



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



Trinity College Dublin  
COLUMBIA UNIVERSITY  
DUAL BA PROGRAM

# Trinity Columbia Dual B.A. Programme Sophister Years

## 2025/2026



## Contents

1. General Programme Information .....	3
1.1 Introduction.....	3
1.2 Contact Information.....	3
1.3 Contact Details and Locations.....	7
1.4 Dual B.A. Appointments with Trinity .....	10
2. Dual B.A. Student Role in the Programme .....	11
2.1 Communicating with Trinity and Columbia .....	12
3. Grading and Module Regulations for Dual B.A. Students .....	13
3.1 Explanation of ECTS Weighting .....	13
3.2 Recognition of Credits .....	14
3.3 Trinity Sophister Modules.....	14
3.4 Marks and Grades Conversion Table .....	16
3.5 Trinity Assessment Components.....	17
3.6 Blackboard/Virtual Learning Environment (VLE) at Trinity.....	17
4. Teaching and Learning.....	17
4.1 Plagiarism and Referencing Guide .....	17
4.2 Trinity Inclusive Curriculum Project .....	18
5. Trinity University Regulations, Policies and Procedures .....	18
5.1 Trinity College Policies .....	18
5.2 Trinity Data Protection.....	18
6. Progression through the Dual B.A. Programme .....	19
6.1 Progression.....	19
6.2 Continuous Registration at Trinity .....	19
6.3 Structure of Study .....	20
6.4 Off books (Leave of Absence).....	20
6.5 Sophister Repeat Year at Trinity .....	21
6.6 Transcripts/Confirmation of Study at Trinity .....	21
6.7 Evaluation.....	21

7.	Graduation.....	22
7.1	Graduation from the Dual B.A.....	22
7.2	Graduation at Trinity.....	22
7.3	Trinity Graduate Attributes.....	22
8.	Withdrawal .....	23



## **1. GENERAL PROGRAMME INFORMATION**

### **1.1 Introduction**

We hope you enjoyed your time as a Dual B.A. student at Trinity College Dublin, the University of Dublin, and we look forward to supporting your academic journey while at Columbia University in the City of New York. You are an integral member of both academic communities throughout your time in the programme. As a Dual B.A. student, you have the advantage of being a student at two world-leading universities and are subject to the regulations and expectations of both universities throughout your time on the programme

### **1.2 Contact Information**

As a Dual B.A. student, most of your academic contact at Trinity will be with one Department or School, but you will likely need to interact with several different offices across the institution. This section of the handbook aims to make clear the differences and areas of specialisation of each office and the roles of the individuals within it. Your first person of contact for all matters specifically relating to the Dual B.A. at Trinity should be the academic advisor for your course. For any additional support, please contact your Trinity Tutor, the Dual B.A. Office or the Undergraduate Common Architecture Office. Please make sure to inform your parents/guardians that due to data protection legislation, we are unable to respond to parents without explicit approval from you in writing, except in exceptional circumstances, e.g., extreme medical emergencies.

**Trinity Academic Registry:** The Academic Registry (AR) is a central administration unit located in the Hamilton/Watts Building on campus. The AR Service Desk provides face-to-face

assistance for students and staff with queries ranging from Admissions to Graduation and everything in between. Here you will find dedicated student advisors offering a triage service, answering many practical questions quickly and efficiently. They can help with student finance, ID cards, forms, letters, registration, and transcripts. For further support, visit:

[www.tcd.ie/academicregistry/](http://www.tcd.ie/academicregistry/)

**Academic advisor (Trinity):** Your academic advisor at Trinity is a dedicated member of the academic faculty who can advise you on course-specific requirements for the Dual B.A. on the Trinity side. They are there to advise on core modules and any electives you may be eligible to take throughout your time at Trinity. Questions related to your Trinity degree and programme should be directed to this person. You have a Trinity academic advisor for all four years of the programme.

**Academic advisor (Columbia):** Your academic advisor at Columbia is a dedicated member of staff who will advise you on the requirements for the Dual B.A. on the Columbia side of the programme. It is your academic advisor at Columbia who will help you make sure you have met all the requirements for the Columbia Core. In addition, once you transfer to Columbia, you will consult with departmental advisors on the requirements for your Columbia major. Questions related to your Columbia degree and programme should be directed to this person. You have a Columbia academic advisor for all four years of the programme, who will first visit you during the first year of the programme, and they will then seek to meet you again during the second year of the programme, ahead of your transition to Columbia.

**Careers Service:** Both Trinity and Columbia have excellent career services. Make sure to visit the Careers Service and investigate the range of support available to you to help identify opportunities for internships, part-time work (where appropriate), and advice on what careers might be a good match for your skillset. Be sure to take advantage of the advice and networking sessions on offer through both Careers offices! For further support on career services, visit Trinity at [www.tcd.ie/Careers/](http://www.tcd.ie/Careers/) and Columbia at [cce.columbia.edu](http://cce.columbia.edu)

**Trinity College Health Service:** Trinity College Health aims to take a holistic approach to Student Health and, in addition to providing primary health care for all full-time students, it also focuses on the psychological and occupational aspects of Student Health and Health Education. Student consultations are free of charge, with modest charges for additional services. For further support, please see [www.tcd.ie/collegehealth/](http://www.tcd.ie/collegehealth/). Please note that absolute confidentiality is maintained. All medical records are retained in the health centre and do not form part of the Trinity University Student Records. Information is only given to third parties with the patient's consent. Parents cannot book appointments for students.

