



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Languages,
Literatures and Cultural Studies

TSM and TJH German Handbook

2021-2022



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A Note on this Handbook

In the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in programme or departmental handbooks, the provisions of the General Regulations in the Calendar will prevail.

This Handbook should be read in conjunction with the general School Handbook available at [insert link].

Alternative formats of the Handbook can be made available on request.

1. GENERAL COURSE INFORMATION

1.1 Introduction

On behalf of all our colleagues, we would like to welcome you, or welcome you back, to the Department of Germanic Studies! This handbook applies to all students taking German within the Two Subject Moderatorship or Joint Honours programmes. It is meant as a guide and reference point to make your work on this degree programme as informed, effective and enjoyable as possible, by setting out the course structures, the examination and assessment patterns, what is expected of you, and the academic and personal support available to you. Please retain for future reference.

1.2 Contact Details

Staff Name	Role	Email	Room No.
Dr Gillian Martin	Head of Department	gsmartin@tcd.ie	5071
Dr Clemens Ruthner	Lecturer	ruthnerc@tcd.ie	5068
Prof. Mary Cosgrove	TSM / TJH course coordinator HT 2022	cosgroma@tcd.ie	5065
Dr Daragh Downes	Lecturer	dadownes@tcd.ie	5069
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Zoe Ponter	DAAD Assistentin	ponterz@tcd.ie	5090
Marie-Laure Pflanz	Teaching Fellow	pflanzm@tcd.ie	5090

All staff have office hours which will be advertised on office doors and on the departmental website once timetables have been settled. No appointment is necessary to attend an office hour.

1.3 Key Locations

Staff offices are located on Level 5 of the arts building. The German departmental office is room 5065 (but this is currently unstaffed). The School Office is in room 5042.

1.4 Key Dates

An outline of the shape of the year is available here: [Academic Year Structure](#). Key dates for each module you are studying will be made known in the module at the beginning of the term.

1.5 Timetable

You will find your timetable on my.tcd.ie. Please check it regularly for updates. In case of a timetable clash, please email the School Office timetable hotline - timetables.slcs@tcd.ie

1.6 Study Abroad/Erasmus

The Department of Germanic Studies offers Junior Sophister students a variety of opportunities to study abroad. TJH students on a Single Honours pathway must complete a compulsory year abroad. Students on a Joint Honours pathway or those majoring in German may spend either one semester or a full year abroad. All students interested in applying to study abroad should first consult the information on the Erasmus Office website: <https://www.tcd.ie/study/study->

[abroad/outbound/](#)as well as the [TJH Regulations for Study Abroad](#). It is important to note that marks achieved abroad count towards your final degree result.

An information meeting on going abroad will be organised by Dr Caitríona Leahy after Reading Week in MT for all interested TJH students. You will be notified of the meeting by email.

This meeting will also cover alternatives to Erasmus – namely opportunities for taking a year out from your degree to work as an English language assistant in a German / Austrian secondary school or taking a year out to study in the University of Konstanz as part of a non-Erasmus exchange.

NOTE: all students studying a modern language past their senior fresh year must complete a two-month residency requirement in that country before they can graduate in that subject. Students are strongly advised to consult the College Calendar under "Special requirements in modern languages" regarding the detail of this regulation <https://www.tcd.ie/calendar/undergraduate-studies/trinity-joint-honours.pdf>

2. TEACHING AND LEARNING

2.1 TJH Programme Architecture¹

NB. Students can access full module descriptors on their student portal by clicking on

[Courses & Modules -> View Course and Module Descriptive information](#)

2.2 JUNIOR FRESH (TJH) – All Pathways

All JF TJH students take 30 ECTS in German and 30 ECTS in a second subject.

