



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Business and School of
Social Sciences and Philosophy

**B.A.
Moderatorship
in Economics and
Social Studies
(BESS) Handbook
2017–2018**

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A Note on this Handbook

This BESS Handbook is a guide to students taking the Business Economic and Social Studies (BESS) programme. It provides a guide to what is expected of you on this programme and the academic and personal support available to you.

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

The Course Handbook is divided into three sections:

Section One provides general information on the BESS Programme, its regulations and student supports

Section Two provides information on examination regulations and Grading Conventions

Section Three provides general information on Programme Requirements and Module Information.

Welcome Address from the Academic Director

Dear All

I am delighted to welcome you to the BESS programme, one of the flagship programmes offered by Trinity. The BESS programme is the only university degree in Ireland where students can combine the study of Business, Economics, Political Science and Sociology. It is a uniquely flexible programme offering students 10 different degree options across these four disciplines. Any combination of the four disciplines is permitted, and students take the first year to study an introduction to the four disciplines so that they can make an informed choice in the second year. Students studying at Trinity are valued members of a vibrant intellectual community of researchers, teachers and students from Ireland and around the world. Each student is uniquely valued and supported to gain high academic achievement and engagement with college life through societies and clubs and also the social life of one of the most dynamic and young cities on this globe.

BESS graduates are highly sought after by employers across the four disciplines of Business, Economics, Political Science and Sociology and many former students are now leaders in the fields of business, government, technology, the media and academia.

The Course Administrator, Martina Ní Chochláin, is based in room 3023 of the Arts Building, phone 01 8961298 and email bess@tcd.ie, and is available to help and support you, as is this handbook containing many of the pertinent issues you need to know.

I would like to wish you all the very best during your time on the BESS programme and please do contact me should you have you need any further support or advice.

Yours sincerely

Prof. Michael King
Academic Director of BESS

Welcome Address from the Course Administrator

Fáilte / Welcome

Is mise Martina Ní Chochláin agus is mé Riarthóir Cúrsa BESS. Fáilte romhat ríomhphost a sheoladh chugam ag bess@tcd.ie nó bualadh isteach chugam san oifig (Semora 3032, Foirgneamh na nEalaíon). Bím ar fail ó 8am go 1pm agus ó 2pm go 4pm. Beidh mé sásta aon cheist riaracháin atá agat a phlé

My name is Martina Ní Chochláin and I am the Course Administrator for the BESS programme. You can contact me by email – bess@tcd.ie - or drop into me in the office (Room 3023 Arts Building). I am available between the hours of 8am and 4pm whilst the office is closed between 1-2pm for lunch.

I would recommend that you take some time to read through this handbook. It has been carefully prepared to give you, the student, the information you need in order to help you make the most of your time here in Trinity as you study on the BESS programme. You will find useful contact details, important dates for your diary, deadlines that will arise during this academic year, information about the module choices on offer throughout the years, information on course and examination regulations and finally, though no less important, where you can go if you need supports other than of an academic or administrative nature.

Please keep an eye out for any emails I may send out during the year as they will always be of particular relevance to you.

I hope you enjoy the year and please do not hesitate to make contact if you have any queries.

Beir bua

Martina

Section One – General Information

Contact Details

Administration

Martina Ní Chochláin is the Course Administrator for the BESS programme and her office is located in Room 3023, Arts Building. Her office hours are:

Monday – Thursday: 08.00 – 13.00 and 14.00 – 16.00

Fridays: 08.00 – 13.00 and 14.00 – 15.30

Telephone: 01 8961298

Email: bess@tcd.ie

Course Director

Prof. Michael King is the Academic Director of the BESS programme. His office is located in Room 3002, Arts Building and his office hours are:

TBC

Telephone: 01 8962735

Email: michael.king@tcd.ie

General

Website: www.tcd.ie/bess

School of Business: <http://www.tcd.ie/business/staff/>

School of Social Sciences and Philosophy: <http://www.tcd.ie/ssp/contact/>

Academic Year Structure (2017/18)

Cal. W	Dates 2017/18 (week)	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 - Study Week	
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
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 - Study Week	
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 Trinity Week (Monday, Trinity Monday)	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-	Annual Examinations 2 (Monday, Public Holiday)	
38	14-May-	Annual Examinations 3	
39	21-May-	Annual Examinations 4	
40	28-May-	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

Important Dates (2017/18)

30 October 2017	Transfer Deadline for continuing JF and Non JF students – transfer back to JF year of a different course
02 October 2017	Deadline for changing Module Choices - No further changes allowed
01 November 2017	Deadline for applications to apply for Foundation Scholarship
15 November 2017	Deadline for application to sit Foundation Scholarship
Week of 13 Nov 2017	Michaelmas Term Tests
Week of 08 Jan 2018	Foundation Scholarship Examinations
Week of 5 March 2018	Hilary Term Tests
09 April 2018	Publication of Foundation Scholarship Examination Results – 10am
27 April 2018	Return of Module Choice Form
30 April – 25 May 2018	Annual Examination Period
12 June 2018	Publication of Sophister Annual Examination Results – 10am
19 June 2018	Publication of Freshman Annual Examination Results – 10am
TBC	Court of First Appeal
TBC	Court of Academic Appeal
27 Aug – 31 Aug 2018	Supplemental Examination Period
TBC	Publication of Supplemental Examination Results