**Confidentiality:** Please note that both Trinity and Columbia are bound to data protection legislation, which means we cannot share student information with parents without explicit written consent on each occasion that this is required. The relevant legislative acts are the GDPR in Ireland and FERPA in the USA.

**Trinity Disability Service:** The Disability Service aims to develop clear and effective support systems at all stages in the student journey, from entering university to graduation and employment. Students with a disability are encouraged to register with the Disability Service at Trinity to seek support where the disability could affect their ability to participate fully in all aspects of their life in college. For more information on the Disability Services and supports available, visit: [www.tcd.ie/disability/](http://www.tcd.ie/disability/)

**Dual B.A. Director (Trinity):** This person has overall responsibility for the programme at Trinity in both the Faculty of Arts, Humanities and Social Science and in the Faculty of Engineering, Maths, and Sciences.

**Dual B.A. Programme Office (Trinity):** This office acts as a link between the various offices at Trinity and Columbia to support your time on the programme. You will receive emails from the Dual B.A. office at various points during the year to advise you on important activities, required actions and upcoming events. The Dual B.A. office works directly with academic advisors and supports the administrative element of the programme for departments and all Dual B.A. Students.

**IT Services:** As a student at Trinity, you will continue to have access to a @tcd.ie email address. You should use this email address in all correspondence with Trinity College offices and staff. For access or support, visit: [www.tcd.ie/itservices/](http://www.tcd.ie/itservices/)

**Libraries:** Dual B.A. students have access to both Trinity and Columbia's library resources throughout their full programme. The Library of Trinity College Dublin is the largest research library in Ireland, and there are more than 400,000 e-books, as well as millions of online journal articles and 6.5 million books. As a registered Dual B.A. student, you can access all TCD online information resources through the library website from off-campus and while at Columbia University. For further information, visit: [www.tcd.ie/library/](http://www.tcd.ie/library/)

**Trinity College Tutor:** All Dual B.A. students have access to their TCD tutors for all four years of their TCD registration. Your Tutor is a member of the academic staff who is appointed to look after the general welfare and development of the students in their care. The role of a college Tutor is quite separate from that of a lecturer. Tutors are the first point of contact and a source of support for undergraduate students, both on arrival in college and at any time during their

time in college. For example, a Tutee/Student should contact their Tutor for help and advice on issues such as:

- Exam results (e.g., where issues arise)
- Family conflicts
- Bereavement
- Financial difficulties
- Taking a year out/off books/withdrawal
- Further Information available on [www.tcd.ie/seniortutor/](http://www.tcd.ie/seniortutor/)

A Tutor ensures that undergraduate students/tutees are supported and that any negative impact on their studies is reduced. Please be aware that tutors provide confidential help and advice on personal as well as academic issues or on anything that has an impact on a student's life. They will also, if necessary, support and defend a student's point of view in relation to the College.

**Trinity Student Counselling Service:** The SCS offers free, confidential, and non-judgemental support to registered students of Trinity who are experiencing personal and/or academic concerns. The SCS team of qualified counsellors and learning strategists is committed to promoting and protecting well-being and success throughout a diverse student body. They strive to help all Trinity students irrespective of age, disability, sexual orientation, socioeconomic background, gender identity and expression, marital or family status, religion, ethnicity, or culture. For further support, visit: [www.tcd.ie/Student\\_Counselling/](http://www.tcd.ie/Student_Counselling/)

**Trinity Student Services:** As a Trinity student, you are entitled to make use of an extremely broad range of supports, whether academic, social, pastoral, medical, or other. For a full list of student support options and how to access them, please see the Student Services Handbook at [www.tcd.ie/students/supports-services/](http://www.tcd.ie/students/supports-services/). Similar services are available at Columbia, and you are urged to attend all relevant Orientation activities at Columbia as well.

