



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

## DEPARTMENT OF HISPANIC STUDIES

### Junior Freshman Handbook (2017-2018)



# DEPARTMENT OF HISPANIC STUDIES

## TWO SUBJECT MODERATORSHIP (TSM) JUNIOR FRESHMAN (2017-2018)

**This Handbook provides essential information about your study program in the Department of Hispanic Studies. You should also familiarize yourself with the College General Regulations, which are available at <http://www.tcd.ie/calendar/>**

The information provided is accurate at the time of preparation. Any necessary revisions will be notified to students via email. Please note that in the event of any conflict between the General Regulations published in the University Calendar and information contained in this handbook, the provisions of the Calendar will apply.

Further information about the study program is provided by the lecturers, by Blackboard, by email, and on the Department website: [https://www.tcd.ie/Hispanic\\_Studies/](https://www.tcd.ie/Hispanic_Studies/)

**During the academic year the Department expects you to**

- **read this handbook carefully - you can download another copy from the Department website**
- **regularly read your Trinity emails, Blackboard announcements, and the Department Notice Boards beside rooms 5061 and 5064**
- **attend all classes**
- **revise, read around and ahead of the topic/theme, and come prepared for each class**
- **set aside at least 30 hours each week for academic work outside language classes, lectures, and seminars**
- **hand in all homework pieces and required work by the deadline(s)**
- **speak to your lecturer, or Head of Department, if you are in any doubt about your study program or Department requirements, or to your College Tutor if you are experiencing personal difficulties.**

### STAFF INFORMATION

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## TERM DATES

<b>Michaelmas Term (MT):</b>	Monday 25 September 2017 –	Friday 15 December 2017
<b>Hilary Term (HT):</b>	Monday 15 January 2018 –	Friday 6 April 2018
<b>Trinity Term (TT):</b>	Revision: Monday 9 April 2018 –	Friday 27 April 2018
	Exams: Monday 30 April 2018 –	Friday 25 May 2018

UNIVERSITY OF DUBLIN, TRINITY COLLEGE

### ACADEMIC YEAR STRUCTURE 2017 / 2018

Cal. Wk	Dates 2017/18 (week beginning)	Outline Structure of Academic Year 2017/18	Notes
1	28-Aug-17	Supplemental Examinations	Statutory Term (Michaelmas) begins
2	04-Sep-17		
3	11-Sep-17		
4	18-Sep-17	Freshers' Week / Undergraduate Orientation Week	
5	25-Sep-17	Teaching Week 1	Michaelmas Lecture Term begins
6	02-Oct-17	Teaching Week 2	
7	09-Oct-17	Teaching Week 3	
8	16-Oct-17	Teaching Week 4	
9	23-Oct-17	Teaching Week 5	
10	30-Oct-17	Teaching Week 6 (Monday, Public Holiday)	
11	06-Nov-17	Teaching Week 7 - <b>Study Week</b>	
12	13-Nov-17	Teaching Week 8	
13	20-Nov-17	Teaching Week 9	
14	27-Nov-17	Teaching Week 10	
15	04-Dec-17	Teaching Week 11	
16	11-Dec-17	Teaching Week 12	
17	18-Dec-17	Christmas Period (College closed 22 December 2017 to 1 January 2018, inclusive)	
18	25-Dec-17		
19	01-Jan-18		
20	08-Jan-18	Foundation Scholarship Examinations	Note: It may be necessary to hold some exams in the preceding week.
21	15-Jan-18	Teaching Week 1	Hilary Term begins
22	22-Jan-18	Teaching Week 2	
23	29-Jan-18	Teaching Week 3	
24	05-Feb-18	Teaching Week 4	
25	12-Feb-18	Teaching Week 5	
26	19-Feb-18	Teaching Week 6	
27	26-Feb-18	Teaching Week 7 - <b>Study Week</b>	
28	05-Mar-18	Teaching Week 8	
29	12-Mar-18	Teaching Week 9	
30	19-Mar-18	Teaching Week 10 (Monday, Public Holiday)	
31	26-Mar-18	Teaching Week 11 (Friday, Good Friday)	
32	02-Apr-18	Teaching Week 12 (Monday, Easter Monday)	
33	09-Apr-18	Revision <b>Trinity Week (Monday, Trinity Monday)</b>	Trinity Term begins
34	16-Apr-18	Revision	
35	23-Apr-18	Revision	
36	30-Apr-18	Annual Examinations 1	Annual Examination period: Four weeks followed by five weeks for marking, examiners' meetings, publication of results, Courts of First Appeal and Academic Appeals.
37	07-May-18	Annual Examinations 2 (Monday, Public Holiday)	
38	14-May-18	Annual Examinations 3	
39	21-May-18	Annual Examinations 4	
40	28-May-18	Marking/Courts of Examiners/Results	
41	04-Jun-18	Marking/Courts of Examiners/Results (Monday, Public Holiday)	
42	11-Jun-18	Marking/Courts of Examiners/Results	
43	18-Jun-18	Marking/Courts of Examiners/Results/ Courts of First Appeal	
44	25-Jun-18	Courts of First Appeal/Academic Appeals	
45 to 52	02 Jul 2018 - 26 Aug 2018	Postgraduate dissertations/theses/Research 1-8	Eight weeks between end of statutory (Trinity) term and commencement of statutory (Michaelmas) term. This period is also used for writing up Masters dissertations and research theses due for submission in September. ← Ends Sunday 26 August 2018

