

Handbook for the CSLL Erasmus/JS Year Abroad

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1 Introduction

This is an information document for your Erasmus year in 2023/2024.

Table 1 provides an indication of the time course of certain milestones that are associated with the Erasmus year.

Table 1: General timeline of Erasmus year planning

Approximate time	Event
November, Senior Fresh year	Information session on Erasmus placements
January, Senior Fresh year	Call for placement preferences
Early-February, Senior Fresh year	Placements announced
Mid-February, Senior Fresh year	Applications due to TCD Erasmus Office
Spring/Summer, Senior Fresh year	Host institution makes contact
Summer, Senior Fresh year	Negotiate learning agreement
August, Junior Sophister year	Modules begin
July, Junior Sophister year	Modules complete

You are responsible while abroad to accumulate no less than 45 credits on the European Credit Transfer System (ECTS) in an agreed range of subjects over the course of the academic year – is necessary to develop a plan of study that includes 60 credits.¹ You must track these subjects with a learning agreement signed by you, your host university, and your TCD coordinator.

It is possible to fail the year abroad, and CSLLs have done so in the past. Students who fail the Junior Sophister year and who are allowed to repeat the year by the Senior Lecturer do so here at Trinity. Please do not fall prey to the temptation while abroad to compare your workload with that of students from other departments or universities visiting the same host.

The year abroad can be very chaotic, with timetables sometimes available not through a centralized computer system, but altered weekly with announcements on noticeboards. Students have a great deal of personal responsibility to actively construct and track their own timetable.

Please verify at the outset what expectations are associated with obtaining credit for a module. In some instances, you may find that because you missed an assignment or lab that the lecturer deems to be a prerequisite for eligibility to sit an examination for a module. It would be unfortunate if you were to lose credit for a module for such a reason.

Passing thresholds vary a great deal. You'll note that "40%" in the argot of TCD is actually a symbol that attaches to the passing level of knowledge associated with modules, and not an arithmetic percentage. The comparable symbol in France is 10/20, for example (and not 8/20) and in Spain, 5/10 (not 4/10). In some cases, supplemental examinations may be available, and in some cases they are not. It is in your interest to devote yourself sufficiently to your studies to not require supplemental examinations. However, if you do require them, you will have an extraordinary amount of responsibility in making sure that they can happen. Normally, supplemental examination is conducted in the host institution. It will be your responsibility to secure the arrangements, including any travel back to the host for the purpose of supplemental assessment.

Please make sure that you are well acquainted with the academic calendar of your host universities. **Do not leave administrative matters until the last moment before a holiday or your return to Dublin.** For example make certain that your host university knows in which modules you are due to be examined. You do not want to create ill-feelings with your hosts by giving them the impression that you do nothing when actually you're not enrolled in the modules they notice your absence from. Creating a bad impression will certainly work against you. Make certain that you have all of the formal paperwork you require in order to obtain your marks. Some universities require students to obtain books in which all marks are written and endorsed. In this case, it is necessary to obtain these at initial registration (rather than just prior to final departure).

¹By comparison, a normal year in Dublin is reckoned as 60 credits – both subscribed and earned.

2 General Guidelines

2.1 Erasmus Grants

The grant payments do not usually appear until autumn, supplied through the International Office (erasmus@tcd.ie). These payments are withheld from any student who has failed Senior Fresh annual examinations, pending the outcome of the Court of Examiners' meeting for the supplemental examinations. During the exchange, learning agreements (contracts regarding the set of modules to be attempted and their credit allocations) signed by all parties are critical for release of parts of this funding.

2.2 University Selection

Not all university exchanges are certain to be available. In mid January, a ranked list of preferences is to be obtained from students, with as much supplemental information as is desired to be taken into account when making placements. It may not be possible to satisfy all preferences, and some may receive assignments not on a preference list. Assignments will be made taking into account the order in which preferences are received, but discounting preference statements received prior to the call for preferences.

2.2.1 Belgium

- UCL - Université Catholique de Louvain
www.uclouvain.be/en-index.html
Our link here is shared between the applied corpus linguistics unit and computer science.

2.2.2 France

- Until very recently, the Grenoble exchange involved three co-located institutions:
 - Université Joseph Fourier Grenoble I
www.ujf-grenoble.fr
Computer science
 - Université Pierre Mendès France
www.upmf-grenoble.fr/
Artificial Intelligence and statistics
 - Université Stendhal - Grenoble III
www.u-grenoble3.fr/
Linguistics

These are now re-united under the name of the Université Grenoble Alpes. The links provided above now redirect to: www.univ-grenoble-alpes.fr/

- Lyon provides linguistics via Lumière and computer science via INSA.
 - Université Lumière (Lyon II)
www.univ-lyon2.fr/
 - Institut National des Sciences Appliquées de Lyon - INSA
www.insa-lyon.fr/
- Université de Nice - Sophia Antipolis
www.unice.fr

- Université de Paris

This is an amalgamation of former Diderot and Descartes universities; our link has been via a computational linguistics unit:

u-paris.fr/linguistique/en/research

(formerly, www.linguist.univ-paris-diderot.fr/)

- Rennes

- Université de Rennes I – computer science

www.univ-rennes1.fr/english/home

- Université de Haute-Bretagne (Rennes II) – linguistics

www.univ-rennes2.fr

- Toulouse

- Université Paul Sabatier (Toulouse III)

www.ups-tlse.fr

- Toulouse II, Le Mirail

univ-tlse2.fr

2.2.3 Spain

The links in Spain have been negotiated to begin with the academic year 2023/2024 and to allow access to modules in computer science topics and linguistics topics.

