PROTOCOL FOR THE
MANAGEMENT OF ERASMUS
AND STUDY ABROAD IN TSM

TSM Management Committee - Sub-Committee on
TSM Erasmus and Study Abroad 2015/16

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Protocol for the Management of Erasmus and Study Abroad in TSM

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Protocol for the Management of Erasmus and Study Abroad in TSM

This document outlines agreed procedures for the management of Erasmus and Study Abroad in TSM in all TSM Schools and Departments. This Protocol has been approved by the TSM Erasmus and Study Abroad sub-committee of the TSM Management Committee for use by all TSM Departments and Schools in the management of Erasmus and Study Abroad exchanges in which TSM students participate. The aim of the Protocol is to ensure the smooth running of the Erasmus and Study Abroad exchanges across TSM, in order that students are treated fairly and equally by all subjects/areas.

1. Contact person responsible for coordinating all outgoing TSM Erasmus and Study Abroad student issues

1.1 Study Abroad Coordinator
Each TSM department (or school in the case of single discipline schools) nominates a 'Study Abroad Coordinator' (hereafter Coordinator). This designated person must be an academic member of staff. Each department/school will decide on who is best placed to fulfil this role in their area. He/she will be the primary point of contact in that department for all outgoing TSM students intending to participate on an exchange (Erasmus or other study abroad arrangement). A description of the role and responsibilities of the Coordinator is available at the end of this document.

2. Responsibility for approving a student’s participation

2.1 Approval procedure
Student participation in an exchange is subject to the approval of both departments. The Coordinators in both TSM subjects must be satisfied that the course content of the proposed study abroad university meets the academic requirements of their subject/department before giving approval for student participation.

It is the students’ responsibility in the first instance to seek information from the host university on course content in each subject, in order to ensure that it meets the academic requirements of each of their subjects/departments. In some cases universities do not respond to student enquiries. In this situation it is the responsibility of the Coordinator in the organising department to assist the student.

Approval from both departments should be sought by students well in advance of the relevant deadline.

The non-organising department has the right to refuse a student permission to participate on a particular exchange if it is not possible for the student to meet departmental year-abroad requirements.

2.2 When approval is withheld

2.2.1 Pattern C Exchanges
Where the Coordinator in the non-organising subject/department is not satisfied with the course content of the proposed exchange, the student must be informed that they do not have that department’s approval to participate.

If the student is a Senior Freshman student, intending to participate in an exchange in their Junior Sophister year, they may apply to follow Pattern C. In Pattern C students follow only one subject.
while on a full-year exchange in their JS year. On their return to Trinity, they continue their studies in that one subject only in their SS year. In this way they have a degree in one subject only. The Junior Sophister year abroad accounts for 50% of the overall degree result, and the Senior Sophister year in Trinity accounts for 50% of the overall degree result. Students must complete the relevant form provided by the TSM Course Office and receive approval from both departments prior to departure (the deadline is the last day of Hilary Term in their SF year).

2.2.2 Transfer to another Course in Trinity
Alternatively students may wish to apply to transfer to a single honors subject if it exists and if they are eligible to do so (standard transfer requirements apply).

2.2.3 Permission to Participate
If Pattern C is not available (e.g. in a Senior Freshman exchange) or is not approved by the relevant Coordinators, or the student is unable or unwilling to transfer, the student will not be permitted to participate in the exchange.

3. Academic requirements for participation in an outgoing exchange
Students intending to participate in an exchange / study abroad must normally achieve a minimum grade of II.2 in each subject at the annual examinations immediately prior to the exchange. Some subjects\(^1\), however, require a minimum grade of II.1 to participate. Students must check the requirements in each of their departments. This requirement also applies to students who intend following Pattern C.

Students who must supplement may participate in the exchange at the discretion of the relevant department(s). They must also achieve the minimum grade requirement.