## JUNIOR FRESHMAN SYLLABUS

The first-year course is designed primarily to establish and consolidate your competence in understanding and using the Spanish language. The course comprises three modules: **Spanish Grammar and Syntax** (10 ECTS credits), **Introduction to Modern Spain** (10 ECTS credits) and **Introduction to Spanish and Spanish American Literature** (10 ECTS credits).

### What does ECTS stand for?

The European Credit Transfer and Accumulation System (ECTS) is a student-centered system based on student workload. The credits system makes it possible to compare the Europe-wide values assigned to each module of any course – this is extremely important for academic equivalence purposes and it will be essential when taking your Erasmus courses at a university abroad to ensure that you obtain the required ECTS credits. One ECTS credit represents approximately 20-25 hours of study (private reading and researching, writing of essays, and contact hours).

## LANGUAGE

**Beginners (SP1022)** are expected to attend **five** language classes each week in both Michaelmas and Hilary Terms (MT and HT), **one** of which must be in Spoken Spanish; you will also be required to hand in weekly written homework and online exercises. Beginners will need a very special commitment to language study, language work, language preparation and language revision – you will be expected to have reached the same level as non-beginners by the time of the examinations in

April/May. **Note that you must be prepared to spend considerable extra study and practice time outside class hours every week.**

**Non-beginners (SP1021)** are expected each term to attend **four** language classes each week in both Michaelmas and Hilary Terms (MT and HT), **one** of which must be in Spoken Spanish; you will also be required to hand in weekly written homework and online exercises.

**Learning outcomes:** by the end of the academic year, students should have consolidated their understanding of grammar structures and vocabulary, reached a good level of fluency to converse on general topics, developed their ability to write short narrative pieces, dialogues, etc., and be able to translate short passages from Spanish into English, and from English into Spanish.

**The Department strongly recommends that all students have their own copy of John Peck & Martin Coyle, *The Student's Guide to Writing* (London: Macmillan Press Ltd., 1999).**

**Beginners** should also have a copy of:

Juan Kattán-Ibarra & Christopher J. Pountain

*Modern Spanish Grammar: A Practical Guide*  
London: Routledge, 2003), **2<sup>nd</sup> Edition**

Patricia González

Spanish Grammar Booklet  
(included in registration fee)

**Non-Beginners** should also have a copy of:

Juan Kattán-Ibarra & Christopher J. Pountain

*Modern Spanish Grammar: A Practical Guide*  
(London: Routledge, 2003), **2<sup>nd</sup> Edition**

Virginia Segura

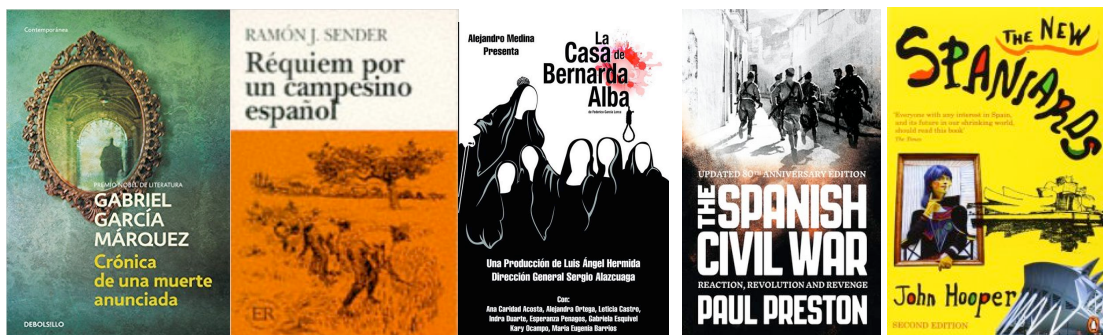
Spanish Grammar Booklet  
(included in registration fee)