### 1.3 Contact Details and Locations

Course	Staff Name	Role/Title	Room Number	Email address
<b>TRINITY COLLEGE DUBLIN</b>				
<b>Dual B.A. Programme Level</b>	Dr Mark Hennessy	Dual B.A. Programme Director	Museum Building	<a href="mailto:mark.hennessey@tcd.ie">mark.hennessey@tcd.ie</a>
	Ms Danielle Greene	Dual B.A. Programme Officer	Arts Block, 3135	<a href="mailto:columbiadualba@tcd.ie">columbiadualba@tcd.ie</a>
	Ms Mary Frances Kirk	UCA Office Executive Officer		<a href="mailto:mcpeakm@tcd.ie">mcpeakm@tcd.ie</a>
	Ms Marie Mc Peak	UCA Office Manager		<a href="mailto:Undergraduate.sllcs@tcd.ie">Undergraduate.sllcs@tcd.ie</a>
<b>School of Languages, Literatures and Cultural Studies (SLLCS)</b>		Language Module and Tutorial Support	Arts Block, 5080	<a href="mailto:Undergraduate.sllcs@tcd.ie">Undergraduate.sllcs@tcd.ie</a>
<b>Biological and Biomedical Sciences (Neuroscience)</b>	Dr Tomas Ryan	Academic Advisor	152-160 Pearse Street	<a href="mailto:tomas.ryan@tcd.ie">tomas.ryan@tcd.ie</a>
	Science Course Office	Department/ School Support	27 Westland Row	<a href="mailto:science@tcd.ie">science@tcd.ie</a>
<b>Classics, Ancient History &amp; Archaeology (CLAHA)</b>	Dr Monica Gale	Academic Advisor	Arts Block, 6016	<a href="mailto:mrgale@tcd.ie">mrgale@tcd.ie</a>
	Ms Winifred Ryan	Department/ School Support	Arts Block, B6004	<a href="mailto:ryanw1@tcd.ie">ryanw1@tcd.ie</a>
<b>English Studies</b>	Dr Brendan O'Connell	Academic Advisor – Semester One MT	Arts Block, 4039	<a href="mailto:oconnellb2@tcd.ie">oconnellb2@tcd.ie</a>
	Dr Seán Hewitt	Academic Advisor – Semester Two HT	Arts Block, 4013	<a href="mailto:shewitt@tcd.ie">shewitt@tcd.ie</a>
	Ms Elaine Maddock	Department/ School Support	Arts Block, 4013/4015/4024	<a href="mailto:maddocke@tcd.ie">maddocke@tcd.ie</a>
<b>European Studies</b>	Dr Balázs Apor	Academic Advisor	Arts Block, 4082	<a href="mailto:aporb@tcd.ie">aporb@tcd.ie</a>
	Ms Susan Migunda-Greene	Department/ School Support	Arts Block, 5080	<a href="mailto:Undergraduate.sllcs@tcd.ie">Undergraduate.sllcs@tcd.ie</a>
<b>Film</b>	Dr Jennifer O'Meara	Academic Advisor - Semester One MT	193 Pearse Street Room 1.1	<a href="mailto:jennifer.omeara@tcd.ie">jennifer.omeara@tcd.ie</a>

Course	Staff Name	Role/Title	Room Number	Email address
<b>Film</b>	Dr Stefanie Van De Peer	Academic Advisor – Semester Two HT	192 Pearse Street	<a href="mailto:VANDEPES@tcd.ie">VANDEPES@tcd.ie</a>
	Ms Imogen Pollard	Department/ School Support	192 Pearse Street	<a href="mailto:filmstds@tcd.ie">filmstds@tcd.ie</a>
<b>Geography &amp; Geoscience</b>	Dr Mark Hennessy	Academic Advisor	Museum Building	<a href="mailto:mark.hennessey@tcd.ie">mark.hennessey@tcd.ie</a>
	Science Course Office	Department/ School Support	27 Westland Row	<a href="mailto:science@tcd.ie">science@tcd.ie</a>
<b>History</b>	Dr David Ditchburn	Academic Advisor - Semester One MT	Arts Block, 3145	<a href="mailto:ditchbud@tcd.ie">ditchbud@tcd.ie</a>
	Dr Graeme Murdock	Academic Advisor – Semester Two HT	Arts Block, 3116	<a href="mailto:murdocg@tcd.ie">murdocg@tcd.ie</a>
	Ms Joanne Lynch	Department/ School Support	Arts Block, 3133	<a href="mailto:histhum@tcd.ie">histhum@tcd.ie</a>
<b>History of Art &amp; Architecture</b>	Dr Timothy Stott	Academic Advisor	Room F08 Provost's House Stables	<a href="mailto:stott@tcd.ie">stott@tcd.ie</a>
	Ms Aoife Jennings	Department/ School Support	Arts Block, 5082	<a href="mailto:arthist@tcd.ie">arthist@tcd.ie</a>
<b>Mathematics</b>	Dr Florian Naef	Academic Advisor	18 Westland Row	<a href="mailto:naeff@tcd.ie">naeff@tcd.ie</a>
	Dr Dmitri Zaitsev	Academic Advisor		<a href="mailto:zaitsev@maths.tcd.ie">zaitsev@maths.tcd.ie</a>
	Ms Emma Clancy	Department/ School Support		<a href="mailto:mathdep@maths.tcd.ie">mathdep@maths.tcd.ie</a>
<b>Middle Eastern and European Languages and Cultures (MEELC)</b>	Dr Katerina García	Academic Advisor	Arts Block, 5058	<a href="mailto:kgarcia@tcd.ie">kgarcia@tcd.ie</a>
	Ms Kathleen Quinlan	Department/ School Support	Arts Block, 4055	<a href="mailto:Undergraduates.llcs@tcd.ie">Undergraduates.llcs@tcd.ie</a>
<b>Philosophy</b>	Dr Adina Preda	Academic Advisor - Semester One MT	Arts Block, 5014	<a href="mailto:predaa@tcd.ie">predaa@tcd.ie</a>
	Dr Ashley Shaw	Academic Advisor – Semester Two HT	Arts Block, 5009	<a href="mailto:shawas@tcd.ie">shawas@tcd.ie</a>