4. Allocation of Places
Places are allocated on the basis of criteria defined by the organising department.

5. Eligible academic year
Departments decide in which year(s) students are permitted to participate in an exchange. College regulations permit students in their SF and JS years to participate in study abroad exchanges. Students are strongly advised against participating in their Senior Sophister year and, in compliance with College regulations, may not extend a stay in this year beyond Michaelmas Term. The TSM website publishes in which year each subject permits exchanges.

6. Half-Year / One-Semester exchanges
Half-year / one-semester exchanges may suit some students better; equally, some departments do not permit students to go abroad for a full year in their JS year in Pattern B. However, it may not be possible to permit half-year exchanges in some subjects or in some countries. Half-year exchanges can be complicated for a number of reasons:

\(^1\) List subjects which require a II.1
6.1 Course structure
One-semester modules or full-year modules which can easily be split must be available in both 
departments in order for a student to participate in a half-year exchange.

6.2 Academic Terms
Some departments/schools prefer students to be away in Michaelmas term and to return to Trinity 
for Hilary term in order to sit annual exams. Departments/schools may decide whether they are 
prepared to permit students to participate in half-year exchanges in their subjects, and if so, which 
term(s).
The TSM Course Office publishes details on the semesters in which students are permitted to 
participate on half-year exchanges on the TSM website.

6.3 Balance of subjects
Students must study both subjects equally when abroad. It is not possible to study only one subject 
when abroad, and the other on the return to TCD. The half-year exchange must suit the full 
requirements of both subjects. If not, permission for participation should not be granted.

6.4 ECTS credits or equivalent in non-EU programmes
ECTS credits from EU universities should be taken at face value, and accepted as equivalent to the 
Trinity credit system. Other credit systems exist in the US, Australia and other non-EU countries. 
Information about these systems is published on the TSM website as it becomes available. Prior to 
agreeing to a student’s participation in a non-EU programme, Coordinators must ascertain the Non- 
EU ECTS equivalent of the programme in order to meet the TSM credit requirement.

6.5 Credits
It is the responsibility of the Coordinator to ensure that students are taking the minimum required 
number of credits for their subject. The Coordinator must advise students of their requirements 
before they leave.

The student must have their learning agreement approved by both Coordinators in Trinity either 
before departure or within three weeks of arrival at the host university. The Coordinator must check 
the learning agreement to ensure the student is taking suitable modules with sufficient credits. If 
there are insufficient credits or the modules are not suitable, the Coordinator must instruct the 
student to increase/amend their module choices. It may be necessary to amend the learning 
agreement.

On receipt of the results at the end of the exchange the Coordinator must check that the credits 
obtained match the learning agreement.

6.6 College ECTS Requirement
College requires students to obtain a minimum 45 ECTS credit when abroad on a full-year exchange.

6.7 TSM ECTS Requirement:
In TSM this requirement is further clarified as follows:

6.7.1 Full-Year Exchanges
TSM students participating in a full-year exchange must obtain a minimum 22.5 credits in each 
subject in order to rise with their year. Students are strongly advised to take more than the 
minimum 45 credits in case of failure in some elements. In order to rise with their year students 
must pass at least 45 credits overall and at least 22.5 credits in each subject.
6.7.2 Half-Year Exchanges
Students must obtain 15 credits in each subject in the semester they are in Trinity. While abroad, students must obtain a minimum of 10 credits in each subject. Students will then have a minimum of 50 credits for the full year. In order to pass each subject and pass the year, students must pass their credits while in Trinity according to TSM regulations and pass a minimum of 10 credits in each subject when participating in an exchange.

6.7.3 ECTS credits
ECTS Credits (or equivalent) in each subject must be distributed equally over each semester.

6.8 Department Responsibility
Departments are responsible for ensuring their subject modular credit structure is suitable for half-year exchanges, if they wish to permit such exchanges.

7. Collation of results.
- The organising department’s Coordinator is responsible for requesting results for students in both of their subjects from the host university. Coordinators may request students to assist in the collation of their results from the host university.
- The organising department’s Coordinator will forward a copy of the results to the other department’s Coordinator.
- Any delays or problems in receiving results will be communicated by the organising department Coordinator to the other department’s Coordinator.