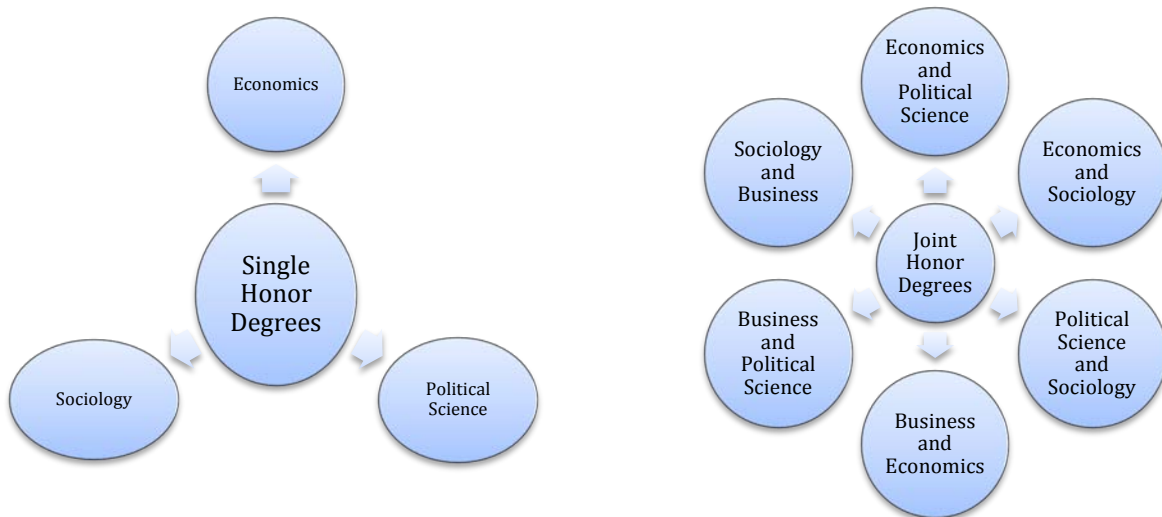
Course Governance

The BESS programme is governed by the BESS Programme Management Committee which is a sub-committee of the School of Business and the School of Social Sciences and Philosophy Undergraduate Teaching and Learning Committees. Membership of the BESS Programme Management Committee includes the Academic Director (Chair), Course Administrator (Secretary), an academic representative from each of the four constituent Disciplines and a BESS Student Representative.

Course Structure/ Degree Combinations

The following courses are offered:

A. Moderatorship (BA) in Economic and Social Studies



B. Bachelor in Business Studies (B.B.S)

European Credit Transfer System (ECTS)

In order to improve transparency and comparability between degree programmes across Europe the University has implemented an EU initiative called the European Credit Transfer System (ECTS) in its Undergraduate programmes.

The ECTS works on a yearly norm of 60 credits for a full-time course over one academic year where one credit represents 20-25 hours estimated student input. The measure of one academic year is 40 weeks from the start of Michaelmas Term to the end of the annual examination period. The TCD four-year honors degree is 240 ECTS. ECTS credits are a measure of student work. It includes attendance at lectures, tutorials, project work, completion of written assignments, private study time and examinations.

My.tcd.ie - Checking Your Personal Student Record

My.tcd.ie allows students to view their own central student record containing all relevant information related to the course for which you are registered. To access the system you will need your College username and network password. To access my.tcd.ie go to the College local home page <https://www.tcd.ie/local/> and select my.tcd.ie.



If your personal student information is incorrect you should contact the Academic Registry (via email – academic.registry@tcd.ie) stating your full name and student ID number. If your timetable module list is incorrect then you should notify the [Course Office](#).

Email

All email correspondence from the Course Office will be sent to TCD email addresses only. Students should check their email on a regular basis. When emailing the Course Office students should include their TCD Student ID Number at all times.



Module Choice Registration

It is the responsibility of each student to ensure that they take sufficient modules amounting to 60 ECTS during an academic year, that their selected modules meet the programme requirements of the particular year for which they are registered, and that they have taken account of any prerequisites from previous years associated with the modules.



In the Junior Freshman year five out of your six modules are mandatory. However, your sixth module is elective and you are required to register for this module choice through the Course Office. This process can be carried out by email or by post, and no later than the date as specified on the form – generally mid-September. The Junior Freshman module choice form is available on the College Orientation [web site](#).

Before you proceed into Senior Freshman, Junior Sophister or Senior Sophister year, you are required to register your module choices. Module choice forms are available on the [BESS website](#). Completed module choice forms must be returned to the Course Office by the date as specified on the form (see Important Dates). Students are advised to carefully consider their module choices before submitting them to the [Course Office](#).

Students who plan to take Erasmus in their Junior Sophister year are required to return the module choice form, advising at the top of the form whether they are away for the full year, the Michaelmas Term only, the Hilary Term only.

Students on a full year exchange are not required to choose modules but must indicate, at the back of the form, the pathway they are choosing to follow in their Junior and Senior Sophister years, information that is sent through to the Academic Registry (Student Records) who update student portals accordingly.

Students on a half year exchange must advise whether they are taking Erasmus in the Michaelmas or Hilary Terms as each term will determine the 5 credit module the student will be registered to. Half year students must indicate, at the back of the form, the pathway they are choosing to follow in their Junior

and Sophister years, information that is sent through to the Academic Registry (Student Records) who update student portals accordingly.



Module Choices - Change of Mind

Students who wish to change their options may do so up to the end of the second week of Michaelmas Term (second week of Hilary Term if the student has been away on Erasmus in their Michaelmas Term). All module choices must be registered with the [Course Office](#) by this time so that students will be included on examination lists. Students should note that module changes will be subject to availability of places and timetable constraints.

Module Timetables

In order to facilitate sophister students who are contemplating a change of module choice, a schedule of timetabled modules in business, economics, political science and sociology is posted on the BESS website. Students can revert to this document to check for any possible lecture timetabling clashing that might occur against proposed choices they may be considering. **(Please take note, however, that this timetable is subject to change up to and including the first two weeks of term and, therefore, should be used with some caution).**

Lecture Timetables are published to student portals my.tcd.ie at least one week before the beginning of the academic year. Once a student is registered, they can view their timetable on their student portal. The onus is on students to check their timetable at regular intervals to identify any changes to venues or lecture times. It is imperative that students, at the beginning of the Academic year, check for any clashing of modules that may be occurring, not just in the Michaelmas term, but through into the Hilary term.

Course Transfer Procedures

Should you wish to consider a transfer into another course please consult <http://www.tcd.ie/Admissions/undergraduate/apply/transferred/within-trinity/>

Students may apply, through their tutor, to the Senior Lecturer for permission to transfer to another course. Transfer applications should be submitted to the Admissions Office using a standard form. While every effort will be made to allow adequately qualified students to change course, it will not be possible to permit a transfer into a course which already has a full complement of students. In no case may students register for a course until their application to transfer has been formally approved and they have received notification from the Senior Lecturer.

The categories of transfer applicants are as follows:

Newly entered Junior Freshman students who in their first term seek to transfer into the Junior Freshman year of a different course – application by the end of the second week of Michaelmas term or, if that deadline has passed, transfers will be considered up to the eighth week of Michaelmas term, on a first come, first served basis.

