



Trinity College Dublin

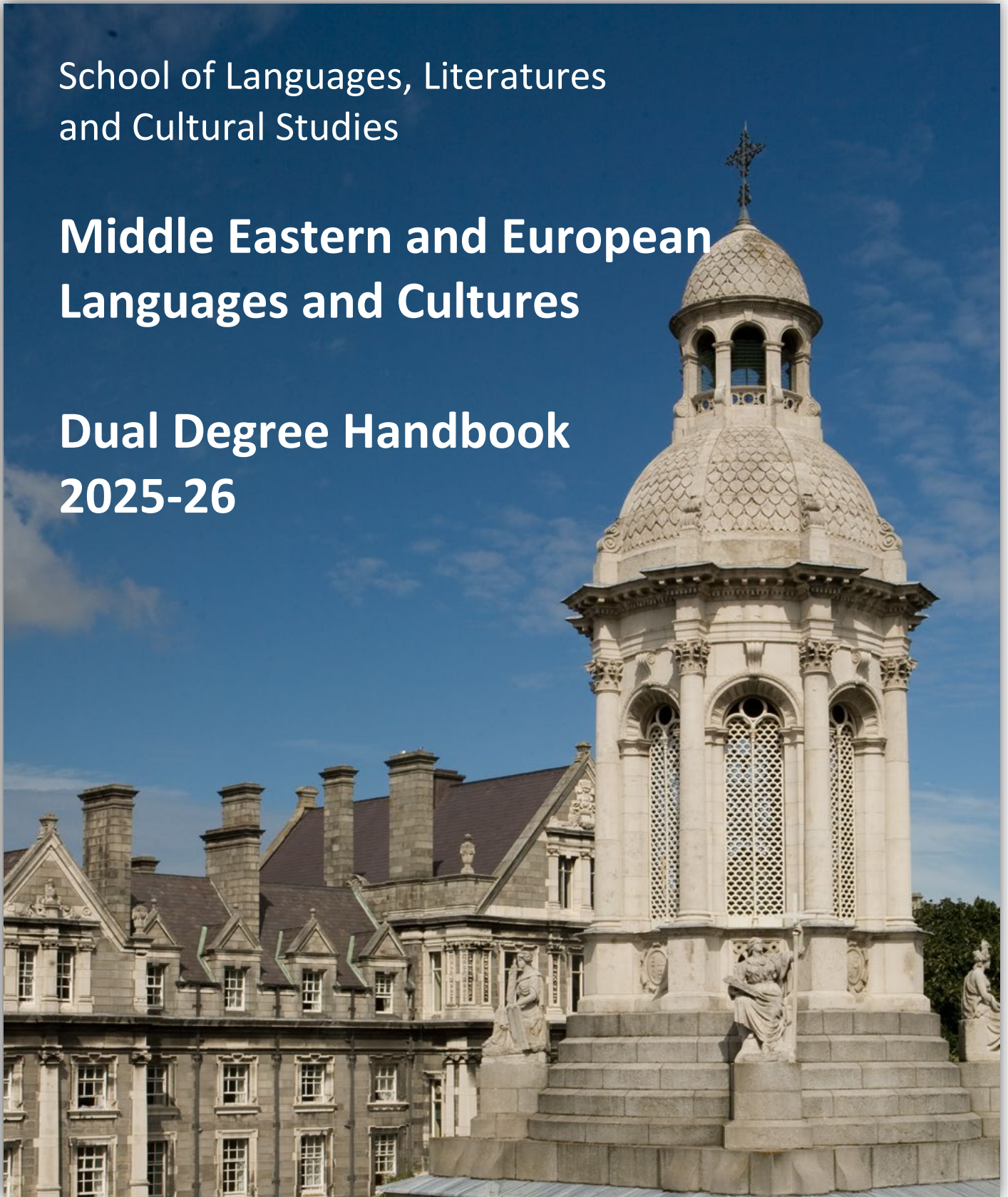
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Languages, Literatures
and Cultural Studies

Middle Eastern and European Languages and Cultures

Dual Degree Handbook 2025-26



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1. GENERAL PROGRAMME INFORMATION

1.1 Introduction

This handbook provides information on course structure for students of the dual degree Middle Eastern and European Languages and Cultures (MEELC) Dual B.A. Programme between Trinity and Columbia University. The MEELC Dual Degree comprises a wide range of modules drawn from departments across the School of Languages, Literatures and Cultural Studies (SLLCS), plus some created especially for MEELC (those whose code starts with MLU).

