School of Education
Trinity College Dublin

Master in Education

Handbook 2017/18
About this Handbook

This handbook has been designed specifically for Master in Education students of the University of Dublin, Trinity College as a supplement to the *University of Dublin, Trinity College Calendar 2017/18*. The handbook is intended as a guide to various aspects of the Master in Education programme offered by the School of Education. Please retain for future reference.

The handbook is accurate at the time of production but may not reflect changes to the programme which may be made at a later stage. Any necessary revisions will be notified to students through their Trinity College email address. Students should also be aware that in the event of any conflict between the general regulations as formulated in the *University of Dublin, Trinity College Calendar* and the School of Education M.Ed. handbook, the provisions of the general regulations will prevail (*Calendar* 2017/18).

This handbook is available from the School of Education website. A hard copy of this document is available from the M.Ed. office on request.

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Welcome Message</td>
<td>4</td>
</tr>
<tr>
<td>Trinity College Dublin and the School of Education</td>
<td>5</td>
</tr>
<tr>
<td>1. Introduction</td>
<td>5</td>
</tr>
<tr>
<td>2. Aims and learning outcomes</td>
<td>6</td>
</tr>
<tr>
<td>2.1 Taught component of the M.Ed.</td>
<td>6</td>
</tr>
<tr>
<td>2.2 M.Ed. dissertation</td>
<td>6</td>
</tr>
<tr>
<td>3. Academic and Administrative Staff</td>
<td>7</td>
</tr>
<tr>
<td>3.1 School of Education M.Ed. Office</td>
<td>7</td>
</tr>
<tr>
<td>3.2 Strand Leaders</td>
<td>7</td>
</tr>
<tr>
<td>3.3 Student Contact</td>
<td>8</td>
</tr>
<tr>
<td>3.4 Graduate Studies Office</td>
<td>8</td>
</tr>
<tr>
<td>4. Course Structure</td>
<td>8</td>
</tr>
<tr>
<td>4.1 The Dissertation module</td>
<td>9</td>
</tr>
<tr>
<td>5. Academic credit ratings</td>
<td>9</td>
</tr>
<tr>
<td>5.1 Distribution of credits</td>
<td>9</td>
</tr>
<tr>
<td>5.2 Total student effort</td>
<td>10</td>
</tr>
<tr>
<td>6. Student attendance</td>
<td>10</td>
</tr>
<tr>
<td>7. Assessment</td>
<td>11</td>
</tr>
<tr>
<td>7.1 Assessment regulations</td>
<td>11</td>
</tr>
<tr>
<td>7.2 Modes of assessment</td>
<td>12</td>
</tr>
<tr>
<td>7.3 Assessment criteria</td>
<td>12</td>
</tr>
<tr>
<td>7.4 Submission of coursework</td>
<td>13</td>
</tr>
<tr>
<td>7.5 Deadlines for Submissions Yr1 2017-18</td>
<td>14</td>
</tr>
<tr>
<td>7.6 Request for extension to submit coursework</td>
<td>14</td>
</tr>
<tr>
<td>7.7 Late submission and word limits</td>
<td>14</td>
</tr>
<tr>
<td>7.8 Dean’s Grace</td>
<td>15</td>
</tr>
<tr>
<td>7.9 Request to go ‘off books’</td>
<td>15</td>
</tr>
<tr>
<td>7.10Marking scheme for module assignments: grade descriptions</td>
<td>15</td>
</tr>
<tr>
<td>7.11Processing of module assessments</td>
<td>17</td>
</tr>
</tbody>
</table>
A Welcome Message

Welcome to the Master in Education programme offered by the School of Education.

We are confident that you will find the M.Ed. programme challenging and demanding, but also hope that you will find your studies at Trinity College Dublin interesting and rewarding. All the courses have been designed to offer a dynamic and coherent postgraduate learning experience. Our programme should contribute to your studies being an effective and enjoyable period of professional development. The programme is based on a flexible format, facilitating professionals in full time employment to study at their own pace and is multidisciplinary in nature, taught by subject specialists in each of the relevant areas. Courses have been designed to meet the specific needs of teachers, educators and other professionals, incorporating a diverse range of inclusive teaching and learning methods.

Throughout the year, School of Education staff and invited speakers give seminars on a wide range of topics. Students are very welcome to attend any of these. Details can be found on notice boards throughout the School and will also be circulated electronically to students.

The information contained in this handbook applies to students completing the taught component of the programme (modules) and to those working on their dissertation, so we would advise all M.Ed. students to read the handbook thoroughly.

We wish you every success in the coming year.

Dr Noel Ó Murchadha
Co-ordinator of the Master in Education programme
Room C6-003, TRiSS, Arts Building, Trinity College Dublin

Dr Erika Piazzoli
Co-ordinator of the Master in Education programme
Room 3077, Arts Building, Trinity College Dublin

Ms Keara Eades
Executive Officer

Ms Catherine Minet
Executive Officer

Room 3087, Arts Building, Trinity College Dublin
Trinity College Dublin and the School of Education

1. Introduction

Trinity College Dublin was founded by Queen Elizabeth I in 1592, celebrating its Quarter Centenary in 1992. It is the oldest university in Ireland and one of the older universities of Western Europe. Based on the general pattern of the ancient colleges at Oxford and Cambridge, Trinity's main campus extends over 40 acres on a unique site in the heart of the city. The west end of the campus includes five quadrangles of squares with many buildings from the 18th century, notably the Old Library - home to *The Book of Kells*. The most recent of these squares (Fellows’ Square) was completed in 1978 and is situated opposite the Arts Building. In a number of ways, Trinity is central to Irish life. Many of the famous people of Irish letters and history were educated at Trinity including writers such as Jonathan Swift, Oliver Goldsmith, Oscar Wilde and Samuel Beckett. Ireland’s first President, Douglas Hyde, and later Presidents, Mary Robinson and Mary McAleese, were either graduates of Trinity College or on the staff of the College or both. Most academic activity is concentrated in the main College campus. However, recent developments have allowed expansion of the Health Sciences Faculty off-campus, at St. James’s Hospital and at Tallaght Hospital. In addition sporting facilities and accommodation are provided both on and off-campus.

The vigour of any university must be judged by its commitment to research and research-inspired teaching. In the early twenty-first century, research often takes the form of inter-institutional co-operation or international research alliances. Trinity College Dublin (TCD) is the only Irish university to have featured in the top 50 universities in the Times Higher Education-QS (THE-QS) world university rankings.

The School of Education in Trinity College was established in 1905. Over the past 100 years it has grown in size and reputation and provides a substantial range of postgraduate courses in education, as well as undertaking research on many different areas of educational life. It is one of the major professional schools of the University with a current enrolment of over 600 postgraduate students. It has twenty-two full-time and a significant number of part-time academic staff. The School is committed to engaging with educational issues through teaching and research at a number of levels: initial teacher education, postgraduate teacher education and continuing professional development. The School is dedicated to undertaking high quality research that permeates teaching at both undergraduate and postgraduate levels. This scholarly activity has gained both national and international recognition in both the academic and professional community and contributes to the understanding and practice of education.
2. **Aims and learning outcomes**

2.1 **Taught component of the M.Ed.**

The School’s M.Ed. programme, with its balance of theory and practice, seeks to provide students with a sound basis for a life-long study of education. This is achieved through the provision of opportunities for receptive critical thinking, active participation in courses and the development of theoretical, philosophical and curricular competences. On completion of the taught modules, students should be able to demonstrate:

- systematic understanding and critical awareness of current problems and new developments in education, curriculum, school leadership, and related social, psychological and education issues;
- practical expertise in relevant curriculum, leadership and management areas;
- skills in the management of change and innovation in educational settings;
- the application of their knowledge, comprehension, critical awareness and problem solving abilities within the framework of research areas related to their field of study;
- effective communication of the results of their research or advanced technical and professional learning to both specialist and non-specialist audiences.

2.2 **M.Ed. dissertation**

The dissertation is designed to enable students to undertake a more in-depth study of an aspect of their professional life than is possible through their modular studies. On completion of the M.Ed. dissertation, students should be able to demonstrate:

- a critical awareness of contemporary issues and problems within the student’s chosen knowledge domain;
- expertise in original research which contributes to practice and/or knowledge:
- critical interpretation of and application of knowledge;
- expertise in empirical and/or non-empirical forms of research related to their chosen knowledge domain;
- critical reflection on professional, social and ethical responsibilities linked to the application of their knowledge and judgments;
- ability to take responsibility for the intellectual activities of individuals and/or groups;
- effective communication of their conclusions (and the rationale and processes underpinning these) to specialist and non-specialist audiences;
- ability to undertake self-directed or independent learning.
3. Academic and Administrative Staff

3.1 School of Education M.Ed. Office

The M.Ed. office is located in Room 3088 (9am – 5pm except for 1-2pm), Arts Building, Trinity College, Dublin 2, Ireland.
Tel: +353-1-8961290/8963568   Email: master.education@tcd.ie
Web: www.tcd.ie/Education

Dr. Andrew Loxley      Head of School
Dr Noel Ó Murchadha   Co-ordinator of the Master in Education programme
Dr. Erika Piazzoli    Co-ordinator of the Master in Education programme
Dr. John Walsh        Director of Postgraduate Teaching and Learning
Dr. Ann Devitt        Director of Research
Dr Victoria Bruce     School Administrator
Ms. Keara Eades       Executive Officer (Room 3088)
Ms. Catherine Minet    Executive Officer (Room 3088)

Please note that in the first instance all enquiries regarding modules, assignments, feedback, supervision and submission should be directed to the administrative staff in the M.Ed. office at master.education@tcd.ie. Dr Noel Ó Murchadha can be contacted by email at noel.omurchadha@tcd.ie and Dr Erika Piazzoli can be contacted at erika.piazzoli@tcd.ie

3.2 Strand Leaders

The M.Ed. covers a wide range of academic disciplines. Consequently, each of the academic subject areas has a strand leader advising on its operation and development, who are specialists in their specific fields.

<table>
<thead>
<tr>
<th>Subject Area*</th>
<th>Strand Leader</th>
</tr>
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<tbody>
<tr>
<td>Drama in Education</td>
<td>Carmel O’Sullivan</td>
</tr>
<tr>
<td>Early Intervention</td>
<td>Miriam Twomey</td>
</tr>
<tr>
<td>Foundation Studies</td>
<td>Keith Johnston</td>
</tr>
<tr>
<td>Higher Education</td>
<td>John Walsh</td>
</tr>
<tr>
<td>Leadership and Management in Education</td>
<td>Andrew Loxley/Maija Salokangas</td>
</tr>
<tr>
<td>Language Education</td>
<td>Noel Ó Murchadha</td>
</tr>
<tr>
<td>Mathematics Education</td>
<td>Mark Prendergast</td>
</tr>
<tr>
<td>Music in Education</td>
<td>Marita Kerin</td>
</tr>
<tr>
<td>Positive Behaviour Management</td>
<td>Harry Freeman</td>
</tr>
<tr>
<td>Science Education</td>
<td>Joseph Roche</td>
</tr>
<tr>
<td>Special Educational Needs</td>
<td>Michael Shevlin</td>
</tr>
</tbody>
</table>

*Not all tracks may run in every academic year
3.3 Student Contact
The School of Education will communicate with you by email. This will be done using your university email address (i.e. your tcd.ie account) which you will receive when you register. You are advised to regularly check your email account or to set up a forwarding facility on your TCD account. Instructions on forwarding mail can be found at: http://isservices.tcd.ie

Academic Registry
The Academic Registry is located in the Biotechnology Building, Trinity College. All requests to go ‘off-books’ must be submitted first to the M.Ed. Co-ordinators and then considered by the Dean of Graduate Studies. For more, see Section 7.9.
Tel: +353-1-8964500
Fax: +353-1-6712821
Email: academic.registry@tcd.ie
www.tcd.ie/Graduate_Studies

4. Course Structure
The M.Ed. programme is available as a modular and flexi-masters, and students select one of the following routes to pursue.

Route 1: one year full-time
Students complete five modules and a 20,000 word dissertation module in one year.

Students are obliged to complete successfully the Academic Literacy and Research Methods module in addition to the four strand modules.

Students following the full-time route are not eligible to submit their dissertation unless a minimum of a ‘pass’ has been achieved in each module. Students applying for the full time route must submit a description of the area of research interest at the point of application, and are required to be based in the greater Dublin region during their academic year of study.

Route 2: two years part-time
Students complete five modules in year one, and a 20,000 word dissertation module in year two.

Students are obliged to complete successfully the Academic Literacy and Research Methods module in addition to the four strand modules.

Students wishing to progress to the dissertation year must have all of their completed coursework for the taught component of the programme (five modules) submitted by May 4th of the year following entry to the programme, and must have achieved a minimum of a ‘pass’ in each module.
Route 3: three years part-time
    Students complete three modules in year one, an additional two modules in
    year two, and a 20,000 word module dissertation in year three.

Students are obliged to complete successfully the Academic Literacy and
Research Methods module in addition to the four strand modules.

Students wishing to progress to the dissertation year must have all of their
completed coursework for the taught component of the programme (five
modules) submitted by May 4th annually, and must have achieved a
minimum of a ‘pass’ in each module.

Modules are normally taught outside of school working hours and several different
formats are used. For example:
- weekday evenings (4-6pm, 5-7pm or 6-8pm)
- weekends (Friday evenings and Saturdays)
- one week of 25 hours (some modules when delivered during the summer
  period may be recognised by the Department of Education and Science as
  meeting the needs of Rule 58);
- Summer School format (taught components for the Drama in Education
  and Music in Education strands are delivered through a two week
  intensive Summer School in Trinity College, normally held in July, involving
  study on Saturdays and several evenings).