8. Conversion of results
- The Coordinator in each department checks that the modules taken match those agreed with the student for their subject in the learning agreement.
- The Coordinator in each department checks the credits for their own subject.
- The Coordinator in each department converts the results for their own subject.
- The relevant College-approved conversion table must be used in all cases. The aim of the conversion table is to ensure that all students’ results are treated fairly and equally. If, for exceptional reasons, a department deviates from the conversion table, they must inform the TSM Course Office in writing, stating the reasons for the deviation. This information will be noted and considered by the TSM Course Director, and possibly the relevant TSM Court of Examiners. The TSM Course Office publishes all available conversion tables on its website. For exchanges for which there is no agreed conversion table, the organising department Coordinator is responsible for seeking information on the grading and credit schemes in the relevant country and circulating that to the other department(s) and the TSM Course Office. Proposed changes to College-approved conversion tables must be processed through the International Committee.
- Where there is a range of possible TCD marks linked to a certain grade awarded by the host university, the top of the range should be used, unless evidence is provided to suggest otherwise.
- Once converted the results must be forwarded to the Head of Department, or their nominee.
9. Calculating marks

- The Head of Department, or their nominee in each department, weights the results according to their credit value, in keeping with the calculation of all results in Trinity.

- In full-year exchanges in order to rise with their year students must pass at least 45 credits overall and at least 22.5 credits in each subject. In half-year exchanges, in order to pass each subject and pass the year, students must pass their credits while in Trinity according to TSM regulations and pass at least a minimum of 10 credits in each subject when participating in an exchange.

- The Head of Department, or their nominee, must take the best 22.5 (or nearest to it) credits when calculating the students overall results for a full-year exchange. And the best (or nearest) 10 credits should be used when calculating results for a half-year exchange. Where there is a choice as to which modules to include in the calculation, preference is given to relevant core modules in the first instance, then to the highest scores.

- In the case of half-year exchanges, the Head of Department, or their nominee, is responsible for combining the results from abroad with results from Trinity for presentation at local court of examiners.

- Results for study abroad students have the same status as results obtained by all other TSM students in that standing. They must be considered at departmental examination courts for that standing, and moderated by the external examiner in degree years.

- All results must have the approval of the Head of Department before submission to the TSM Course Office for the TSM Court of Examiners meeting.

- Full-year and Hilary-Term study abroad results are heard at the September TSM Court of Examiners. Results for students who were away in Michaelmas term on a half-year exchange are heard at the Annual TSM Court of Examiners.

- The TSM Course Office informs Coordinators of the TSM results deadline so that they can receive, check, convert and forward all results to their Head of Department on time.

- Departments return the overall mark for their subject for study abroad students together with marks for non-abroad students to the TSM Course Office.

9.1 Compensation Regulations

**Full-Year Exchange:** No compensation is permissible for students on a Full Year exchange.

**Half-Year Exchange:** Limited compensation is permitted for TSM students participating on a half-year exchange. The compensation regulations that would normally apply to a particular cohort will be applied proportionately in respect of the 30 credits taken in Trinity College only. No compensation is permissible on the credits taken while on exchange. Students participating in a half-year exchange may pass the Senior Freshman or Junior Sophister (Pattern A) year by compensation if they achieve an overall end-of-year mark of 40% or above in each subject and pass a minimum of 25 of the 30 credits required when in Trinity. The failed 5-credit module must be compensatable. Students must achieve a mark of 35% or higher in the failed 5-credit module. Students participating in a half-year exchange may pass the Junior Sophister (Pattern B) year by compensation if they achieve an overall end-of-year mark of 40% or above in each subject and pass a minimum of 20 of the 30 credits required when in Trinity. Within each subject students must pass a minimum of 10 of the 15 credits required when in Trinity. All failed modules must be compensatable. Students must achieve a mark of 30% or higher in one or both of the failed 5-credit module(s).
Senior Freshman
Students participating in a half-year exchange may pass the Senior Freshman year by compensation if they achieve an overall end-of-year mark of 40% or above in each subject and pass a minimum of 25 of the 30 credits required when in Trinity. The failed 5-credit module must be compensatable. Students must achieve a mark of 35% or higher in the failed 5-credit module.