All students should possess their own copy of a good bilingual dictionary such as *The Oxford Spanish Dictionary*, *The Collins Spanish-English English-Spanish Dictionary*, or *Diccionario Español-Inglés Inglés-Español* (Larousse) and also a reference grammar, e.g., John Butt and Carmen Benjamin, *A New Reference Grammar of Modern Spanish* (Arnold).

**Centre for Language and Communication Studies (CLCS) – rooms 4073/4074:** resources include language laboratories, computers, satellite TV, self-access materials (books, films, etc.). **We strongly recommend that you access the Centre resources on a regular basis.**

**Language homework is compulsory.**  
**You will be required to present at least two pieces of written work per week (one will be online).**

## NON-LANGUAGE MODULES



**All TSM Junior Freshman students (JF)** attend **one** lecture each week on the module **Introduction to Modern Spain (SP1015)** – for which you will need the following text: John Hooper *The New Spaniards* (Penguin, 2006)

Additional reading materials and a bibliography will be provided during the year:

**Learning Outcomes:** By the end of the academic year, students should be able to identify major historical, socio-economic, political, and cultural shifts that have affected Spain, to recognize to what extent Spanish society is still responding to historical experiences of the Civil War and the Franco regime, to compare and contrast Spain's historical autonomous regions in relation to each other and to the central government, and to integrate the various themes into a coherent overview of contemporary Spanish society.

All TSM Junior Freshman students (JF) also attend **one** lecture each week on **Spanish and Spanish American Literature (SP1005)**, in which the following works will be studied:

A selection of poems	Department Poetry Booklet (included in the registration fee)
F. García Lorca	<i>La casa de Bernarda Alba</i> (ed. Ramsden, Manchester UP)
Jean Franco (ed.)	<i>Spanish Short Stories</i> (Penguin), Vol I
G. García Márquez	<i>Crónica de una muerte anunciada</i>
Ramón J. Sender	<i>Réquiem por un campesino español</i> (any edition)
Stephen Hart	Critical Guide to Spanish Texts: <i>Réquiem por un campesino español</i> .

**Learning Outcomes:** By the end of the academic year, students should be able to critically analyze a selection of literary texts from different genres, distinguish between generic literary conventions, and outline the fundamental and distinguishing characteristics of literary discourse.

## **JUNIOR FRESHMAN ASSESSMENT**

**Three modules, each carrying 10 ECTS credits: total 30 ECTS credits for the year**

Your formal Language assessment for the year will be based on in-class tests and the end-of-year examinations.

### **Spanish Grammar and Syntax – SP1021 and SP1022:**

**Paper I (45%):** Grammar and Syntax (one question), Translation into Spanish (one question), Spanish Essay (one question).

**Paper II (30%):** Text Analysis (one question), Translation from Spanish (one question).

**Oral Examination (15%)** (approximately 10 minutes).

**Continuous Assessment (10%):** four in-class tests.

Your marks for language homework will be taken into account in assessing borderline grades in the language examinations.

**Introduction to Modern Spain – SP1015 (70%):** 2-hour paper (two questions) [mark combined with 30% for MT Essay]

**Introduction to Spanish and Spanish American Literature – SP1005 (40%):** 2-hour paper (two questions) [mark combined with 30% for MT Essay and 30% for HT Essay]

**Please note that a fail in any one of the following ways will mean a Fail assessment for Language:**

- **Paper I: fail in two out of three questions**
- **Paper I: overall fail**
- **Paper II: overall fail**

**Only failed written Paper(s) in any module must be taken again at the Supplemental Examinations in August / September.**

## **STUDENTS MUST PASS ALL THREE MODULES**

### **WRITTEN WORK ON NON-LANGUAGE COURSES**

Three compulsory essays (two on Literature and one on Introduction to Modern Spain) will be set during the year.