In no case can acceptance of late transfer be cited by students as grounds for poor performance at examinations.

Continuing Junior Freshman students and non-Junior Freshman students seeking to transfer into the Junior Freshman year of a different course – application before 1 August where assessment will be on the basis of their original entry qualifications. Students who miss this deadline may apply up to the third week of Michaelmas teaching term.

Continuing Junior Freshman students and non-Junior Freshman students seeking to transfer into a year other than the Junior Freshman year of a different course. Students in this category should apply no later than the end of the fifth week of Michaelmas teaching term and will be assessed, after consultation with the departments concerned, on the basis of original entry qualifications and results of College examinations.

Erasmus/Study Abroad

To facilitate student mobility, students may be permitted to satisfy the requirements of their year, in whole or in part, by study abroad under an approved ERASMUS exchange or other exchange programme approved by the Vice-President for Global Relations with the assessment at the host university counting as part of the student's academic record in College. The maximum period for such study is one academic year and the minimum period is three months. Arrangements governing specific exchange programmes are made by the school, department or course office concerned. See <http://www.tcd.ie/ssp/undergraduate/study-abroad/> for more information.



Off-Books Regulations

The Senior Lecturer may permit students who are in good standing to go 'off-books'. This may be for personal reasons or on medical grounds where to do so would be in the best interests of the student. 'Off-Books' students can be re-admitted to the College in a subsequent year only at the discretion of the Senior Lecturer. 'Off-Books' students suffering from ill-health who have allowed their names to go off the books can only be readmitted, even in the current academic year, at the discretion of the Senior Lecturer who may require a satisfactory certificate from a nominated medical referee. For further information please revert to the [College Calendar](#).

Repeat Years

Students are not permitted to repeat a year more than once or repeat more than two separate years.

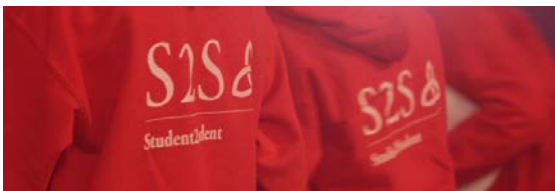
Student Supports

[Martina Ní Chochláin](#) is your first port of call for all general queries. There are additional supports in College as outlined below.

Tutors

All undergraduate students are assigned a tutor when they are admitted to College. Your tutor, who is a member of the teaching staff, will give confidential advice on courses, discipline, examinations, fees and other matters and will represent you before the College authorities should the need arise. For more information please see https://www.tcd.ie/Senior_Tutor/faq/

Student 2 Student



From the moment that you arrive in College, right the way to your end of exams, Student 2 Student (S2S) is here to make sure that your first year is fun, engaging and a great foundation for the rest of your time in Trinity. You will meet S2S mentors in Freshers' Week. They will keep in regular touch with you throughout your first year and invite you to events. They will also provide useful information about your course and what to look out for. Mentors are students who have been through the first year and know exactly what it feels like. S2S also offers trained Peer Supporters if you want to talk confidentially to another student, or just to meet a friendly face for coffee and a chat. S2S is supported by the Senior Tutor's Office and the Student Counselling Service. See <http://student2student.tcd.ie> ; email: student2student@tcd.ie; telephone: (+353) 1 896 2438

Disability Office

Further information on the College Disability Service can be found on their [website](#).

Careers Advisory Service

The College [Careers Advisory Service](#) is available to offer advice on internships, career prospects etc.

Data Protection

Please note that due to data protection requirements Staff in the School of Social Sciences and Philosophy cannot discuss individual students with parents/guardians or other family members.

As the University considers students, even if they are not yet 18, to have the maturity to give consent for the use of their data, in normal circumstances, the University will not disclose personal data to the parents, guardians or other representatives of a student without the student's consent. The University's preference is to receive written consent by way of email from the student where possible. Without such consent the University will not release any details regarding students including details of their registration, attendance, results, fee payments etc.

https://www.tcd.ie/info_compliance/data-protection/student-data/

Section Two – Examinations

Examination Regulations – General

This section supplements examination information available in the University calendar <http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf>.

In the event of conflict or inconsistency between the General Regulations and information provided in this handbook, the College General Regulations prevail. In addition, specific discipline guidance on individual modules is provided in relevant departmental handbooks.

Examination Regulations and Conventions – BESS Regulations

Registering Modules and Sitting the Examinations

Students must register final module choices with the Course Office before the end of Week 2 of the Michaelmas term in order for students to appear on module listings for examination purposes. Students are required to take the annual examinations of all modules for which they are registered unless specially exempted by permission from the Senior Lecturer.

Coursework and Attendance at Classes

Students are required to attend classes and submit assessment work in all modules. A student is deemed *non-satisfactory* in a term when more than a third of required work/attendance in that term is missed. Any student who is deemed *non-satisfactory* in each of the two terms may, in accordance with the regulations laid down by the University Council, be refused permission to take examinations in that year.

To be allowed to sit the ordinary examinations a student must have paid the relevant College annual fees and must be in good standing. There is no examination fee payable. There is no notice required of intention to take an examination (the Scholarship examination is an exception to this).

Term Tests

Students who are granted an excused absence for mid-year tests on the basis of a medical certificate will not be penalised in terms of their annual examination result. However, as no marks can be carried forward to the annual examination, students will have the weighting of the remaining components adjusted.

Medical Certificates

Students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical adviser and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student's tutor and the relevant departmental office within three days of the beginning of the period of absence from the examination. The tutor must immediately forward the certificate to the Senior Lecturer's Office. Medical certificates must state that the student is unfit to sit examinations. Medical certificates will not be accepted in explanation for poor performance.

If you fall ill whilst taking an examination, seek assistance from the invigilator. If it is deemed necessary for you to attend the Medical Centre, and you receive medical certification as a result, your attempt at the examination will not be counted. In this way your tutor will be able to apply for a deferral of the examination in question to another examination session. Your examination will not be incremented and when next you take the examination it will be considered your first attempt at the examination.