Junior Sophister Pattern A
Students participating in a half-year exchange may pass the Junior Sophister (Pattern A) year by compensation if they achieve an overall end-of-year mark of 40% or above in each subject and pass a minimum of 25 of the 30 credits required when in Trinity. The failed 5-credit module must be compensatable. Students must achieve a mark of 35% or higher in the failed 5-credit module.

Junior Sophister Patter B
Students participating in a half-year exchange may pass the Junior Sophister (Pattern B) year by compensation if they achieve an overall end-of-year mark of 40% or above in each subject and pass a minimum of 20 of the 30 credits required when in Trinity. Within each subject students must pass a minimum of 10 of the 15 credits required when in Trinity. All failed modules must be compensatable. Students must achieve a mark of 30% or higher in one or both of the failed 5-credit module(s).

10. Emergencies

10.1 Communication of Emergencies
Students are responsible for keeping both Coordinators informed of any situation that may affect their period of study abroad.

10.2 Early Return to College
It is sometimes necessary for a student to cut short their study abroad for serious personal or academic reasons. In these situations the student’s best interests are considered in all decisions. Academic reasons include the absence of appropriate modules in either subject. This should be reported to Coordinators as soon as possible and indicated on the learning agreement form. In all emergency cases where students wish to return to Trinity College they are required to return by week 4 of the relevant teaching term in Trinity College. Students going out for a full-year or a half-year exchange in Michaelmas term should return by week 4 in Michaelmas term. Students going out for a half-year exchange in Hilary Term are required to return by week 4 in Hilary term. Requests to return to Trinity after this deadline are only considered in exceptional circumstances and require the approval of both heads of department. In the case of a student returning to Trinity to a subject with full-year only modules, flexibility in terms of assessments and credits is required, while still requiring the student to pass the year in keeping with all other students. The student is required to take the maximum credits possible. If necessary, additional assessment may be required, in keeping with College regulations.

10.3 Disruption and Assessment
In some instances there may be disruption at the host university such as strike action etc. There are College regulations on how students abroad may be assessed (see Appendix 5). Additional assessments in keeping with these regulations may be set. In the case of a serious disruption, Senior Lecturer approval for requirements outside the regulations may be required.

10.4 Coordination
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In all emergency situations, while the organising Coordinator will be the primary Coordinator, there must be coordination between both Trinity Coordinators in the resolution of the situation.
Appendix

Roles and Responsibility
The roles and responsibilities specified here are extrapolated from the main document and included here to guide and assist individuals / areas regarding specific areas of responsibility. The main document above should be referred to in the first instance.

1. TSM Department / School
Each department is responsible for:

1.1 Agreeing and communicating information on Department/School policy and requirements:
- Nominating a ‘Study Abroad Coordinator’ (hereafter Coordinator) in their department/school to be the contact person for all outgoing TSM students;
- Deciding on the minimum grade required by students to participate for their subjects(s): this must be a minimum of II.2, but can be a minimum of II.1, if preferred;
- Deciding which cohorts of students are permitted to participate in an exchange: students may be in the SF or JS years or either, depending on departmental academic requirements. Exchanges in the SS year (MT only allowed) are strongly advised against;
- Deciding whether half-year exchanges are permitted in their subject(s), and if so, in which countries, and if so, in what semester (MT, HT or either);

1.2 Ensuring that course structures are compatible with policy
- Ensuring that their course/module structure is compatible with half-year exchanges;
- Ensuring their ECTS credit structure is compatible with half-year exchanges, if they wish to permit such exchanges;

1.3 Processing student participation in exchanges
- Approving student participation in an exchange in their department. The non-organising department has the right to refuse a student permission to participate on a particular exchange if it is not possible for the student to meet departmental year-abroad requirements;
- Allocating places. Places are allocated on the basis of criteria defined by the organising department;