Course	Staff Name	Role/Title	Room Number	Email address
Philosophy	Ms Carly Forde	Department/ School Support	Arts Block, 5009	<a href="mailto:philosophy@tcd.ie">philosophy@tcd.ie</a>
Religion	Dr Jacob J. Erickson	Academic Advisor	School of Religion, Theology, and Peace Studies Building	<a href="mailto:ericksoj@tcd.ie">ericksoj@tcd.ie</a>
	Ms Dominique Plant	Department/ School Support		<a href="mailto:srundergrad@tcd.ie">srundergrad@tcd.ie</a>

### COLUMBIA UNIVERSITY

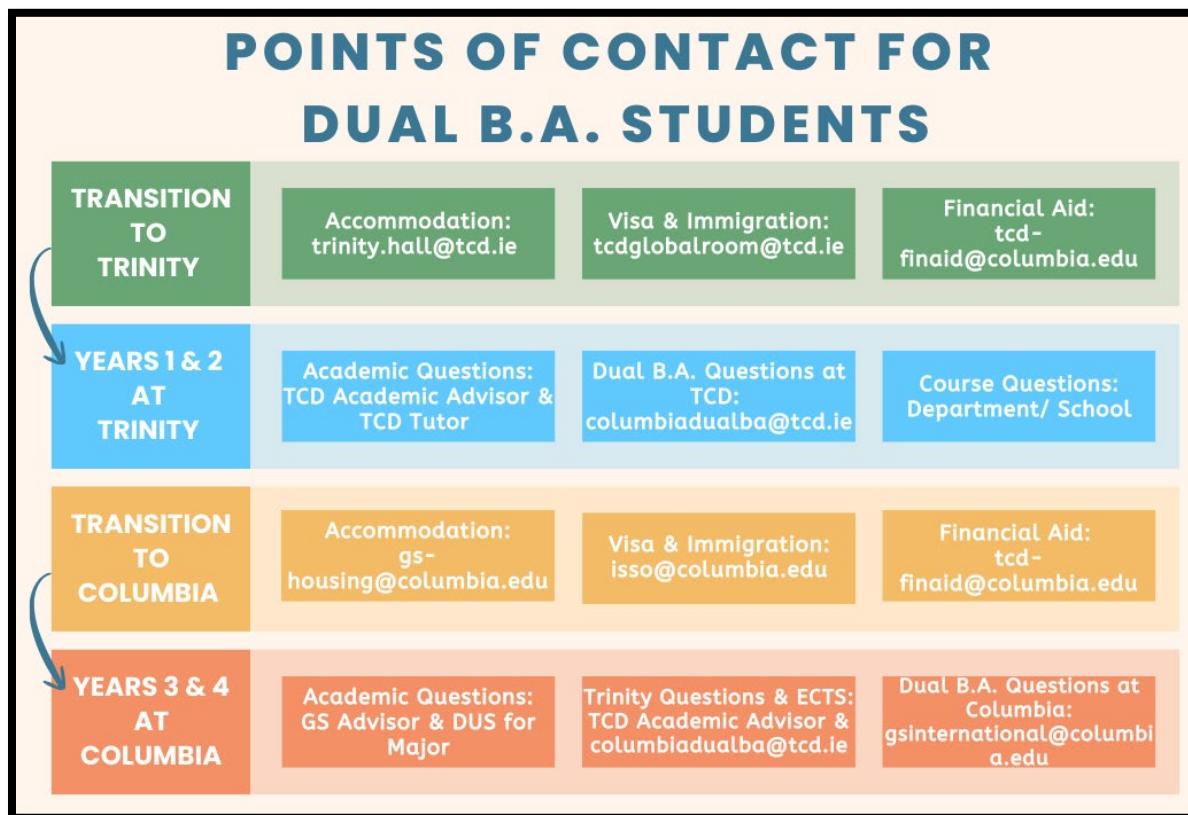
<b>Advisor for STEM courses</b>	Dean Sara Ede	Senior Assistant Dean of Advising, School of General Studies.	GS Academic Resource Centre. 111 <sup>th</sup> & Broadway, 2 <sup>nd</sup> floor above Citibank; enter on 111 <sup>th</sup> street	<a href="mailto:see2119@columbia.edu">see2119@columbia.edu</a>
<b>Advisor for AHSS courses</b>	Dean Mitali Dave	Assistant Dean of Students, School of General Studies.	Lewisohn Hall, School of General Studies	<a href="mailto:md4166@columbia.edu">md4166@columbia.edu</a>
<b>Dual B.A. Programme Level</b>	Dean Jessica Sarles	Senior Associate Dean for Strategic Initiatives and Partnerships, School of General Studies	Lewisohn Hall, School of General Studies	<a href="mailto:js3479@columbia.edu">js3479@columbia.edu</a>
	Ms Taylor Grace Cook	Associate Director for International Programs, School of General Studies	Lewisohn Hall, School of General Studies	<a href="mailto:tgc2114@columbia.edu">tgc2114@columbia.edu</a>
	General Enquiries	Columbia University International Programs Office	Lewisohn Hall, School of General Studies	<a href="mailto:gsinternational@columbia.edu">gsinternational@columbia.edu</a>

Course	Staff Name	Role/Title	Room Number	Email address
	Financial Aid Enquiries	Columbia University International Programs Office	Lewisohn Hall, School of General Studies	<a href="mailto:tcd-finaid@columbia.edu">tcd-finaid@columbia.edu</a>

## 1.4 Dual B.A. Appointments with Trinity

The Undergraduate Common Architecture Office (UCAO) supports the Trinity Columbia Dual B.A. programme at Trinity, as well as several other undergraduate programmes. It is primarily located in Room 3135, Arts Building, Trinity College Dublin, Dublin 2. The UCAO office opening hours are (Irish Time) 10am – 1pm and 2pm – 4pm Monday, Wednesday & Thursday, and 10am – 1pm Tuesday & Friday.