Junior Fresh (Beginners German)			
Module Code	Module Title	ECTS	Semester
GRU11081	Beginners German A	5	1
GRU11011	German Area Studies	5	1
GRU1102Y	Introduction to German Literature	10	1+2
GRU11082	Beginners German B	5	2
GRU11012	German Area Studies	5	2

Junior Fresh (Non-Beginners German)			
Module Code	Module Title	ECTS	Semester
GRU11001	German Language 1	5	1
GRU11011	German Area Studies	5	1
GRU1102Y	Introduction to German Literature	10	1+2
GRU11002	German Language 1	5	2
GRU11012	German Area Studies	5	2

Registration of JF Students on SF Pathways for Academic Year 2021-2022

At the end of your Junior Fresh year, Joint Honours students will be invited during Trinity term to select their Senior Fresh pathway. Students will be advised of how to register several weeks in advance of registration. Timetabling may restrict the availability of modules to individual students.

¹ The School reserves the right to amend the list of available modules and to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

Junior Fresh Joint Honours students must choose between the following options for their Senior Fresh year:²

- Continue to take both subjects that they currently take (20 ECTS + 20 ECTS) and 20 credits of Trinity Electives & Open Modules.
- Take Subject 1 as a Major and Subject 2 as a Minor.
- Take Subject 2 as a Major and Subject 1 as a Minor.
- Take one Subject only and 20 credits of Trinity Electives & Open Modules. Students who select this pathway for Senior Fresh will be on track to exit with a Single Honours degree and must spend a **compulsory year abroad** in their Junior Sophister year.

For further information on the choices and pathways available to Joint Honours students please visit the [Trinity Pathways website](#). The [Joint Honours Pathway Tool](#) is also helpful in exploring the different pathways and the impact they will have on your degree award. Further information on Joint Honours pathways is available from the [Joint Honours Course Office](#).

2.3 SENIOR FRESH (TJH)

2.3.1 SINGLE HONOURS

Single Honours SF students in German take:

- **40 ECTS in German made up of mandatory and self-selected optional modules from the list below.**
- **20 ECTS in Trinity Electives/Open Modules**

Senior Fresh (Single Honours German)					
Module Code	Module Title	ECTS	Semester	Pre-Requisite	Mandatory/Optional
GRU22001	German Language 2	5	1		Mandatory
GRU22002	German Language 2	5	2		Mandatory
GRU22051	Kulturgeschichte A	5	1		Optional
GRU22052	Kulturgeschichte B	5	2		Optional
GRU22012	German Literary History 1	5	2		Optional

² Please note that available pathways are subject to change and may be dependent on capacity.

GRU22031	Conditio Judaica	5	1		Optional
GRU22101	Kafka Lesen	5	1		Optional
GRU22142	Hitler	5	2		Optional

2.3.2 MAJOR WITH MINOR (Major German)

SF students majoring in German take:

- **40 ECTS in German (Major) from the list below and 20 ECTS in Subject 2 (Minor).**

Senior Fresh (Major [German] with Minor)					
Module Code	Module Title	ECTS	Semester	Pre-Requisite	Mandatory/ Optional
GRU22001	German Language 2	5	1		Mandatory
GRU22002	German Language 2	5	2		Mandatory
GRU22051	Kulturgeschichte A	5	1		Optional
GRU22052	Kulturgeschichte B	5	2		Optional
GRU22031	Conditio Judaica	5	1		Optional
GRU22101	Kafka Lesen	5	1		Optional
GRU22012	German Literary History 1	5	2		Optional
GRU22142	Hitler	5	2		Optional

2.3.3 JOINT HONOURS German

SF Joint Honors students take:

- **20 ECTS in German from the list below, 20 ECTS in Subject 2 & 20 ECTS in Trinity Electives/Open Modules**

Senior Fresh (Joint Honours German)					
Module Code	Module Title	ECTS	Semester	Pre-Requisite	Mandatory/ Optional
GRU22001	German Language 2	5	1		Mandatory
GRU22002	German Language 2	5	2		Mandatory
GRU22051	Kulturgeschichte A	5	1		Optional
GRU22052	Kulturgeschichte B	5	2		Optional
GRU22031	Conditio Judaica	5	1		Optional
GRU22101	Kafka Lesen	5	1		Optional

GRU22012	German Literary History 1	5	2		Optional
GRU22142	Hitler	5	2		Optional

2.3.4 MINOR German

SF students minoring in German take 20 ECTS from the list below:

Senior Fresh (German Minor)					
Module Code	Module Title	ECTS	Semester	Pre-Requisite	Mandatory/ Optional
GRU22001	German Language 2	5	1		Mandatory
GRU22002	German Language 2	5	2		Mandatory
GRU22051	Kulturgeschichte A	5	1		Optional
GRU22052	Kulturgeschichte B	5	2		Optional
GRU22031	Conditio Judaica	5	1		Optional
GRU22101	Kafka Lesen	5	1		Optional
GRU22012	German Literary History 1	5	2		Optional
GRU22142	Hitler	5	2		Optional

Note: Students on all pathways must balance their German modules equally across the two semesters.

Registration of SF students on JS Pathway for Academic Year 2021-2022

At the end of your Senior Fresh year, Joint Honours students will be invited during Trinity term to select their Sophister pathway. This will define the award type you will graduate with. Students will be advised of how to do register several weeks in advance of registration. Timetabling may restrict the availability of modules to individual students.

Senior Fresh Joint Honours students must choose between the Sophister pathway options detailed below for their Junior Sophister year. The pathways available will depend on the structure you chose for your Senior Fresh year.³

³ Please note that available pathways are subject to change and may be dependent on capacity.

2.4 JUNIOR SOPHISTER (TJH)

2.4.1 SINGLE HONOURS GERMAN – Compulsory Year Abroad

Single Honours students in German must spend their third year abroad. See Section 1.6 above.

2.4.2 MAJOR WITH MINOR (Major German)

JS Students majoring in German take either:

- **40 ECTS in German and 20 ECTS in Subject 2 (Option A)**

OR

- **30 ECTS in German and 30 ECTS in Subject 2 (Option B)**

Note on Major/ Minor Options A & B:

Students who select a Major with Minor Option A for Junior Sophister will take 40 ECTS in their Major subject and 20 ECTS in their Minor subject and will continue studying their Minor Subject into Year 4 (20 ECTS Capstone/20 ECTS in Major/20 ECTS in Minor subject).

Students who select a Major with Minor Option B for Junior Sophister will take 30 ECTS in each of the Major and Minor subject in JS year and will only study their Major subject in Year 4 (20 ECTS capstone/40 ECTS in Major subject).

Modules are chosen from the list below.

Junior Sophister (Major with Minor [Option A] – 40 ECTS + 20 ECTS)				
Module Code	Module Title	ECTS	Semester	Mandatory/ Optional
GRU33001	German Language 3	5	1	Mandatory
GRU33002	German Language 3	5	2	Mandatory
GRU33011	German Literary History 2 A	5	1	Optional
GRU33012	German Literary History 2 B	5	2	Optional
GRU33061	Marx vs Nietzsche	5	1	Optional
GRU33051	Kurzgeschichten der Moderne	5	1	Optional
GRU33042	Vampirismus	5	2	Optional
GRU33022	The Life of Bees	5	2	Optional
GRU33072	JS Research Methods	5	2	Optional

Junior Sophister (Major with Minor [Option B] – 30 ECTS + 30 ECTS)				
Module Code	Module Title	ECTS	Semester	Mandatory/Optional
GRU33001	German Language 3	5	1	Mandatory
GRU33002	German Language 3	5	2	Mandatory
GRU33011	German Literary History 2 A	5	1	Optional
GRU33012	German Literary History 2 B	5	2	Optional
GRU33061	Marx vs Nietzsche	5	1	Optional
GRU33051	Kurzgeschichten der Moderne	5	1	Optional
GRU33042	Vampirismus	5	2	Optional
GRU33022	The Life of Bees	5	2	Optional
GRU33072	JS Research Methods	5	2	Optional

2.4.3 JOINT HONOURS GERMAN

JS Joint Honours students take:

- **30 ECTS in German and 30 ECTS in Subject 2.**

Modules are chosen from the list below.