Plagiarism

If you copy another student's essay, engage someone to write your work, quote material from any published or electronic source without acknowledgement, or extensively paraphrase such material without acknowledgement, you have committed the offence of plagiarism. A mark of zero may be awarded.

The College's definition of plagiarism and specification of its consequences can be viewed here <http://tcd-ie.libguides.com/plagiarism>. These webpages are

designed to help you to understand what plagiarism is and to employ the principles of academic integrity so as to avoid plagiarising. They also set out the regulations in Trinity relating to plagiarism offences and how they are dealt with. The College Calendar defines plagiarism, gives examples of the kinds of actions that are deemed to constitute plagiarism, and elaborates on the procedures for dealing with plagiarism cases. It is essential that you read the Calendar entry that is relevant to you as an undergraduate or postgraduate student. You should also look at the [matrix](#) that explains the different levels of plagiarism and how they are dealt with.

The webpages also contain materials and advice on [citation styles](#) which are used to reference properly. You should familiarise yourself with the content of these pages. Your course handbook may also contain specific examples of referencing conventions in your discipline.

All students must complete our [Ready Steady Write plagiarism tutorial](#) and sign a declaration when submitting course work, whether in hard or soft copy or via Blackboard, confirming that you understand what plagiarism is and have completed the tutorial. If you read the information on plagiarism, complete the tutorial and still have difficulty understanding what plagiarism is and how to avoid it, please seek advice from your College tutor, your Course Director, your supervisor, or from [Student Learning Development](#).

Examination Timetables



Annual, Supplemental and Foundation Examination timetables are generated by the Examinations Office, situated within the Academic Registry, and made available to students approximately three weeks before the commencement of examinations. Once available, a personalised examination timetable will be available to students via their student portal [my.tcd.ie](#) under the 'My Exams' option menu. If you do not have access to the [my.tcd.ie](#) student portal, module timetables are available on the [Examinations Office website](#). Students must ensure that they are available for examinations for the duration of the examination session (see dates to remember). The onus lies

with each student to establish the dates, times and venues of examinations. No timetable or reminder will be sent to individual students by any office.

Examination Venues

[Maps](#) are available advising examination venues and their location within the College.

Academic Progress

The BESS Court of Examiners meets twice a year for the purpose of confirming marks and awarding examination grades in the BESS programme. It comprises all those teaching on the BESS programme, including staff from outside the immediate Schools/Departments. In addition the external examiners attend in the case of degree examinations in the Junior and Senior sophister years.

All examination papers are marked anonymously. All work contributing to Moderatorship is subject to review by an external examiner.

Freshman Years

To rise with their class students must pass the relevant Junior Freshman or Senior Freshman examinations. Each successful candidate is, according to merit, awarded one of three grades: first class honors, second class honors (with two divisions, first and second) and pass. Students who are unsuccessful at the annual examinations may, at the discretion of the BESS Court of Examiners, be permitted to present themselves at the supplemental examinations.

Supplemental examinations will normally be granted only to students who are considered by the court of examiners to have made a serious attempt at the annual examinations.

Junior Sophister Year

To rise with their class students must obtain an overall II.2 grade or higher in the Junior Sophister examinations. Candidates who have passed the Junior Sophister examination, but have not qualified to rise, may, at the discretion of the BESS Court of Examiners, be permitted to present themselves at the supplemental examination session, taking supplemental examinations in any modules where an overall grade of fail or pass (III) has been awarded.

Candidates who have passed the Junior Sophister examination may have the ordinary degree of BA (pass) conferred if they do not choose, or have not qualified, to proceed to the Senior Sophister year.

Junior Sophister Year - Erasmus/Exchange

To rise with their year, students must obtain an overall II.2 or higher. Work examined abroad will not be examined in Trinity College and students studying abroad will not be expected to be examined in work taught in Trinity College during their absence.

Students studying abroad for a full academic year must obtain not less than 45 ECTS credits, or equivalent, from the host university in order to rise with their year. Students studying abroad for half an academic year must obtain not less than 22.5 ECTS credits, or equivalent, from the host university and 30 credits from Trinity College in order to rise with their year.

Students on Erasmus and other exchange programmes may take supplemental examinations in accordance with the practice of the host university.

Examination results are sent through from the host universities to the relevant Erasmus/ Exchange Coordinators in Trinity College who, in turn, weight results according to Trinity College norms. These results are presented to the Supplemental Court of Examiners as Annual results and published thereafter, as Annual results, along with all other results published at this time.

Subject to the discretion of the Court of Examiners, arrangements will normally be made for students who fail the year abroad to repeat the year in Trinity College.

Senior Sophister Year

Candidates who proceed to the Senior Sophister year sit their degree examinations in the Trinity term. A student can sit these examinations only once and there are no supplemental examinations.

Students unavoidably absent from these examinations may apply to the Senior Lecturer to present themselves for the equivalent examination in the following year. If they are permitted to do so, without having to repeat lectures or course

work, they must give notice of their intention of taking the examinations by the end of the second week of Hilary teaching term and pay the relevant examination fee.

Inclusion/Exclusion of Course Work

Where a student is permitted to present for supplemental examination(s) or to repeat a year off-books (i.e. *fail* followed subsequently by *off-books-exams only*), course work in general is not incorporated in the determination of the student's subsequent result(s). Students must be notified of any exceptions to this general principle.

Where inclusion of course work in a student's result for the year is the normal procedure for a given module, this will apply to (i) Senior Sophister students who have been given permission to defer examinations for a year (i.e. *defer exams*); and (ii) Freshman and Junior Sophister students who have been given permission to withdraw from all, or part, of the annual examinations to sit, as a first attempt, a supplemental examination in that year.

Grading Conventions

The BESS Court of Examiners determines the overall grade awarded to a particular student taking into account whatever other evidence of an academic nature is deemed appropriate. The detailed marking scale is available on page 43 of this document.

Individual papers

Individual examination papers are graded using the following classifications.

I	70 - 100	F1	30 - 39
II.1	60 - 69	F2	< 30
II.2	50 - 59		
III	40 - 49		

A mark of 30+ means a mark in the range 30–39 inclusive, 35+ means a mark in the range 35-39 inclusive, 40+ means 40–49 inclusive, 50+ means 50–59 inclusive, 60+ means 60–69 inclusive, and 70+ means 70-100 inclusive.