If you would like to speak to the Dual B.A. Officer at Trinity, we would recommend that you make an appointment by emailing [columbiadualba@tcd.ie](mailto:columbiadualba@tcd.ie) to arrange an in-person or online meeting.





## **2. DUAL B.A. STUDENT ROLE IN THE PROGRAMME**

The Dual B.A. is an academically rigorous programme, and as such, we expect certain things of all students:

- To be independent in how you approach your learning
- To attend all classes
- To read your email regularly from both institutions
- To prepare thoroughly for each class and come prepared to interact with members of the teaching staff and with peers
- To know and meet your deadlines for all aspects of your programme
- To understand that you are self-directed in terms of the academic work you are expected to complete
- To undertake self-directed study as recommended by your academic programme
- To be timely in undertaking preparation for academic work and not leave essays/assignments until the last minute
- To be mindful and respectful of academic requirements and cultural differences between the two institutions you are attending
- To understand that you are earning two degrees from two institutions, and are responsible for engaging with and fulfilling the requirements of both institutions
- To be proactive in seeking help if you have a problem or are struggling in any way. Please speak to either your academic advisor, your personal tutor, or the Dual B.A.

office: they cannot promise to solve your problems, but they will do their best to help and connect you with appropriate support in college.

Please note that you are enrolled in a highly rigorous academic programme and are responsible for your learning as part of the programme. We strongly encourage students to connect with others in their own academic strands and on the Dual B.A. to set up peer learning groups to challenge themselves.

## **2.1 Communicating with Trinity and Columbia**

All students on the Dual B.A. are expected to check both their Trinity and Columbia email accounts regularly and are provided with access to email at both institutions. Communications from Trinity will be sent to your Trinity email address; communications from Columbia will be sent to your LionMail account. It is strongly encouraged that you redirect your Columbia LionMail to your Trinity account during the Trinity phase of the programme and your Trinity email to your Columbia LionMail during the Columbia phase of the programme. Please note that only the Dual B.A. administrative office at Trinity has access to your Columbia mail and that all official communications will be sent to your Trinity account. The onus (responsibility) is on you to check your email regularly to ensure you do not miss important communications from either institution; neither Trinity nor Columbia can be held responsible should you fail to meet either academic or administrative deadlines through failure to regularly check your email. We encourage you to make sure all key staff members are on your email 'safe' list to ensure important emails do not end up in your junk mail ('spam') folder. Dual B.A. Students will receive a TCD student number and a Columbia University student number. When contacting each institution, students should include their student number and course. We recommend that Dual B.A. students create a signature for their student email addresses that includes the current course they are completing.



### **3. GRADING AND MODULE REGULATIONS FOR DUAL B.A. STUDENTS**

#### **3.1 Explanation of ECTS Weighting**

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area. The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on, as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year is 60 credits. Within Undergraduate courses, 1 credit represents 20-25 hours of estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input, including class contact time, assessments and examinations. ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year, even if they have passed certain components.

### 3.2 Recognition of Credits

During the Trinity phase of the programme, Dual B.A. students will be timetabled for 60 ECTS (European Credit Transfer System) credits each year of JF and SF (30 ECTS per semester).

Students are expected to pass all 60 ECTS to rise to the next year of the programme. The passing grade for modules/individual assessment components at TCD is 40%.

Columbia recognises the credits gained by students in the first two years at Trinity and will award students 60 credits towards the 124-credit minimum requirement for the B.A. degree at Columbia. Specific modules completed at Trinity may also be eligible for the fulfilment of Columbia's core or major requirements upon review by the appropriate department, provided that students achieve a minimum mark of 43% in each module. Students who do not achieve this mark in any Trinity modules in the first two years may be required to take additional credits when based at Columbia. Trinity recognises the credits gained by students during their final two years at Columbia as counting towards the degree requirements of its B.A. degree when combined with the further modules (30 ECTS) taken for Trinity.

Dual B.A. Programme Structure – All courses		
Year	Institution	Additional Trinity Modules
1	Trinity (60 ECTS)	
2	Trinity (60 ECTS)	
3	Columbia (32 Columbia credits)	
4	Columbia (32 Columbia credits)	30 ECTS

### 3.3 Trinity Sophister Modules

**Years 3 & 4:** Dual B.A. students are required to take 30 ECTS of Trinity Sophister Modules while at Columbia University. Each course has different structures in place to gain the 30 ECTS, and students should consult their TCD Academic Advisor to discuss these requirements.

- **Ideas and Perceptions of Europe module (10 ECTS):** Students from the following courses can participate in the Ideas and Perceptions of Europe module, which will be delivered in six in-person lectures/seminars at TCD at the end of the SF second year. Students will be expected to consult with their lecturers online during their JS third year about a possible topic for their research essay. During the JS year, they will carry out independent research in New York and will submit a research essay that draws upon relevant material available online, in local libraries or exhibited in one of the city's many museums and collections.

