd like to **change** your **tutorial** timeslot you will need to contact your module leader and they will approve the request for you.
- Please note, if your timeslot is approved by your lecturer, we will not be **changing** it on the system, there are too many students and the process for **tutorials** is time consuming, you will need to note the **change** of time yourself.
- If you have an extenuating circumstance or a clash in your **tutorial** timetable you can contact the office via email and we will try our best to assist you.

Any questions please let us know.



# Business Modules

## Wide Range Available

- 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> year modules
- <https://www.tcd.ie/business/programmes/undergraduate/study-abroad/module-outlines/> -
- \*\*\*Please note: you may only enrol in these modules\*\*\*
- No 1<sup>st</sup> year or postgraduate modules are available
- Check pre-requisites to avoid disappointment and hassle with registration
- All information is on the TBS website
- Please note **International Business & the Global Economy** is available either as single semester BUU4451B (5 ECTs) OR full year BUU44510 (10 ECTs)



# Module Levels

- Junior Freshman (1<sup>st</sup> Year) - No modules available
- Senior Freshman (2<sup>nd</sup> Year) modules - INTRODUCTORY LEVEL
- Junior Sophister (3<sup>rd</sup> Year) modules – INTERMEDIATE LEVEL
- Senior Sophister (4<sup>th</sup> Year) modules – EXPERTISE LEVEL





# Pre-Requisites

- To enrol in any module, you must satisfy the prerequisites as listed
  - You must have studied a *similar topics* in your home institution
  - Prerequisites for each module can be found in the Module Outlines
    - Look at the module outlines for the pre-requisites
    - You may be asked to show that you have completed similar studies
  - <https://www.tcd.ie/business/programmes/undergraduate/study-abroad/module-outlines/>
  - Pre-requisites will be checked by Academic Registry to complete registration for these modules however it is your responsibility to ensure you have equivalent learning to the pre-requisite
- Please note that you may be asked to leave a class if you do not have the pre-requisite learning even after enrolment has closed or LA signed





# eg Organisation Theory

BUU33660 Organisation Theory and Organisational Analysis (Semester 2)

- You MUST have completed Semester 1 module BUU22510 Organisational Behaviour *or equivalent*

# eg Marketing

BUU33710 Consumer Behaviour & BUU44552 Digital Marketing

- You MUST have completed a full Marketing module (min. 5 ECTS) before enrolling in these courses
- If you do not have the equivalent pre-requisite learning you are welcome to take  
BUU22520 Principles of Marketing (semester 2)

BUU22520 Principles of Marketing -> pre-requisite is Fundamentals of Management

BUU44551 Advances in Marketing Theory & Analysis – minimum 15 ECTS Marketing



# eg Finance

## BUU33522 Management Accounting for Business Decisions I

- You must have completed *equivalent* modules to BUU22530 Introduction to Accounting & For Semester 2 -> BUU33521 Management Accounting for Business Decisions I

## BUU335321 Financial Accounting I

- You must have completed an *equivalent* module to BUU22530 - Introduction to Accounting

## BUU33532 Financial Accounting II (Semester 2)

- You must have completed BUU33531 Financial Accounting I or an *equivalent* module

## BUU44532 Financial Reporting & Analysis I & II (semester 2)

- You must have completed *equivalent* modules to BUU3353 Financial Accounting I AND BUU33532 Financial Accounting II and for semester 2 the part 1 equivalent

## BUU33750 / BUU33620 & BUU44700 Sustainable Finance

- You must have completed an equivalent module to BUU22550 Introduction to Finance



# Pre-Requisites

- Some modules have no pre-requisites i.e. open to all:

2nd year - Intro to Finance; Creative Thinking;

3rd year – Business in Society

4th year - Intl Business & Global Economy

Many modules have pre-requisite BUU11510 Fundamentals of Management – see outline here: <https://www.tcd.ie/business/programmes/undergraduate/module-outlines/buu11510/>

An equivalent knowledge of the basics of management is required





# Please refer to modules outlines for pre-requisites and other information

Most outlines are available on the TBS website:

<https://www.tcd.ie/business/programmes/undergraduate/study-abroad/module-outlines/> -

Others are available on Teams/Sharepoint:

[https://tcdud.sharepoint.com/:f:/r/sites/TCDGroup-TCDGroup-TBSExchangeVisitingStudents2024-25/Shared%20Documents/General?csf=1&web=1&e=dc0sZn\\_-](https://tcdud.sharepoint.com/:f:/r/sites/TCDGroup-TCDGroup-TBSExchangeVisitingStudents2024-25/Shared%20Documents/General?csf=1&web=1&e=dc0sZn_-)



# Remember

- To enrol in any module, you must satisfy the prerequisites as listed
- <https://www.tcd.ie/business/programmes/undergraduate/study-abroad/module-outlines/> -
- Other modules available:
- <https://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php> -
- Make sure your documentation is in order
- You have 2 weeks to confirm your choices
- You may attend classes to help you decide