4.1 The Dissertation module
The dissertation module entails a 20,000 word dissertation graded on the basis of
distinction, pass, or fail. Attendance at and full participation in the lectures and
workshops for the Academic Literacy and Research Methods module and the
Dissertation Year research support sessions is compulsory for students on all
strands of the M.Ed. This content has been designed to introduce and help
students navigate the research process by exploring such areas as the nature of
educational research and a range of strategies for data gathering such as action
research, case studies, evaluation, historiography, image-based, and so on. A
range of data gathering/construction techniques and tools will also be explored, as
well as critical issues around academic writing, trustworthiness and transferability,
data analysis, ethics and modes of representation.

5. Academic credit ratings

5.1 Distribution of credits
The European Credit Transfer System (ECTS) is an academic credit transfer and
accumulation system representing the student workload required to achieve the
specified objectives of a study programme. 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, and professional
training placements. There is no intrinsic relationship between the credit volume of a module and its level of difficulty. The taught component of the M.Ed. consists of four modules, with each module comprising 20-25 hours of contact time and associated directed tasks. Three of the taught strand modules are worth 15 credits, one strand module is worth 10 credits, and the common Academic Literacy and Research Methods module is worth 5 credits. The total credit rating for the Master’s programme is 90 credits. They are distributed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Credits</th>
<th>Total student effort (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>Module 2</td>
<td>15</td>
<td>300</td>
</tr>
<tr>
<td>Module 3</td>
<td>15</td>
<td>300</td>
</tr>
<tr>
<td>Module 4</td>
<td>15</td>
<td>300</td>
</tr>
<tr>
<td>Academic Literacy and Research Methods</td>
<td>5</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total for taught component</strong></td>
<td><strong>60</strong></td>
<td><strong>1,200</strong></td>
</tr>
<tr>
<td>Dissertation Module</td>
<td>30</td>
<td>600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>90</strong></td>
<td><strong>1,800</strong></td>
</tr>
</tbody>
</table>

5.2 Total student effort

Each unit of academic credit (ECTS) is equivalent to 20 hours of total student effort, which includes class contact hours, private study time on directed and non-directed reading tasks and activities, and on the preparation of assignments. An assessment is required for each module, and details can be found in individual module descriptions.

6. Student attendance

It is expected that students will attend and participate fully in all five taught modules. A student who attends for less than 70% of a taught module may be returned as ‘Non-Satisfactory’ for that module. In order to proceed to the dissertation or to be eligible for the award of the Postgraduate Diploma in Education a student must obtain credit for the academic year by satisfactory attendance at lectures and by carrying out the required course-work or other designated assignments.

A student who is absent from attendance at prescribed courses due to illness may be required to submit a medical certificate to the M.Ed. office within one week of the absence occurring.
7. Assessment

7.1 Assessment regulations

Each student will complete three written (or equivalent) assignments of approx. 4,000-5,000 words and one written (or equivalent) assignment of approx. 2,500-3,500, which are all graded as distinction, pass or fail, with the pass level being set at the equivalent of 50% or higher. In addition to the strand module assessments, students will complete a written (or equivalent) assignment of approx. 1,500-2,000 words for the compulsory Academic Literacy and Research Methods module; this will be assessed on a distinction, pass or fail basis. To progress to the dissertation each student must achieve a pass in each of the five taught modules. A student who achieves a distinction in their dissertation and two distinctions (in two 15-credit modules, or equivalents) or more across the five modules may be awarded the M.Ed. with Distinction.

A student who fails to meet the passing grade for two 15-credit modules, or equivalents, may be permitted to resubmit the module assignment. The grade on a resubmission is capped at a pass level only. A student who fails on resubmission will be required to withdraw from the programme. Compensation between modules is not permitted.

The M.Ed. dissertation is 20,000 words in length (including appendices, but exclusive of references and preliminary pages) and is classified as an honours masters.

To be awarded the degree of Master in Education, a student must satisfy the Court of Examiners by fulfilling the following criteria (both A and B):

A. A pass in all five taught modules

B. A pass in the dissertation module

A candidate who satisfies the criteria listed under A may proceed to undertake the dissertation. Candidates who have achieved a pass grade in each of the five taught modules may exit the programme with a Postgraduate Diploma in Educational Studies. Students who have opted to receive a P.Grad.Dip may apply to submit subsequently for the corresponding Master’s degree. Following completion of the Master’s requirements the student will inform the Registrar of his/her intention to rescind the P.Grad.Dip and have the credit obtained during the P.Grad.Dip integrated into the Master’s degree. The student will be required to submit the original P.Grad.Dip and/or any duplicates that have been issued. The time limit for applying to complete the credits required for the Master’s degree will normally be up to 5 years following completion of the P.Grad.Dip. In exceptional circumstances, a longer time limit may be considered by the Dean of Graduate Studies. This arrangement is not available to students who exit with the P.Grad.Dip as a consequence of failing to attain the pass requirements of the
Masters (Calendar Part 3, section 2, School of Education, pp.42-44). Candidates who a) fail to satisfy the criteria for progression to the dissertation module, or b) fail the dissertation module, and who have achieved a pass grade in each of the five taught modules can be awarded a Postgraduate Diploma in Educational Studies.

7.2 Modes of assessment
Some form of assessment is required for all postgraduate courses and a student must complete all coursework prescribed. The specific mode of assessment is provided in each individual module description. However, the type of assessment may vary depending on the lecturer and the content of the module. Assessment types may include:

- an academic paper
- an in-depth case study
- a critical evaluation of a school/classroom project
- an action research project
- an in-class examination
- a presentation
- a portfolio

Co-operative and group projects can be submitted, but must be negotiated with the course leader. It is also important to note that, unless the contribution of each member of the group is clearly indicated, a common grade will be awarded for co-operative projects. It is recommended that some part of each project would be individualised.

For module assignments, guidance on academic writing is provided in Appendix 2 and details of the required form of referencing are given in Appendix 4. For dissertation students, advice on structuring and writing the dissertation is provided in Appendix 5.

7.3 Assessment criteria
It is recognised that module assignments in different M.Ed. strands cover a broad range of academic fields. Consequently, the weighting of different criteria can vary across the different areas. However, in the interests of consistency and comparability the following criteria are considered in the assessment of module assignments.

- Organisation and structure of the text.
- Range and understanding of literature/source material for investigating the topic.
- Analysis, presentation and interpretation of literature.
- Application to educational theory/practice.
- Quality of conclusions/outcomes-recommendations/implications for
future action.
- Structure and presentation: general layout, observations of academic conventions, quality of language, sentence construction, syntax and paragraphing.

In judging the merit of a dissertation submitted in candidature for the degree of M.Ed., the candidate should note the following criteria.

- The candidate must show evidence that he or she is able to conduct investigation with rigour and discrimination.
- The candidate must show that he or she appreciates the relationship of the subject to a wider field of knowledge (including scholarly literature).
- The dissertation should include a contribution to knowledge, but it is not necessary that it be worthy of publication.
- The dissertation must be clear, concise, well written, and orderly. Its presentation, general arrangement, and style should be satisfactory.
- A dissertation must be a candidate's own work.
- An M.Ed. dissertation should not exceed 20,000 words inclusive of appendices: this does not include references or preliminary material (eg summary, declarations, acknowledgements).

7.4 Submission of coursework

Coursework, assignments and dissertations must be submitted in ‘hard copy’ format accompanied by a signed coversheet and also electronically by email to medsub@tcd.ie before close of business on or before the due date specified. Submissions for the Academic Literacy and Research Methods module and applications for ethical approval may be sought via Blackboard. Students may be asked to provide a report from Turnitin/SafeAssign when submitting coursework, assignments and dissertations. **A submission is only considered valid when submitted both electronically and in hard copy with a signed coversheet (Appendix 1).**

Assignments are normally submitted within four weeks of a module finishing, to the deadlines specified. It is important that you do not hand in your work to the module co-ordinator. If an assignment gets lost in the post, students are responsible for keeping a copy of all work submitted. Comments are sent to a student after the work has been assessed; the actual work is not usually returned to the student but may be consulted in the M.Ed. office on request.

All written work should be word processed (see guidelines in Appendix 2) and all supplementary materials for example, images on CD, etc., need to be clearly marked with your name and student number and attached to the main assignment.

Where appropriate, students can use relevant examples from professional school experience in order to provide illustration for their argument and to demonstrate...
their ability to link theory with practice. However, any personal details concerning a school or work setting referred to should not be identifiable. Statements made in an assignment should be supported by references to an appropriate source to avoid plagiarism (see section 7.15 below).

Feedback on assignments and guidance on how academic performance may be improved is provided in the form of written comments on a standard report sheet (see Appendix 3). The School aims to achieve a turnaround time of six weeks (thirty working days) from the initial submission of assignments to receiving written feedback and a provisional grade, unless an alternative date for feedback is given to students when assignments are submitted. Any grade is provisional subject to final approval at the Court of Examiners.

7.5 Deadlines for Submissions Yr1 2017/18

The submission dates are as follows:
Semester 1 Papers: Friday 19 January 2018, 5pm
Semester 2 Papers: Friday 4 May 2018, 5pm

Research Proposals: Tuesday 5 June 2018

All papers should be submitted to the M.Ed. office directly (3088) or placed in the relevant submission box at the top of the corridor for the School of Education, Arts Building, Trinity College, and emailed to medsub@tcd.ie. Submissions for the Academic Literacy and Research Methods module and applications for ethical approval may be sought via Blackboard.

7.6 Request for extension to submit coursework

Where there are prescribed dates for submission of coursework, a student must meet these dates, unless prior approval has been given for an extension. An extension may only be granted by the Course Co-ordinators. Requests for an extension must be made in writing (email) and may be granted on medical grounds (with medical certificate required for submission) or in respect of ad misericordiam circumstances. A record of the extension will be logged with the M.Ed. office.

7.7 Late submission and word limits

Work submitted outside the prescribed deadline may not be accepted, unless prior permission has been sought and granted from the Programme Co-ordinators.

A tolerance of 10% is permitted in respect of the word count for assignments and dissertations. A piece of work which exceeds the permitted tolerance may not be accepted.

7.8 Dean’s Grace

Dean’s Grace, involving an extension for one month only (free of fees) to submit a dissertation, may be requested in writing to the M.Ed. Co-ordinators on or
before 3 August 2018. Dean’s Grace is normally given by the Co-ordinator on request by the student without any requirement for additional documentation (subject to permission of the Dean of Graduate Studies). The normal deadline for dissertation submission is 31st August. If granted Dean’s Grace, the dissertation must be submitted on the last working day of September.

7.9 Request to go ‘off-books’

Normally graduate students must pursue their course continuously. In exceptional circumstances the Dean of Graduate Studies, after consultation with the graduate student’s supervisor and the Programme Co-ordinators, may permit graduate students to go ‘off-books’ where to do so is in the best interests of the graduate student. Applications to go off-books should be made to the Dean of Graduate Studies through the Course Co-ordinators. During the period of interruption graduate students are not required to pay fees. Consequently they will not have a student card during this period and will not have access rights to the college library or to other college facilities.

‘Off-books’ permission is given for a definite period, usually a period of one year. A re-admission request from the student to the Dean of Graduate Studies is required prior to re-registration if permission has been granted for medical reasons.

Students who for reasons of ill-health, or other grave cause, have been allowed to go off books can only be re-admitted, even in the current academic year, at the discretion of the Dean of Graduate Studies, who may require a satisfactory certificate from a medical referee nominated by him/her. Permission for an ‘off-books’ period is given for a definite duration and the onus is on the student to ensure that they resume their studies at the designated time as otherwise they will be considered ‘withdrawn’ from the course (Calendar Part 3, General Regulations 1.23).

7.10 Marking scheme for module assignments: grade descriptions

All modular assessments are graded as distinction, pass or fail. The examining lecturer assigns a provisional grade to a piece of work. Coursework and assignments are graded in accordance with the conventions on the following page. These grade descriptions are intended to provide guidelines for the marking of coursework and assignments in the taught component of the M.Ed. programme. They are not rigid prescriptions, but general indications of the qualities that are looked for at each level of classification.

Please note that all grades are provisional until agreed by the Court of Examiners.
<table>
<thead>
<tr>
<th>Distinction (70%+)</th>
<th></th>
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</table>
| **Structure/Organisation**  
(organisation and structure of the text; logic) | Text and argument systematically and explicitly organised; without any significant lacunae or repetition. Identifies and discusses pertinent issues in depth. |
| **Analysis**  
(coherence of argument; reflection, distillation, criticality) | Critical review and synthesis of ideas; coherent, realistic and well-supported argument; perceptive appraisal of implications. |
| **Support**  
(range and understanding of sources) | Critical coverage of all major sources; systematic, analytical use of these sources. |
| **Presentation**  
(length, use of presentation conventions, referencing, spelling, grammar, language) | Competent control of length; appropriate presentation and use of referencing conventions; accurate grammar, spelling and use of language. |
| **Overall** | Work of outstanding quality, showing perceptive and critical insight |

<table>
<thead>
<tr>
<th>Pass (50%+)</th>
<th></th>
</tr>
</thead>
</table>
| **Structure/Organisation**  
(organisation and structure of the text; logic) | Text and argument structured in a sustained way; all major structural elements present. |
| **Analysis**  
(coherence of argument; reflection, distillation, criticality) | Ideas organised and grouped into a coherent, realistic and well-supported argument; incorporating some critical analysis and relevant/appropriate use of supporting sources. |
| **Support**  
(range and understanding of sources) | Use of a range of sources in the literature, though there may be some minor gaps all major relevant sources should be covered; systematic, analytical use of these sources. |
| **Presentation**  
(length, use of presentation conventions, referencing, spelling, grammar, language) | Length requirements observed; appropriate presentation and use of referencing conventions; grammar and spelling accurate in the main. Satisfactory use of language. |
| **Overall** | Work of good quality, showing knowledge and understanding |

<table>
<thead>
<tr>
<th>Fail (49% or below)</th>
<th></th>
</tr>
</thead>
</table>
| **Structure/Organisation**  
(organisation and structure of the text; logic) | Poor or weak organisation/structure. Significant gaps or repetition in the argument/text. |
| **Analysis**  
(coherence of argument; reflection, distillation, criticality) | Some evidence of understanding of ideas although mainly descriptive with limited critical analysis and support. |
| **Support**  
(range and understanding of sources) | Evidence of some reading in the field but largely descriptive. Little or no analysis or understanding evident. |
| **Presentation**  
(length, use of presentation conventions, referencing, spelling, grammar, language) | Basic command of presentation conventions and referencing, presentation occasionally marred by language/spelling errors affecting comprehensibility. |
| **Overall** | The work does not achieve the standards required at honours level |
7.11 Processing of module assessments
A student is allowed to fail two modules only and to re-submit such an assignment once. Their grade for that re-submitted assignment will be capped at the level of pass for that module.