#### **MICHAELMAS TERM (MT)**

A term essay (about 2000 words), set by Monday November 6, 2017 (week 6 teaching term), and handed in to the Department Office no later than **12 noon Thursday 14 December 2017** on the texts covered in **Introduction to Spanish and Spanish American Literature**. This essay will account for 30% of the total mark for this module.

A term essay (about 2000 words), set by Monday November 6, 2017 (week 6 teaching term), and handed in to the Department Office no later than **12 noon Monday 15 January 2018** (the first day of Hilary Term) on the topics and themes covered in **Introduction to Modern Spain**. This essay will account for 30% of the total mark for this module.

#### **HILARY TERM (HT)**

A term essay (about 2000 words), set by Friday 23 February 2018 (week 6 teaching term), and handed in to the Department Office, no later than **12 noon Friday 6 April 2018** on the texts covered in **Introduction to Spanish and Spanish American Literature**. This essay will account for 30% of the total mark for this module.

All essays must be submitted to **www.turnitin** – software that facilitates the detection of plagiarism.

1. The Department accepts responsibility **ONLY** for term essays **presented with the signed coversheet** (see section on plagiarism). Essays **MUST NOT** be handed in to individual lecturers or pushed under doors – they must be handed in to the Department Office.
2. All essays must also be sent electronically to the lecturer through ‘Turnitin’ - see guidelines on how to use the system at [https://www.tcd.ie/CAPSL/students/integrity-plagiarism/#What\\_is\\_Turnitin](https://www.tcd.ie/CAPSL/students/integrity-plagiarism/#What_is_Turnitin)
3. For information about the return of your essays you should regularly check Blackboard, and the Department Notice Board, and emails.
4. **Extensions may be allowed only where there is a medical certificate or evidence of other significant problem(s) – evidence must be presented by you or through your Tutor to the Head of Department.**

## **IMPORTANT**

Students are reminded that teaching staff are normally available for consultation only during the statutory term (i.e., **NOT from 2 July 2018 to 27 August 2018**). The Department will advise the date for feedback on failed papers and viewing of scripts. If for whatever reason you cannot attend, any queries regarding examination results etc. should be directed to the Department **before Friday 29 June 2018**.

### **PRESENTATION OF ESSAYS**

1. **Essays should be typed on one side only.** Use the grammar and spellcheck facility of a word processor. Insert all Spanish accents and other orthographical signs. If you present your essay handwritten, be sure to write legibly. **Marks will be lost for poor presentation.**
2. Make sure you write grammatical English sentences. Capitalize and punctuate properly. Think especially about occasions when clarity would be better served by the use of a colon or semi-colon instead of a comma. Never use a comma where a full-stop or a semi-colon should be used.
3. Consult a dictionary regularly if you suspect that you have a tendency to misspell words, either in English or in Spanish. In particular, pay special attention to the possessive apostrophe, and also distinguish between “it's” as an abbreviation for ‘it is’ or ‘it has’, and ‘its’ as a possessive adjective (I’ve given the cat its dinner).
4. Leave a margin of **at least** an inch all round each page. Number **all** the pages.
5. The essay must engage with the theme: if a question is being asked then that question must be answered; if it asks for discussion on topic A, the essay cannot be about topic B.