Ideas and Perceptions of Europe Module	10 ECTS - Dual B.A. JS Credits
Classics, Ancient History and Archaeology	Optional
English Studies	Required
European Studies	Optional
Film	Optional
History of Art and Architecture	Required
Middle Eastern and European Languages and Culture	Optional

Where 'Optional' is indicated in the table, these courses offer other ways of fulfilling the 10 ECTS, often via internships or summer programmes. For more information on these, please discuss with the TCD Academic Advisor for your programme in SF second year.

History and Mathematics courses have other structured ways of fulfilling the 10 ECTS. For more information on this, please discuss it with the TCD Academic Advisor for your course.

- **Capstone Project (20 & 30 ECTS):** For students completing a capstone project for their TCD credits, this will be due for submission in March of year four using an online submission process. The capstone project undertaken by each student will be related to a research topic undertaken at Columbia (e.g., Senior Thesis Seminar) and will be in the form of a distinct output for Trinity credits under the supervision of Trinity academics, with the possibility of being co-supervised by Columbia academics.

Capstone Project (20 ECTS)	Capstone Project (30 ECTS)
<ul style="list-style-type: none"> <li>• Classics, Ancient History and Archaeology</li> <li>• English Studies</li> <li>• European Studies</li> <li>• Film</li> <li>• History</li> <li>• History of Art and Architecture</li> <li>• Middle Eastern and European Languages and Culture</li> <li>• Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Biological &amp; Biomedical Sciences; Neuroscience</li> <li>• Geography and Geoscience</li> <li>• Philosophy</li> <li>• Religion</li> </ul>

### 3.4 Marks and Grades Conversion Table

This information is to be read in conjunction with your departmental handbook and the policy it sets out for ‘compensation’. It is not open to a student (or their parents) to query or appeal a decision made by one institution through the regulations, procedures, or mechanisms of the other institution. Students on the Dual B.A. programme may be undertaking teaching and learning from multiple disciplines at any one time, and as a result, should be mindful that there are a variety of practices regarding feedback, and students should seek further information from department offices/ module coordinators as appropriate.

Please be aware that grading structures at Trinity may be very different from what you have previously experienced. At Trinity, anything over 70% is a first-class Honours mark, and it would be rare indeed in a discursive/ essay-based subject to be graded above 75%. This can come as a shock to many students, and you should consult the academic handbook provided by your School/Department for the local grading policy and to see how this compares to other grading systems you may have experienced. Generally, these are indicative of grade bandings and their conversion.

- 1<sup>st</sup> Class Honours: 70-79 (Excellent)
- 2<sup>nd</sup> Class Honours, Upper Division: 60-69 (Very Good)
- 2<sup>nd</sup> Class Honours, Lower Division: 50-59 (Good)
- 3<sup>rd</sup> Class Honours: 40-49 (Satisfactory)
- Fail: less than 40.

It is important that you familiarise yourself with the grade conversion table, which will be useful during your transition to Columbia and when you are being certified for graduation.

<u>Columbia GPA</u>	<u>Trinity Grade</u>	<u>Trinity Mark Range</u>
<u>4.00 and higher</u>	II	<u>75%+</u>
<u>3.67-3.99</u>	II	<u>70-74%</u>
<u>3.17-3.66</u>	II.1	<u>60-69%</u>
<u>2.67-3.16</u>	II.2	<u>50-59%</u>
<u>1.67-2.66</u>	III	<u>40-49%</u>
<u>1.00-1.66</u>	<u>Compensatory pass possible</u>	<u>35-39%</u>
<u>0.00</u>	<u>No compensatory pass</u>	<u>Below 35%</u>

### **3.5 Trinity Assessment Components**

Students are required to complete and submit the assessment components for each module as prescribed by their subject/module. Completion includes the submission of continuous assessment and/or attendance at examinations and other tests, as required. Dual B.A. students who are experiencing difficulties that could affect their ability to complete their Trinity assessment components should contact their Trinity Academic Advisor at the earliest opportunity to discuss the nature of the difficulties and the options available in Trinity.

NB! Students who do not complete assessments as per the deadlines provided by Trinity Academic Advisers and/or module coordinators will be prevented from progressing to the next academic year and/or completing their degrees at both Columbia and Trinity.

### **3.6 Blackboard/Virtual Learning Environment (VLE) at Trinity**

Blackboard Learn is the University's Virtual Learning Environment (VLE), providing an online space for staff and students to interact. Depending on your module, you can access lecture notes, online assignments, and other activities. All registered students automatically have accounts in Blackboard. Academic Advisers will advise if Sophister modules are available on Blackboard. For more information on access and enrolment issues, visit the IT Services VLE page: [www.tcd.ie/itservices/our-services/blackboard-learn-vle/](http://www.tcd.ie/itservices/our-services/blackboard-learn-vle/)

## **4. TEACHING AND LEARNING**

### **4.1 Plagiarism and Referencing Guide**

Students in the Dual B.A. programmes should be mindful that each of their subjects may have different referencing requirements and that these requirements are met as appropriate. Dual B.A. students should also be aware that there may be different plagiarism rules between Trinity and Columbia, and it is the responsibility of the student to familiarise themselves with these.