Where one or more forms of assessment apply within an individual module, a student must achieve a pass in each component in order to pass that module overall. In such cases of multiple assessments within a module, normally a distinction can only be achieved where a student achieves a distinction in each graded component.

A Court of Examiners meets once a year to process students’ module assessments.

7.12 Examination of the M.Ed. dissertation
Two copies of the M.Ed. thesis, which may not be returned, and which for the first submission must be soft-bound, should be presented at the M.Ed. Office, School of Education (room 3087), accompanied by two loose copies of the abstract. Each submitted dissertation will be examined by an internal examiner and a second reader (who may be the student’s supervisor) according to approved criteria. This allows for an independent, critical evaluation of the study. The supervisor is invited to comment on the internal examiners’ report. Towards the end of the academic year a sample of all work is sent to the External Examiners to ensure comparability of standards within and across the M.Ed. strands. The dissertation is not graded and is accepted by the Department of Education and Skills as an honours qualification in keeping with Trinity College’s understanding of master’s programmes. The External Examiners for the M.Ed. programme attend the University in early December of the year following the submission of the dissertation for the Court of Examiners. Membership of the Court of Examiners usually comprises lecturers who have been involved in teaching and assessing students’ work, the Director of Postgraduate Teaching and Learning, the Head of School and the External Examiners. The Court is chaired by the M.Ed. Co-ordinators.

The functions of the Court are to:
- consider the marking of the submitted work;
- compare the quality across different markers and modules;
- ensure comparability of grading;
- ensure fairness to the students.

Provisional categories are formalised at that stage. Students are advised that assessment grades disclosed during the year are subject to moderation by internal and, where appropriate, External Examiners, and as such are considered to be provisional until the end of year results are confirmed by the External Court of Examiners.

Basis for marking
The dissertation will normally be assessed from the following perspectives.

- Knowledge of relevant literature: theory and research
- Knowledge of relevant professional practice and research methods
- Informed critical judgement of theoretical, professional and research issues
- Ability to demonstrate a clear understanding of the problem
□ Ability to evaluate the significance of research or other pertinent material (for example, policy documents, historical records)
□ Ability to assess the plausibility and importance of different lines of argument, competing or complimentary
□ Recognition of the implications of evidence
□ Ability to develop a clear line of argument
□ Use of appropriate concepts and language
□ Material is logically organised, demonstrates clarity of expression and is accurately referenced
□ Shows evidence that the student is able to conduct an investigation with rigour and discrimination

The candidate must show that he or she appreciates the relationship of the subject to a wider field of knowledge (including scholarship). The dissertation should include some contribution to knowledge, but it is not necessary that it be worthy of publication. The dissertation must be clear, concise, well written, and orderly. Its presentation, general arrangement, and style should be to a high standard. A dissertation must be a candidate’s own work. Where appropriate, the dissertation shows reflection and reflexion on professional biography.

Internal Examiners are required to recommend the placing of students’ dissertations into one of the categories below.

□ That the dissertation should be awarded a distinction.
□ That the degree should be awarded for the dissertation as it stands.
□ That the degree should be awarded, subject to minor corrections being made to the dissertation before final submission.

The following recommendations may only be made after the holding of a viva voce examination.

□ That the dissertation should be referred back for revision.
□ That the dissertation should be failed.

A student whose dissertation is referred back for major revisions will be required to register for a full academic year and pay the associated full fee for that academic year.
<table>
<thead>
<tr>
<th>Marking Scheme and Grading Criteria for the M.Ed. Dissertation</th>
<th>The dissertation be failed</th>
<th>The dissertation be referred back for major revisions</th>
<th>The dissertation be passed subject to minor revisions</th>
<th>The dissertation be passed as it stands</th>
<th>Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure (organisation and structure of the text; logic)</td>
<td>Disorganised; no clear structure identified or identifiable.</td>
<td>Appropriate organisation, most major structural elements present; some significant gaps or repetition in the argument/text.</td>
<td>Text and argument structured in a sustained way; all major structural elements present.</td>
<td>Text and argument systematically and explicitly organised; without any significant lacunae or repetition.</td>
<td>Systematically and explicitly organised; without any significant lacunae or repetition.</td>
</tr>
<tr>
<td>Analysis (coherence of argument; reflection, distillation, criticality)</td>
<td>Descriptive and without critical analysis.</td>
<td>Some evidence of understanding of ideas although mainly descriptive with limited critical analysis and support.</td>
<td>Ideas organised and grouped into a coherent argument; some critical analysis and use of supporting sources.</td>
<td>Critical review and synthesis of ideas; coherent, realistic and well-supported argument; perceptive appraisal of implications.</td>
<td>Systematic critical questioning of ideas and suggestion of alternative perspectives; well-supported analysis; insightful evaluation and discussion of implications.</td>
</tr>
<tr>
<td>Support (range and understanding of sources)</td>
<td>Little acquaintance with sources in the literature; little or no analysis or understanding evident.</td>
<td>Evidence of some reading in the field but largely descriptive.</td>
<td>Use of a range of sources in the literature, though there may be some minor gaps; systematic, analytical use of these sources.</td>
<td>Critical coverage of all major sources; systematic, analytical use of these sources.</td>
<td>Thorough and critical coverage of sources; integration of diverse sources into a systematic whole.</td>
</tr>
<tr>
<td>Presentation (length, use of presentation conventions, referencing, spelling, grammar, language)</td>
<td>Length requirements not observed; presentation conventions not observed, incomplete referencing; presentation marred by language/spelling errors affecting comprehensibility.</td>
<td>Length requirements observed; basic command of presentation conventions and referencing, presentation occasionally marred by language/spelling errors affecting comprehensibility.</td>
<td>Length requirements observed; appropriate presentation and use of referencing conventions; grammar and spelling accurate in the main. Satisfactory use of language.</td>
<td>Competent control of length; appropriate presentation and use of referencing conventions; accurate grammar, spelling and use of language.</td>
<td>Concise and effectively argued, within the length allowed; appropriate presentation and use of referencing conventions; accurate grammar, spelling and use of language.</td>
</tr>
<tr>
<td>Where appropriate: Investigation/Research (questions; rationale; theoretical background; data collection methods; critical analysis; implications)</td>
<td>Where appropriate: Research questions unclear; rationale weak; theoretical background very limited; research methods not well-chosen or misapplied; analysis sketchy or unjustified by data; implications asserted or untenable.</td>
<td>Where appropriate: Basic research questions; limited rationale; some theoretical background attempted; research methods adequate; analysis attempted but may lack depth; some implications examined.</td>
<td>Where appropriate: Research questions clearly stated; rationale for research given; some relation to underlying theories established; research methods appropriate; some critical analysis of data; appropriate implications drawn from the study.</td>
<td>Where appropriate: Perceptive identification of research questions; cogent, theoretically-based rationale; good research design – well applied; critical analysis of data; careful appraisal of implications.</td>
<td>Where appropriate: Perceptive identification of research questions; critical appreciation of underlying theory and rationale; appropriate research design, carefully and critically applied; insightful and critical analysis of data; critical interpretation of implications.</td>
</tr>
</tbody>
</table>

Based on criteria devised by the University of Leeds
7.13 M.Ed. with Distinction
Where a student’s dissertation meets all of the criteria specified in the category of Distinction (see table above) and has obtained two distinctions in two 15-credit modules, or equivalents, across the five modules, he/she may be awarded the M.Ed. with distinction.

A School level M.Ed. gold medal award may be awarded on the basis of exceptional performance in a student’s dissertation.

7.14 Dissertation referral
Where a dissertation is being considered for referral or a fail, the student will be invited to attend an oral examination. This is normally scheduled before the Court of Examiners and in accordance with the Calendar regulation below:

When examiners propose either failure, or referral of thesis for revision, they must hold a *viva voce* examination. The candidate must be informed of the reason for the *viva voce*. (see Calendar Part 3 2.16, General Regulations)

The oral examination panel is constituted as follows:
- Director of PG Teaching and Learning (or his/her nominee) as Chairperson
- Internal Examiner
- Supervisor
- Student

The outcome of the oral examination will be reported to the Court of Examiners.

Where a student is required to undertake revisions to his/her dissertation, that student will be required to re-register for a further year on payment of the full annual fee.

The appeal procedure is the same as that described in 9.5 below.

7.15 Plagiarism
Students should be aware of the University’s policy regarding plagiarism. The Calendar policy on plagiarism is included below.
Calendar Statement on Plagiarism for Postgraduates - Part III, 1.32

1. General
It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one’s own, without due acknowledgement. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism. Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

2. Examples of Plagiarism

Plagiarism can arise from actions such as:

(a) copying another student’s work;

(b) enlisting another person or persons to complete an assignment on the student’s behalf;

(c) procuring, whether with payment or otherwise, the work or ideas of another;

(d) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;

(e) paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

(i) fail to distinguish between their own ideas and those of others;

(ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
(iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;

(iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

3. Plagiarism in the context of group work

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism.

When work is submitted as the result of a Group Project, it is the responsibility of all students in the Group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

4. Self-Plagiarism

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.

5. Avoiding Plagiarism

Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding plagiarism is available at http://tcd.ie.libguides.com/plagiarism

6. If plagiarism as referred to in paragraph (1) above is suspected, the Director of Teaching and Learning (Postgraduate) will arrange an informal meeting with the student, the student’s Supervisor and/or the academic staff member concerned, to put their suspicions to the student and give the student the opportunity to respond. Students may nominate a Graduate Students’ Union representative or PG advisor to accompany them to the meeting.

If the Director of Teaching and Learning (Postgraduate) forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all
parties noted above must be in agreement. If the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate) feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures set out in Section 5 (Other General Regulations).

8. If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Postgraduate) will recommend one of the following penalties:

(a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;

(b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

(c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

9. Provided that the appropriate procedure has been followed and all parties in (6) above are in agreement with the proposed penalty, the Director of Teaching and Learning (Postgraduate) should in the case of a Level 1 offence, inform the Course Director and, where appropriate, the Course Office. In the case of a Level 2 or Level 3 offence, the Dean of Graduate Studies must be notified and requested to approve the recommended penalty. The Dean of Graduate Studies will inform the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as set out in Section 5 (Other General Regulations).

10. If the case cannot normally be dealt with under summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

8. **M.Ed. Dissertation Year**

8.1 **Course structure**
This is a research year and students will be involved in writing a dissertation under the guidance of a supervisor. Students are required to submit their dissertation by August 31st in the year following registration for the dissertation year. Regular research
methods and support sessions are organised throughout the year (see dates under 10.3):

8.2 The Dissertation

The dissertation provides students with an opportunity to consider an area of interest in depth. It should illustrate a student’s ability to analyse and synthesise relevant literature, present arguments supported by relevant evidence and logical discussion, and acknowledge sources of ideas and information. The dissertation should be the product of students’ own experience, reading and reflection. Although original work is always welcome although students are not expected to engage in substantial original research. The dissertation should not exceed 20,000 words including appendices. The required academic conventions are set out below (see Appendix 4) and must be followed. Two copies are submitted in soft bound form by August 31st in the dissertation year. General guidelines for the submission of a dissertation are outlined in Appendix 5.

8.3 Supervision

Dissertation students are assigned to an appropriate supervisor and are required to maintain regular contact with their supervisor during the academic year. It is the responsibility of the student and supervisor together to find an appropriate level of contact during the preparation and writing of the dissertation. As a general guideline, this is typically once a month for part time students, and more frequently for full time students. Meetings will usually be face to face (except for students based overseas), however much work can be done through the exchange of emails and attachments.

The staff member for the supervision of the dissertation is normally assigned by the Co-ordinator in consultation with the respective strand leaders. The choice of dissertation topic must be related to the strand for which the student is registered and within the competence of the supervisory team. Not every supervisor will be available in any one year.

8.4 Working with your supervisor

The relationship with your supervisor is a crucial one during the programme. Your supervisor will give you advice on your research and on structuring your dissertation. Your supervisor will advise you on:

- finding relevant literature
- focusing research questions
- being realistic about scope and timing
- choosing appropriate methods
- planning data collection and data analysis.

If you have problems with supervision, you should contact the Co-ordinators in the first instance. If you are still not satisfied with your supervision arrangements, you may contact the Director of Postgraduate Teaching and Learning.
The following is a set of guidelines as to what is normally expected of students.