[Current Dual Degree students should review the Trinity Columbia B.A. Dual webpage and handbooks](#) for general information and practical guidance about this programme of study.

The Middle Eastern and European Languages and Cultures (MEELC) Dual Degree comprises a wide range of modules drawn from departments across the School of Languages, Literatures and Cultural Studies, plus some created especially for MEELC (those whose code starts with MLU).

1.2 Staff Contact Details

Departmental Coordinators

Every department in SLLCS that is involved in MEELC has a dedicated MEELC Coordinator.

Staff Name	Role	Email	Room No.
Dr. Katerina García	MEELC Programme Director	kgarcia@tcd.ie	5058
Dr. Edward Arnold	French	Edward.Arnold@tcd.ie	4106

Dr. Igor Candido	Italian	candidoi@tcd.ie	4080
Dr. Clemens Ruthner	German	Clemens.Ruthner@tcd.ie	5068
Ms. Carmen San Julián	Spanish	carmens@tcd.ie	3037
Dr. Martin Worthington	NMES	worthinm@tcd.ie	5045
Dr. Balázs Apor	Russian and Polish	aporb@tcd.ie	4082
Dual B.A. Office	Trinity	ColumbiaDualBA@tcd.ie	3135
Dual B.A. Officer (Columbia)	Columbia	gsinternational@columbia.edu	

1.3 Key Locations

Please be aware of the office opening hours, where possible it is advised that you make an appointment in advance. In the email subject line include your student number and course of study.

School of Languages, Literatures and Cultural Studies (SLLCS)

Office hours

Monday to Friday, 9.30am to 12.30pm and 2.30pm to 4.30pm.

Undergraduate Office

The Undergraduate Office is located in Room 5080 on the 5th floor of the Arts Building, students are welcome to call in [during office hours](#).

Nature of query	Office location	Email
Undergraduate Office: general undergraduate queries and transcript requests	Room 5080 5 th floor, Arts Building	undergraduate.sllcs@tcd.ie
European Studies		

Middle Eastern and European Languages and Cultures		
Undergraduate timetables	Room 5080	timetables.sllcs@tcd.ie
Erasmus and Study Abroad	Room 5080	erasmus.sllcs@tcd.ie
School Office: School operations, finance and HR	Room 5042	

Undergraduate Degree Programme Offices

It is advised that students make an appointment in advance, where possible. In the email subject line include your student number and course of study.

Programme	Office location	Email
<u>Trinity Joint Honours</u>	Room 3135, Arts	joint.honours@tcd.ie
<u>TJH Open Modules</u>	Building (<u>office hours</u>)	open.modules@tcd.ie
<u>TJH Erasmus and Study Abroad</u>		tjh.erasmus-studyabroad@tcd.ie
SLLCS Erasmus and Study Abroad Co-ordinator	Room 5080, Arts Building	erasmus.sllcs@tcd.ie
<u>Business Studies and a Language</u>	Trinity Business School	business@tcd.ie
<u>Trinity Columbia Dual B.A.</u>	Room 3135, Arts	ColumbiaDualBA@tcd.ie
Dual B.A. Columbia University Officer	Building	gsinternational@columbia.edu
<u>Law and a Language</u>	School of Law, House 39, New Square	law.school@tcd.ie
<u>Computer Science, Linguistics and a Language (CSLL)</u>	Room 4091, Arts Building	clcsinfo@tcd.ie

The [School website](#) includes details of key locations such as the Academic Registry, the School Office and the Library.

1.4 Key Dates

A copy of the current [Academic Year Structure](#) is available on the Trinity website.

Professors will provide key assessment dates on Blackboard.

1.5 Timetables

Students can access their timetables through [My.tcd.ie](#) or the [Trinity Live app](#). If any timetable clashes occur, contact timetables.slcs@tcd.ie.

