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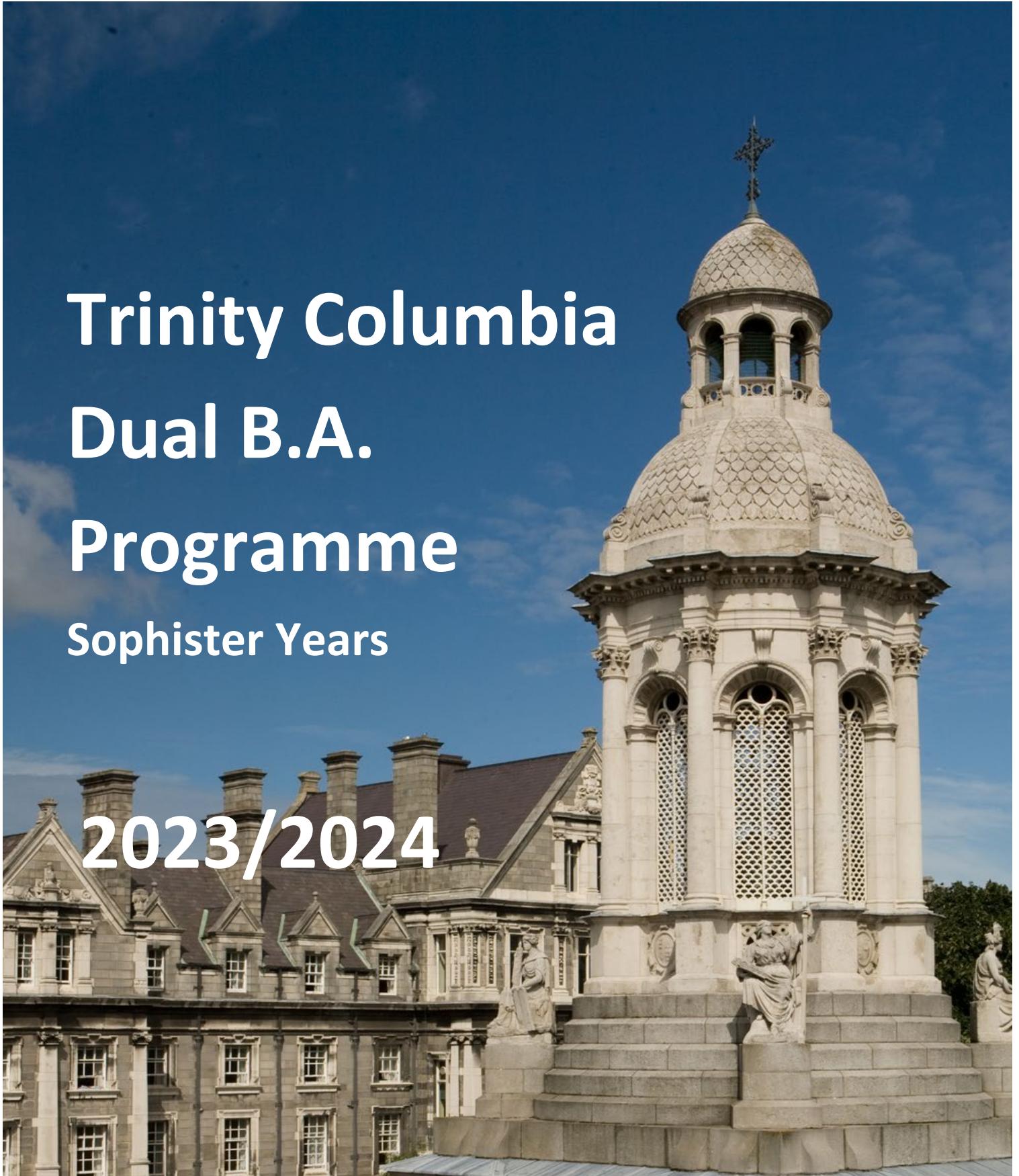Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Trinity Columbia Dual B.A. Programme
Sophister Years

2023/2024

Contents

1. GENERAL PROGRAMME INFORMATION

1.1 Introduction

We hope you enjoy your time as a Dual B.A. student both at Trinity College Dublin, the University of Dublin and Columbia University in the City of New York. You are an integral member of both academic communities throughout your time on the degree 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, a majority of your academic contact at Trinity will be with one Department or School, but it is likely you will 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 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 that provides 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: 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 modules and TCD Credits throughout your time at Trinity. 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 as well as any requirements for your Columbia major. You have a Columbia academic advisor for all four years of the programme.

Careers Service: Both Trinity and Columbia have excellent career services. Make sure to investigate the range of supports 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 with Trinity Careers Services: www.tcd.ie/Careers/

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/ 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, to 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: www.tcd.ie/disability/

Dual B.A. Programme 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 and is part of the Undergraduate Common Architecture Office.