1.4 Keeping TSM Office and International Committee informed of proposed changes to/deviations from agreed conversion tables
- Communicating any deviation from the approved TSM conversion tables in writing to the TSM Course Office, stating the reasons for the deviation;
- Communicating any proposed changes to the TSM conversion tables to the International committee;

1.5 Processing examination results
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- The Head of Department, or their nominee, is responsible for receiving the converted results from their Coordinator and calculating total marks for each student in their subject(s) as follows:
  - Weighting the calculation of the results according to their credit value, as per the calculation of all results in Trinity;
  - Taking the best set of relevant results when calculating the students overall results. Where there is a choice as to which modules to include in the calculation, preference is given to relevant core modules in the first instance, then to the highest scores;
  - In the case of half-year exchanges, combining the results from abroad with results from Trinity;
  - Ensuring that results for study-abroad students have the same status as results obtained by all other TSM students in that standing. They must be considered at departmental examination courts for that standing, and moderated by the external examiner in degree years;
  - The Head of Department is responsible for approving all results before submission to the TSM Course Office for the TSM Court of Examiners meeting;
  - Returning the overall mark for their subject for study abroad students together with marks for non-abroad students to the TSM Course Office, by the relevant deadlines.

1.6 In emergency situations, Departments are responsible for:
- Deciding on whether a student may return to college after the weeks specified above. Such requests are only considered in exceptional circumstances and require the approval of both heads of department;
- Deciding on any additional assessment requirements for students whose studies were affected by disruption at the host university, such as strike action etc., in keeping with College regulations on how students abroad must be assessed. Departments are responsible for seeking Senior Lecturer approval for assessment requirements outside the regulations.

2. Study Abroad Coordinator
The Study Abroad Coordinator is the departmental nominated contact person for Erasmus and Study Abroad. This designated person must be an academic member of staff. They are the primary point of contact in a department for all outgoing TSM students on Erasmus exchanges and all other study abroad exchanges, including Australia, US etc., the Coordinator will be responsible for:

2.1 Prior to approval
- In the organising department, informing students of their departmental exchanges, and specifying academic requirements for (a) eligibility to participate in exchanges and (b) module selection in the host university.
- In the non-organising departments, assisting students who wish to participate in an exchange organised by another TSM department in order to ensure the exchange meets the academic requirements of their subject.
- It is the student’s responsibility to obtain course information from the host university for the non-organising subject, to ensure that it meets their subject/department’s academic requirements. Where this information is not provided to students, the Coordinator in the relevant department will assist the student in this regard.
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- The Coordinator in both TSM subjects must be satisfied that the course content of the proposed study abroad university meets the academic requirements of their subject/department before giving approval for student participation.
- In the non-organising department if the Coordinator is not satisfied with the course content of the proposed exchange the student must be informed that they do not have that department’s approval to participate.

2.2 Approval and prior to exchange
- Signing off on all Erasmus and study abroad forms.
- Liaising with all TSM outgoing students.
- Ensuring that students are taking the minimum required number of credits for their subject. The Coordinator must advise students of their requirements before they leave.
- Approving the students learning agreement for their subject before departure or within three weeks of arrival at the host university. The Coordinator must check the learning agreement to ensure the student is taking suitable modules with sufficient credits. If there are insufficient credits or the modules are not suitable, the Coordinator must instruct the student to increase/amend their module choices. It may be necessary to amend the learning agreement. On receipt of the results at the end of the exchange the Coordinator checks that the results match the learning agreement.

2.3 During exchange
- Be the first point of contact for students or their tutors when students are experiencing difficulties while abroad.
- In all emergency situations, while the organising Coordinator will be the primary Coordinator, there must be coordination between both Trinity Coordinators in the resolution of the situation. The Coordinator should be contacted by students when they are experiencing difficulties and they should liaise with Heads of Departments on their possible early return and any additional assessments that may be required.