2. Dual Degree Programme (Trinity)

2.1 The first two years at Trinity

You spend the first two years of the Dual Degree at Trinity, and your syllabus during this time is the same as that as any other MEELC student (**except** you may additionally attend lectures at the end of your second year for the optional module Ideas and Perceptions of Europe, see Section 4 below). For policies which apply during the first two years of the Dual Degree, refer to the School Handbook and [MEELC Handbook](#).

The marks gained during your first two years will not count towards your Trinity degree, however you should consult [Columbia's own guidelines](#) directly. Your marks from the first two years will appear on your Trinity transcript, and a strong performance in them may well be useful in gaining internships and/or impressing employers.

You need to successfully complete all your Trinity modules in order to progress to Columbia.

2.2 Choosing your second-year modules

When choosing your second-year modules, you do not need to worry about how this will affect you at Columbia: from Columbia's point of view, all students incoming from Trinity MEELC are the same and have the same Columbia options, regardless of which modules they chose at Trinity.

However, when you choose your **Trinity Elective** (a special type of module, run College-wide; you do one of these, in Second Year), bear in mind that some of these are recognised by Columbia as fulfilling their core requirement in Science.

Columbia will notify you in the summer after your first year of which Trinity Electives have this feature. Taking one of these will thus increase your options at Columbia. If you choose a Trinity

Elective which is not on the Columbia 'Science' list, that is permissible, but then you will have to do a Science module at Columbia, reducing your options, and Columbia strongly discourage it.

2.3 Foundation Scholarship

As a registered Trinity student, in your second year you are eligible to apply for the Trinity Foundation scholarship.

Students can research about the Foundation Scholarship on the [Academic Registry webpage](#), and relevant information is also circulated by email. The information specific to Dual Degree students is in the Foundation Scholarship [FAQs](#) (also in respect of the 'perks' offered to them).

2.4 Erasmus/Study Abroad

Trinity-only MEELC students spend their third year abroad (in Europe, possibly also in the Middle East). As a Dual Degree student, you do **not** do this.

You can therefore ignore the communications about arrangements for Study Abroad and/or Erasmus which are circulated to second-year MEELC students.

2.5 Years three and four at Columbia

You spend years three and four at Columbia. Trinity does not need to approve your Columbia modules. Students should follow Columbia's own rules and guidance when making their module selection.

Students should [contact the programme office](#) if they have any questions.

3. Your Trinity Degree

As a Dual Degree student, you graduate up with two separate degrees, one from each institution. To determine how Columbia determines your Columbia grade, students should contact the [Dual B.A. Columbia University Officer](#).

In 2025-26, for the purpose of calculating the Trinity degree classification, the cumulative GPA recorded on the final transcript provided by Columbia University (which includes the marks for both Columbia years) will be combined with the aggregate mark from the additional modules required by Trinity (30 ECTS) on a 50%-50% basis.

Students should refer to [Columbia's conversion tables \(to indicate how the Columbia cumulative GPA will be converted onto the Trinity scale\)](#).

4. Trinity requirements while you are at Columbia

During your time at Columbia, you not only have to fulfil the requirements of Columbia itself, you are also required by Trinity to submit work to Trinity, which Trinity assesses, to a total of **30 ECTS (credits)**. These count towards your Trinity degree.

- **20 ECTS** for a Capstone Project which you write in your Fourth Year
- **10 ECTS** for which you have two options:
 1. MLU3401Y - *MEELC Dual Degree Internship*
 2. EUU3300Y - *Ideas and Perceptions of Europe* module

4.1 Enrolment in Trinity modules

Trinity requires you to pass your third year at Columbia. The way this is recognised by the Trinity system is that, at the start of your third year (at Columbia), Trinity will enrol you on a year-long Trinity module:

- MEELC Dual Degree Columbia University JS Year (MLU3333Y) – worth **60 ECTS**

This module is assessed on a pass/fail basis and does not contribute to the calculation of your Trinity degree. You pass it by passing your Columbia modules. (Your third year at Columbia will count towards your Trinity degree, but they will enter the count at a later point in time – see below).

When the third year Columbia results become available (usually after the Trinity annual Court of Examiners), you pass the module MEELC DD Columbia University JS Year (MLU3333Y) in the Trinity supplemental period. This is purely an administrative procedure, and in no way counts against you on your Trinity record.