- Universidad del País Vasco (Donostia-San Sebastián, Álava)

www.ehu.eus

- Universidad de Cádiz

www.uca.es

- Universidad de Granada

www.ugr.es

- Universidad Complutense de Madrid

www.ucm.es

- Universidad de Salamanca

usal.es

- Universidad Politècnica de València

www.upv.es

2.3 Institutional processing

Following nominations, students must follow deadlines set by TCD's international office and the international offices of host institutions. The Erasmus Office of TCD communicates individual nominations to individual universities. The timeline by which the host universities respond varies. Frequently, response does not happen before late June.

2.4 Module Selection

It is useful for you to investigate web sites at your proposed host university.

It is not always the case that modules advertised are actually available, so a second negotiation of modules will happen after you arrive and confirm the year's offerings. Nonetheless, extant web pages are usually indicative of the available spectrum. You require courses representative of your degree here at TCD: software, statistics, advanced syntactic theory, advanced semantic theory, artificial intelligence, cognitive science, analysis of algorithms, language, etc. In any case, your selection of modules must be approved by TCD.

It is necessary to pass 45 ECTS credits in a distribution of subjects acceptable to TCD. 45 ECTS credits is $\frac{3}{4}$ a normal load; this is to accommodate the experience of a language barrier in taking in sophisticated concepts through a language other than English. There is no other allowance for the fact that you are studying through a language other than English. Therefore it is *essential* that you pass at least an agreed distribution of modules which accounts for those ECTS points. It is necessary to register for 60 ECTS credits.

Please be aware that supplemental assessment is not guaranteed to be offered by host universities.

2.4.1 CSLF

Most universities in France and Belgium have adopted the ECTS system.

2.4.2 CSLI

Exchanges for CSLI have not yet been identified (Glasgow had been available beyond the exit of the UK from the EU, but that arrangement ended with 2022/2023, before replacements had been negotiated). If a placement abroad is not possible, the requirements are those defined by the overall CSL Course Handbook for the Junior Sophister year within TCD..

2.4.3 CSLS

The considerations for Spain are the same as for France and Belgium. Spain uses a 10 point scale to determine success where 10 indicates greatest success; it is necessary to achieve at least a 5 on this scale in order to be deemed to have passed. Passing grades are then additionally graded on a four point scale, a 4 corresponding to highest honours and 1 to a passing mark (5 on the 10 point scale).

2.5 Reporting Procedures

You should report a number of times in the year on your progress:

1. after you have arrived and have made your initial module choices you should contact your Erasmus Coordinator to indicate what modules they are;
2. you should negotiate any changes in these choices over the year;
3. towards the end of the academic year you will be contacted about producing a fuller report for the benefit of those who follow you in revisions of this document.
4. you should keep your coordinator posted generally on how things are going for you
5. if any sort of emergency or distress arises contact me without hesitation.

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mail: Dr. Carl Vogel, Computational Linguistics, Trinity College, Dublin 2, IRELAND

2.6 Evaluation

You must pass the agreed requirements for the year. The Erasmus year contributes a percentage to the overall degree result (the best 45 credits from the Erasmus year are combined with the complete results from the final year). It is the student's responsibility to ensure that grades are recorded and reported back to TCD.

If an examination abroad is failed, the student must take responsibility for identifying the policy on supplementals for that examination, and if possible, arrange it. Supplemental examinations are not guaranteed to be available. Where available, supplemental examination normally takes place in the host country, rather than in TCD. It is necessary to adjust travel, including return to Dublin, around any required supplemental assessment.

Please be aware that supplemental assessment is not guaranteed to be offered by host universities.

One cannot count on receiving individualized notice of anything (one must assiduously monitor notice board boards for announcements of group assignments and class/lab schedule changes; it is also necessary to attentively listen to and heed the content of oral announcements at the start and completion of scheduled meeting times). It is possible to be disqualified from assessment in examinations for failing to participate in laboratory work or other ongoing assignments.

2.7 Part-Time Jobs

Many of the host institutes have large research projects with money to spend for students to work on tasks like programming, data preparation, grammar development, web design etc. in many areas closely related to your degree. Inquire with your host coordinator or professors about these possibilities if you would like to gain experience that will enhance your studies.

We do not advocate taking jobs that detract from your studies.

3 Reality Checks

Please keep your course director informed of any issues that emerge during the year abroad. Particularly, if a situation seems to be turning into a crisis, please make contact.

Please make sure that you make time to enjoy the Junior Sophister year.