Junior Sophister (Joint Honours German)				
Module Code	Module Title	ECTS	Semester	Mandatory/Optional
GRU33001	German Language 3	5	1	Mandatory
GRU33002	German Language 3	5	2	Mandatory
GRU33011	German Literary History 2 A	5	1	Optional
GRU33012	German Literary History 2 B	5	2	Optional
GRU33061	Marx vs Nietzsche	5	1	Optional
GRU33051	Kurzgeschichten der Moderne	5	1	Optional
GRU33042	Vampirismus	5	2	Optional
GRU33022	The Life of Bees	5	2	Optional
GRU33072	JS Research Methods	5	2	Optional

2.4.4 MINOR GERMAN

Students minoring in German take 20 ECTS from the list below:

Junior Sophister (Minor German)				
Module Code	Module Title	ECTS	Semester	Mandatory/ Optional
GRU33001	German Language 3	5	1	Mandatory
GRU33002	German Language 3	5	2	Mandatory
GRU33011	German Literary History 2 A	5	1	Optional
GRU33012	German Literary History 2 B	5	2	Optional
GRU33061	Marx vs Nietzsche	5	1	Optional
GRU33051	Kurzgeschichten der Moderne	5	1	Optional
GRU33042	Vampirismus	5	2	Optional
GRU33022	The Life of Bees	5	2	Optional
GRU33072	JS Research Methods	5	2	Optional

2.5 SENIOR SOPHISTER (TSM)

Students choosing to study German in their final year of the TSM programme take either Pattern A or Pattern B. In Pattern B students study 1 subject only and therefore have 60 ECTS in German including a 20 ECTS capstone project. In Pattern A (only available in some subject combinations) students study both subjects equally, doing 30 ECTS in each.

Pattern B German

Module Code	Module Title	ECTS	Semester	Mandatory/ Optional
GRU44CPY	Capstone (Dissertation)	20	1+2	Mandatory
GRU44001	German Language 4	5	1	Mandatory
GRU44002	German Language 4	5	2	Mandatory
GRU44031	Research Methods	5	1	Mandatory
GRU44012	Translation	5	2	Mandatory
GRU44071	New Economy Capitalism A	5	1	Optional
GRU44072	New Economy Capitalism B	5	2	Optional
GRU44091	Kleist A	5	1	Optional
GRU44092	Kleist B	5	2	Optional

Subject to certain conditions, students may replace up to 10 ECTS of the above optional modules with modules in linguistics. Students are informed of these options in their JS year.

Pattern A German

Module Code	Module Title	ECTS	Semester	Mandatory/ Optional
GRU44001	German Language 4	5	1	Mandatory
GRU44002	German Language 4	5	2	Mandatory
GRU44071	New Economy Capitalism A	5	1	Optional
GRU44072	New Economy Capitalism B	5	2	Optional
GRU44091	Kleist A	5	1	Optional
GRU44092	Kleist B	5	2	Optional

2.6 Learning Outcomes

Learning Outcomes for TSM / JH German

On successful completion of this programme, students should be able to:

1. Demonstrate a high level of oral, aural and written proficiency in German, including the ability to give oral presentations on and to discuss freely general and academic topics, and to produce a variety of written text types to a high standard of accuracy and fluency.
2. Demonstrate knowledge and understanding of German-language literary and cultural heritage (pathway dependent)
3. Integrate critical, linguistic and cultural awareness with the appropriate knowledge and strategies in order to deal creatively and ethically with challenges in communication in academic, social or professional settings

4. Demonstrate a high level of comprehension of written German and apply this to the translation from German to English of a range of text types with accuracy, consistency and appropriateness of register and expression
5. Demonstrate a differentiated knowledge and understanding of, together with an ability to evaluate critically, the social and political institutions of the countries where the target language is spoken and to place these in their historical context
6. Apply the skills of analysis and problem-solving acquired through critical engagement with a range of literary, philosophical, and popular text types in German and English in order to make independent and informed judgments
7. Question, synthesise and present ideas in a structured, reasoned and coherent way in both written and oral modes in German and English
8. Plan and conduct independent research using primary and secondary sources in German and English, leading to the writing of a dissertation (pathway dependent).
9. Work effectively as individuals and in teams in multi-disciplinary, multi-linguistic and multi-cultural settings
10. Demonstrate flexibility, adaptability and self-direction in order to engage productively with a changing social and cultural environment and with a capacity to move effectively within and between different language and cultural communities
11. Demonstrate an ability to engage in further and increasingly self-directed study in support of the goal of life-long learning.