Overall grade: General

The following conventions apply to all years.

- i. The overall mark (and associated grade) for a year is the weighted average of all module results, using the ECTS credit rating for the weighting of each module.
- ii. Where a student sits an extra examination paper (i.e. an examination in a module for which the student is not registered), the Court of Examiners will determine the student's grade on the basis of the marks in the modules for which the student was registered.

Overall grade: Freshman years and Junior Sophister

- i. In order to pass, a student must pass all modules worth in total 60 credits or pass by compensation. In order to pass by compensation a student must have an overall arithmetic mean of 40+ and (a) pass modules totalling 55 credits and get a mark of 30+ in the failed module or (b) pass modules totalling 50 credits and get a mark of 35+ in the failed module(s).
- ii. Only students in the Freshman years and Junior Sophister year who do not pass are allowed/required to repeat modules they have failed.
- iii. The marks of the papers passed in the summer examinations in the Freshman years are considered together with those obtained in the autumn examinations, where appropriate. The standard compensation and exclusion rules apply to this combined set of results.
- iv. In the case of students who have been given permission to withdraw from or defer all or part of the annual examinations and to sit a supplemental examination in that year, the overall result in the autumn will be graded.
- v. The overall end of year result for students who pass on the basis of marks achieved at a supplemental exam or exams will be recorded as 'Pass at Supplemental'.

Junior Sophister-specific rules

- i. In the Junior Sophister year, students must obtain an overall II.2 grade to be allowed to proceed to the Senior Sophister year. This applies to all students, including those who are doing all or a part of the year abroad.
- ii. Students in the Junior Sophister year need repeat only one paper in the autumn examinations in order to attain an overall II.2, *provided* they only require a mark of 40+ in the paper in question to do so. Otherwise, students must repeat all papers in which they did not achieve at least a mark of 50+ in order to attain an overall II.2 (i.e. May Proceed).

Overall grade: Senior Sophister

Only one attempt at the Senior Sophister examination is permitted.

In order to pass, a student must pass all modules worth in total 60 credits or pass by compensation. In order to pass by compensation, a student must have an overall arithmetic mean of 40+ and pass modules totaling 45 credits and get a mark of 30+ in the failed module.

Scholarship Examination

Candidates are examined in four papers drawn from the modules of their course up to the end of Michaelmas term of the Senior Freshman year. The scope of each paper is described in the examination section of the BESS Course website. Recommendations for scholarship will be based on the arithmetic average achieved across all four papers, subject to all four papers being passed. In order to be recommended for Foundation Scholarship, candidates must achieve an overall mark of 70 per cent or higher. In addition, candidates are required to achieve a minimum of two first class marks out of the four papers and no paper may have a mark below 65 per cent.

The structure of the Scholarship examination for Business, Economic and Social Studies is as follows:

The examination consists of four 2¼ hour papers, where candidates will be asked to choose any four papers from the list as follows:

- Business I and II

- Economics I and II
- Political Science I and II
- Sociology I and II
- Quantitative Methods

All papers include a compulsory general question(s). All papers carry equal weight.

Publication, Recheck, Appeal and Transcript of Results

Publication of Examination results

Publication of results take place on dates as specified and agreed by the BESS Programme Committee and are advised under 'Important Dates' of the Handbook and on the BESS website. Results are published to the Student Portal my.tcd.ie.

Re-checks

Students are entitled to discuss their performance with examiners after examination results have been published. Having discussed their performance with the examiner(s) and ascertained that the mark in question was correctly calculated, students may ask that their results be re-considered if they have reason to believe

- a. that the examination paper contained questions on modules which were not part of the module prescribed for the examination, or
- b. that bias was shown by an examiner in marking the script.

Through their tutor, students may appeal to the Senior Lecturer. In submitting their case, students should state under which of (a) or (b) above the request is being made. If a mark is revised, the Director of BESS should be notified of the mark change by the relevant Director of Undergraduate Teaching and Learning of the School. The Director will, by reference to the BESS Programme conventions, with the permission of the Senior Lecturer, amend the relevant module result(s) and overall grade as appropriate.

Appeals

Students may appeal a decision of the Court of Examiners. The grounds for appeal must fall under *one or more* of the following categories: (i) the case of the appellant is not adequately covered by the ordinary regulations of the College, (ii) the regulations of the College were not properly applied in the appellant's case, or (iii) the appeal is *ad misericordiam*.

Appeals in the first instance must be made to the Dean of the Faculty of Arts, Humanity & Social Sciences.

As the Appeal Committee meets to hear these appeals within one week of the publication of results, it is imperative that students, or authorised and adequately briefed deputies, are present to obtain and consider results as soon as they become available.

Appeals should be made via electronic form by a student's tutor or, if the tutor is unavailable to act, by the Senior Tutor.

Transcripts

Transcript requests may be made by applying on-line via the BESS [website](#). Due to the large volume of requests, transcripts can take up to three weeks for completion, longer in June through to September.

Transcripts will include the set of grades that permit students to rise with their year and the set of grades that forms the basis of the award of the degree. The transcript will make explicit whether or not one or two sittings were required (however supplemental in a paper for which there was a deferral permitted from the annual session is not considered a separate sitting) and whether or not a year is repeated. The grades achieved on the second sitting will be clearly indicated. Where more than one sitting was required an overall grade will always be recorded as a Pass/Fail.

The Scholarship Examination is an exception to the above. The examination will not be reflected on the student transcript unless the student has obtained Scholarship, in which case such information, if requested, shall appear (by way of asterisk and explanation) below the grades for Senior Freshman year.

Transcripts are never issued to a third party, such as a parent or prospective employer without the consent of the person named on the transcript.

Section Three – Programme Requirements and Module Information

Junior Freshman (First) Year

Students take six modules. Each module has 10 ECTS credits. The following five modules are mandatory:

Module Code	Module Title
BU1511	Fundamentals of Management and Organisation
EC1010	Introduction to Economics
EC1030	Mathematics and Statistics
PO1600	Introduction to Political Science
SO1310	Introduction to Sociology

In addition, students choose **one** of the following modules:

Module Code	Module Title
FR1040 ¹	French
GR1004 ²	German
SP1018 ³	Spanish
RUF100 ⁴	Russian
PLF100 ⁵	Polish
LA1240	Introduction to Law
SS1766	Introduction to Social Policy
RUF603	Introduction to Central, Eastern European and Russian Area Studies (through the medium of English)

Students wishing to spend all or part of their third year studying abroad in a non-English speaking country should take a language module in their Freshman years.

