Guidelines on Michaelmas Term 2016 Essay Submission for Visiting and Erasmus Students

INTRODUCTION:

This document is intended as a brief overview of our essay regulations. Please read the relevant section of the VS handbook for more detailed information regarding essay formatting and the submission procedure. Some modules are assessed by exams or a combination of essay and exam. Please note that this document deals with essays only (i.e. those you write at home and then print and submit). My colleague Dr Ema Vyroubalová will provide a document on exam preparation during Hilary Term (as all exams take place later in the spring).

Read this information carefully before contacting us with any queries, as the vast majority will be answered there. The handbook is available from Brenda Brooks in room 4013 and also online on the VS page of the School website: https://www.tcd.ie/English/international/visiting/

FORMATTING AND PRESENTATION

Brief guidelines on the preparation and presentation of essays and other written work are provided by the School in the style sheet at: https://www.tcd.ie/English/undergraduate/freshman/index.php

It is essential that you consult this page and use the information provided there consistently. You must include a word-count at the end of your essays, which includes foot/endnotes but excludes bibliography. For further guidance on correct English usage see this useful website:

http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_41.htm

FRESHMAN MODULES

FRESHMAN SUBMISSION DATES:

- **Michaelmas Term Only Students:** You must submit all Freshman essays on or before Friday 16th December 2016.

- **Year-Long Students:** You may submit Freshman essays for Michaelmas Term courses either by Friday 16th December 2016 or Monday 16th January 2017.

FRESHMAN ESSAY LENGTH:
**Junior Freshman:** Courses begin with the module code “EN1” and when assessed by essay require you to write an essay of 1,500-2,000 words.

**Senior Freshman:** Courses begin with the code “EN2” and when assessed by essay require an essay of 2,500-3,000 words.

**ESSAY OR EXAM?**

**For Michaelmas-Term only students:** You will be writing essays for **ALL** of your Freshmen courses even those that are assessed by exam for all other students.

**For year-long students:** The Visiting Student handbook has listings of all Freshman courses and details of whether they are assessed by exam or essay. Make sure you check to see which of your Freshman modules have exams and which essays. If you are unsure ask the module lecturer or myself.

**SOPHISTER MODULES**

Sophister modules begin with the codes ‘EN3’ or ‘EN4’. The assessment modes vary for each module. Your module lecturer will provide all the information on the assessment and the due dates and word counts for them. This table also provides a brief overview of the assessment modes for the current Sophister Options. Please click on the heading ‘Assessment and Dates’: [https://www.tcd.ie/English/undergraduate/sophister/](https://www.tcd.ie/English/undergraduate/sophister/)

**IMPORTANT NOTE FOR MICHAELMAS-TERM ONLY STUDENTS:** Michaelmas-Term only students **MUST** submit all assessed work for their Sophister Options by Friday 16th December 2016. The due date of Friday 16/12/2016 PREVAILS even where the table above indicates a later date. In some sophister modules, certain assessment components will be due EARLIER than 16/12. Your lecturer will inform you if this is the case.

**ESSAY TOPICS/TITLES:**

The list of essay topics for a particular module will be provided by the lecturer/course co-ordinator of each module that you have signed up for by Friday November 4th, usually via Blackboard although some lecturers also post the topics on their office doors or send them by email. You must write an essay based on one of the titles provided by your lecturer – you cannot formulate your own essay title unless they have explicitly allowed this.

**MARKING CRITERIA:**

Please note that your essays will be marked according to the exact same criteria and the same standards as those written by non-Visiting or Erasmus students.