6. Writing in note form, or using conversational abbreviations of ordinary English or Spanish words, are not acceptable (e.g., do not write “can’t” for cannot/can not).
7. A change of theme or a new stage in the argument demands a new paragraph. Each paragraph should develop, expand, clarify or exemplify your argument(s). While paragraphs should not be excessively long, avoid one-sentence paragraphs.
8. Italicize the titles of books and complete works like plays, stories, novels and (usually) poems: e.g. *La vida es sueño*, *El celoso extremeño*, *La familia de Pascual Duarte*, *Romance sonámbulo*. Do not use inverted commas for the titles of extended written works.
9. Note that, in Spanish book titles, only the first letter is capitalized, except for proper names and words that always have a capital letter, as for example, in the following novels: *Cinco horas con Mario*, and *Su único hijo*.
10. Titles of chapters, articles in periodicals, essays in collections (and sometimes shorter poems) are given in quotation marks: for example, ‘Poetic Unity in Lorca’s *Romancero Gitano*’. The name of the periodical is italicized, and identified thus: *Bulletin of Hispanic Studies*, 21 (1954), pp. 150-151 – that is, vol. no., (year), page reference(s).
11. QUOTATIONS from a literary work should be identified: number or line-numbers of poem; chapter and page-number of novel or play. Indicate which edition you are using. Subsequent references can be put in your text in brackets and need not be relegated to footnotes or endnotes. Avoid a string of footnotes or endnotes referring only to the work that you are chiefly discussing. Quotations of less than about four lines should be run on in the text. This includes poetry, the lines of which are then separated by forward slashes. **Longer quotations (over about 40 words)**, whether in verse or prose, are given their own lines of text, and should be indented and single spaced without single inverted commas. Your quotations should make sense either as part of your own sentence or as complete sentences in their own right (avoid such mistakes as “The author refers to older ‘people who think like teenagers’ in his 1987 interview” – either ‘older people ... teenagers’ if ‘older’ is part of the quotation, or else “... refers to older people ‘who think ... teenagers’ otherwise).
12. FOOTNOTE/ENDNOTE numbers should be placed at the end of a sentence after the punctuation. Notes provide supplementary information to the argument conducted in the body of the text. They should be used very sparingly and never simply for effect.
13. Ensure that only essential footnotes/endnotes are included. When a particular work is being frequently referred to throughout the essay, the first reference to that work should be footnoted. A footnoted reference should read as in the following example: Paul Preston. *Franco. A Biography*. London: HarperCollins Publishers, 1993, pp. 23-24; and all further references to this work are given by page number(s) in brackets in the text.
14. There are different ways of referring to critical works in your bibliography. The most complete is probably as follows: Author, Title, Place of publication, Publisher (if available), date; e.g., Elliot, J. H. *Richelieu and Olivares*. Cambridge: Cambridge University Press, 1984, p. 99. For editions of texts, use the following convention: Author, Title, Editor; then as above: Pérez Galdós, Benito. *Fortunata y Jacinta*. Ed. F. Caudet. Madrid: Cátedra, 1985, p. 98.
15. If you use someone else’s ideas – whether quoted or paraphrased – you must attribute the borrowing to the author. A reference in the Bibliography is not enough. **Your indebtedness to the writer must be acknowledged at the point of borrowing**. You can use some of the standard conventions to attribute borrowings to an author; for example: According to F. Caudet ... (p. 5); Paul Preston argues that ... (p. 25); As J. H. Elliot points out, ... (p. 89).
16. Even if you do not incorporate quotations from or references to books or articles in the body of your essay, you must, on a separate page entitled Bibliography, give a list of the sources you have used in the preparation of the essay.
17. You must follow the same conventions and appropriate referencing when accessing material on the web, and in brackets add the date you accessed the website; for example, <http://www.tcd.ie/Local/> (accessed 12 January 2016).
18. **Basic principles:** be clear and consistent; in general, it is sound practice to let the introduction briefly outline what you intend to deal with, discuss, describe etc.; the body of the essay should fulfill the expectations prompted by the introduction; the essay should be rounded off with a brief conclusion of the arguments and themes.
19. Remember, a good reference for essay writing is John Peck and Martin Coyle. *The Student’s Guide to Writing*. London: Macmillan Press Ltd., 1999.

20. **Grades and marks:**

70-100	I	(First)	40-49	III	(Third)
60-69	II.I	(Upper Second)	30-39	F1	(Fail)
50-59	II.II	(Lower Second)	0-29	F2	(Fail)

**First (excellent):**

Written work will demonstrate consistent evidence of: an excellent understanding of appropriate texts and up-to-date scholarship/criticism/theory; highly skillful deployment of relevant information in an extremely well crafted structure; arguments that manifest independent/original thought; critical evaluative ability with a keen awareness of key issues; exemplary use of accepted scholarly conventions relating to the attribution of sources, footnoting, and bibliography; an exceptional ability to express ideas in written English.

**Upper Second (very good):**

Written work will show consistent evidence of: an extremely competent understanding of appropriate texts and scholarship/criticism/theory; a notable ability to present relevant information in a clear and well thought out structure; arguments that show a very good degree of independent evaluative thought; competent use of accepted scholarly conventions relating to the attribution of sources, footnoting, and bibliography; an extremely good command of written English.