¹ Minimum entry requirement C2 Honors Leaving Certificate or C at A-Level

² Minimum entry requirement C2 Honors Leaving Certificate or C at A-Level

³ Minimum entry requirement B3 Honors Leaving Certificate or B at A-Level

⁴ Beginners only, not available to native speakers

⁵ Beginners only, not available to native speakers

Senior Freshman (second) Year

Students must take modules equivalent to 60 ECTS credits. Please note that the subjects chosen in the SF year will determine the range of modules available to you in JS and SS years. Students must fulfil the SF programme requirements as set out below for the degree type they wish to pursue in the Sophister years. Students opting for a joint honors degree must fulfil the joint honor programme requirements in two subjects.

Module Code	Module Title	Pre-requisites
BU2510	Organisational Behaviour	
BU2520	Introduction to Marketing Principles	
BU2530	Introduction to Accounting	
BU2550	Introduction to Finance	
BU2560	Introduction to Operations Management	
BU2570	Creative Thinking, Innovation and Entrepreneurial Action	
EC2010	Intermediate Economics	
EC2020	Economy of Ireland	
EC2040	Mathematical and Statistical Methods	
S02310*	Introduction to Social Research	
S02343	Gender, Work and Family	
S02350	Power, State and Social Movements	
S02360*	Social Theory	
P02610	History of Political Thought	
P02640	International Relations	
P02650	Comparative Politics	
SS2770	Housing Policy	

SS2780	Crime and Irish Society	
SS2783	European Refugee Policy	
SS2788	Analysing Poverty and Social Exclusion	
SS2767	Irish Social Policy 1	
SS2785	Irish Social Policy 2	
LA2012	Aspects of Irish Law in a European Context	LA1240
FR2040	French 2	JF French
GR2004	German 2	JF German
PLF200 ⁶	Polish 2	JF Polish
RUF200 ⁷	Russian 2	JF Russian
SP2021	Spanish 2	JF Spanish
PI1006	Central Problems in Philosophy	
PI2008	History of Philosophy II	
PI2009	Logic, Language and Science	
BC	Broad Curriculum Module	

*S02310 and S02360 are mandatory for students intending to (a) pursue the single honor in Sociology or (b) intending to pursue the joint honor in Sociology wishing to do the S04200 dissertation.

Programme Requirements

- Business studies (single, BBS): BU2510, BU2520, BU2530, BU2550, BU2560, BU2570 and *one* of EC2010 or EC2020
- Business studies (joint honor): BU2510, BU2520, BU2530, BU2550, BU2560 and BU2570
- Economics (single honor): EC2010, EC2020, EC2040
- Economics (joint honor): EC2010, EC2020, EC2040

⁶ Subject to availability

⁷ Subject to availability

- Political science (single honor): PO2610, PO2640, PO2650
- Political science (joint honor): Two of PO2610, PO2640, PO2650
- Sociology (single honor): **SO2310 & SO2360**; any other one Sociology module
- Sociology (joint honor): Two of SO2310, SO2343, SO2350, SO2360

Any student wishing to do joint honor Business and Economics in Junior Sophister year and continue a language module in the Senior Freshman year for the purposes of applying to study abroad through that language, is permitted to drop either EC2020 or BU2560 & BU2570 from his/her suite of modules but still retain the right to do joint honors Business and Economics in Junior Sophister year.

Junior Sophister (third) Year

Students must take six modules – the programme requirements for their chosen degree programme and sufficient optional modules to make up the number. Students may only register for a module if they have taken the pre-requisite modules specified and if the module is a valid option for their chosen degree type.

Students are required to complete an Independent Research Project, or dissertation, in either their Junior Sophister or Senior Sophister years. Modules identified IRP, across the two years, qualify as meeting this requirement.

Students are only required to choose one such module, whether from the JS or SS years, and it may be chosen from across any discipline.

Module Code	Module Title	ECTS	Pre-requisites	IRP
BU3520	Management Accounting for Business Decisions	10	BU2530	
BU3530	Financial Accounting	10	BU2530	
BU3571	Human Resource Management	5	BU2510	IRP
BU3591	Business in Society	5	None	
BU3601	Innovation, Entrepreneurship and Business Modelling	5	None	
BU3620*	Introduction to Fixed-Income Securities and Alternative Investments	5	None	
BU3631	Corporate Finance & Equity Valuation	5	None	
BU3640	Services Management	5	None	IRP
BU3650	Digital Technology in Operations	5	None	IRP
BU3660	Organisation Theory & Organisational Analysis	5	None	
BU3680*	Investments	5	BU2550	IRP
BU3690	Social Entrepreneurship	5	None	IRP

BU3700	Contemporary Marketing Management	5	BU2520	IRP
BU3710	Marketing for Different Organisational & Business Contexts	5	BU2520	
EC3010	Economic Analysis	10	EC2010	
EC3021	Money and Banking	10	EC2010	
EC3030	The European Economy	10	EC2010	
EC3040	Economics of Less Developed Countries	10	None	
EC3050*	Investment Analysis	10	EC2010 & EC2040	
EC3060	Economics of Policy Issues	10	None	
EC3071	Industrial Economics: Competition, Strategy & Policy	10	EC2010	
EC3080	Mathematical Economics	10	EC2040	
EC3090	Econometrics	10	EC2040	IRP
P03600	Research Methods for Political Scientists	10	None	IRP
P03630	Irish Politics	10	None	
P03650	Government and Politics of the USA	10	None	
P03670	Democracy and Development	10	None	
P03680	European Union Politics	10	None	
P03720	Political Violence	10	None	
P03730	Public Opinion and Political Participation	10	None	
S03230	Globalisation and Development	10	None	
S03240	Researching Society	10	S02310 & S02360	
S03250	Race, Ethnicity and Identity	10	None	
S03270	Social Stratification and Inequalities	10	None	
S03280	Comparative Sociology of Europe	10	None	