The word plagiarism is derived from the Latin word meaning 'kidnapper'. In its simplest sense, plagiarism can be seen as stealing someone else's words or ideas and passing them off as your own, although plagiarism comes in many forms. Whether unintentional or intentional, plagiarism is your responsibility, and you need to know exactly what it is to avoid it. The Library Guidelines for Avoiding Plagiarism can be found on the TCD website [libguides.tcd.ie/academic-integrity/](http://libguides.tcd.ie/academic-integrity/). You will find the Ready, Steady Write Plagiarism tutorial there too. You should also check with your module coordinators for any coversheet that is required to be submitted with coursework.

## **4.2 Trinity Inclusive Curriculum Project**

Trinity-INC is based in the Equality, Diversity and Inclusion Office and works to embed the principles of diversity, equality, and inclusion across all curricula in Trinity so all students, regardless of their personal circumstances, learning backgrounds, abilities or strategies, have an equitable opportunity to achieve their learning goals. We do this by working across the College with staff and students. Our Student Partner Programme offers paid opportunities to students from underrepresented backgrounds to provide input on their experiences of inclusion and exclusion within the teaching and learning environment, co-facilitate training sessions or embark on a project to help make the experience for students in your course or School more inclusive. Visit the Trinity-INC website at [www.tcd.ie/equality/](http://www.tcd.ie/equality/) or contact [equality@tcd.ie](mailto:equality@tcd.ie) to learn more about what we do and how you could get involved.

## **5. TRINITY UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

### **5.1 Trinity College Policies**

Students must ensure that they are familiar with both the general regulations and the more detailed School or Department regulations, as well as the policies, legislation, and procedures that are all connected with Trinity College Dublin.

- [Calendar, Part II, Undergraduate Studies](#)
- [Trinity Policies](#)
- [Legislation relevant to Trinity](#)
- [Academic Policies and Procedures](#)
- [Student Complaints Procedure](#)
- [Dignity and Respect Policy - Equality, Diversity and Inclusion | Trinity College Dublin](#)

### **5.2 Trinity Data Protection**

Please refer to the guidance and information on data protection available on the Trinity website here: [www.tcd.ie/dataprotection/](http://www.tcd.ie/dataprotection/)



## **6. PROGRESSION THROUGH THE DUAL B.A. PROGRAMME**

### **6.1 Progression**

Information on Undergraduate Progression and awards can be found at [Undergraduate Progression and awards - Academic Affairs, Trinity Teaching and Learning | Trinity College Dublin](#)

Students on the Dual B.A. programme should also review the derogations, as due to the nature of the programme, the degree calculation is different to that of a Trinity student who remains in Trinity for all years of study.

### **6.2 Continuous Registration at Trinity**

Dual B.A. students are required to register with Trinity every year of study, including both 3rd and 4th years, while at Columbia University. Students are invited to register on an annual basis via the my.tcd.ie portal. It is your responsibility to ensure you complete this process. The Academic Registry have videos and FAQs on their website to guide you through this process. Failure to register for your programme will result in your withdrawal from Trinity College books. To be put back on College books, students will be required to pay a readmission fee. If you encounter any difficulties in completing registration, please contact the Dual B.A. office and your Academic Advisor.

### **6.3 Structure of Study**

We appreciate that the structures of study at Trinity and Columbia are both unique. As per the programme structure outlined in the recognition of credits, Sophister students must complete a minimum of 64 credits aligned with their Columbia major requirements, as well as 30 ECTS of Trinity credits to obtain both their Trinity and Columbia degrees.

If a Dual B.A. student plans on taking fewer than 32 credits in year 3, we ask that the student contact the [Dual B.A. Officer](#), as soon as possible. This is to ensure that Dual B.A. students understand the possible implications of trying to take on a heavier workload in their final year, coupled with the 30 credits required by Trinity.

It is important to note that programmes at Trinity are 4 years in duration only; any period of registration beyond two years at Columbia will require a student to take on a "repeat-year" status at Trinity, and this appears on transcripts as a repeat-year. Please see section 6.5 below for further information on this.

If students do decide to progress to Senior Sophister year and do not complete all required TCD and Columbia credits in that academic year, students will be marked as a "Fail – Repeat Year" status at Trinity, and this will appear on transcripts as such. Students are only able to repeat a year once.

### **6.4 Off books (Leave of Absence)**

Students who choose to take a leave of absence must go off books for the full academic year; single-semester leaves are not possible at Trinity. Students on the Dual B.A. programme are normally required to be enrolled at both institutions for the full year in order to maintain their status as a student.

**Years Three & Four:** Trinity Dual B.A. students who wish to take a leave of absence at any point after their transition to Columbia University should follow the standard leave of absence process described on the School of General Studies website and submit a Trinity Dual B.A. Student Request Form. Students should notify their Columbia GS academic advisor, as well as their Trinity Tutor and Academic Advisor, of their intent to take a leave of absence, and the anticipated date of their return to the programme.

Students who choose to take a leave of absence must [go off books](#) for the full academic year; single-semester leaves are not possible at Trinity. Students on the Dual B.A. programme are normally required to be enrolled at both institutions for the full year in order to maintain their status as a registered student. Programmes at Trinity are 4 years in duration only; any period of registration beyond two years at Columbia will require a student to take on a "repeat-year" status at Trinity, and this appears on transcripts as a repeat-year.