Trinity IT Services: As a student at Trinity, you will have a @tcd.ie email address. You should use this email address in all correspondence with Trinity College offices and staff. You will also have a username and password which give you access to a wide range of IT services throughout your time on the Dual B.A. programme. Find out more at: 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/.

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: https://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/. 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
TRINITY COLLEGE DUBLIN				
Dual B.A. Programme Level	Dr Mark Hennessy	Dual B.A. Programme Director	Museum Building	mark.hennessey@tcd.ie
	Ms Danielle Greene	Dual B.A. Programme Officer	Arts Block, 3135	columbiadualba@tcd.ie
	Ms Marie Mc Peak	UCA Office Manager	Arts Block, 3135	mcpeakm@tcd.ie
Biological and Biomedical Sciences (Neuroscience)	Dr Tomas Ryan	Academic Advisor	152-160 Pearse Street	tomas.ryan@tcd.ie
	Science Course Office	Department/ School Support	27 Westland Row	science@tcd.ie
Classics, Ancient History & Archaeology (CLAHA)	Dr Monica Gale	Academic Advisor	Arts Block, 6016	mrgale@tcd.ie
	Ms Winifred Ryan	Department/ School Support	Arts Block, B6004	ryanw1@tcd.ie
English Studies	Dr Brendan O'Connell	Academic Advisor	Arts Block, 4039	oconneb2@tcd.ie
	Ms Diane Sadler	Department/ School Support	Arts Block, 4013/4015/4024	english@tcd.ie
European Studies	Dr Balázs Apor	Academic Advisor	Arts Block, 4082	aporb@tcd.ie
	Ms Susan Migunda-Greene	Department/ School Support	Arts Block, 5080	Undergraduate.sllcs@tcd.ie
Film	Dr Jennifer O'Meara	Academic Advisor	193 Pearse Street Room 1.1	jennifer.omeara@tcd.ie
	Ms Imogen Pollard	Department/ School Support	192 Pearse Street	filmstds@tcd.ie
Geography & Geoscience	Dr Mark Hennessy	Academic Advisor	Museum Building	mark.hennessey@tcd.ie
	Science Course Office	Department/ School Support	27 Westland Row	science@tcd.ie

Course	Staff Name	Role/Title	Room Number	Email address
History	Dr David Ditchburn	Academic Advisor	Arts Block, 3145	ditchbud@tcd.ie
	Ms Joanne Lynch	Department/ School Support	Arts Block, 3133	histhum@tcd.ie
History of Art & Architecture	Dr Timothy Stott	Academic Advisor	Room F08 Provost's House Stables	stottt@tcd.ie
	Ms Aoife Jennings	Department/ School Support	Arts Block, 5082	arthist@tcd.ie
Mathematics	Prof Florian Naef	Academic Advisor: Michaelmas Term	18 Westland Row	naeff@tcd.ie
	Dr Andreea Nicoara	Academic Advisor: Hilary Term		anicoara@maths.tcd.ie
	Ms Emma Clancy	Department/ School Support		mathdep@maths.tcd.ie
Middle Eastern and European Languages and Cultures (MEELC)	Dr Martin Worthington	Academic Contact	Arts Block, 5042	worthinm@tcd.ie
	Ms Caoimhe Ní Bhraonáin	Department/ School Support	Arts Block, 4055	Undergraduate.sllcs@tcd.ie
Philosophy	Dr William Ratoff	Academic Advisor	Arts Block, 5014	ratoffw@tcd.ie
	Ms Anya Guiney	Department/ School Support	Arts Block, 5009	philosophy@tcd.ie
Religion	Dr Zohar Hadromi-Allouche	Academic Advisor: Michaelmas Term	Loyola Institute/ISE Building	hadromiz@tcd.ie
	Dr Jacob J. Erickson	Academic Advisor: Hilary Term		ericksoj@tcd.ie
	Ms Debora Lima	Department/ School Support		srundergrad@tcd.ie
COLUMBIA UNIVERSITY				
Advisor for STEM SF courses	Dean Sara Ede	Senior Assistant Dean of Advising,	GS Academic Resource Centre.	see2119@columbia.edu

Course	Staff Name	Role/Title	Room Number	Email address
		School of General Studies.	111th & Broadway, 2nd floor above Citibank; enter on 111th street	
Advisor for STEM JF courses	Dean Mitali Dave	Assistant Dean of Students, School of General Studies.	Lewisohn Hall, School of General Studies	md4166@columbia.edu
Advisor for AHSS courses	Dean Nathanael Inglis	Assistant Dean of Students, School of General Studies.	GS Academic Resource Centre. 111th & Broadway, 2nd floor above Citibank; enter on 111th street	nli2106@columbia.edu
Dual B.A. Programme Level	Dean Jessica Sarles-Dinsick	Associate Dean for International Programs and Special Projects, School of General Studies	Lewisohn Hall, School of General Studies	js3479@columbia.edu
	Ms Taylor Grace Cook	Assistant Director for International Programs, School of General Studies	Lewisohn Hall, School of General Studies	tgc2114@columbia.edu
	Ms Lindsey Siferd	Assistant Director of Admissions for International Programs, School of General Studies	Lewisohn Hall, School of General Studies	ls3519@columbia.edu
	General Enquiries	Columbia University International Programs Office	Lewisohn Hall, School of General Studies	gsinternational@columbia.edu

2. DUAL B.A. PROGRAMME SUPPORT

2.1 Communicating with Trinity and Columbia

All students on the Dual B.A. are expected to check their emails 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 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 have 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 that they are completing.