SS3383	Life Courses and Evolving Welfare States (Hilary Term only)	10	None	
LA3446	Company Law	10	LA1240 & LA2012	
LA3445	Commercial Law	10	LA1240 & LA2012	
LA3439	Public International Law	10	LA1240	

*Students are not permitted to take BU3620 and/or BU3680 along with EC3050

Programme requirements

- Business Studies (Joint Honor): BU modules to the value of 30 credits
- Economics (Single Honor)⁸: **EC3010, EC3090**; one of EC3021 - EC3080
- Economics (Joint Honor): Three of EC3010 – EC3090 of which at least one must be drawn from EC3010, EC3021, EC3060, EC3090
- Political Science (Single Honor): **PO3600**⁹ and any other two Political Science modules. PO3600 is non-compensatable
- Political science (Joint Honor): Any three Political Science modules
- Sociology (single honor): **S03240** and any two other Sociology modules
- Sociology (joint honor): Any three Sociology modules

⁸ Single honor degree candidates in economics who intend to take EC4130 Economics Dissertation must submit their dissertation proposal to the Department of Economics by the third Monday in Trinity term in the Junior Sophister year. Further information is available from the [Department of Economics](#).

⁹ PO3600 is non-compensatable for students intending to take single honor Political Science in the Senior Sophister year.

Junior Sophister (third) Year - BBS

Students must take modules to the value of 60 credits.

Students are required to complete an Independent Research Project, or dissertation, in either their Junior Sophister or Senior Sophister years. Modules identified IRP, across the two years, qualify as meeting this requirement.

Students are only required to choose one such module, whether from the JS or SS years, and it may be chosen from across any discipline.

Module Code	Module Title	ECTS	Pre-requisites	IRP
BU3520	Management Accounting for Business Decisions	10	BU2530	
BU3530	Financial Accounting	10	BU2530	
BU3571	Human Resource Management	5	BU2510	IRP
BU3591	Business in Society	5	None	
BU3601	Innovation, Entrepreneurship and Business Modelling	5	None	
BU3610	Personal and Professional Development	5	None	
BU3615	Management Experience and Reflection	5	BU3610	
BU3620*	Introduction to Fixed-Income Securities and Alternative Investments	5	BU2550	
BU3631	Corporate Finance & Equity Valuation	5	None	
BU3640	Services Management	5	None	IRP
BU3650	Digital Technology in Operations	5	None	IRP
BU3660	Organisation Theory & Organisational Analysis	5	None	
BU3680*	Investments	5	BU2550	IRP
BU3690	Social Entrepreneurship	5	None	IRP

BU3700	Contemporary Marketing Management	5	BU2520	IRP
BU3710	Marketing for Different Organizational & Business Contexts	5	BU2520	
BC	Broad Curriculum	5	None	
EC3040	Economics of Less Developed Countries	10	None	
EC3050*	Investment Analysis	10	EC2010 & EC2040	
EC3060	Economics of Policy Issues	10	None	
EC3071	Industrial Economics: Competition, Strategy & Policy	10	EC2010	

*Students are not permitted to take BU3620 and/or BU3680 along with EC3050

Programme requirements (BBS)

Students must take modules to the value of 60 credits. Students may take only one of the economics modules available and may take only one Broad Curriculum module.

Erasmus

In the Junior Sophister year students can participate in an Erasmus or International exchange to study at an overseas university for either half a year or a full year. Details of destinations and host universities can be found on the BESS [website](#) and the Academic Registry [website](#).

Hautes études commerciales (H.E.C.) Paris Double Degree

Programme

Single honors Economics, single honor Business Studies or joint honors Economics/Business Studies students may apply for entry to the programme. At the end of their Junior Sophister year students transfer to the H.E.C. in Paris for a

further two years of study. On successful completion of this programme, students are eligible for the award of either the Bachelor of Arts or Bachelor in Business Studies from Trinity College, together with the Msc in Management/Diplôme de Grand Ecole from the H.E.C. Further information is available on the BESS [website](#).

Senior Sophister (fourth and final) Year

Students must take four modules – the programme requirements for their chosen degree programme and sufficient optional modules (if permitted under the programme) to make up the number. Each module has 15 ECTS credits.

Students must follow the programme requirements for their chosen degree type, and must also have satisfied the programme requirements in the SF and JS years (see below). In addition students are advised that individual SS modules may have specific SF or JS pre-requisites.

Module Code	Module Title	Pre-requisites	IRP
BU4522	Exploring Organisational Experience	None	
BU4530	Financial Reporting and Analysis	BU3530	
BU4550	Advances in Marketing Theory and Practice	BU3510 or BU3700/ BU3710	
BU4580	Managing New Product Development	BU2560	
BU4590	Dissertation	Min overall II.1 in JS Year	
BU4621	Social Innovation & Social Impact	None	
BU4640	Derivatives & International Finance	BU2550	
EC4010	Economic Theory	EC3010 & one of EC3080, EC3090	
EC4020	The World Economy	EC2010	
EC4041	Development Economics	EC2010	
EC4051	Economics of Financial Markets	EC3050 & EC3090	
EC4090	Quantitative Methods	EC3080 & EC3090	
EC4100	International Economics	EC2010	
EC4120	Economic and Legal Aspects of Competition Policy	EC2010	
EC4130	Economics Dissertation	EC2010 and EC3090	

EC4150	Applied Economics	EC2010 and EC3090	
EC4160	History of Economic Thought		
EC4170	Political Economy		
PO4600	Research Seminar	P03600	
PO4610	Contemporary Political Theories	P02610	
PO4670	Political Parties		
PO4690	Issues in Contemporary Politics	P03600 or equivalent	
PO4700	Contemporary International Relations	P02640	
PO4710	African Politics	None	
PO4740	Topics in Political Science	None	
PO4750	Chinese Politics	None	
PO4760	The Politics of Policy-Making	None	
PO4770	Political Psychology		
S04200	Sociology Major Dissertation	S02310, S02360, S03240	
S04253	Conflict Studies	None	
S04293	Social Networks and Digital Lives	None	
S04294	Labour Markets, Gender and Institutions	None	
S04295	Migration, Mobilities & Integration	None	
SS4722	Poverty, Inequality & Redistribution	None	

Programme Requirements

- Business Studies (Joint Honor): Two of BU4522 – BU4640
- Economics (Single Honor): **EC4010**, and any three of EC4020 – EC4150, BU4530. BU4530 is not available to students who take EC4130 Economics Dissertation.
- Economics (Joint Honor): Two of EC4010 – EC4120, EC4140 - EC4150

- Political science (single honor): **P04600** and **P04690**, plus two of P04610-P04760
- Political science (joint honor): Two of P04610-P04760
- Sociology (Single Honor): **S04200** and three of S04253 – SS4722
- Sociology (Joint Honor): Two of S04200 – SS4723

Senior Sophister (fourth and final) Year - BBS

Students must take four modules (totaling 60 credits: BU4501, two of BU4511-BU4630 and one further module from the entire list of Senior Sophister modules below or, in the case of students who wish to complete a dissertation: BU4501, BU4590 and two of BU4511-BU4630. All modules have 15 credits.