2.4 Obtaining and converting results
- The organising department’s Coordinator is responsible for requesting results for students in both of their subjects from the host university.
- The organising department’s Coordinator forwards a copy of the results to the other department’s Coordinator.
- Any delays or problems in receiving results are communicated by the organising department Coordinator to the other department’s Coordinator.
- The Coordinator in each subject/department checks that the modules taken match those agreed with the student for their subject on their learning agreement.
- The Coordinator in each subject/department checks the credits for their own subject.
- The Coordinator in each subject/department converts the results for their own subject, using the College-approved conversion table in all cases.
- Communicate and discuss any proposed deviation from the conversion table with the Head of Department.
- Once converted the results must be forwarded to the Head of Department.
2.5 Other
For exchanges with no prior approved conversion table or ECTs equivalencies, the organising department’s Coordinator is responsible for seeking information on the grading and credit schemes in the relevant country and circulating it to the other department(s) and the TSM Course Office.

3. TSM Student
TSM students wishing to participate in an Erasmus / Study abroad exchange are responsible for the following:

3.1 In advance of exchange
- Checking the requirements for both subjects with the relevant departments Study Abroad Coordinator.
- Ensuring that they satisfy the requirements and approval criteria of both subjects/departments, including the minimum grade required in each subject, and be approved to participate by both subjects/departments.
- Seeking information on the exchange for both subjects, in particular, all module and academic information for the non-organising department.
- Seeking approval from both departments well in advance of the relevant deadline.
- Where the intending student is registered with the Disability Office or has known health issues the student is advised to inform the Coordinator in both subjects/departments and their tutor, and they may also wish to consult the Disability Office. If students wish a disability to be taken account of in connection with the study abroad, it is their responsibility to notify the Coordinator at the time of application.

3.2 During the exchange
- Keeping in contact with both Coordinators in relation to all aspects of the exchange.
- Satisfying the module and credit requirements for both subjects in accordance with College and TSM regulations.
- Discussing any proposed changes to their learning agreement with the Coordinator(s).
- Assisting Coordinators in the collation of their results from the host University, if requested to do so.
- Keeping both Coordinators informed of any situation that may affect their period of study abroad, e.g. early return to College, issues with assessment requirements etc.
- Students must be aware of the conversion of their grades for the University they are going to. These are available on the TSM website here [http://www.tcd.ie/TSM/current/erasmus.php](http://www.tcd.ie/TSM/current/erasmus.php)

4. TSM Course Office/Course Director

4.1 The TSM Course Office/Course Director is responsible for:
- Collating and updating a list of all Coordinators in TSM departments/schools and publishing it on the TSM Course Website;
- Collating all TSM and College approved conversion tables and ECTs equivalencies and publishing them on the TSM Course website;
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- Publishing general Erasmus and Study Abroad information on the TSM Course Website, including a list of host universities together with their organising department, and information on eligibility criteria for each exchange;
- informing all Coordinators of the TSM results deadline so that they can receive, check, convert and forward all results to their Head of Department on time. Convening an annual meeting of all Coordinators in TSM to discuss issues of mutual interest and concern;
- Requesting major/minor and pattern choice forms from all intending outgoing students in their JS year, by the end of Hilary term in their Senior Freshman year, including Pattern C choices.

4.2 The TSM Course Office is not responsible for:

- Collating or converting TSM Erasmus and Study Abroad results.

5. Erasmus and Study Abroad (College Calendar Part II)

To facilitate student mobility, students may be permitted to satisfy the requirements of their year, in whole or in part, by study abroad under an approved ERASMUS exchange or other exchange programme approved by the Vice-President for Global Relations with the assessment at the host university counting as part of the student’s academic record in College. The maximum period for such study is one academic year and the minimum period is three months. Arrangements governing specific exchange programmes are made by the school, department or course office concerned, subject to the following regulations of the University Council:

(a) work examined abroad will not be examined in Trinity College;

(b) students studying abroad will not be expected to be examined in work taught in Trinity College during their absence; candidates for moderatorship in modern languages may however be required to submit to assessment in language competence;

(c) students studying abroad for a full academic year must obtain not less than 45 ECTS credits, or equivalent, from the host university in order to rise with their year;

(d) study abroad in the Senior Sophister/final degree year should not extend beyond Michaelmas term of that year; (Students who study abroad for their Junior Sophister year under these regulations may nevertheless be eligible for the award of an ordinary B.A. on successful completion of that year according to the specific regulations for their course)

(e) assessment of modules taken in the overseas university should be weighted in the calculation of the final degree result as if the modules had been taken in this university.