During your fourth year, you will be enrolled on:

- MLU34CPY: *MEELC Dual Degree Capstone* (20 ECTS)

You will also be retrospectively enrolled on the module you chose (worth 10 ECTS):

- MLU3401Y: *MEELC Dual Degree Internship*
- or**
- EUU3300Y: *Ideas and Perceptions of Europe*

The marks for your Capstone and for your chosen module (Internship or Ideas and Perceptions of Europe) will count toward your Trinity fourth year mark, even if some or all of the work was undertaken before your fourth year.

4.2 Choosing your module (10 ECTS)

Your choice of whether to do the *Internship* or *Ideas and Perceptions of Europe* modules needs to be communicated to [the Trinity Columbia Dual B.A. Programme Office](#) at columbiadualba@tcd.ie, and also by contacting your Dual Degree Academic Advisor at Trinity by the end of Reading Week in Hilary Term in your second year.

The [MEELC Programme Director](#) will meet with Dual Degree students before the reading week in Hilary Term to provide information about these options and their implications.

4.2.1. Ideas and Perceptions of Europe

Information about this module is circulated during your second year. Lectures for *Ideas and Perceptions of Europe* are held in Trinity at the end of your second year.

If you do the module, you will only be formally enrolled on it retrospectively (in fourth year), at but you will not see it on your Trinity [Blackboard](#). Other arrangements will be made for getting course materials and information to you. This will be explained to DD students by the Academic Advisor at a meeting during the first semester.

4.2.2. The Internship

If you choose to do the Internship, after completing your second year at Trinity you should undertake an internship which gives you practical experience of work as encountered by specialists, in an area broadly relevant to MEELC. It should last a minimum of 3-4 weeks and involve you working on a project under the direction of a relevant professional. It is recommended that you do this during your third year (ie. your first year at Columbia), or the summer before or after it.

You are expected to take the initiative in organising the placement, but you will have the advice of your Dual Degree advisor in Trinity. The Trinity Dual Degree advisor needs to approve the placement and project in advance, so as soon as you have an idea for the internship, email them to seek approval.

After the internship is completed, you should request that a short report from the relevant institution or organisation is sent directly to your Trinity Academic Advisor, to ensure satisfactory completion.

The internship is assessed by a reflective essay and submitted through Blackboard at the beginning of the academic year. It should also be emailed to your Trinity Academic Advisor and submitted through the Blackboard module once it is created, at the beginning of your fourth year. For the essay to be marked, it will normally be necessary for the short report from the organisation or institution to have been received.

Reflective Essay on the internship (10 ECTS)

The reflective essay on the Internship should be 1500 words long, it contributes 10 ECTS to your degree.

Reflective essay learning outcomes:

1. Demonstrate the development of professional skills related to the internship experience
2. Identify the completion of performance objectives
3. Demonstrate engagement with the core activities of an organisation or institution
4. Present a critical reflection on the objectives of the internship.

The essay offer intelligent reflections on the experience of the internship, and to outline how the internship furthered or enhanced your academic and personal development.

In general, the essay should demonstrate your ability to reflect on your performance as an intern and to assess the significance of the experience in your academic career. Throughout, it should be supported with specific examples. Like any essay, it should be structured with an introduction, a main body of text and a conclusion.

The introduction should outline the overall context and structure of the internship, explaining your role as an intern, introducing the organisation where the internship was completed, and giving the reasons for choosing the internship in question.

The main text should outline the goals set at the beginning of the internship and the tasks completed with the aim of achieving those goals. It should further reflect on the extent to which said goals were achieved, and why; how the efforts made towards achieving them contributed to your personal, professional and academic development (e.g. what new skills were learned); and how the internship contributed to the work of the organisation. The conclusion should provide a brief summary.

The reflective essay should normally be submitted within 3-4 weeks after the completion of the internship. The essay should be emailed to your Trinity Academic Advisor.

The mark (of which you will be informed within a reasonable time of submitting the work) will only appear on SITS (the Trinity online grading system) in your fourth year, when Trinity will enrol you on the module Internship MEELC Dual Degree (MLU3401Y), which is worth 10 ECTS. The grade for the reflective essay will be the grade for this module.