1. to prepare, with guidance from the supervisor, an appropriate schedule of work for the academic year;
2. to prepare, with guidance from the supervisor, an appropriate schedule of meetings for the academic year. This is particularly important for part-time students;
3. to present and discuss regularly and in agreement with the supervisor, work relating to the research;
4. to make contact with the supervisor;
5. to provide an agreed agenda as to the content of supervisory meetings so they are as productive as possible;
6. to abide by ethical guidelines in the carrying out of all aspects of their research work;
7. to bring to the attention of the supervisor as a matter of urgency any aspect of the research work that has or could potentially run counter to the aforementioned ethical guidelines (for example, problematic relations with gatekeepers, or key informants etc.);
8. to contact the supervisor regarding issues that may affect any aspects of the research work (for example, illness, change of job etc.);
9. to write a summary of the supervisory session covering both the content of the session and consequent plan of action, a copy of which is to be emailed to the supervisor after every tutorial.

The student (not the supervisor) is responsible for producing and writing the dissertation. Students are advised to proof read their dissertation carefully before final submission, and to seek assistance with this from peers and colleagues if necessary.

8.5 M.Ed. Dissertation Progress Report Form
Students are required to complete an M.Ed. mid-point dissertation progress report form (see Appendix 13). Part A of the progress report form should be completed by the student and submitted to his/her supervisor on or before the end of February. Students should indicate the frequency of contact with their supervisor and progress made on their review of relevant literature, research design and data collection. Students should also mention problems or set-backs experienced, and future work to be conducted with an indicative time frame.

The supervisor will complete Part B and discuss it with the student before submitting the signed and completed form to the M.Ed. office on or before the end of February.

8.6 Research Ethics
All students undertaking the dissertation are required to apply for ethical approval for fieldwork in accordance with the School of Education ethical guidelines. This application should be made during the dissertation year before undertaking any fieldwork. All students completing the dissertation in 2017-18 should apply for ethical approval by 21 November 2017. The School of Education guidelines on ethical research practice for students and the relevant application form are available in Appendices 7-8.
9. The Student Experience

9.1 Teaching and learning

The Trinity Inclusive Curriculum Project (TIC) commenced in Trinity College in October 2008 (see Appendix 9 for details). This project aims to mainstream inclusive principles within the curricula of the College. Students enter Trinity from many diverse backgrounds and the College has a commitment to support this increasingly diverse student population through the development of an inclusive curriculum. The central principle of Inclusive Curriculum is that multiple approaches to teaching methodology, teaching materials, and assessment are necessary to meet the needs of a diverse student body. All students can benefit from academic staff being aware of the diversity of the student body and adapting their teaching accordingly.

Interactive and experiential strategies are used in module teaching with an emphasis on integrating theory with practice. As participants come with a considerable wealth of practical experience, opportunities are provided for reflection and analysis of such experience within the theoretical framework of an individual module. The programme is developed progressively through a range of teaching and learning mechanisms incorporating group work, collaborative learning and whole class teacher input and discussion, including lectures, seminars, practical workshops, directed and on-line learning, and individual tutorials.

Inclusive visual aids are used in sessions as appropriate, taking account of font type, size, use of colour and contrast, layout and number of points/paragraphs on each slide, and use of left alignment to ease reading. Where relevant, handouts are made available in advance, and a variety of teaching materials such as concrete visuals, copies of texts, photos, still images, and drama and role play scenarios are used to increase flexibility and variety in teaching and learning methods and materials.

Coursework, in its various forms, is used to develop the skills, knowledge and understanding necessary for a mature grasp of a subject and its application in a range of educational situations. Students will be required to develop and demonstrate skills of independent study in their preparation of assignments and in their dissertation. Through these experiences, it is hoped that students will develop a critical and informed mind, the ability to think imaginatively and creatively, a sense of academic rigour, an awareness of the interests and needs of others and a willingness to share ideas.

9.2 Student representation

The M.Ed. programme has a student representative process. Students in each year are invited to elect a representative who is able to express the views of the group to the Co-ordinators and M.Ed. Course Board, at which general matters affecting the delivery of the programme are discussed. This role does not in any way preclude individual students discussing any matters regarding the programme with their strand leader and/or the Course Co-ordinators.
9.3 Programme evaluation and development

One of the cornerstones of any academic programme is the need for ongoing evaluation and review. Student comments, opinions and reflections are highly valued as they can be a rich source of feedback concerning the future delivery and development of the programme. Each module is evaluated on a standard Student Evaluation Form or equivalent (see Appendix 10). Responses are compiled and presented for discussion at teaching team review meetings.

Students complete an overall M.Ed. evaluation at the end of the programme.

Postgraduate Advisory Service

The Postgraduate Advisory Service is a unique and confidential service available to all registered postgraduate students in Trinity College. It offers a comprehensive range of academic, pastoral and professional supports dedicated to enhancing your student experience.

Who?
The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all postgraduate students in Trinity. The Postgrad Support Officer will act as your first point of contact and a source of support and guidance regardless of what stage of your postgrad you’re at. In addition, each Faculty has three members of Academic staff appointed as Postgraduate Advisors who you can be referred to by the Postgrad Support Officer for extra assistance if needed.

Contact details of the Postgrad Support Officer and the Advisory Panel are available on our website: http://www.tcd.ie/Senior_Tutor/postgraduate/

Where?
The PAS is located on the second floor of House 27. We’re open from 8.30 – 4.30, Monday to Friday. Appointments are available from 9am to 4pm.
Phone: 8961417 Email: pgsupp@tcd.ie

What?
The PAS exists to ensure that all postgraduate students have a contact point who they can turn to for support and information on college services and academic issues arising. Representation assistance to postgraduate students is offered in the area of discipline and/or academic appeals arising out of examinations or thesis submissions, supervisory issues, general information on postgraduate student life and many others. If in doubt, get in touch! All queries will be treated with confidentiality. For more information on what we offer see our website. If you have any queries regarding your experiences as a postgraduate student in Trinity don’t hesitate to get in touch with us.
9.5 Request for rechecks and Appeals

All students have the right to discuss their examination or dissertation performance with the appropriate members of staff as arranged by the M.Ed. Co-ordinators. Graduate students’ examination results cannot be discussed with them until after the publication of the results. The regulations for seeking a re-check/re-marking of results are set out in the College Calendar (Part 3 1.9).

Students who wish to appeal decisions arising out of examinations should in the first instance do so in writing to the M.Ed. Co-ordinators. The grounds for an academic appeal should be clearly stated and supported where necessary by documentary evidence. The Co-ordinators will discuss the request with the relevant parties and attempt to find a resolution. If the matter is not resolved, students may refer it to the School’s Postgraduate Appeals Committee. Students have the right to appeal decisions of the School’s appeals committee to the Dean of Graduate Studies and subsequently to the Academic Appeals Committee for Graduate Students (Taught). Such an appeal will only be considered by this Committee where the student's case:

1. is not adequately covered by the ordinary regulations of the College;
2. is based on a claim that the regulations of the College were not properly applied in the applicant’s case;
3. represents an ad misericordiam appeal.

The student cannot make an appeal other than on ad misericordiam grounds against the normal application of College academic regulations approved by the University Council. It should be noted that no appeals committee can overturn examiners’ academic verdict on the work as presented: only changes of a procedural nature may be recommended (Calendar, Part 3 1.3.1).

9.6 Award ceremonies

Commencements is the Master’s degree conferring ceremony that is held in the Examinations Hall at the University of Dublin. Two guests are permitted and an informal University reception is held after the ceremony. Students may choose the date of their commencements, although the University expects commencements to occur within two years of completion of dissertations. The majority of students choose to be commenced at the Spring Commencements, usually held in April. It is possible to be conferred in absentia.

9.7 Library access

The library provides a range of services for its students. M.Ed. students have full borrowing rights and access to the on-line resources at the University of Dublin’s libraries. A tour of the Lecky and Berkley libraries is available to all new users. Full details about the opening hours and location of collections in the library can be found in Appendix 11.
9.8 Support services
TCD provides a range of services to support students. The best place to explore these in more detail is via the TCD website http://www.tcd.ie/students.
The Centre for Academic Practice and eLearning (CAPSL) offer useful advice to postgraduate students, and details of their activities are available at: http://www.tcd.ie/CAPSL/academic_practice/index.php?page=postgrads
It is important that students familiarise themselves with TCD’s Information Systems Services (ISS) (http://isservices.tcd.ie/). For those students who have a suitable laptop, the ISS wireless network service is an excellent service while on campus. Details on how to connect to this can be found on their website. Alternatively, there are student access computer rooms spread around the campus.

9.9 Graduate Students’ Union
It is well worth getting in contact with the Graduate Students’ Union (http://www.gsu.tcd.ie/). The GSU is the representative student body for all postgraduate students in Trinity College and all registered graduate students are automatically members. The GSU provides a graduates’ Common Room where tea, coffee and newspapers are available free of charge. The GSU office is located on the second floor of House 6, Front Square. The 1937 Postgraduate Reading Room, located in Front Square beside the Exam hall, is open from 8am to 12am year-round, and offers a quiet place to study where postgraduate students can avail of computer and web access, photocopying and low-cost printing.

9.10 Further professional development: postgraduate research degrees
The School of Education offers students the opportunity to pursue advanced research leading to the award of an M.Litt. or Ph.D. degree. Please contact the Director of Postgraduate Teaching and Learning for further information.

10 Course Calendar

10.1 Year 1 2017/18

Semester 1 25/09/17 – 15/12/17
(Reading Week - Week 7: 06/11/17 – 10/11/17)

Semester 2 15/01/18 - 06/04/18
(Reading Week - Week 7: 26/02/18 – 02/03/18)

10.2 Induction Session
Friday 8 September 2017: 5-6pm (Davis Theatre)
The induction session will introduce students to the M.Ed. programme and structure.

10.3 Academic Literacy & Research Methods
The Academic Literacy and Research Methods module is a compulsory 5-credit module for all Year 1 students from 2017/18. It will provide students with a critical introduction to academic literacy and a comprehensive overview of research methods, approaches and processes. This core module offers a detailed grounding in academic writing and explores key issues and concepts in educational and social research. A critical exploration of the foundational concepts in research methodology will support the development of students’ research proposals. The module will also support students in preparing for their dissertation.

The module timetable for 2017/18 is as follows:

- 9 September, Davis Theatre 10am-1pm
- 30 September, Davis Theatre 10am-1pm
- 11 November, Davis Theatre 10am-1pm
- 3 February, Davis Theatre 10am-1pm
- 28 April, Davis Theatre 10am-1pm
- 19 May, Davis Theatre 10am-1pm

<table>
<thead>
<tr>
<th>Module Learning Aims</th>
<th>Module Descriptor: Academic Literacy and Research Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>This module has the following key aims:</td>
<td></td>
</tr>
<tr>
<td>• To develop the ability to identify key arguments in academic and non-academic (including policy documents) material;</td>
<td></td>
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<tr>
<td>• To develop the capability to critically evaluate key arguments in academic and non-academic material using a range of relevant and appropriate sources;</td>
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<tr>
<td>• To develop students’ use of scholarly modes of written discourse pertinent to their domains of study;</td>
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<tr>
<td>• To enable students to read critically empirical and non-empirical research texts in relation to their methodological processes and products</td>
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<tr>
<td>• To familiarise students with key methodological concepts in educational and social science research, e.g. methods, approaches, traditions/paradigms and</td>
<td></td>
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<tr>
<td>Module Content/Description</td>
<td>Areas to be covered include:</td>
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<tr>
<td></td>
<td>• Introduction to academic literacy and development of critical reading and writing skills in the academic sphere;</td>
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<tr>
<td></td>
<td>• The main research traditions and approaches;</td>
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<td></td>
<td>• Key ethical issues in educational &amp; social science research;</td>
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<td>• Selecting a research approach and compiling research questions;</td>
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<td>• Probabilistic and non-probabilistic sampling techniques;</td>
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<td></td>
<td>• Theoretical and practical issues in the design of research methods: observation, interviews, focus groups, questionnaire and document analysis.</td>
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<td>• Developing the research proposal.</td>
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<p>| Working Methods | Lectures will be complemented by practical workshops and seminar sessions facilitating group work and reflection on practice. A flexible approach to teaching and learning will incorporate group work, collaborative learning and whole class input and discussion. All session materials will be housed on ‘my blackboard’. Students are expected to read pre-session readings in advance of each class. Students will be facilitated to develop their understanding of issues through the active examination of relevant ideas, arguments and experiences. All students will be expected to contribute to and learn from the focused discussions and debates. |
|                | It is envisaged that a number of sessions will be offered through blended learning: webinars and online tutorials will be employed where appropriate. |</p>
<table>
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<tr>
<th>Module Learning Outcomes</th>
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<tr>
<td>i. Analyse the key dimensions of the research process in education, reflecting critically on methodological and ethical implications of their research project.</td>
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<td>ii. Demonstrate expertise in academic writing in relevant curriculum, policy or other educational areas.</td>
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<td>iii. Apply knowledge, criticality and problem-solving skills to the development of research instruments and identify the ethical implications of their research questions and approaches.</td>
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<td>iv. Engage with research to evaluate critically a range of research approaches and research methods.</td>
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<td>v. Design a research proposal in line with their research questions to pursue empirical and/or non-empirical forms of research related to a chosen knowledge domain.</td>
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<td>vi. Articulate their own positionality in relation to their research and communicate the rationale and processes underpinning their research clearly to specialist and non-specialist audiences.</td>
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<td></td>
<td>Bassey, M (1999). <em>Case study research in educational settings</em>. Buckingham: OUP.</td>
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</table>


**Online Methodology Journals**

*International journal of social research methodology*

*Sociological methods & research*

*Harvard Educational Review*

*International Journal of Qualitative Studies in Education*

*International Journal of Qualitative Studies on Health and Well-Being*

### 10.4 Dissertation Year 17/18

Students are required to submit their dissertation by **August 31st** in the year following registration for the dissertation year, unless they have requested Dean’s Grace. Regular research methods and support sessions are organised throughout the year and the dates for 2017/18 are:

- **30 September**, Robert Emmet Theatre 10am-1pm
- **11 November**, Robert Emmet Theatre 10am-1pm
3 February, Robert Emmet Theatre 10am-1pm
19 May, Robert Emmet Theatre 10am-1pm

Attendance at research methods workshops and support sessions is compulsory throughout the academic year. These dates apply for full-time M.Ed. students and part-time dissertation year students. Research support sessions permit students to engage with each other’s research, to support each other, and to learn to critique constructively and present to colleagues. Academic inputs will include:
  - Research design and evaluation traditions
  - Approaches to data collection
  - Developing research instruments
  - The analysis, interpretation and presentation of data
APPENDIX 1
Assignment Cover Sheet
TRINITY COLLEGE
SCHOOL OF EDUCATION
COVER PAGE FOR M.ED. ASSIGNMENT SUBMISSION

Please ensure that this completed form accompanies your assignment. A copy will be returned to you with the assessor's comments and suggested grade (subject to the agreement of the Court of Examiners).