2.7 Coursework Requirements

Developing Study Skills

To keep on top of your work you need to develop good study skills. As part of your undergraduate study, we will be helping you to develop important soft or **transferable skills** such as planning, time management and multi-tasking so that you can manage your learning more effectively. These skills are life-skills and are as critical for study as they are for the world of work. When you are planning your study time, try to remember that for every hour of class, you should be doing at least two to three hours of private study. Take a look at the documents **Study Skills** and **Enhance your Language Learning** on the Departmental website at

https://www.tcd.ie/Germanic_Studies/local-access/information.php

Writing Essays and Assignments: For advice on researching, planning and writing essays please see the document How to write an essay on the departmental website at

https://www.tcd.ie/Germanic_Studies/local-access/information.php

Marking System

The Department of Germanic Studies uses the full marking scale between 0% and 100%. This scale is subdivided into 6 classes which can be glossed as follows:

- I 70% + distinction – work of exceptional quality
- II.1 60%-69% very good – merit

II.2	50%-59%	average – good
III	40%-49%	passable – adequate
F1	30%-39%	redeemable fail
F2	0%-29%	not a serious attempt

The % mark is a symbolic representation of a student’s performance within a given class. The % is derived from the class, not the other way around. For example, one talks of marks in the II.1 class in the following way:

60%	a borderline II.2/II.1
61%-63%	a low II.1
64%-66%	a mid II.1
67%-68%	a high II.1
69%	not quite a I (needs to be justified)

The Faculty of Arts, Humanities & Social Sciences has laid down guidelines for assigning classes to essay-type assignments. Students are strongly advised to download detailed grade descriptors and guidelines to understanding the awarding of marks from the departmental website:

https://www.tcd.ie/Germanic_Studies/assets/studentinformation/Criteria%20for%20awarding%20marks%20FINAL.pdf

The department also uses Objective Tests. These are correct answer tests/items which have unequivocal answers. These may be useful in the assessment of discrete linguistic skills and/or knowledge. Objective items can be designed to focus on specific knowledge and skills, and can be set at any required level of difficulty.

Some examples of Objective Test types

- ❖ Gap/cloze tests of various kinds
- ❖ Comprehension exercises (True/False; Multiple choice; questions requiring students to locate specific information in the source text)
- ❖ Matching questions + answers/beginnings + ends of sentences; Sentence completion

The main strength of objective tests is the fact that they can be marked with complete reliability, thus eliminating the possibility of marker subjectivity or bias. The assessment of objective tests may also present a problem because of possible confusion arising from (a) marks as symbolic representations of attainment and (b) marks as raw scores, without reference to standard/scale.

In the Department of Germanic Studies the top mark for objective tests is normally 80. This is an indication of a very high I class mark. Exceptional performances may, however, be awarded a mark in excess of 80.

Objective tests are normally used in conjunction with other types of question in order to ensure that students may obtain an overall mark within the full range 0-100.

The pass mark in objective tests is determined by the difficulty of the test, the range of skills and knowledge that are being tested and the level of the students.

The School Handbook includes details of **College's Plagiarism Policy** as well as links to the Library Guides on avoiding plagiarism and the plagiarism declaration text used for submitting assignments. It is the responsibility of students to familiarise themselves with this important policy and its consequences (pages 18 – 20).

The School Handbook also sets out school **policy on the late submission of coursework** (see p. 20).

2.8 Marking Protocol

In the Junior and Senior Sophister years, exams are set with the approval of the External Examiner. All examinations, and all coursework that contributes to the degree mark is internally double-marked, and subject to the scrutiny of the External Examiner according to the criteria set out above and at:

https://www.tcd.ie/Germanic_Studies/assets/studentinformation/Criteria%20for%20awarding%20marks%20FINAL.pdf

2.9 Capstone Project

The Capstone project is an independent research project on a topic chosen in consultation with a departmental staff member who will act as supervisor. It is an extended essay of 10,000 words, including all notes, references and bibliography.

