



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

TSM Protocol for the Management of Erasmus and Study Abroad

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TSM Protocol for the Management of Erasmus and Study Abroad

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TSM Protocol for the Management of Erasmus and Study Abroad

This document outlines agreed procedures for the management of Erasmus and Study Abroad in TSM in all TSM Schools and Departments for the following stages: pre, during and post exchange. 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.

Introduction

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;
- 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.
- Publish this protocol on the TSM Course website

TSM Department / School

Departmental responsibilities include:

- Running the exchanges in their Department including advertising and advising on participation exchanges.
- Selecting students and informing AR, approving Learning Agreements, converting and finalising results post exchange.
- Informing the TSM Course Office and AR of any relevant issues.
- Providing updates to the TSM information table.

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).

TSM Subject Erasmus/Study Abroad information showing details of Study abroad coordinators, years and mode of exchange and partner universities in all TSM subjects, is available at http://www.tcd.ie/TSM/assets/pdf/TSM_Subject_ErasmusStudyAbroad_Information.pdf.

1. Pre Exchange

1.1 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 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 to follow Pattern C.

Students who must be reassessed prior to participation, may participate in the exchange at the discretion of the relevant department(s). They must also achieve the minimum grade requirement.

1.2 Academic Years permitted

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 Semester 1 (MT).

1.3 Approval to participate

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 in their subject.

1.4 Allocation of Places

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

1.5 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 online form provided by the TSM Course Office and receive approval from both departments prior to departure (the deadline is the last teaching day of Hilary Term in their SF year).

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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.

2. During Exchange

2.1 Balance of subjects

Students must study both subjects equally when abroad for a half year exchange. If full year, students must study both subjects equally and across both semesters. 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 must not be granted.

2.2 Duration of Exchange – Full and Half year/one semester

Departments/schools may decide whether they are prepared to permit students to participate in half-year exchanges in their subjects, and if so, which semester(s). However, it may not be possible to permit half-year exchanges in some subjects or in some countries.

2.3 Module registration and process

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. Departments and students must ensure that students are recorded/exempted for the correct/no modules on SITS depending on the duration of the exchange. Departments are responsible for ensuring their subject modular credit structure is suitable for half-year exchanges, if they wish to permit such exchanges.

2.4 Learning Agreement

Students must complete a study agreement as part of their exchange preparation. Students 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.

2.5 Credits

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

2.5.1 College ECTS Requirement

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

2.5.2 Full-Year Exchanges ECTS Requirements

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 overall 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.

2.5.3 Half-Year Exchanges ECT Requirements

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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 the year and progress, students must pass their credits while in Trinity and pass the minimum of 10 credits in each subject when participating in an exchange.

2.5.4 Credit Distribution

ECTS Credits (or equivalent) in each subject must be distributed equally over each semester and both subjects must be studied equally over both semesters.

2.5.5 ECTS or equivalent in non-EU programmes

ECTS credits from EU universities are as stated and are 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 AR and TSM websites 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.

2.6 Assessment

Students must take all required exchange assessments in the host University. Where an assessment is scheduled to take place after the exchange period is completed, students must return to the host University to complete these assessments.

2.7 Emergencies

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

2.7.1 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 Semester 1 (MT) should return by week 4 in that semester. Students going out for a half-year exchange in Semester 2 (HT) are required to return by week 4 in that semester. Requests to return to Trinity after this deadline are only considered in exceptional circumstances and require the approval of both heads of department. It may be necessary for the student to go off books and return to College the following year.

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 equivalent of 60 ECTS (30 in each subject). If necessary, additional assessment may be required, in keeping with College regulations.

2.7.2 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 Calendar link in

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further information below). 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.

2.7.3 Coordination

In all emergency situations, while the organising Coordinator will be the primary Coordinator, there must be coordination between both Trinity Coordinators, and the student's Tutor, in the resolution of the situation.

3. Post Exchange

3.1 ERASMUS/study abroad exchange results:

Results for TSM students who have participated on a half-year or full year ERASMUS/study abroad exchange are considered at the following TSM court of examiner's meetings:

- For TSM students who participated in a MT exchange their results are considered at the annual court, following semester two assessment session.
- For TSM students who participated in a HT exchange, while the results from abroad by not be available, the results achieved in semester 1 in Trinity must be processed in case the student needs to be reassessed at the reassessment session.
- For TSM students who participated in a full year exchange their results are considered at the reassessment court.

3.2 Collation of results.

It is the intention of Trinity Erasmus (Academic Registry), as communicated to TSM in November 2018, that they are the main point of contact in relation to the collation of results and transcripts from the host universities. Following receipt of transcripts, Trinity Erasmus will send these to the relevant Study Abroad Coordinators.

Coordinators or students may be required to assist in obtaining transcripts from host Universities, where necessary.

3.3 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 approved by the relevant Department and inputted into SITS.