71 Students who achieve a first class honors grade in their overall results on an ERASMUS year abroad may be awarded a book prize (value under review). These prizes are not awarded in the Senior Sophister or final year.

These prizes, which are issued in the form of vouchers, can be exchanged by the student at designated booksellers. Book prizes may be collected from the Academic Registry by the award holder in person.
72 Students who, with the approval of their school(s) and department(s) and while remaining ‘on books’, spend a year or part-year of study at an ERASMUS partner university, continue to be liable to pay to College the full annual fee for their course, at E.U. or non-E.U. rates according to their status at the point of admission to College. No fees are payable by students to the partner institution.

73 Students who, with the approval of their school(s) or department(s) and while remaining ‘on books’, spend a year of study at a foreign university with which there is a formal exchange agreement, must register at Trinity College in the normal way and shall continue to be liable to pay full annual fees to the College. (Where students are eligible for the free fees initiative or qualify for a higher education grant they will not be required to pay the tuition fee element of the amount due to the College as this will be claimed on their behalf from the Higher Education Authority or local authority or SUSI as appropriate) Where a student is also required to pay fees at the foreign university, the College will reimburse the student up to a maximum of half the tuition fees paid to Trinity College. The College has made special provision for students following approved programmes at Russian universities whereby the College will reimburse the student for (E.U.) fees paid at the foreign university up to a maximum of the annual fee paid to Trinity College less the student contribution and the student Sports Centre charge. In the case of students participating in the Ecole des Hautes Etudes Commerciales (H.E.C.) programme, Trinity College will transfer to the foreign university a maximum of the annual (E.U.) fee less the student contribution and the student Sports Centre charge. Students participating in an exchange approved by the Irish National Agency are eligible for a grant to offset some of the travel and living costs.

74 The University of Dublin has an agreement of co-operation with the Universities of Edinburgh, Strathclyde and Aberdeen and the Queen’s University, Belfast. The academic disciplines involved include Irish history, Scottish history, Anglo-Irish and Scots literature, Irish and Gaelic languages and literature.

The agreement provides for collaboration in relation to both staff and student activities.

75 Students in good academic standing who, with the approval of their school(s) or department(s), wish to study abroad at an institution with which Trinity College has not entered into an agreement providing for student mobility, may apply through their tutor to the Senior Lecturer for permission to go off the books, normally for a period of one year.
6. TSM and Erasmus/Study Abroad Results – 2014/15

Step 1  Subjects convert results and calculate the credit-weighted average outside of SITS.²

<table>
<thead>
<tr>
<th>Length of exchange</th>
<th>Number of credits from the host institution in each subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-year</td>
<td>minimum 22.5 (or nearest above it)</td>
</tr>
<tr>
<td>Half-year</td>
<td>minimum of 10 (see Note 1)</td>
</tr>
</tbody>
</table>

Note 1:  Students are required to take 15 credits in each subject during their half-year in Trinity.

Note 2:  Where there is a choice of modules from the host institution to be factored into the calculation, preference should be given to relevant core modules in the first instance, then highest scores.