Details of College Policies and Procedures with regards to research guidelines and ethical practices are included the School Handbook.

2.10 Foundation Scholarships & Prizes

Academic Registry provides general information regarding the **Foundation Scholarship** examinations and is available at the following link: <https://www.tcd.ie/academicregistry/exams/scholarship/>. Further information can also be found in the School Handbook. For details of the content and format of the Foundation Scholarship examinations in the Department of Germanic Studies, please consult Katrin Eberbach (eberback@tcd.ie)

Kate Bird Prize: This prize which commemorates a deceased student of the department is awarded annually to support a student in going abroad as part of their studies. Details are circulated in Hilary Term.

Carr – Jackson Dissertation Prize: This prize commemorates retired colleagues Dr Gilbert Carr and Prof. Tim Jackson and is awarded annually for an outstanding Senior Sophister dissertation. No application is required.

2.11 Attendance Requirements

Attendance at all lectures and tutorials is compulsory. In case of illness of longer than a few days, please notify your lecturers. Med certs can be submitted to the programme coordinator.

2.12 Requests for Transcripts

Transcripts can be requested from [Academic Registry](#). These provide detail of modules studied and marks attained. If you require further information that is not included in the official transcript, please contact the Departmental Office at germanic@tcd.ie. Students should provide at least two weeks' notice when requesting a transcript from the Departmental Office.

To make a transcript request from the Department Office, please include the following information:

1. Your Name

2. Your Student Number
3. Year and Course of Study

2.13 External Examiner for TSM / TJH German

Prof. Barry Murnane, University of Oxford.

And finally...

Student and Staff Commitments

The Department of Germanic Studies is committed to supporting students so that they can work toward achieving their full potential and developing the Trinity Graduate Attributes: to think independently, to communicate effectively, to act responsibly and to grow continuously.

Studying at university requires you to approach your studies and assessment with a different mindset to that which may have been instilled at second level. We don't teach toward exams: yes, you will be expected to write examinations and take orals alongside producing other types of formative and summative assessments, but you should approach assessment not with the mindset of 'how many marks do I get if I do this or that', rather in a more holistic way, i.e., as an opportunity to demonstrate what you have learned and to think independently and critically.

How you manage your communication with your peers and with staff may also differ from second level.

Bearing all this in mind, we have put together some key points in terms of how you should approach your studies and communication with staff.

What we expect from you

Responsibility to inform yourself about your modules on an ongoing basis.

Using the available information, you must take responsibility to inform yourself about each module which you are taking, its content, and assessment. This involves checking Blackboard, the information in my.tcd.ie, your relevant Course Handbook, the Handbook of the School of Languages, Literatures and Cultural Studies, and the departmental website. You should also check the noticeboards in the Department on a regular basis.

Responsibility to respond to emails from members of staff, academic and administrative, within 2-3 days unless otherwise specified (e.g., in the case of an urgent circular requiring a response within a specified timeframe). This also applies if you are on a student exchange abroad. We also expect students to use their @tcd.ie mail address when communicating with the Department.

It is inappropriate to email multiple members of staff with the same query.

Courtesy and respect in communication with academic and administrative staff: Staff should be addressed by their appropriate title unless otherwise directed. When sending emails, please be particularly aware of the address used and the tone of your message. It is unprofessional to begin emails with 'Hi' or 'Hey'. It is also basic courtesy to acknowledge receipt of a response from

a staff member. Please abide by the School's email policy in dealing with staff (see School Handbook).

Respect for the integrity of the teaching and assessment process: Structures and procedures are in place to ensure the integrity of the assessment process.