Dual B.A. students who take a leave of absence or go off-books during their time at Trinity or Columbia are not guaranteed housing within the College Residential system upon their return, though every effort is made to offer accommodations to returning students whenever possible.

*Procedures and closing dates for each University:*

- Columbia: Students must submit the School of General Studies leave of absence form. For further information, please visit [bulletin.columbia.edu/general-studies/academic-policies/leaves-absence-withdrawals/](http://bulletin.columbia.edu/general-studies/academic-policies/leaves-absence-withdrawals/).
- Trinity: Students must also submit a Trinity Dual B.A. Student Request Form. For further information, please visit [www.tcd.ie/tjh/assets/pdf/Dual-B.A.-Student-Request-Form-at-TCD.pdf](http://www.tcd.ie/tjh/assets/pdf/Dual-B.A.-Student-Request-Form-at-TCD.pdf)
- Deadline: by August 1 (in advance of the fall semester)

## **6.5 Sophister Repeat Year at Trinity**

**Repeating a Sophister Year:** Trinity Dual B.A. students who are seeking to repeat a Sophister year at Trinity while at Columbia University must submit a Trinity Dual B.A. Student Request Form. Students should consult their Columbia GS academic advisor, as well as their Trinity Academic Advisor and notify their Trinity Tutor of their intent to seek a repeat year at Trinity.

*Procedures and closing dates:*

- Trinity: Students must submit a Trinity Dual B.A. Student Request Form. For further information, please visit [www.tcd.ie/tjh/assets/pdf/Dual-B.A.-Student-Request-Form-at-TCD.pdf](http://www.tcd.ie/tjh/assets/pdf/Dual-B.A.-Student-Request-Form-at-TCD.pdf)
- Deadline: by August 1 (in advance of the fall semester)

## **6.6 Transcripts/Confirmation of Study at Trinity**

The Academic Registry can provide transcripts of study for Dual B.A. students. Transcripts for an academic year can only be issued once the results have been ratified and published at the Annual Court of Examiners, normally held in early June. If you need a letter confirming you are a registered student at the College, you can access this via your my.tcd.ie portal or request the letter from the Academic Registry. For further information, please visit [www.tcd.ie/academicregistry/service-desk/](http://www.tcd.ie/academicregistry/service-desk/) and ensure you include your Trinity student number in all correspondence.

## **6.7 Evaluation**

Students at Trinity will be asked to evaluate their experiences of teaching and learning in each module they complete. It is also likely that various offices, including the Dual B.A. Office will

send surveys or invite you to focus groups to provide feedback on your experiences in College. We encourage students to participate in feedback and evaluation wherever possible.

## **7. GRADUATION**

### **7.1 Graduation from the Dual B.A.**

Students who successfully complete their academic requirements for both Trinity College Dublin and Columbia University will earn a B.A. degree from Trinity and a B.A. degree from Columbia. The awarding of each institution's degree is dependent upon students successfully completing all requirements for both Trinity and Columbia.

It is expected that Dual B.A. students will complete their studies in the programme in four academic years (eight semesters). For students who take longer than four years to complete their studies, it is important to note that this will have a delayed impact on their graduation from both universities.

### **7.2 Graduation at Trinity**

The Academic Registry is the main coordinator of graduation ceremonies at Trinity. All eligible students will be invited to register to attend their ceremonies, either in person or absentia, through their my.tcd.ie inbox. For further information and guidance, please visit the Academic Registry website: [www.tcd.ie/academicregistry/graduation/](http://www.tcd.ie/academicregistry/graduation/). Please contact your course school/department should you have any questions regarding your commencement details.

### **7.3 Trinity Graduate Attributes**

Students come to Trinity not only to acquire a certain set of facts or competencies but because they have an understanding of the sort of person they want to become. Building on the strong value placed on a solid disciplinary formation, we wanted to answer the question, 'What kind of person can I be?' We distilled this sense of transformation into four Trinity graduate attributes: To think independently, to communicate effectively, to develop continuously and to act responsibly. Defining the Trinity Education, these attributes encompass the qualities, skills and abilities that our students have the opportunity to develop throughout their entire university experience, both in and outside the classroom, in activities such as internships or volunteering. They will benefit our students not just in their careers, but in their future lives as individuals and members of society.



## **8. WITHDRAWAL**

In the unlikely event that you wish to withdraw from the Dual B.A. Programme or transfer out of it, you must inform your Personal Tutor, academic advisors at Trinity and Columbia, as well as submit a Trinity Dual B.A. Student Request Form to the Trinity Dual B.A. Office. If you are struggling at any point, please contact an appropriate member of staff for support. Your tutor and advisors are very experienced and will almost always be able to help you identify solutions to challenges you may encounter on your way through the programme.

Procedures and closing dates:

- Students must submit a Trinity Dual B.A. Student Request Form. For further information, please visit [www.tcd.ie/tjh/assets/pdf/Dual-B.A.-Student-Request-Form-at-TCD.pdf](http://www.tcd.ie/tjh/assets/pdf/Dual-B.A.-Student-Request-Form-at-TCD.pdf)
- Deadline: by August 1 (in advance of the fall semester)