SURNAME: __________________________________________________

FIRST NAME: __________________________________________________

STUDENT NUMBER: _____________________________________________

MODULE TITLE: _________________________________________________

TITLE OF ASSIGNMENT: _________________________________________

MODULE TUTOR: ________________________________________________

DATE SUBMITTED: ______________________________________________

WORD COUNT: _________________________________________________

This is the 1st / 2nd /3rd / 4th (please circle) assignment submitted as part of my M.Ed. studies.

I hereby declare that the work in this assignment is entirely my own and that the content has not been substantially, or is concurrently, being used to meet the requirements for another module on this programme or for the award of another academic qualification. It includes the published and unpublished work of others, which is duly acknowledged in the text wherever relevant.

I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at: http://www.tcd.ie/calendar

I have also completed the Online Tutorial on avoiding plagiarism ‘Ready, Steady, Write’, located at http://tcd-ie.libguides.com/plagiarism/ready-steady-write

SIGNED: ______________________________________________________
APPENDIX 2 Guidelines for planning and writing assignments

These guidelines are intended to help you plan and write a paper. They are not intended as a set of prescribed rules.

Preliminary stages
1) Invest some time in defining a theme and clear focus for your paper. The theme may be pre-selected by the course leader, or may arise out of some area included in the course lectures and should relate to your own professional and academic interests. Make sure that the topic/area selected is not too broad for the task in hand.

2) Identify a range of literature appropriate for the theme you have selected. Literature sources should include any combination of the following: theoretical and research literature (books and journal articles), official reports and other documents. Additional sources may also include original material in the form of reports developed in your organisation or institution for a specific purpose, data collected in your school/area, interview data, etc. Ensure that the literature selected is recent and that its range is not too broad, as otherwise you will not be able to do justice to the material within the time constraints and length of the exercise to be undertaken. A small number of well-chosen sources, which can be carefully analysed, are preferable to a lengthy description of a broad range of literature. The title, aims and scope of your paper should dictate the range of literature required.

3) At this stage you should be ready to start drafting your paper. Typically, two to three drafts are required before an acceptable end-product is reached.

Structure of the paper
1) Title Page. The title should be short and should indicate as clearly as possible the precise nature of the topic you have selected. The course for which the paper is being submitted and the date of submission should also be included on the title page.

2) A table of contents with some or all of the following: the main sections of the paper, appendices, references and bibliography.

3) The main text of the paper containing an introduction, main sections and a conclusion.

Typing and layout
The main text should be word processed on A4 paper using one-and–a-half spacing and a sans serif 12 point font such as Arial, Verdana, Helvetica and Trebuchet MS; single spacing should be used for indented quotations of more than 3 lines long, and for appended material. Page numbers should be located at the bottom of the page, approximately 2.5 cms above the edge. Margins should be an inch (2.54cm) on all four sides, and the text should be left justified for ease of reading in an inclusive learning environment.
The title page
The title page should contain the following:
a) the title of the paper;
b) the author's name in full and his/her student number;
c) the course for which the paper is being submitted;
d) the month and year of submission.

Quotations and punctuation
Quotations should correspond with the originals in wording, spelling, capitalisation and punctuation. Short quotations, not more than three lines long, should be incorporated into the text of the paper and enclosed in quotation marks. Longer quotations should be indented in the text on both sides, with no quotation marks. For further details see the referencing section of this handbook. Periods and commas should always be placed outside quotation marks; likewise with semi-colons and colons. Question marks and exclamation marks should be placed outside the quotation marks.

Checklist for reviewing your paper
It may be helpful to address the following questions at the final draft stage of writing.

1) Does the title reflect the content of the paper? It is important to review the title when you have completed the paper.
2) Does the introduction clearly set out the context, aims and scope of the paper and provide a brief guide to the various sections which follow? The introduction should be drafted at the start of the exercise and revised for coherence and consistency when the main body of the work has been completed.
3) Is there evidence in the paper that you have identified a relevant and adequate range of literature which will support the main thrust and focus of the paper?
4) Has this literature been presented in a clear and concise manner, while at the same time keeping a balance between description, interpretation and analysis?
5) Has the evidence presented been related to and interpreted against your own professional and academic background? What conclusions have you reached?
6) Have all quotations and references been accurately and consistently recorded according to an agreed format?
7) Has the final draft been checked for logical consistency? Edit the text very carefully. Do not stray from the main thrust of your argument as this will interrupt the flow of ideas. In order to avoid going down side alleys, assign additional comments or material to appendices.
8) Is the language clear, concise and unambiguous? Avoid long sentences where the meaning is likely to get lost.
9) Has the text been checked for spelling, syntax, grammatical and typographical errors? Remember to proof read the final draft. A critical friend can be a useful support at this stage of the process.

Things to avoid
1) In the interests of objectivity, avoid excessive use of the first person in the text.
2) Do not quote excessively or include long quotations in the text. Instead of citing long quotations, it is better to summarise the author's words and reference the source accurately.

3) Avoid statements of unfounded assertion, value judgements, unsubstantiated opinion, prejudice, bias or unsupported statements such as "Research has shown..., It is a well-known fact..., Everyone that agrees that ...".

4) Avoid long and protracted sentences where the reader is likely to get confused and lose the main argument of the passage.

5) Avoid excessive use of technical jargon.

6) Do not exceed the length specified. The problem of excessive length can be avoided through careful choice of topic. Note that the specification of length refers to the main text and does not include the title page, the table of contents, the appendices and the bibliography.

Referencing
The referencing conventions outlined in Appendix 4 should be used in respect of all M.Ed. work.

It is important that whenever you use the ideas of other writers, or quote directly from their works, that you acknowledge them in the text and in a list of references at the end. As others who read your work may wish to follow up on a particular author it is important that references are complete and accurate. Failure to acknowledge sources may be regarded as plagiarism. The University has established regulations in relation to plagiarism (outlined in full at section 7.15 above). It is important to understand what constitutes plagiarism as it is the action and not the intention that constitutes this offence.
APPENDIX 3 Assignment Report Form

University of Dublin
Trinity College
Assignment Report Form for M.Ed. Modules

1. Name:
2. Module Title
3. Assignment Title:
4. Date of Submission:
5. Length (adequate/inadequate):
6. Presentation (excellent/satisfactory/few errors/many errors):

7. Structure/Organisation:

8. Content:

9. Analysis (descriptive/critical):

10. Support (evidence of independent reading, especially journal papers):

11. Illustration/incorporation of examples related to practice:

12. Areas for improvement:

Provisional grade: (SUBJECT TO THE AGREEMENT OF THE COURT OF EXAMINERS)

Distinction [ ]  Pass [ ]  Fail [ ]

Signed: .......................... Date: ..........................
APPENDIX 4 Referencing

Introduction
In light of the increase in use of citation and referencing software such as EndNote or RefWorks, the School of Education has amended its citation and referencing conventions to accommodate the use of such software. The conventions adopted are those of the American Psychological Association (APA) and when using EndNote or other citation software, you should format all entries as APA 6th. The following indicates how cited work should be included in both the text of your thesis and the list of references at the end whether using software or not. [The School of Education acknowledges the contribution of the State University of Sacramento in the preparation of this document].

IN TEXT
Throughout the body of your paper, note the author and date of research that you mention.
For each of the samples below the correct "References" APA 6 style format would be:


Author Not Cited in Text
As metaphors for the workings of nature, Darwin used the tangled bank, the tree of life, and the face of nature (Gould, 1989).

Author Cited in Text
Gould (1989) attributes Darwin's success to his gift for making the appropriate metaphor.

Direct Quotation with Name of Author
Gould (1989) explains that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness--genealogical rather than ecological--and to illustrate both success and failure in the history of life" (p. 14).

Direct Quotation without Name of Author
Darwin used the metaphor of the tree of life "to express the other form of interconnectedness--genealogical rather than ecological" (Gould, 1989, p. 14).

Quoting references that cite other works
To cite secondary sources, refer to both sources in the text, but include in the References list only the source that you actually used. For instance, suppose you read Feist (1998) and would like to paraphrase a sentence from Bandura (1989) within that book:

In this case, your in-text citation would be: Bandura (Bandura, 1989, as cited in Feist, 1998) defined self-efficacy as "people's beliefs about their capabilities to exercise control over events that affect their lives" (p. 1175). Feist (1998) would be fully referenced within the list of References. Bandura
(1989) would not be listed.

LIST OF REFERENCES

☐ Begin your list of references on a new page, headed with the word “References” at the top.
☐ Order the list alphabetically by author's last name. If there is no author given, start with the first significant word in the title.
☐ For article titles, capitalize only the first word of the title and subtitle, and proper names.
☐ Periodical titles should be written in full with both capital and lower case letters.
☐ Double space the entire list.
☐ References are to be in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented (In Microsoft Office: Word 2007, choose Line spacing> Line spacing options> Indentation> Special> Hanging).

For each of the samples below the correct “References” APA style format would be:

PRINT SOURCES: JOURNAL ARTICLES


**One Author**

**Two to Seven Authors**

**Eight or More Authors**
*Note:* Include all authors up to and including seven. For eight or more, include the first six, then an ellipsis, followed by the last author's name.
Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ...

**Magazine Article**

**Review of a Book**
ELECTRONIC (BROADCAST, ONLINE and WEB SITES)

Many scholarly publishers have been assigning unique identifiers to each published article. The DOI (Digital Object Identifier) is an alpha-numeric code registered to each scholarly article in order to assign a persistent link to the article. **The DOI has replaced the database name and URL in the list of references.** Because the link is to the final version, do not include a retrieval date. Since DOI numbers are complex, copy and paste DOI into the reference. APA recommends that the DOI be included for print and online citations.

Citing electronic sources is similar to citing print sources; citations direct readers to the source or as close as possible.


**Full-Text Article with DOI assigned**


**Full-Text Articles without a DOI**

If no DOI has been assigned, provide the home page URL of the journal, book or report publisher. If you are accessing through a database, you may need to do a web search to locate the URL. It is not necessary to include the name of the database. There is no full-stop at the end of a reference citation ending with a URL.


**Online Newspaper Article**


**Research or Technical Report from a Web Site**


**Article from Web Site or E-journal**


**Webpage**

Note: Use (n.d.) if no date is given.

**Television Broadcast**

**Electronic Book from Web Site**

**Electronic Book from Database**

**Wiki**

**Data set**

**Blog post**

**Audio podcast**
APPENDIX 5 Thesis Submission Guidelines
Extracts from the Calendar (Part 3 1.38.1-12)

1.38.1 General. Candidates and Supervisors should note that these requirements are mandatory and they are asked to familiarise themselves with the information below. Theses must meet all the requirements set out below. Please note: from time to time the Dean of Graduate Studies may approve other formats on an individual basis.

1.38.2 Language. A thesis or dissertation should be written in English or Irish unless prior permission has been granted for the use of another language by the Dean of Graduate Studies. A candidate who wishes to write a thesis or dissertation in a language other than English or Irish should initially contact his/her Supervisor/Course Co-ordinator. The Supervisor/Course Co-ordinator will then consult with his/her Director of Teaching and Learning (Postgraduate). If the latter can satisfy him/herself that a) there are sound academic reasons for the thesis or dissertation to be written in a language other than English or Irish and b) that the candidate has the necessary skills/fluency in the relevant language, then the Director of Teaching and Learning (Postgraduate) should send a summary of the case under the two headings outlined above to the Dean of Graduate Studies. The Dean of Graduate Studies will normally be guided by the recommendation of the Director of Teaching and Learning (Postgraduate), but may refer the matter to the Graduate Studies Committee if s/he deems it necessary.

1.38.3 Published Work. A thesis submitted for a higher degree may be based on, or include, writings already published by the candidate, if the studies from which they derive have been carried out during the period of registration on the higher degree register. Such writings must be fully integrated into the body of the thesis.

1.38.4 Typescript and illustrations. The thesis must be printed on good quality, A4 (297 x 210mm) white paper. The type must be fully formed as in the output of a laser or ink jet printer. The output of dot matrix printers is not acceptable. The type must be black and not less than 10 point. Line-spacing must be at one and a half or double spacing between lines. The gutter margin of both text and diagrams must not be less than 35 mm and that on the other three sides not less than 20 mm. The two copies of the thesis for examination should be soft-bound and printed on one side of the page only. It is expected that the hard-bound copy of a thesis will be printed on both sides of the page on paper of a weight of at least 90gms. A copy of the hard-bound thesis will be lodged in the Library following approval by Council. Colour photocopies and scanned images may be used in the copy of the thesis deposited in the Library.