**Lower Second (good):**

Written work will give consistent evidence of: a competent understanding of relevant texts and scholarship/criticism/theory; engagement with the question being asked; attempts to go beyond the secondary bibliography; good overall organization of ideas; proper use of scholarly conventions relating to the integration and attribution of sources, footnoting, and bibliography; a good command of written English, with accuracy in grammar and spelling, and an appropriately academic lexical range.

**Third (acceptable):**

Written work will normally give evidence of: competence in relation to relevant texts and scholarship/criticism/theory; an approach to the question being asked which is not merely superficial/derivative/uncritical; no more than a minor tendency to repetition and description; awareness of scholarly conventions concerning the proper integration and attribution of sources, footnoting, and bibliography; appropriate grammar, spelling, and lexical range.

**Fail I (not acceptable):**

Written work in the F1 range will normally show only a superficial knowledge of the topic and/or fail to display acceptable competence in constructing an answer to the question posed; it will be disjointed and derivative, with an unclear structure; it will show difficulty in following its own arguments. Even work which otherwise reveals basic competence may fall into the F1 category for the following deficiencies: lack of in-depth engagement with the texts; failure to observe the scholarly conventions concerning the proper integration and attribution of sources, footnoting, and bibliography; an accumulation of errors in grammar/spelling/vocabulary.

**Fail II (inadequate):**

Written work in the F2 range will reveal an inadequate knowledge of the topic, and/or an inability to display basic competence in constructing an answer to the question posed. Such work is also most likely to give more serious evidence of the weaknesses noted under F1.

## **PLAGIARISM**

### **WHAT IS PLAGIARISM?**

Plagiarism is taking the work of another and presenting it and claiming it as your own either intentionally or unintentionally.

According to Neville (2000, p. 30) there are three main forms of plagiarism:

1. Copying another person's work, including the work of another student (with or without consent), and claiming or pretending it is your own



2. Presenting arguments that use a blend of your own and a significant percentage of copied works of the original author without acknowledging the source
3. Paraphrasing another's person work, but not giving due acknowledgement to the original writer or organization publishing the writing, including Internet sites. The exceptions to this would be in relation to common knowledge.

Plagiarism is viewed by Trinity College as academic fraud, and an offence against University discipline. The University considers plagiarism to be a major offence, and subject to the disciplinary procedures of the University.

All students must read the part of the [University of Dublin Calendar](#) on plagiarism; every coversheet that is attached to submitted work has a [declaration](#) that must be completed, confirming this.

## REMEMBER

Another form of plagiarism consists in copying and pasting from numerous sources and moving them around to make a complete assignment.

## VERY IMPORTANT

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find information at:

<http://tcd-ie.libguides.com/plagiarism/what-is-plagiarism>

We ask you to take the following steps:

(a) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at <http://tcd-ie.libguides.com/plagiarism/>. You should also familiarize yourself with the 2016-2017 Calendar entry on plagiarism located on this website and the sanctions which are applied;

(b) Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write/>. **Completing the tutorial is compulsory** for all students.

(c) Familiarize yourself with the declaration at <http://tcd-ie.libguides.com/plagiarism/declaration/> that you will be asked to sign when submitting course work.

(d) Access the online University of Dublin Calendar Part II, pp. 82-91 at: <http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf#plagiarism>

## Text of Declaration

**Each coversheet that is attached to submitted work should contain the following completed declaration:**

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/>

(d) Contact your College Tutor, your Head of Department, or your Lecturer if you are unsure about any aspect of plagiarism.

Date:.....  
.....

Signature:

**IMPORTANT REMINDER:** Students must attend all classes and present all set written work on time. For absence of three consecutive days or more, a medical certificate or relevant evidence should be provided. If you fail to provide a satisfactory explanation and/or evidence to your teachers for your absence or for not handing in the required work you will be returned as 'Non-Satisfactory' (N/S) to the Senior Lecturer in accordance with the regulations of the University Calendar (page H6), and your Tutor will be informed. It should be noted (University Calendar H6) that 'Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their annual examinations and may be required by the Senior Lecturer to repeat the year.'

**IMPORTANT: You must read the following section on Plagiarism:**

**Matrix of Levels & Consequences**

The University of Dublin Calendar refers to various levels of plagiarism. What constitutes plagiarism at a particular level, and the consequences of being found to have committed plagiarism at that level, are detailed below.

Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

	<i>Range of Penalties</i>	<i>Characteristics of Offence</i>
<p><b>Level 1</b></p> <p>**Please read the matrix in full before any determination is made as to the level of plagiarism which applies.**</p>	<p>You receive an informal verbal warning from the Director of Undergraduate Teaching and Learning/Postgraduate Teaching and Learning.</p>	<p>You have little previous exposure to the norms and conventions of different types of academic work (essays, reports, group or individual projects, dissertations, presentations, etc.) or you bring different cultural assumptions to your work. Students at postgraduate level can reasonably be assumed to be familiar with rules in respect of plagiarism, therefore any plagiarism occurring in the context of any postgraduate work cannot normally be deemed to constitute Level 1 plagiarism.</p>
	<p>The piece of work in question is inadmissible. You are required to rephrase and reference correctly all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty.</p>	<p>Your work* demonstrates one or more of the following:</p>
		<ul style="list-style-type: none"> <li>• Poor use and/or understanding of referencing conventions, including how to present direct quotations;</li> <li>• Poor understanding of how to acknowledge sources of direct and indirect quotations;</li> </ul>

		<ul style="list-style-type: none"> <li>Poor paraphrasing skills;</li> </ul>
		<ul style="list-style-type: none"> <li>Lack of recognition of the boundary between material in the public domain which does not require acknowledgement and that which does;</li> </ul>
	Level 1 Plagiarism is not deemed to be academic misconduct.	<ul style="list-style-type: none"> <li>Poor understanding that borrowing the language of another author for stylistic purposes constitutes plagiarism.</li> </ul>
		Generally, only small amounts of material (text, graph, computer code, images, etc.) are unacknowledged. If more substantial amounts are involved, the offence should be classified as Level 2 or 3 plagiarism.
<b>Level 2</b>	You receive a formal written warning from the Head of School.	Level 2 Plagiarism occurs when you should have been aware of what constitutes plagiarism.
	The piece of work in question is inadmissible. You are required to rephrase and reference correctly all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark (at the pass mark) depending on the seriousness/extent of plagiarism.	Your work* demonstrates one or more of the following:
		<ul style="list-style-type: none"> <li>Failure to utilise referencing conventions, including the use of direct quotations;</li> </ul>
		<ul style="list-style-type: none"> <li>Failure to acknowledge public and private domain sources;</li> </ul>
		<ul style="list-style-type: none"> <li>Paraphrasing without appropriate</li> </ul>

		recognition;
		<ul style="list-style-type: none"> <li>Sections copied from other sources and presented as your own;</li> </ul>
		<ul style="list-style-type: none"> <li>Borrowing the language of another author for stylistic purposes, knowing that it is incorrect to do so.</li> </ul>
	Level 2 Plagiarism is considered as academic misconduct.	
<b>Level 3</b>	You receive a formal written warning from the Head of School.	Level 3 Plagiarism occurs when you should have been aware of what constitutes plagiarism.
	The piece of work in question is inadmissible. There is no opportunity for resubmission with corrections. The student is required to submit a new piece of work as a supplemental assessment during the next available session. Provided the work is of passing standard, the assessment mark and the module mark will be capped at the pass mark. Discretion lies with the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies (as appropriate) in cases where there is no standard opportunity for a supplemental assessment under applicable course regulations.	Your work* demonstrates one or more of the following:
		<ul style="list-style-type: none"> <li>It contains elements of another student's work, even if they gave you permission to use their work;</li> </ul>
		<ul style="list-style-type: none"> <li>You have submitted, on more than one occasion for credit, a correctly cited and referenced assignment from your own research. This work may have been submitted either in whole or in part, for separate marks in a different module or in previous years;</li> </ul>
		<ul style="list-style-type: none"> <li>Substantial sections copied from other sources and presented as your own;</li> </ul>