Module Code	Module Title	Pre-requisites
BU4501	Strategic Management: Theory and Practice	None
BU4522	Exploring Organisational Experience	None
BU4530	Financial Reporting and Analysis	BU3530
BU4550	Advances in Marketing Theory and Practice	BU3510 or BU3700/ BU3710
BU4580	Managing New Product Development	BU2560
BU4590	Business Dissertation	Min overall II.1 in JS year
BU4621	Social Innovation & Social Impact	None
BU4640	Derivatives & International Finance	BU2550
ST4501	Strategic Information Systems	
EC4020	The World Economy	EC2010
EC4051	Economics of Financial Markets	EC3050 and EC3090
EC4100	International Economics	EC2010
EC4120	Economic and Legal Aspects of Competition Policy	EC2010
S04294	Labour Markets, Gender & Institutions	None

Programme Requirements (BBS)

Students must take four modules (totaling 60 credits: BU4501, two of BU4522-BU4640 and one further module from the entire list of Senior Sophister modules above or, in the case of students who wish to complete a dissertation: BU4501, BU4590 and two of BU4522-BU4640.

School of Business & School of Social Science & Philosophy

Marking Scale¹⁰

----- 0 -----

First class honors I 70-100

First class honors in the School of Social Sciences and Philosophy is divided into grade bands which represent excellent, outstanding and extraordinary performances.

A first class answer demonstrates a comprehensive and accurate answer to the question, which exhibits a detailed knowledge of the relevant material as well as a broad base of knowledge. Theory and evidence will be well integrated and the selection of sources, ideas, methods or techniques will be well judged and appropriately organised to address the relevant issue or problem. It will demonstrate a high level of ability to evaluate and integrate information and ideas, to deal with knowledge in a critical way, and to reason and argue in a logical way.

70-76 EXCELLENT

First class answers (excellent) demonstrate a number of the following criteria:

- comprehensiveness and accuracy;
- clarity of argument and quality of expression;
- excellent structure and organization;
- integration of a range of relevant materials;
- evidence of wide reading;
- critical evaluation;
- lacks errors of any significant kind;
- shows some original connections of concepts and theories;
- contains reasoned argument and comes to a logical conclusion.

¹⁰ As approved by the School of Social Sciences and Philosophy Executive Committee on 22 September 2014 and by the School of Business Undergraduate Committee on 19 November 2014

This answer does not demonstrate outstanding performance in terms of independence and originality.

77-84 OUTSTANDING

In addition to the above criteria, an outstanding answer will show frequent original treatment of material. Work at this level shows independence of judgement, exhibits sound critical thinking. It will frequently demonstrate characteristics such as imagination, originality and creativity.

This answer does not demonstrate exceptional performance in terms of insight and contribution to new knowledge.

85-100 EXTRAORDINARY

This answer is of a standard far in excess of what is expected of an undergraduate student. It will show frequent originality of thought, a sophisticated insight into the subject and make new connections between pieces of evidence beyond those presented in lectures. It demonstrates an ability to apply learning to new situations and to solve problems.

What differentiates a first class piece of work from one awarded an upper second is a greater lucidity, a greater independence of judgement, a greater depth of insight and degree of originality, more evidence of an ability to integrate material, and evidence of a greater breadth of reading and research.

----- o -----

Second Class, First Division II.1 60-69

An upper second class answer generally shows a sound understanding of both the basic principles and relevant details, supported by examples, which are demonstrably well understood, and which are presented in a coherent and logical fashion. The answer should be well presented, display some analytical ability and contain no major errors of omissions. Not necessarily excellent in any area.

Upper second class answers cover a wider band of students. Such answers are clearly highly competent and typically possess the following qualities:

- accurate and well-informed;
- comprehensive;
- well-organised and structured;
- evidence of reading;
- a sound grasp of basic principles;
- understanding of the relevant details;
- succinct and cogent presentation; and
- evaluation of material although these evaluations may be derivative.

One essential aspect of an upper second class answer is that it must have completely dealt with the question asked by the examiner. In questions:

- all the major issues and most of the minor issues must have been identified;
- the application of basic principles must be accurate and comprehensive; and
- there should be a conclusion that weighs up the pros and cons of the arguments.

Second Class. Second Division II.2 50-59

A substantially correct answer which shows an understanding of the basic principles.

Lower second class answers display an acceptable level of competence, as indicated by the following qualities:

generally accurate;

- an adequate answer to the question based largely on textbooks and lecture notes;

- clearly presentation; and
- no real development of arguments.

----- O -----

Third Class Honors III 40-49

A basic understanding of the main issues if not necessarily coherently or correctly presented.

Third class answers demonstrate some knowledge of understanding of the general area but a third class answer tends to be weak in the following ways:

- descriptive only;
- does not answer the question directly;
- misses key points of information and interpretation
- contains serious inaccuracies;
- sparse coverage of material; and
- assertions not supported by argument or evidence.

----- O -----

Fail F1 30-39

Answers in the range usually contain some appropriate material (poorly organised) and some evidence that the student has attended lectures and done a bare minimum of reading. The characteristics of a fail grade include:

- misunderstanding of basic material;
- failure to answer the question set;
- totally inadequate information; and
- incoherent presentation.

----- O -----

Bad Fail F2 0-29

Answers in this range contain virtually no appropriate material and an inadequate understanding of basic concepts.