1.38.6 Cover. A thesis which has been examined and in which all necessary corrections have been completed must be securely bound in hard covers with dark blue cloth. The final size when bound must not exceed 320 x 240 mm.

1.38.7 Title. The title of the thesis must be written in full on the title page of each volume of the thesis. The degree for which the thesis has been submitted, the year, and the name of the candidate, in that order, should be lettered in gold, in 24 pt.
larger type, down the spine, so as to be readable when the volume is lying flat with the front cover uppermost. The title must also appear in gold lettering on the front cover of the thesis. The year on the spine and title page must be the year that the thesis was approved by Council (not the year of initial submission).

1.38.8 Declaration and online access.

a) The thesis must contain immediately after the title page the following declaration signed by the author:

I declare that this thesis has not been submitted as an exercise for a degree at this or any other university and it is entirely my own work. I agree to deposit this thesis in the University’s open access institutional repository or allow the Library to do so on my behalf subject to Irish Copyright Legislation and Trinity College Library conditions of use and acknowledgement.

b) In the case of a thesis for which the work has been carried out jointly; the declaration must have a statement that it includes the unpublished and/or published work of others, duly acknowledged in the text wherever included.

c) Open access electronic thesis are freely available over the World Wide Web for users to read, copy, download and distribute subject to Irish Copyright Legislation and Trinity College Library conditions of use and acknowledgement. Withheld access will be implemented, as applicable, according to the terms in the Calendar Part III section 1.38.14.

d) A digital repository is an online, searchable, web-accessible database containing works of research deposited by scholars, the purpose of which is both increased access to scholarship and long-term preservation.

1.38.9 Summary. A succinct summary of the methods used and the major findings of the thesis must be bound into each copy of the thesis following the declaration page. It must not exceed two pages of typescript.

1.38.10 Acknowledgements. A formal statement of acknowledgements must be included in the thesis.

1.38.11 References. Systematic and complete reference to sources used and a classified list of all sources used must be included in the thesis. The titles of journals preferably should not be abbreviated; if they are, abbreviations must comply with an internationally recognised system (the format may vary according to the precedents and customs of the subject area; graduate students should consult with their Supervisor as to appropriate presentation).

Abstract. One copy of an abstract, printed on a single sheet of A4 paper, must be submitted loose with each copy of the soft-bound thesis. The abstract must contain the title of the thesis and the author's full names as a heading and may be single spaced. Two copies of an abstract must be submitted loose with the final hard-bound copy.
APPENDIX 6 Guidelines on Ethical Research Practice for Students

1.1 Introduction
Good research is not just about the quality or even the quantity of data that you gather, but also the way in which you undertake your work. As such these guidelines are intended to support you through this aspect of the research process and draw your attention to how you as a researcher, should interact with those who are participating in your study. The main point to note is that they are not meant to be prescriptive, as it is not possible to specify in detail what you should do in any given circumstance. In this sense, these guidelines should be used as a set of reference points to consider in discussion with your supervisor, during both the design and implementation stages of your study. Where appropriate, you should also be fully conversant with any ethical guidelines which are specific to your own discipline, for example, psychology, sociology, and so on.

In order to keep these guidelines as simple and clear as possible they are divided into two main sections. The first section ‘responsibilities and relationships with your participants’ offers guidance on how you should conduct your interactions with those who are participating in your study. The second section ‘ensuring anonymity and confidentiality’, is concerned with guidance on the kind of assurances you offer your participants with regards to the information they impart to you, and the uses to which it may be put.

1.2 Responsibilities and relationships with your participants
It is important to be aware that as a researcher you are engaging in a social relationship with your participants whether they be individuals (such as teachers, lecturers, parents, children, young adults, school or college governors, ancillary and support staff), social groups or entities (such as schools, colleges, social service departments). As such these guidelines are intended to help you navigate this part of the research process.
Research should be based on informed consent. That is, the information given by your participants should be done so freely on the basis that they know and understand
1) the purpose of your research
2) who is undertaking it
3) why it is being undertaken, and
4) who is sponsoring it – if relevant.

Your participants should be given anonymity. This requires you to ensure that any disclosure of your data or subsequent analysis does not refer directly to the participants in your study. You should inform your participants that they are able to reject the use of data-gathering devices, for example, tape recorders.

If you are conducting field work, do not assume that once you have negotiated access and consent to work in a particular setting(s), that this will be automatically granted each time you enter the setting(s). Treat this part of your work as on-going and be prepared to re-negotiate access at various junctures. This line of reasoning should be followed whether you are conducting research in your own work-place or a setting where you are already perceived as a member, or in sites that are new to you.
All research is a mode of intervention into the lives of those who are being studied. Some participants may welcome such interest and others may not. It is important that you respect the wishes of those who do not want to participate in your study, as not everyone will see such a process as a positive experience. Also, it is important not to give the impression to your participants that your research may provide immediate answers or solutions to problems that you are investigating.

If you plan to or anticipate that your research will be placed in the public domain for example, through publications, conferences, seminars etc., you should inform your participants of this, along with the guarantees of anonymity. Considerable care should be exercised when working with those participants who may be seen to be vulnerable due to such factors as their age, status within an institution or organisation, and powerless. In addition, researchers must avoid exploiting disadvantaged individuals or groups for their own academic/professional advantage. Where possible and/or appropriate, it is desirable that research in whatever context (home/international/development) should be collaborative, involving local participants.

You must be careful not to intrude on the personal space of your participants or their relationships with others who may or may not be directly involved in your study.

As with access, informed consent should not be taken for granted, but subject to renegotiation at various junctures during your study. This is especially important when seeking to obtain sensitive information. Do not assume that once a participant has agreed to be part of your study (i.e. given their consent) that this means that they will be willing to divulge any information that you ask for. This should equally hold when working within institutions. If access has been gained via a gatekeeper, then do not presume that all people within the organisation are willing participants by proxy. Each time you approach someone new for information in any form (interview, observations, and documents), you must obtain their consent.

In the case of any transcripts that you make, you should always seriously consider showing and/or sharing this information with your participants as a way of ensuring accuracy.

It is essential that you do not engage in any activities or act in any way which may have negative consequences for your participants or their relationship with others who may not be directly involved in your study.

It is important for the researcher to be sensitive to and to respect conventions/cultural constraints when carrying out research in a cultural context with which he/she is not familiar or of which he/she is not a member. Consultation with a member or members of the cultural community regarding instruments and procedures is highly desirable before research commences, so that potential offence can be avoided.

The presentation of research findings should respect the sensitivities of the community in the context in which the research has been undertaken. Care must be taken not to humiliate or embarrass members of the community where research has been undertaken.

1.3 Ensuring anonymity and confidentiality
At the outset of your research you should offer where appropriate, guarantees of
confidentially (i.e. non-disclosure of proffered information to others) and anonymity (i.e. information cannot be traced back to individuals or specific organisations). If you are conducting 'one-off' interviews or observations, this must be made clear at the beginning of each encounter or session. This guarantee should also be given when asking for forms of documentation that are not already available within the public domain, for example, pupil records. In situations where you may intend to use part or even all of your data set (for example, direct quotations, images etc.), it is vital that you communicate this to your participants.

As a researcher you should respect the privacy and anonymity of your participants. What this means is that personal information and disclosures should be kept confidential. If needs be, you may, depending on the situation choose not to record such information. The identities and any related research records (for example, interview transcripts, interviews tapes, video tapes, observation notes etc.) should be kept confidential. You should always store your data in a secure manner. If practicable always try and break the link between the data and identifiable individuals. For example, use codes, pseudonyms and other forms of identifiers instead of your participants’ names, places of work and so on. Where you are using a mixture of information which is in the public domain and that which has been obtained by informed consent which concerns the same organisation, you must also ensure that there is no traceable link. In this situation it is best to remove from the public documents any identifiers which could be associated or linked to your participants.

Try and honour your guarantees of confidentiality and anonymity. If you need to or have to share data with others (for example, your supervisor), it is important that you inform such people of the guarantees you have given and that they too, should abide by them.

As a researcher, you should avoid any actions or modes of behaviour which may produce consequences, thereby making it difficult for other researchers who may follow you.

When placing your data or the findings derived from your research into the public domain you must remove any identifier which could be traced back to the participants in your study, for example, names, specific locations etc.

You should be familiar with the requirements of the 1998 Data Protection Act.

For forms, templates and other information relating to applications for ethical approval, see the following link: https://www.tcd.ie/Education/ethics/

Trinity College Dublin’s Policy on Good Research Practice is available at the following link:
https://www.tcd.ie/Graduate_Studies/assets/pdfs/TCD%20Good%20Research%20Practice.pdf
APPENDIX 7 Application for Ethical Approval of Research Proposals

Title of Research

Researcher’s Name

Trinity Email Address

Supervisor Name (if applicable)

Supervisor Email (if applicable)

Category of Proposer (please tick) Student ☐  Principal Investigator (Staff) ☐

If you are a student, please complete the following:

Student Number

Course of Study (please tick) BMusEd ☐  PME ☐  MEd ☐  DEd/PhD ☐

ASIAP ☐  CertC21T&L ☐

Please indicate the level of approval required (see appendix)

Level 0 ☐  Level 1 ☐  Level 2 ☐

1. Please give a structured abstract of the proposed research, including the methods you intend to use (approx. 300 words).

2. Please answer the following questions in relation to your proposed research. Questions (b), (c) or (d) will require detailed explanations if

Please tick
answered ‘yes’ and will be referred for additional scrutiny by the REC or Trinity REPC. Answering ‘Yes’ to (e) will require a separate application to the relevant HSE REC.

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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>a. Does the research involve work with children (under-18) or vulnerable adults?</td>
<td></td>
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<td></td>
<td>If ‘Yes’, has appropriate Garda clearance (or equivalent) been obtained (include details)?</td>
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</table>

Please provide the date of issue on the Certificate.

b. Could any aspect of the research give rise to any form of harm to participants, including the researcher(s)?

c. Could any aspect of the research produce information that could lead to criminal prosecution of the participants or others?

d. Is deception of the participants planned in any aspect of the research? If yes, provide details.

e. Does any aspect of the research involve patients (or their relatives or carers) or other users of health and social care services, the premises or facilities of such services, access to personal records or the participation of health or social care staff?

3. (a) Who are the proposed participants, e.g. teachers; students?

3. (b) What is your relationship with them? (If you are in a position of authority, for example, indicate how you will deal with the potential influences of such a relationship.)

4. (a) How will you recruit them?

4. (b) Please indicate how informed consent of all participants will be gained. (Draft consent forms MUST be attached – see question 8 for guidance.)

4. (c) Please detail any ethical aspects that must be considered, including the proposed use of any incentives.

5. (a) What is the location(s) at which the data collection will be undertaken?
5. (b) Describe any circumstances that might give rise to security concerns for participants or researchers?

5. (c) Describe any conflicts of interest where data might be critical of working practices, people etc. or disclosure of illegal activities?

6. (a) Please indicate how the participants' rights to privacy (including confidentiality and anonymity) and the privacy of their data will be protected. Highlight potential limitations of confidentiality in the ethics form and, for participants, in the information sheets (e.g. for small samples or insider research and how this will be addressed).

6. (b) Please also indicate how the data will be stored (and ultimately destroyed as appropriate).

7. Please complete the checklist below to confirm you have considered all ethical aspects of consent.
(Note that the consent forms must accompany this application; any omission or inadequacy in detail will result in a request for amendments).
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<thead>
<tr>
<th>I have attached (an) appropriate consent form(s) which include the freedom to withdraw at any stage without having to offer a reason.</th>
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<tbody>
<tr>
<td>Each consent form has full contact details of the researcher to enable prospective participants to make follow-up inquiries</td>
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<tr>
<td>Each consent form has full details, in plain non-technical language, of the purpose of the research and the proposed role of the person being invited to participate</td>
</tr>
<tr>
<td>Each consent form has full details of the purposes to which the data (in all their forms: text, oral, video, imagery etc) will be put, including for research dissemination purposes</td>
</tr>
<tr>
<td>Each consent form explains how the privacy of the participants and their data will be protected, including the storage and ultimate destruction of the data as appropriate</td>
</tr>
<tr>
<td>Each consent form gives assurances that the data collection (questionnaires, interviews, tests etc.) will be carried out in a sensitive and non-stressful manner, and that the participant has the right to cease participation at any time and without the need to provide a reason</td>
</tr>
<tr>
<td>Please include here any other comments you wish to make about the consent form(s)</td>
</tr>
</tbody>
</table>

If you have any further comments or notes in relation to any aspect of your application, please outline them here:

Has your proposal been submitted to any other Research Ethics Committee?

Yes [ ] No [ ]

If yes, please provide details:
Declaration by All Applicants:

I have read and understood the School of Education’s policy on ethics in educational research: [https://www.tcd.ie/Education/ethics/](https://www.tcd.ie/Education/ethics/) and Trinity College Dublin’s Policy on Good Research Practice: [https://www.tcd.ie/research/dean/assets/pdf/TCD%20Good%20Research%20Practice%20Policies%20copy.pdf](https://www.tcd.ie/research/dean/assets/pdf/TCD%20Good%20Research%20Practice%20Policies%20copy.pdf)

I declare that the details above reflect accurately my research proposal and I undertake to seek updated approval if substantive changes are proposed after this submission. I have consulted an authoritative set of educational research guidelines.

Applicant’s Signature:

Signed: Date

Declaration by Supervisor (if applicable)

I have read this application. I am satisfied that it is in line with the criteria set out by the School of Education Research Ethics Committee in their published Code of Practice and application form templates.

Supervisor’s Signature:

Signed: Date

In instances where supervisors feel that their specialised expertise may be important, information for the REC to take into account (e.g. in relation to researching highly sensitive areas such as trauma/abuse), please submit an additional page with any relevant information.