		<ul style="list-style-type: none"> <li>• It borrows, substantially, material and/or language from a source without correct acknowledgement;</li> </ul>
		<ul style="list-style-type: none"> <li>• It makes extensive use of synonyms instead of the author's original voice, but keeps to the same structure and meaning of the original work;</li> </ul>
		<ul style="list-style-type: none"> <li>• It contains fabricated referencing, is without referencing or citation, or lacks, to a large degree, appropriate citation and/or referencing.</li> </ul>
	<p>Level 3 Plagiarism is considered as academic misconduct.</p>	
<p><b>Level 4</b></p>	<p>Case referred to the Junior Dean for disciplinary procedures.</p>	<p>Level 4 plagiarism cannot normally be dealt with under summary procedures (Levels 1-3 above). For example, plagiarism in the context of postgraduate theses or dissertations will always be categorised as Level 4. The following constitute examples of Level 4 plagiarism:</p> <ul style="list-style-type: none"> <li>• You have previously committed plagiarism and this is a repeat offence;</li> <li>• You have sought, bought or commissioned work with the intention of representing it as your own work;</li> </ul>

		<ul style="list-style-type: none"> <li>You have improperly enlisted editorial input, eg. engaging a paid proof reader or copy-editing service, having a language assignment edited by a native speaker where language competence is being assessed;</li> </ul>
		<ul style="list-style-type: none"> <li>Your submitted assignment is identical to another student's work, even if they gave you permission to use their work.</li> </ul>
<p>*The term 'work' refers to individual or group work</p>		

**Contact your College Tutor, your Head of Department, or your Lecturer if you are unsure about any aspect of plagiarism.**

**All students must read the part of the University of Dublin Calendar on plagiarism that applies to them; every coversheet that is attached to submitted work has a declaration that must be completed, confirming this.**

### **ERASMUS YEAR ABROAD**

Students who achieve a grade of at least II.II in their end-of-year examinations may apply to spend the SF year on an Erasmus exchange at a Spanish university. Detailed information on the Department website: [http://www.tcd.ie/Hispanic Studies/undergraduate/study-abroad/](http://www.tcd.ie/Hispanic_Studies/undergraduate/study-abroad/)

### **RESIDENCE REQUIREMENT**

Remember that students of Spanish **must spend not less than eight full weeks** in a Spanish-speaking country before their Moderatorship examinations I or II in Spanish. This regulation can be waived only in exceptional circumstances and with the prior approval of the Head of Department.

## USEFUL INFORMATION

### Campus online resource offering e-learning modules



**Skills4Study Campus** is an online resource offering e-learning modules on: Writing Skills, Referencing and Understanding Plagiarism, Reading and Note-making, Critical Thinking, Exam Skills, and Confidence with Numbers. It offers a wide variety of activities to be completed before taking a module assessment. **Skills4Study Campus** is available to all students 24 hours a day, 7 days a week, on the Trinity Local Homepage.

### Student 2 Student (S2S)

**S2S** offers Mentors to every incoming undergraduate and visiting student in the College. Peer Support is all about one student listening to another student and providing information and support when necessary. Peer Supporters are available for any student in the College and are there for anything you might want to talk through with them. You will meet your two S2S mentors. They will keep in regular touch with you throughout your first year and invite you to events off campus. They will also provide useful information about your program and what to look out for. Mentors are students who have been through the first year experience — you can ask them any question or discuss anything that is worrying you or making you anxious. S2S is supported by the Senior Tutor's Office and the Student Counselling Service. For additional information see <http://student2student.tcd.ie>; e-mail [student2student@tcd.ie](mailto:student2student@tcd.ie) telephone +353 1 896 2438.

The following Department link contains useful additional information about College:  
[https://www.tcd.ie/Hispanic\\_Studies/links/trinity.php](https://www.tcd.ie/Hispanic_Studies/links/trinity.php)

**The information in this Handbook is accurate at time of preparation.**

**Any necessary changes and updates will be notified to students by email.**

**Keep all this information safely for reference – if you lose it you can download a copy from the Department Website.**

**IT IS EACH STUDENT'S PERSONAL RESPONSIBILITY TO COMPLY WITH THE WORK REQUIREMENTS AND DEADLINES OF THE MODULES**

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### IMPORTANT NOTE

**1. Students are personally responsible for accessing their own portals and the Examinations Office website (<http://www.tcd.ie/academicregistry/exams/timetables-dates/>) in regard to examination dates, times, venues, last-minute changes, etc.**

**You will not be admitted to an examination after the first 30 minutes from the start.**

**If, through circumstances beyond your control, you cannot arrive within the first half hour, you must immediately contact your Tutor or the Senior Tutor's Office (phone: 896 2551; House 27)**

**2. Students must keep an electronic copy of all work submitted for assessment.**

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