2.2 Dual B.A. Appointments

The Undergraduate Common Architecture Office (UCAO) supports the Trinity Columbia Dual B.A. programme, as well as a number of other undergraduate programmes and is primarily located in Room 3135, Arts Building, Trinity College Dublin, Dublin 2. If you would like to speak to the Dual B.A. Officer, we would recommend that you make an appointment by emailing columbiadualba@tcd.ie to arrange a meeting. The UCAO office operates during the office hours of 10am – 4pm, Dublin time, Monday to Friday.

POINTS OF CONTACT FOR DUAL B.A. STUDENTS

1	TRANSITION TO TRINITY	Accommodation: trinity.hall@tcd.ie	Visa & Immigration: tcdglobalroom@tcd.ie	Financial Aid: tcd-finaid@columbia.edu
2	YEARS 1 & 2 AT TRINITY	Academic Questions: TCD Academic Advisor & TCD Tutor	Dual B.A. Questions: Dual B.A. Office	Course Questions: Department/ School
3	TRANSITION TO COLUMBIA	Accommodation:gs-housing@columbia.edu	Visa & Immigration: isso@columbia.edu	Financial Aid: tcd-finaid@columbia.edu
4	YEARS 3 & 4 AT COLUMBIA	Academic Questions: GS Advisor & DUS for Major	TCD ECTS Questions: TCD Academic Advisor & Dual B.A. Office	Dual B.A. Questions: International Programs office

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 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 component.

3.2 Recognition of Credits

During the Trinity phase of the programme, Dual B.A. students are 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 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)	30 ECTS
4	Columbia (32 Columbia credits)	

3.3 Additional Trinity Modules

Years 3 & 4: Dual B.A. students are required to take 30 ECTS of Trinity 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 below courses can participate in the Ideas and Perceptions of Europe module which would have been delivered via six in-person lectures/seminars at TCD at the end of your SF/second year. Students are 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.

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.

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

- **Capstone Project for Students in Biological & Biomedical Sciences (Neuroscience) and Geography and Geoscience students (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.

- **Capstone Project (20 ECTS) for students in all other Dual B.A. programmes .:** 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.

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.

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

It is important 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.

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

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 co-ordinators 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 in Blackboard. For more information on access and enrolment issues, visit the IT Services VLE page; 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 words 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 Trinity Library Guidelines for Avoiding Plagiarism can be found on the TCD website https://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

The Trinity Inclusive Curriculum Project (Trinity-INC) has been working to embed principles of diversity, equality and inclusion across all teaching and learning at Trinity College Dublin. Based in the Office of the Associate Vice Provost for Equality, Diversity and Equality, Trinity-INC works collaboratively across the College community - with staff and students, academic and support spaces - to achieve its mandate. An inclusive curriculum is one in which all students, regardless of personal circumstances, learning backgrounds, abilities, or strategies, have equitable

opportunity to engage fully in their studies and achieve their learning goals. We encourage students to consider participating in the Trinity-INC Student Partner Programme to support these goals. www.tcd.ie/equality/projects/inclusive-curriculum/student-partner-programme/

5. PROGRESSION THROUGH THE DUAL B.A. PROGRAMME

5.1 Progression

Information on Undergraduate Progression and awards can be found at www.tcd.ie/teaching-learning/academic-affairs/ug-prog-award-regs/index.php. 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 that remains in Trinity for all years of study: www.tcd.ie/teaching-learning/academic-affairs/ug-prog-award-regs/derogations/columbia.php

5.2 Continuous Registration at Trinity

Dual B.A. students are required to register with Trinity every year of study, including both 3rd and 4th year 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. In order 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.

5.3 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 Academic Registry. Please ensure you include your student number in all correspondence.

5.4 Off books (Leave of Absence)

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. Students should notify their Columbia GS academic advisor, as well as their Trinity Academic Advisor of their intent to take a leave of absence, and the anticipated semester of their return to the programme.

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.

5.5 Evaluation

Students at Trinity will be asked to evaluate their experiences of their 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.

5.6 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.

6. 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 Columbia GS academic advisor, academic advisor at Trinity and the Dual B.A. Offices in both Columbia GS and Trinity. 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.