Final Approval Signed-Off by a member of the Research Ethics Committee

Signed: Date
Trinity College Dublin
School of Education

Application for Ethical Approval of

Notes for Staff and Students prior to completing the application form:

1. The University requires all research activity to be subjected to ethical scrutiny and this form is designed to enable the School of Education’s Research Ethics Committee (REC) to assess any research proposed by members of staff or students.

2. Please state whether you require ethical approval at Level 0, Level 1 or Level 2.

Level 0 ethical approval
For example, your research activity is classified as Level 0 if your research does not involve human (or animal) participants. Here are some examples:

1. Quality assurance studies (e.g. assessment of teaching practice records)
2. Audits of standard practice (not involving identifiable records)
3. Research on publicly available information, documents or data sets

If applying for approval at Level 0, please indicate this clearly on the form. Level 0 approval requires the applicant to complete the personal details section, Section 1, and to include the necessary signatures. Students, please note that all applications require a supervisor signature.

Level 1 ethical approval
This is no risk to relatively low risk research – i.e. research carrying little or no risks or discomfort greater than usually encountered during normal daily life, for example:

1. Anonymous surveys of a non-intrusive personal nature.
2. Unrecorded and anonymous observation of individuals in public areas.
3. Analysis of irrevocably anonymised and appropriately collected data.
4. Interviews (consensual) with non-vulnerable adults.
5. Action research (Research initiated to solve an immediate problem or a reflective process of progressive problem solving conducted either by individuals on their own practice or by individuals working with others in teams or as part of a "community of practice" to improve the way they address issues and solve problems [participatory action research]).
6. Surveys where respondents can be identified and where respondents have given appropriate consent.

Level 2 ethical approval
Moderate to high-risk research (i.e. risk or discomfort is greater than that usually encountered during normal daily life,
This includes ALL RESEARCH WITH CHILDREN (i.e. under 18 years of age) and VULNERABLE ADULTS (i.e. participants with an intellectual disability).

**MODERATE RISK**

1. Surveys asking questions of a sensitive or private nature
2. Questionnaires or observational studies involving children or vulnerable adults.
3. Research where there is a risk of a participant feeling undue pressure to participate by virtue of his/her relationship with the researcher (e.g. student/supervisor; teacher/student).
4. Projects involving a justifiable degree of deception.

**HIGH RISK**

5. Research involving children and vulnerable adults.
6. Research where identifiable information obtained may have legal, economic or social consequences for research subjects.
7. Research that may identify illegal activity.
8. Projects where each subject is paid (over and above token gestures).
9. Research that may potentially endanger the subjects, and/or researchers, and/or 3rd parties, and/or the environment.
10. Research that may have a direct military role.
11. Research conducted outside Ireland.
13. Research where a potentially beneficial or harmful treatment, information or learning method may be withheld from some participants.

**Additional notes**

1. In situations where research ethics approval has been granted by an appropriate research ethics committee elsewhere, the submission may qualify for fast-tracked approval processing in TCD.
2. Unless otherwise noted, research involving adults assumes adults with a capacity to consent. Vulnerable groups/persons are described as:
   - individuals who face excessive risk of being enrolled in research, including those with limitations in their ability to provide informed consent to research because of factors such as immaturity or cognitive impairment.
   - vulnerability can also stem from individuals’ relationships with others, and it is imperative that coercive situations are avoided. Such cases may occur when an employee/student/dependent is asked to participate in research being conducted by a supervisor/mentor.
3. Additional social factors, such as poverty and lack of access to health care, can also make individuals vulnerable to coercion, exploitation or other risks and need to be considered in reviewing applications.
4. The primary focus for approval is research involving people. Where the participants include children or vulnerable adults, research cannot proceed unless all researchers involved have obtained Garda vetting. In principle, all research in Trinity School of Education should be conducted in a manner that respects the rights of all participants (including to privacy of data, confidentiality and anonymity as appropriate), causes no harm to participants or researchers, and requires the active, fully informed consent of all participants and their parents, carers, guardians or relevant responsible others.
5. In the case of **Level 1 and Level 2 ethical approval applications**, information sheets and consent forms **must be attached to the application** in relation to participants and their parents/guardians and principals, as applicable. It should therefore be demonstrated clearly that prospective participants are being fully informed about the purpose of the research and their role in it, how their data will be gathered, the purposes to which their data will be used and how their right to privacy (confidentiality and anonymity) will be respected. For research involving children, use the guidelines produced by the Department of Children and Youth Affairs: [http://www.dcy.gov.ie/documents/Publications/Ethics_Guidance.pdf](http://www.dcy.gov.ie/documents/Publications/Ethics_Guidance.pdf).

6. Educational research undertaken outside Ireland must adhere to the same ethical standards as research in Ireland. Any additional regulations (e.g. police clearance) and cultural sensitivities of the host country must also be observed.

7. Some **Level 2 ethical approval applications** may need to be referred to the Trinity Research Ethics Policy Committee (REPC) where proposals:
   - have the potential to cause harm to participants or researchers, directly physical or psychological;
   - may give rise to situations in which the researchers have to make statutory disclosure of illegal activity, whether on the part of participants or others;
   - seek to deceive participants for any reason;
   - may give rise to situations that may put the participants or researchers in any form of jeopardy.

8. If any changes to the approved research proposal are made:
   i. **For Students**: these must be discussed with your supervisor, and may require additional ethical approval;
   ii. **For Staff**: substantive changes need to be clarified with the REC and may require additional approval.

9. This form along with any correspondence that is undertaken as a follow-up (e.g. approval letter, request for amendments etc.) will be kept as a formal record of the scrutiny process, for inspection as required by the University authorities. As such, proposers should ensure that proposals are presented to a professional standard as they will be returned for resubmission if deemed not to have been adequately prepared.

   **In the case of student applicants, the form MUST be signed off by the supervisor prior to submission otherwise it will be returned.**

   A. For staff and research students, a hard copy with ORIGINAL SIGNATURES and information sheets/consent forms must be submitted to the REC administrator: Ethical Approvals, Room 3087 School of Education, Trinity College Dublin, College Green, Dublin 2
   B. For staff and research students, an electronic copy (does not require signatures) and information sheets/consent forms must also be emailed to Phdsrc@tcd.ie.
   C. Applications from students on the M.Ed. and PME are submitted via Blackboard

Final ethical approval will be granted ONLY when you are issued with a letter from the Research Ethics Committee.

No data collection is approved until this letter has been received.

For student applications, this letter is included as an appendix in the final thesis submission.
1.1 What is Inclusive Curriculum?

Students enter Trinity from many diverse backgrounds. Over recent years there has been a great increase in the number of mature students, students with disabilities, students from lower socio-economic backgrounds and international students studying in Trinity, and Trinity has a commitment to support this increasingly diverse student population. This can be achieved through inclusive curriculum. The central principle of Inclusive Curriculum is that multiple approaches to teaching methodology, teaching materials, and assessment are necessary to meet the needs of a diverse student body. All students can benefit from academic staff being aware of the diversity of the student body and adapting their teaching accordingly.

Inclusive curriculum involves:
- flexible modes of representation: disseminating information and ideas via diverse mediums;
- flexible modes of engagement, using varied teaching methods to take account of the diversity of learning styles and learning preferences;
- flexible modes of expression, providing students with alternative assessment modes to demonstrate what they know.

1.2 Quick tips towards an Inclusive Curriculum

Some basic tips for inclusive visuals:

- Use a sans serif font, like Arial, Verdana, Helvetica and Trebuchet MS. Serifs are decorative embellishments added to letters that lessen the clarity of text.

\[
\text{AaBbCc} \quad \text{E} \quad \text{E} \quad \text{Sans Serif} \quad \text{Serif}
\]

- Use at least size 12 on handouts
- Have line spacing of 1.5.
- Use bold print for emphasis. Italics and underlining are harder to read.
- Be left justified to give text a shape and avoid the river effect.
- AVOID BLOCK CAPITALS AS THEY ROB TEXT OF A SHAPE.
- Use short paragraphs and allow for plenty of free space on handouts for ease of reading and for the reader to add comments and notes.
- Avoid black text on bleached white paper as it can cause glare. Aim instead for unbleached paper, or lightly coloured paper (e.g. yellow, lilac).
- Have a good colour contrast. Remember that, depending on colour perception, what seems readable to one person may be unreadable to another.
- Have a plain background. Watermarks and background images can make documents illegible.
- Have a simple layout – if there are columns, they should be well spaced, preferably with a line
separating them.

1.3 Rationale

**Example A**

Example A is Times New Roman, size ten, with single spacing. Example B is Arial, size twelve with 1.5 spacing. As you can see, smaller font sizes, single spacing and serif fonts are harder to read. Additionally, it is easier to keep one’s place on a page with left aligned text, as in example B, as left alignment gives the body of the text a specific shape. Example A, which is justified, has no natural shape. Furthermore, bold print stands out, and does *not distort the shape of text as italics* and underlining do. **FINALLY, BLOCK CAPITALS CAN BE DIFFICULT TO FOLLOW AS BLOCK CAPITALS REMOVE THE NATURAL SHAPE OF WORDS, TURNING THEM INTO BLOCKS.** Clear layout allows one to focus on the content of visual materials rather than the format.

**Example B**

Example A is Times New Roman, size ten, with single spacing. Example B is Arial, size twelve with 1.5 spacing. As you can see, smaller font sizes, single spacing and serif fonts are harder to read. Additionally, it is easier to keep one’s place on a page with left aligned text, as in example B, as left alignment gives the body of the text a specific shape. Example A, which is justified, has no natural shape. Furthermore, bold print stands out, and does not distort the shape of text as italics and underlining do. Finally, block capitals can be difficult to follow as block capitals remove the natural shape of words, turning them into blocks. Clear layout allows one to focus on the content of visual materials rather than the format.

1.4 Five principles of Inclusive Curriculum

*Flexibility and variety in teaching methods*

*Flexibility and variety in assessment methods*

*Flexibility and variety in teaching materials*

*Programme requirements that are accessible and available on time to allow optimal preparation*

*Course materials that are accessible and available on time to allow optimal participation*

1.5 Inclusive considerations in post-graduate supervision

Research supervision presents substantial challenges and opportunities for both students and supervisors. For many research students, their relationship with their supervisor will be the most significant relationship they experience as students of Trinity College.

An inclusive supervisor will be aware of, and responsive to, differences arising from diverse social and cultural backgrounds, and is willing to adapt his/her supervisory style in response to student needs. These differences may be displayed in:

- Ethical considerations
- Research methodologies
- Background assumptions

S/he is prepared to investigate alternative means of conducting research where the norm creates a barrier.

The effective supervisor is always aware of the student as a holistic individual. S/he is aware
that the student has outside responsibilities.

1.6  **Tips for inclusive supervision**

Gain an understanding of the student’s background at the beginning of the supervisory relationship, paying particular attention to any potential barriers to the research experience.

Take into account the student’s:

- cultural, social and professional background, expectations and aspirations,
- competency at written and oral English, learning style,
- personal and financial situation.

Establish clear expectations early. It is helpful for the student to know what is expected of them from the beginning.

- Explain clearly the academic expectations regarding written work, noting what referencing style is to be used and discussing what is meant by plagiarism.
- Discuss research resources, assessing the student’s level of research skills. Discuss methods to improve these skills if needed.
- Establish a timetable of meetings from the beginning, agree on a work tempo.
- Ensure that there is clarity on the role of the supervisor.
- Be aware that your students may have culturally different understandings of the nature of knowledge and learning. Discuss any differences and clarify what is expected of students in Trinity (e.g. for some students it may seem disrespectful to openly disagree with a supervisor).

Appreciate the challenges facing the new student:

- New students may experience culture shock (particularly, but not solely, international students). Be alert and responsive to this.
- Be respectful both verbally and non-verbally. Do not ‘talk down’ to students.
- Be aware of student support services on campus, and ensure your students are aware of them also.

Establish appropriate modes of address. Discuss with your student what form of address they prefer. Be aware of cultural differences (e.g. some students may feel very uncomfortable using informal modes of address).

Be aware of the academic environment you create for your research students.

Be respectful of the student.

Be aware that misunderstandings can arise due to differing background assumptions and experiences. Be open and honest about any miscommunications.

Encourage peer support amongst research students.

Note differing students engage in research for differing reasons (to embark on a research career, from interest etc.). Be respectful of your students’ values.

1.7  **Be positive of diversity**

Be aware of any tendencies to stereotype students from different backgrounds, either positively or negatively.
View and utilise diverse perspectives and experiences as a resource. Be open to what those from other backgrounds can teach you. Note that all students carry their own unique perspectives, values and experiences. Be aware of different learning styles, and open to amendment when your preferred supervisory style does not suit your student.

Recognise that some students may find the English language, or indeed academic English, a particular challenge. This can lead to extra stress and a need for extra effort by the student. Be aware of resources to help such students. Be aware and responsive to students’ frustrations at not being able to express themselves as they would wish in English. Be aware that students who speak English as a second language may be reluctant to engage in verbal debate.
APPENDIX 9 Student Module Review Form
School of Education
Trinity College Dublin

School of Education

STUDENT MODULE REVIEW FORM

Title of course: ____________________________________________________________
Module code: _____________________________________________________________
Lecturer(s): ______________________________________________________________

Please rate your experience of the module in relation to each statement below.

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<thead>
<tr>
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<th>Strongly Disagree</th>
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Additional comments relating to your learning experience.

Please list 3 things which you enjoyed about this module.

Please list 3 possible improvements which would enhance and further develop this module.

Please note any other comments or suggestions that you may have (continue overleaf if necessary).