4.3 Capstone Project

4.3.1 Planning for your Capstone

Given your Columbia workload in fourth year, you are strongly advised to make a start on your Trinity Capstone work over the summer between third and fourth year. Student should start approaching potential supervisors in the Trinity Hilary Term of your third year. The Trinity Capstone Project can be on any aspect of your studies, or on any academic topic of interest to you which is relevant to your Columbia Major and/or MEELC studies.

Selecting a supervisor

You write the Trinity Capstone under the supervision of a Trinity academic. You can either approach one directly or ask your Trinity Academic Advisor for suggestions. Once you have a supervisor, they can help you narrow the topic down. You are strongly advised to approach supervisors by mid-April in your third year, with a view to getting started over the summer.

For those of you writing a Senior Thesis at Columbia, the Trinity Capstone should be distinct from the Senior Thesis (there should, for example, be no verbatim overlap between the two), but it may be related to it: it may be a parallel/complementary project, and/or one which grows out of your Columbia Thesis. If you have any questions about how these rules apply to your case, you should discuss them with your Trinity Capstone supervisor.

The Capstone Project is assessed as follows:

1. **20% – a written research proposal** of 1000 words (including footnotes but not bibliography or any appendices)
2. **50% – an analytical essay** of 5000 words (including footnotes but not bibliography or any appendices).
3. **30% – a *viva voce* examination about your project**, conducted online, with a small panel of academics from Trinity.

4.3.2. Capstone research proposal

The research proposal should offer a concise and clearly structured outline of your initial ideas about your research project, written for a lay academic audience. It is essential to consult a potential supervisor and to do preliminary research in advance of submitting the proposal.

The proposal should include the following components:

1. Title and short description of research project.
2. A brief discussion of the aims and the scope of the project, and a short presentation of the research questions and the proposed hypotheses. Any essential background information should also be provided.
3. A short description of the sources and theoretical framework (if any) to be used in the project.
4. Notice should be given of any difficulties of method which you envisage arising.
5. There should be a brief (and not necessarily comprehensive) survey of previous work on the topic.
6. A short bibliography of 5 to 10 titles should be appended (without being included in the word count).

The proposal and the main text of the Capstone are assessed separately, as self-standing pieces of work. If, owing to legitimate reasons arising from further research, the main text of the

Capstone ends up differing from that the proposal said it would do, this will not be held against you.

4.3.3. The Analytical Essay (5000 words)

This should analyse evidence in order to answer a clearly formulated research question. Due attention should be given to problems of method, and there should be appropriate engagement with relevant scholarship. There should be no significant verbatim overlap with the research proposal.

4.3.4. The Viva Voce

The *viva voce* examination will normally last for 20 minutes. The Undergraduate Office will contact you using your TCD email address after your Capstone has been submitted, to arrange a date and time for the *viva voce* over Zoom/Teams. The examiners will have read your dissertation beforehand.

You should be prepared to defend your project (approach, write-up, methods, conclusions), to explain its relevance and importance, to be probed on your general knowledge of the topic and scholarly literature attaching to it, and to answer questions arising from the discussion.

You are encouraged to practice the viva beforehand (e.g. it would be a good idea to give each other mocks), and (if not on the examination panel) your supervisor may be available for this. The viva will be recorded.

4.3.5. Capstone summary timeline

April of your third year:	<ul style="list-style-type: none">- Contact your Trinity Academic Advisor, explaining what topic(s) you are interested in pursuing. If you are planning to do a Columbia Senior Thesis, you should mention this and explain the relation between the two projects (so that the Advisor can determine whether they are sufficiently distinct).- The Academic Advisor will help you to find a Trinity supervisor. You can also email potential supervisors directly.
Summer between third and fourth year:	<ul style="list-style-type: none">- Do as much of the Capstone work as possible, to reduce your workload in Fourth Year.- Ideally, you should have a rough draft at least of the research proposal by the end of the summer.
Last day of Trinity semester one in your fourth year:	<ul style="list-style-type: none">- Deadline for submission of research proposal for assessment. To be submitted via Blackboard.
End of March in your fourth year:	<ul style="list-style-type: none">- Deadline for submission of the 5000-word written component for assessment. To be submitted via Blackboard.- The precise date of the deadline will be agreed with Columbia, and is set by central College, so as not to clash with your Columbia revision. Once known, the date will be posted on Blackboard.
April-May:	Viva to take place online.