

## Department of Chemistry

### Guidelines for incoming Erasmus Students 2019-20

#### Introduction

Erasmus students who come to Cambridge as participants in the Department of Chemistry will be expected to follow courses from within this Department. However, it may be possible to take a small number of courses from other departments within the [Natural Sciences Tripos](#), but it must be understood that at Part II (third year) and Part III (fourth year) level there is no coordination of timetables between departments, and timetable clashes are therefore to be expected. The Department will only consider applicants wishing to join at the start of the academic year.

No Erasmus student may transfer to a regular Cambridge course during their period of study in Cambridge and thus become eligible for a Cambridge degree.

#### 1. Language Skills

It is essential that students have English language skills that are good enough to undertake an intensive and challenging academic course that is taught and examined in English. All students who are non-native speakers of English are required to sit an online English assessment as part of their application. This will be arranged by the International Student Team in conjunction with your home University Erasmus Coordinator.

Students are only exempt from taking the assessment if they already have one of the following qualifications, obtained within the last two years:

- IELTS: normally a minimum overall grade of 7.5, usually with 7.0 or above in each element
- Cambridge Certificate of Proficiency in English: grade A or B.
- Cambridge Certificate in Advanced English: at grade A
- TOEFL iBT Certificate with a minimum overall score of 100, with at least 25 in each element

#### 2. Application process for incoming Erasmus students

Please see the Incoming Erasmus pages on the [website](#) for further information, but a brief overview of the application process is outline below:

1. Nomination from home University coordinator to the ISO in Cambridge by 31<sup>st</sup> March
2. Invitation to apply online via the University of Cambridge's online portal (certain documentation must be uploaded as part of this process). Application must be completed by 30<sup>th</sup> April
3. Undertake the University Language Centre Assessment (unless exempt as detailed above)
4. Application documents are considered by the Department of Chemistry
5. Students are notified of a Departmental decision
6. Students are considered by Colleges for a place
7. Students are notified of a College place and their signed Learning Agreement is returned to them
8. Arrival – attend welcome events

### **3. Learning Agreements**

When they first apply to Cambridge around March – April, Erasmus students will be asked to list specific courses that they will be following when they arrive in Cambridge. Learning Agreements will be agreed in accordance with the guidelines set out in this document shortly after a student's application is received. They may only be revised subsequently with the approval of the Department.

When considering a student's suitability to study at Cambridge under the Erasmus scheme the accepting Department will review the Learning Agreement. Students should read this document carefully to ensure that they are selecting courses at the right level for their Learning Agreement.

### **4. Study level at Cambridge**

Please see the final page of this document for further information.

### **5. Courses (subject to availability)**

#### **a) Undergraduates**

The Department of Chemistry offers courses which are divided according to the year of study: first year (Part IA), second year (Part IB), third year (Part II) and fourth year (Part III). Part III courses are at masters level.

Details of the courses on offer can be found by referring to the Course Guides (one for each year) available at <http://www.ch.cam.ac.uk/teaching/course-guides>. These guides are updated in September for the following academic year; however, the courses do not change greatly from year to year, so the guide for the current year can be used when completing Learning Agreements. The courses you list should be in agreement with your home institution.

#### **b) Graduate Students**

Graduate Students who are undertaking a research project will also be able to pick from the courses mentioned about in a) (usually at Part II or Part III level). Please note that if students are undertaking a research project and following courses alongside it, they will still be registered as Graduate students.

Part III research projects are limited and priority will be given to Cambridge students when allocating them. There is also a limitation on lab space during term time, so applicants seeking to do research projects **only** are encouraged to follow the Erasmus Internship route – these projects could take place outside of term time, and have greater flexibility.

#### **c) Doctoral students**

Erasmus students at doctoral level will be admitted following the standard Erasmus application procedure and registered as graduate students. Such students should state at the time of their application if they have a particular Cambridge advisor ("supervisor") in mind.

### **6. 'Supervisions'**

'Supervision' (small-group tutorial-style teaching) is a key part of the teaching in Cambridge, and is arranged by the student's College Director of Studies. In practice, and especially for Part II and Part III courses, these arrangements are normally made by the Department on behalf of Directors of Studies. Students should expect to receive one supervision for each four hours of lectures, although this can vary from course to course. For a small number of courses, classes are arranged instead of supervisions. Students are expected to prepare work for, and attend, all the supervisions arranged for them

## 7. Assessment in Cambridge

a) Students following Cambridge undergraduate courses may be assessed in different ways:

i) by work submitted throughout the term (continuously assessed work), typically in the form of accounts of practical work. In Part II, other forms of continuously assessed work are available – please refer to the Course Guides mentioned in 5.

ii) by dissertation (Part III only): Part III projects are assessed via a 5000 word dissertation along with an assessment from the project supervisor.

iii) by examination. Examinations take place ONLY in Easter Term, so would not be available to students coming for only one or two terms

If students are to be assessed by examination, their College needs to make the necessary application. Students should inform their College of the exam paper or papers for which they need to be entered before the 9<sup>th</sup> November.

b) Students following Cambridge graduate courses will be required to attend by the Department.

### Courses offered (subject to availability)

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## Points to note for Departments / Colleges / Supervising Academics

### **Transcripts**

At the end of the academic year students who have taken courses will be provided with a Transcript of Records detailing the courses taken and the level achieved. Though Cambridge does not formally participate in the ECTS system, the certificates will record the ECTS equivalents for the work that a student has done. Students who have pursued research projects during their year in Cambridge will also receive certificates to that effect.

For undergraduate students transcripts will be produced by Colleges, for graduate students transcripts will be produced by the Department.

Except where it has been stated otherwise above ECTS equivalents (up to a maximum of 60 ECTS equivalents for the year) will normally be as follows:

- 20 for each foundation (Part IA), intermediate (Part IB) or advanced (Part II) course
- 20 for each term of the Graduate study completed

### **Determining study level at Cambridge for Erasmus students**

Your level at Cambridge depends on whether or not you will be undertaking a project as part of your Erasmus study.

<b>Undergraduate</b>	Undergraduates will take an appropriate combination of courses from any year depending on their prior level of study
<b>Graduate</b>	Graduates will either:  <ol style="list-style-type: none"><li>I. Undertake a research project only</li><li>II. Undertake a research project alongside courses at Part II and/or Part III level (see below)</li><li>III. Will undertake research (PhD or Master's level)</li></ol>