Signature: __________________________________________ (Optional)  Date: ________

Thank you for your feedback.
APPENDIX 10 Library Resources

The Library will be an important factor in students’ success and enjoyment at Trinity College and we hope that this introduction will help new students to get the most from its resources and also to encourage returning students to extend their knowledge of what is available, on the shelves and through its web pages. It aims to provide high quality facilities and continuing support to students and postgraduates, and this range of services is based on close liaison with students’ representatives and academic staff. It should be noted that the School of Education has a dedicated librarian, Ms. Geraldine Fitzgerald, who can be contacted at: fitzgey@tcd.ie and 00-3531- 896 3322 for information and advice.

One of the things which we would strongly encourage you to become familiar with is the very extensive array of materials (journals, database, web portals) which are held electronically by the library (http://www.tcd.ie/Library/). There are a very large number of journals from which you can directly download the articles in text or pdf formats. It should be noted that whilst the library has a large stock of journals, not all of them are on the shelves and have to be ordered from the ‘stacks’ which can take about a day to be delivered.

As one of the great university libraries of the world, the College Library is a large organisation and can be complex to get to grips with early on, so it will help if you take advantage of the Library tours and the Information Skills Training programme which runs during the first (Michaelmas) term. These are designed to provide basic induction to the library and to focus on the information needs of different groups of students.

The buildings
Students should soon become familiar with the physical layout of the Library’s buildings, on and off-campus. The Hamilton Library serves students in Science and Engineering studies. The Berkeley/Lecky/Ussher complex (referred to as “The BLU”) provides access to collections and services to Arts (Humanities), Arts (Letters) and BESS materials. It also houses the Map Library, facilities for students with disabilities, multi-media, photocopying and printing facilities. The 24-hour access computer room in the Ussher Library, with access off the podium, provides study accommodation and internet access to students working around the clock. The Old Library building has the departments of Early Printed Books and Manuscripts, together with the Library Shop, Book of Kells exhibition and Long Room. Members of College may visit these public areas with their guests. The 1937 Postgraduate Reading Room provides designated study accommodation for postgraduates. Off-campus, the Stearne Medical Library on the St James’s Hospital Teaching Centre delivers services to health science students on clinical attachment and students working at Tallaght Hospital may use the AMiNCH Hospital Library.

The collections
Our status as a Legal Deposit Library means that we acquire well over 100,000 print items each year. About 25% of our collections are available in open collections in the reading rooms; the rest are available promptly through the Book stacks service. The Library’s resources range from over 30,000 electronic periodicals and databases to textbooks, literary papers, manuscripts, maps and microfilm. We have a stock of over 4.5m items. Your first point of access to many of these resources is the Library’s web page at http://www.tcd.ie/Library/.
Ask for help!
The Library's staff members are keen to help in advising on use of the services so please ask if you are having difficulty in navigating around the system. The Library has a strong commitment to supporting students with disabilities. It is also very helpful for the Library to discuss relevant issues with the Students Union and we have regular meetings with Students Union Officers on developments and areas of concern. You can raise issues with your Library Class Representative who will forward them for discussion with the Library.

Admission
Members of College must show their current Trinity College ID card on entering the Library. A swipe card system is in operation at the Berkeley Library entrance. Lost cards should be reported immediately to Student Records who will issue replacements.

Opening hours*

<table>
<thead>
<tr>
<th>Library</th>
<th>Subjects</th>
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<tr>
<td>Berkeley/Lecky/Ussher</td>
<td>Arts, Humanities, Social Science</td>
<td>09.00 – 22.00</td>
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<tr>
<td>Hamilton Library</td>
<td>Science, Engineering &amp; Computer Science</td>
<td>09.00 – 22.00</td>
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<td>Early Printed Books</td>
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<td>John Stearne Medical</td>
<td>Medicine &amp; Occupational Therapy</td>
<td>09.30 – 20.30 Fri</td>
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<tr>
<td>Manuscripts</td>
<td>Manuscripts</td>
<td>10.00 – 17.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library</th>
<th>Subjects</th>
<th>Term Monday to Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley/Lecky/Ussher</td>
<td>Arts, Humanities, Social Science</td>
<td>09.30 – 17.00</td>
</tr>
<tr>
<td>Hamilton Library</td>
<td>Science, Engineering &amp; Computer Science</td>
<td>09.30 – 17.00</td>
</tr>
<tr>
<td>Early Printed Books</td>
<td>Early Printed Books</td>
<td>10.00 – 17.00</td>
</tr>
<tr>
<td>John Stearne Medical</td>
<td>Medicine &amp; Occupational Therapy</td>
<td>09.30 – 17.00</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>Manuscripts</td>
<td>10.00 – 17.00</td>
</tr>
</tbody>
</table>

*Additional opening times and alterations are given on the Library's web site and on reading room notices.

Catalogues
The Library's catalogues record what we have and where items are located. The different catalogues cover different periods of the Library’s past. The catalogue record will give you the shelf mark of material which acts like the item's address within the Library.

Online catalogues (In all reading rooms and on web)
Includes almost 90% of the Library’s collections; all periodicals; a very large proportion of early printed material and all electronic items.

Accessions catalogue (Ground Floor, Berkeley Library)
Lists all items received 1873 to the 1960s –some overlap with the online catalogue - by author.

Printed Catalogue (Ground Floor – Berkeley Library and Early Printed Books)
Lists all items acquired up to 1872 – by author.

Location of collections
Open access = on the shelf in a reading room.
Closed access = held in storage.
The open access collection is generally purchased and recommended course-relevant material. It is classified by subject matter according to the Dewey Classification scheme in which each major division of knowledge is given a number between 100 and 999. As a result, material on similar topics is shelved as close together as possible. The letters in the shelf mark are prefixes to help identify and locate material. Always check the Library catalogue to be sure of the location of any text. You can send for material on closed access by filling out call slips which you will find at the reading room counters. Call slips are colour coded for delivery e.g. blue for the Berkeley/Lecky/Ussher, pink for the Hamilton. Items from Book stacks take about one hour to arrive and deliveries from Santry arrive twice daily – at about 1.30 p.m. and 5.30 p.m. An Automated Stack Request service is now also in operation.

**Borrowing**
A current Trinity College ID card is essential to borrow books. Research and Higher Degree Postgraduates may borrow up to 10 books for one month from the open shelves and closed access areas. This can include up to 4 books from the one week undergraduate lending collection if no other copies are available.

**Reserve collection**
The Reserve collection is material that is in heavy demand and can only be read for a limited period (5 hours) in the particular reading room concerned. In addition to books, Academic staff often request that course material (lecture notes, journal articles etc.) be placed "In Reserve". The Reserve collection is generally kept behind or near the counter and can also be known as the Behind Counter or Counter Reserve collection.

**Inter library loans**
Forms for obtaining items not available in the Library are located in all reading rooms. The cost to students is 8 euro per item. For staff there is a minimum charge of 10 euro.

**Renewals and consulting your own record**
Renewals and reservations are possible through ‘myLibrary account’ on the library webpage. You can use this feature to renew your loans and make reservations.

**Carrels**
Study carrels for Masters and Doctorate students are available in the Berkeley, Lecky, Ussher and Hamilton reading rooms. Priority is given to first-time applicants and to those students completing higher degrees by research alone. Applications for carrels can be made at the Admissions Counter in the Berkeley/Lecky/Ussher Library or at the Hamilton Library counter.

**Photocopying / Printing**
The central printing, scanning and photocopying facilities are managed by IT Services and the College Library, and provided by Datapac. There are multi-function devices (MFDs) in the Libraries and IT Services Computer Rooms located throughout the campus, and in some off-campus locations.

It is possible to print from any computer in the computer rooms to any of the Datapac MFDs, whether on or off campus, as printing from these computers works on a ‘follow-me’ system. This means that after you have sent a job to be printed, it will print out on whatever Datapac MFD you choose to release the job from.
In order to be able to use this service you must first credit your print account. You will also need your PIN code for the service. This is emailed to your @tcd.ie account when you register in Trinity. Full instructions on how to use the service are available on the Datapac website at www.tcdprint.ie. For technical support please contact the Datapac technicians.

You are required to comply with the Copyright Act 2000 when making photocopies from material which enjoys copyright protection. Details about copyright and handling of material are placed next to the photocopiers.

Readers with disabilities
All services for students with disabilities, registered with the Disability Service, are co-ordinated through the Assistive Technology & Information Centre (ATIC) which is based in room 2054 in the Arts Building and is accessible through the Lecky Library and the Arts concourse. The Disability Service and ATIC can be contacted at 896 3111 or by email disab@tcd.ie. The Library provides Resource Rooms in several locations.

ATIC equipment

<table>
<thead>
<tr>
<th>Location</th>
<th>PCs</th>
<th>Scanners</th>
<th>Printers</th>
<th>TV / Video</th>
<th>VCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley/Lecky/Ussher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Multimedia area)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 1</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Room 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Room 3</td>
<td>2</td>
<td>1</td>
<td>Braille</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hamilton</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>John Stearne</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The rooms are all wheelchair accessible and equipped with the latest assistive technology hardware and software. Refer to http://www.tcd.ie/disability/atic/ for further details.

Electronic resources
The library subscribes to a wide range of databases and e-journals covering all subjects. These are available from the library webpage (http://www.tcd.ie/Library/) and the online catalogue.
Access is also possible from College PAC rooms and home computers.

Information skills training
The Library staff run a programme of training sessions at lunch times during the first (Michaelmas) term on how to get the best from the Library and its resources. Look out for details on notice boards and on the web.

Contacts and further information
Please ask any member of Library staff for assistance or directions in the reading rooms. Information on all services and announcements on changes and developments are available from the Library’s web site at: http://www.tcd.ie/Library/.

Some rules and regulations
Mobile phones must be switched off before you enter the Library.
No eating, drinking, talking loudly or personal stereos permitted.
Internet use within the Library is strictly for research. No e-mail or word processing is
allowed. Do not re-shelve books. Please leave them on the trolleys provided. If you leave your seat for more than 15 minutes it may be taken by another reader.

The library regulations are for the benefit of all library users and future users.

**Need help?**
The Library’s staff members are keen to help in advising on use of the services so please ask if you are having difficulty in using the Library.
APPENDIX 11 Internal Examiners’ Dissertation Report Form
University of Dublin
School of Education

Master in Education

Internal Examiners’ Report Form

STUDENT’S NAME:

DISSERTATION TITLE:

1. PRESENTATION (use of presentation conventions, referencing):

2. CLARITY OF EXPRESSION (style, flow, coherence):

3. LITERATURE REVIEW (theoretical background to research, critical analysis):
4. METHODS & METHODOLOGY (clarity of research focus and rationale, suitability and application of research methods and data collection):

5. ANALYSIS & DISCUSSION OF FINDINGS (critical analysis, interpretation of implications):

6. CONCLUSIONS (adequacy, relevance to practice, emerging from research undertaken):

7. SUMMARY OF STRENGTHS AND WEAKNESSES:
8. OVERALL RECOMMENDATION:

1) The dissertation is passed with Distinction

2) The dissertation is passed as it stands

3) The dissertation is passed subject to minor corrections being made

4) The dissertation is not of a sufficient standard to warrant the award of either 1), 2) or 3) and a viva voce examination should be held.

One of the following recommendations may be made only after the holding of a viva voce examination: 1) The dissertation should be referred back for revision or 2) The dissertation should be failed. A student whose dissertation is referred back for revisions will be required to register for a full academic year and pay the associated fee for that academic year.

EXAMINER:  
DATE:

SECOND READER’S COMMENTS:

SECOND READER:  
DATE:
APPENDIX 12 M.Ed. Dissertation Progress Report Form

Part A of the following progress report form should be completed by the student and submitted to his/her supervisor on or before the end of January. The supervisor should complete Part B and discuss it with the student before submitting the signed and completed form to the M.Ed. office on or before the end of February.

Name of student:__________________________________________________________
Student number:_________________________________________________________________________
Provisional title of thesis:____________________________________________________________________
________________________________________________________________________________________
Name of supervisor:______________________________________________________________________

PART A
1. Student's self-assessment of work done since registration in September
This is to be submitted to the supervisor for comments and later transmission to the M.Ed. Co-ordinator. Students should indicate the frequency of contact with their supervisor (cf. sections 8.3 and 8.4 of the M.Ed. Handbook) and progress made on their review of relevant literature, research design and data collection. Students should also mention problems or setbacks experienced, since these matters are important to the M.Ed. Co-ordinator in monitoring progress. Please indicate future work to be conducted and an indicative time frame (continue on a separate sheet, if necessary).

Student’s signature ______________________________________________________________________ Date ____________________________________________________________________________
**PART B**

2. **Supervisor's comments**

The substance of these comments should be discussed with your student. If he/she does not submit Part A, please complete and return Part B to the M.Ed. office by the due date.

Has the student maintained regular contact with you this year as specified in section 8.3 of the M.Ed. Handbook (via face to face meetings, online tutorials, and/or email)?

Yes ! No !

Do you foresee any problems which might prevent submission of the dissertation on or before the deadline?

Yes ! No !

Have you discussed the substance of these comments with the student?

Yes ! No ! If no, please indicate why?

_________________________________________________________
Supervisor's signature

_________________________________________________________
Date

**PART C**

To be completed by the M.Ed. Programme Co-ordinator.

At this mid-point review stage, please indicate if the student’s progress is deemed satisfactory or non-satisfactory.

Satisfactory ! Non-satisfactory !

Where a student's progress is deemed non-satisfactory, he/she will be invited to meet with the M.Ed. Programme Co-ordinator and his/her supervisor to discuss the issues identified in their progress report form. Where discrepancies arise, the matter will be raised with the School's Director of Postgraduate Teaching and Learning.

_________________________________________________________
M.Ed. Co-ordinator's signature

_________________________________________________________
Date