Step 2  Consult the SITS user guide re Progression: Study Abroad/ Exemption credits³

Step 3  Access the ‘Amend Student’ input screen in SITS

  Awarding Institution: Enter ‘900’ (to indicate that the results are achieved from an external University) and Tab (this will bring up the title ‘Other – Outside Ireland’)

  Enter the name of the host institution in the note field (optional)

  Ignore the ‘exemption’ credits field (this does not apply to TSM)

Step 4  Awarding credits

Full-year exchange:

<table>
<thead>
<tr>
<th>Credit value awarded at TCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental session: Full year exchange students who have taken a minimum of 22.5 credits and obtained a PASS result</td>
</tr>
</tbody>
</table>

30 credits per subject

Half-year exchange in MT:

<table>
<thead>
<tr>
<th>Credit value awarded at TCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Session: Module results from TCD</td>
</tr>
</tbody>
</table>

15 credits per subject

<table>
<thead>
<tr>
<th>Credit value awarded at TCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Session: Module results from host university</td>
</tr>
</tbody>
</table>

15 credits per subject

Half-year exchange in HT:

<table>
<thead>
<tr>
<th>Credit value awarded at TCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Session: Marks and credits should exist in SITS for the modules taken in Trinity in MT</td>
</tr>
</tbody>
</table>

15 credits per subject

<table>
<thead>
<tr>
<th>Credit value awarded at TCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Session</td>
</tr>
</tbody>
</table>

No credits should be entered at this stage for the study abroad period.

<table>
<thead>
<tr>
<th>Credit value awarded at TCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental session: Enter credits</td>
</tr>
</tbody>
</table>

15 credits per subject

All scenarios: Zero credits

<table>
<thead>
<tr>
<th>Credit value awarded at TCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who have taken the required number of credits and obtained a FAIL result</td>
</tr>
</tbody>
</table>

0 credits

<table>
<thead>
<tr>
<th>Credit value awarded at TCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who have taken the fewer that the required number of credits and obtained a PASS or FAIL result</td>
</tr>
</tbody>
</table>

0 credits

Note 3:  The Harmonised Compensation rules DO NOT apply to results achieved abroad for TSM students. The reduced credit requirement for these students is used instead.

Step 5  Entering result:

Enter the overall result in the student input screen section of SITS in the usual way. TSM Erasmus/Study Abroad results are entered in SITS as a single overall subject result, not as individual module results.

<table>
<thead>
<tr>
<th>Annual session</th>
<th>Half Year Michaelmas Term Exchange</th>
<th>enter marks for TCD HT modules (up to 15 credits per subject) and one mark for exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual session</td>
<td>Full Year and Half Year Hilary Term exchanges</td>
<td>return as ‘NQP-EXT INST’ (which indicates we are awaiting results from an external institution)</td>
</tr>
<tr>
<td>Supplemental session</td>
<td>Full Year exchanges</td>
<td>Enter one mark</td>
</tr>
<tr>
<td>Supplemental session</td>
<td>Half Year Hilary Term exchanges</td>
<td>enter marks for TCD MT modules (up to 15 credits per subject) and one mark for exchange</td>
</tr>
</tbody>
</table>

² The TSM rules on conversion and calculation are available at http://www.tcd.ie/TSM/assets/pdf/ProtocolTSMErasmusStudyAbroadFeb13.pdf

³ https://www.tcd.ie/local/genesis/training/assets/docs/Quickguides/Study%20Abroad%20-%20Exemption%20Credits%20Quick%20Reference_v2.1.pdf
Note 4: If students and their overall subject results do not appear on the TSM Subject Court Report for the annual exam court reports, please prepare a separate excel spreadsheet listing your students and showing an overall grade of "NQP-EXT INST".

Note 5: Overall Subject Result: The calculation of the overall subject result is done by SITS and appears on the TSM Subject Court Report. A separate report is to be made available to show the result and credit achieved abroad as this detail does not appear on the subject report.

TSM Court of Examiners

Annual Court:
1. Students on a Half Year Michaelmas Term Exchange are approved by the Annual Court.
2. All other Exchange students (Full Year and Half Year Hilary Term exchanges) must be returned as ‘NQP-EXT INST’ which indicates we are awaiting results from an external institution. Do not enter any credits or marks for these students at this stage.

Supplemental Court:
1. All Exchange students (Full Year and Half Year Hilary Term exchanges) who did not have marks approved at the Annual Court are approved by the Supplemental Court.