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3.4 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.
- Full-year exchanges: TSM students studying abroad for a full academic year must obtain a minimum of 45 credits, or equivalent, from the host university in order to rise with their year. A minimum of 22.5 credits must be obtained in each subject. ECTS credits (or equivalent) in each subject must be distributed equally over each semester. At least 45 credits must be passed to rise with the year, and at least 22.5 credits in each subject must be passed to pass the subject.
- Half-year exchanges: TSM students studying abroad on a half-year/one semester exchange must obtain 15 credits in each subject in the semester they are in Trinity College. For the semester abroad, students must obtain a minimum of 10 credits in each subject. Students will then have a minimum of 50 credits for the full academic year. Students are not permitted to study only one subject on a half-year exchange.
- The Head of Department, or their nominee, must take the best 22.5 credits (with 22.5 credits being the minimum) when calculating the students overall results for a full-year exchange. And the best 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 combined results from abroad and Trinity, as calculated by SITS, must be approved at the local Subject 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 Semester 2 (HT) study abroad results are considered at the Reassessment session TSM Court of Examiners. Results for students who were away in Semester 1 (MT) on a half-year exchange are heard at the Assessment session (end of year) 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 confirm the overall mark for their subject's study abroad students in SITS by the relevant TSM deadline.

3.5 Entering Results and Credits from Abroad in SITS

SITS User Guide: See Academic Registry website

https://www.tcd.ie/academicregistry/exams/assets/local/assessprogress/Study%20Abroad%20-%20Exemption%20Credits%20Quick%20Reference_v2.1.pdf, the document is under Progression, Key User Guides, and “**Study Abroad/Exemption Credits**”.

In addition to the above User Guide please note the following when entering results and credits for TSM students:

Credit value at Institution Abroad:

- Please enter the total credits taken that are included in the calculation of the Subject Result.

Credit value at TCD: See Table below for further specific details

- If a student takes the minimum required credits and passes, then 30 credits (full-year) or 15 credits (half-year exchange) must be input into ‘credit value awarded at TCD’, (45 for Pattern C students).

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- If a student either takes the minimum required credits and fails, or does not take the minimum credits and therefore fails, then 0 credits must be input into 'credit value awarded at TCD'. In this way, credits are awarded at Trinity only if they have done the minimum required amount and passed. If they have failed in any way (through insufficient taken credits or failure) then they get 0 credits from TCD.

Table: Decisions, results and credits in SITS

| Exchange Type | Exam Session | Result | Minimum Credits Passed Per Subject while Abroad | Credit value at institution | Credit value at TCD |
|--------------------------|-------------------------------|---|---|--------------------------------|---------------------|
| Full Year | Semester 2 Assessment session | NQP-EXT INST | N/A | N/A | N/A |
| Full Year | Reassessment session | Pass | Min. 22.5 | Number of credits taken abroad | 30 credits |
| Full Year | Reassessment session | Fail | Min. 22.5 but failed | Number of credits taken abroad | 0 credit |
| Full Year | Reassessment session | Fail | Less than 22.5 taken | Number of credits taken abroad | 0 credit |
| S1 (MT) Half Year | Semester 2 Assessment session | Pass | Min. 10 | Number of credits taken abroad | 15 credits |
| S1 (MT) Half Year | Semester 2 Assessment session | Fail | Min. 10 but failed | Number of credits taken abroad | 0 credit |
| S1 (MT) Half Year | Semester 2 Assessment session | Fail | Less than 10 taken | Number of credits taken abroad | 0 credit |
| S2 (HT) Half Year | Semester 2 Assessment session | NQP-EXT INST (If Semester 1 TCD = Pass) | N/A | N/A | N/A |
| S2 (HT) Half Year | Semester 2 Assessment session | If Semester 1 TCD = Fail: Fail | N/A | N/A | N/A |
| S2 (HT) Half Year | Reassessment session | Pass | Min. 10 | Number of credits taken abroad | 15 credits |
| S2 (HT) Half Year | Reassessment session | Fail | Min. 10 but failed | Number of credits taken abroad | 0 credit |
| S2 (HT) Half Year | Reassessment session | Fail | Less than 10 taken | Number of credits taken abroad | 0 credit |

3.6 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 year by compensation if they achieve an overall end-of-year mark of 40 per cent or above in each subject, obtain a minimum of 25 credits at grade pass and have a maximum of 5 credits at qualified pass, where the mark is between 35 and 39 per cent, when in Trinity College. Students are strongly advised to take more than the minimum credits when abroad in case of failure in some modules or components.

Further Information

For further details of College regulations regarding Erasmus and Study Abroad please see:

<https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf>

Erasmus and Study Abroad (College Calendar Part II)

<https://www.tcd.ie/calendar/undergraduate-studies/two-subject-moderatorship-courses.pdf>

TSM Website

<https://www.tcd.ie/tsm/study-abroad/>

TSM Subject Erasmus/Study Abroad Information table

https://www.tcd.ie/TSM/assets/pdf/TSM_Subject_ErasmusStudyAbroad_Information.pdf

SITS Progression: Study Abroad / Exemption Credits

https://www.tcd.ie/academicregistry/exams/assets/local/assessprogress/Study%20Abroad%20-%20Exemption%20Credits%20Quick%20Reference_v2.1.pdf

SITS User Guides

<https://www.tcd.ie/academicregistry/exams/staff-guide/asses-and-progress/>

Trinity Study Abroad

<https://www.tcd.ie/study/study-abroad/>