**MARKING SYSTEM:**
The School of English uses the following marking system.

<table>
<thead>
<tr>
<th>Class</th>
<th>Numerical Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>70 - 100%</td>
</tr>
<tr>
<td>II.1</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>II.2</td>
<td>50 - 59%</td>
</tr>
<tr>
<td>III</td>
<td>40 - 49%</td>
</tr>
<tr>
<td>F.1</td>
<td>30 - 39%</td>
</tr>
<tr>
<td>F.2</td>
<td>0 - 29%</td>
</tr>
</tbody>
</table>

FAILING ESSAYS:

The procedures to be followed if a student fails an essay are detailed in the VS handbook, p23-4. I will expect students to familiarise themselves with these procedures before they contact me. As noted, students must contact me within 2 weeks of the formal release of essay marks. Requests for remarking/resubmission after this time will not be entertained. **Marks for resubmitted essays are capped at 40%**.

SUBMISSION PROCEDURE:

Essays should be handed in to Brenda in room 4013 **before 4 pm** on the essay submission date. **Do not** submit essays to the lecturer/tutor of your course. A Visiting Student coversheet must be attached to each essay. We will send you on details about how to access coversheets very soon. Essays cannot be submitted electronically.

RETURN OF MARKED ESSAYS:

Notification for return of marked essays will be emailed to students. Students who are here for Michaelmas Term only may have their marked essays sent on to them if requested by email to Brenda – make sure you provide a mailing address.

EXTENSIONS:

An Extension can only be granted by the Visiting Student Co-ordinator (me) and not by Teaching Assistants or Lecturers. Extensions will not be granted retrospectively (i.e. after the submission date has passed). Students should note that extensions are normally only granted in cases of illness (with medical certificate) or serious personal/familial difficulties. Travelling on holiday does not constitute grounds for an extension. An essay submitted without an extension at any time during the first week after the due date will automatically have its mark reduced by five marks. An essay submitted at any time during the second week after the due date will automatically have its mark reduced by ten marks. If you need an extension, contact me via email.
PLAGIARISM:

Plagiarism is interpreted by the University as the act of presenting the work of others as one’s own work, without acknowledgement. It is considered as academically fraudulent and an offence against University discipline. The University considers plagiarism to be a major offence and subject to the disciplinary procedures of the University. **A full University statement on plagiarism is given in the College Calendar, Part II, pp.82-91:**

https://www.tcd.ie/undergraduate-studies/general-regulations/plagiarism.php

Each year, cases of student misconduct involving plagiarism or ‘inappropriate collaboration’ are reported. In some of these cases, students have said that they were unclear as to what plagiarism involves. The following statement represents the principles of the School of English on the matter.

> Students are expected to express themselves and to sustain an argument in their own prose. They should not submit written work that does not properly acknowledge transcription or that includes excessive quotation of the work of others. If you want to quote from a published work, either because you think it makes the point or you admire the author’s turn of phrase, you must put the passage in quotation marks and cite the reference. If you wish to express what an author is saying in your own words, such paraphrasing is fine, but you should include reference to the author concerned to indicate that the ideas stated are hers/his and not yours.

If you are not clear about the differences between scholarly citation, collaboration, and paraphrase, please consult one of your tutors during office hours, before or after class, or by appointment. A charge of plagiarism is a serious College offence and will be dealt within the School of English by the procedures laid out in the relevant section of the College Calendar.

**All students should complete the following tutorial on plagiarism:**

https://www.tcd.ie/Library/support/plagiarism/story.html

Further helpful guidelines on avoiding plagiarism are available on the following library website: [http://tcd-ie.libguides.com/plagiarism](http://tcd-ie.libguides.com/plagiarism)

CONCLUSION:

I wish you all the very best of luck with your essays, and please feel free to email me or call in during my term-time office hours (Tuesday 10-11am, Wednesday 12-1pm) if you have any further questions. Please note that I will not be available during the winter break (between December 16th 2016 and January 9th 2017) and will answer any email queries that arrive during this time after I return. All subsequent inquiries should be sent to Dr Vyroubalová, who will be returning as VS/Erasmus co-ordinator in January. **Questions regarding specific essay topics should, however, be directed at your tutor or lecturer for that module course.**

Dr Bernice Murphy, November 3rd 2016.