# Tutorials

- Most modules have tutorials – usually one hour a week
- These are additional classes in small groups to work in depth
- The number of groups depends on the overall enrolment in the module
- You will be assigned to tutorial groups in the coming weeks
- IF any of your tutorials clash with another lecture, you may ask to be assigned to a different one, if available - speak to the tutor/lecturer/school office or email [undergraduate.business@tcd.ie](mailto:undergraduate.business@tcd.ie)





# Assistance

- It may take a few days for your module lists or any changes to show on your MyTCD portal
- If there is a timetable clash, Academic Registry will be in touch with you
  - If the clash is with a tutorial, you may ask to be assigned to a tutorial that does not clash, if available
- Contact for Enrolment / Timetable / Changes / Technical etc
  - EU / Erasmus Students: [erasmus.incoming@tcd.ie](mailto:erasmus.incoming@tcd.ie)
  - Non-EU students: [noneu.incoming@tcd.ie](mailto:noneu.incoming@tcd.ie)
  - General: [Global.Mobility@tcd.ie](mailto:Global.Mobility@tcd.ie)
  - General: [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie)
- Academic questions about modules, pre-requisites or Learning Agreements
  - Please post questions on Teams [Business.exchange@tcd.ie](mailto:Business.exchange@tcd.ie)



# Assistance

- If you are having **any difficulties** with your class/lecture/group work, please talk with your lecturer or class tutor as soon as possible
- If you need an extension for an **assignment**, or may miss an **assessment/exam** for medical or other reason, **you must contact your lecturer/class tutor immediately** – do not wait until afterwards
- You may be required to submit a medical certificate
- You may also contact the **International Tutor's Office** [International.Tutor@tcd.ie](mailto:International.Tutor@tcd.ie) for permission to defer exams/assignments etc
- For general academic advice and other assistance see contacts slide



# Repeat Exams / Supplementals



ALL repeat exams for both semesters take place in August



You must attend in person

Know the requirements of  
your home university





# Documents you may need signed or reviewed:

**Learning Agreement** – OLA platform or Teams upload Please make sure LA lists your enrolled modules correctly and completely

**Arrival/departure certificates** – TCD Global Room or [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie)

For the Learning Agreement

Responsible Person(s):

- Institutional Contact - Heather Hodges, [erasmus.incoming@tcd.ie](mailto:erasmus.incoming@tcd.ie)
  - Department/School – Trinity Business School
  - TBS International Exchange Coordinator – Dr. Isilay Talay, [business.exchange@tcd.ie](mailto:business.exchange@tcd.ie)
  - Phone numbers not necessary but TCD Academic Registry is +353 1 896 4500
- **Erasmus Code:** IRL Dublin 01
- For general academic advice and other assistance see contacts overleaf ...



# TBS Contacts

Mr. Brian Lambe & Ms. Veronika Skrenkova: [business.exchange@tcd.ie](mailto:business.exchange@tcd.ie)

TBS Student Support Services Room 2.34, 2nd Floor

Dr. Isilay Talay, Director TBS International Partnerships & Exchange

Office Hours: Tuesdays & Thursdays – 14.00 – 16.00 (during teaching weeks)

Room 302 – 3<sup>rd</sup> Floor - Trinity Business School

Appointment Booking System Online

If you want to book an appointment with Dr Talay, you can do so now [here](#).

## TCD Contacts

EU / Erasmus - [erasmus.incoming@tcd.ie](mailto:erasmus.incoming@tcd.ie)

Non-EU - [noneu.incoming@tcd.ie](mailto:noneu.incoming@tcd.ie)

[academic.registry@tcd.ie](mailto:academic.registry@tcd.ie) & [Global.mobility@tcd.ie](mailto:Global.mobility@tcd.ie)

International Tutor's Office - [International.Tutor@tcd.ie](mailto:International.Tutor@tcd.ie)



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# Stay in touch

Remember to complete this form to join the Teams group for TBS information & communications

- <https://forms.office.com/e/JAcffDdgyW>



@TrinityBusinessSchool

@TCDBusinessSchool

@TCDBusiness

@TCDGlobal

@TCDGlobalRoom

@TrinityCollegeDublin



Postal Address:

Trinity Business School,  
Trinity College Dublin,  
College Green, Dublin 2, Ireland.

Tel: +353 1 896 3795

Erasmus Code: IRL DUBLIN 01



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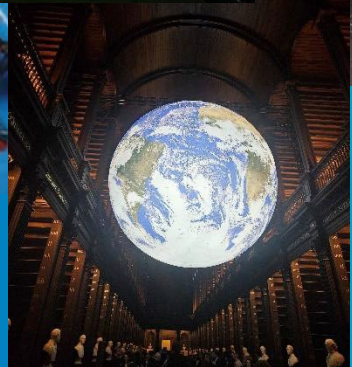
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# Essential

- Have fun
- Make friends
- Explore Ireland
- Pass your exams
- Improve your English
- Stay in touch – talk to us
- Have a really great time here
- Visit the Long Room – it will close soon
- The New Book of Kells Experience is free for you  
(includes the Long Room & Gaia installation)
- Be prepared for all types of weather - everyday!



tcd.ie/business