Responsibility to inform yourself about College procedures in relation to appealing the decision of a Court of Examiners or seeking a remark/recheck: Unhappiness with your mark and/or the belief that effort has not been rewarded do not constitute grounds for appeal. Nor are marks negotiable. In fact, a Court of Appeal cannot change a mark: it can only change the consequences of a mark. You will find clear information on the grounds for an appeal at <https://www.tcd.ie/teaching-learning/ug-regulations/Appeals.php>. Please note also that provisional marks (i.e., marks that have not yet been ratified by a Court of Examiners) cannot be appealed.

A mature and reflective mindset when providing feedback on the curriculum. It is on this basis that we encourage constructive dialogue between staff and students on the structure and delivery of the curriculum. When providing feedback, students should be mindful of the fact that each staff member gives much thought to the design, content and delivery of modules and the approach to assessment, based on their expertise and experience and what is achievable within the parameters of the College's academic year structure.

What you can expect from us

- **Clear and full information.** We endeavour to provide you with clear and full information about all courses in which the Department is involved, about exams, and about other matters relating to the academic life of the Department. The main sources of information that you should consult are:

- The **College Calendar**, which is the official and binding statement of all regulations governing College life, and which is published annually with the approval of the College Board. Copies can be accessed at <http://www.tcd.ie/calendar/>.
- Your **Course Handbook and the School Handbook**
- **Blackboard**
- My.tcd.ie
- The **Departmental Committee** (see below).
- The **Departmental Website**: http://www.tcd.ie/Germanic_Studies/

Openness and Transparency with regard to the design, delivery and assessment of the curriculum.

Feedback on formative and summative assessment. Feedback can be in written and/or oral form. Students will have the opportunity to discuss their work with academic staff. Specific times are put aside after Semester 1 and 2 when students can obtain feedback on their performance and view their scripts (subject to health guidelines). Students should note that marks obtained in relation to Semester 1 assessment are provisional (i.e., they have not been considered by the Court of Examiners and, where appropriate, by the External Examiner). Feedback meetings are normally attended by two members of the academic staff.

Appropriate access to members of staff. Members of staff have notices on their doors which indicate when they are available to see students without appointment.

Responses to emails will only be provided during normal working hours (i.e., 9.00-5.30 Monday to Friday). During term time we will endeavour to respond to your mail within 2-3 working days. For urgent queries, please liaise with your College tutor. Staff may have an 'out of office' reply when travelling on College business. In such cases, you should expect a delayed response. You should not expect a response from a member of staff who is on annual leave.

Courtesy and respect in our communication with you: Any email, face-to-face or telephone communication with you will be conducted with respect and courtesy.

Opportunities to put forward your point of view. We welcome constructive criticism and will act swiftly if we become aware of legitimate problems. You have opportunities to voice such criticism through module feedback, on an individual basis and through your representative at the **Departmental Committee**. This does not include the assumption that the content of curricula or marks can be negotiated.

Communication only with you and your College tutor: The Department's relationship is with you. This means that we do not communicate with your parents, guardians or third parties about you. We follow College procedures and liaise, where appropriate, with your College tutor.

What we can all expect: "Trinity College is committed to supporting the right of all members of the College community to work and study in an environment which is free from all forms of harassment, including sexual harassment and bullying" (College Policy Statement).

The department subscribes to and implements the Complaints Policy of the School of Languages, Literatures and Cultural Studies

School of Languages, Literatures and Cultural Studies

Policy on complaints about the design, delivery and assessment of the curriculum at undergraduate and postgraduate levels

The University has in place policies which highlight the need for respect in College life – students are encouraged to consult the following sources:

College Policy on Dignity and Respect can be found at:

<http://www.tcd.ie/about/policies/respect.php>

College regulations on disciplinary and grievance procedures can be found at:

http://www.tcd.ie/hr/assets/pdf/procedure_disciplinary_procedure_staff.pdf

College policies relating to student disciplinary procedures can be found in the College Calendar.

The School of Languages, Literatures and Cultural Studies has a policy of openness and transparency with respect to the design, delivery and assessment of the curriculum at undergraduate and postgraduate levels. We are keen to foster a critical mindset in students and to encourage constructive dialogue between staff and students on the structure and delivery of the curriculum.

The School's Student Complaints Policy is intended to supplement relevant College policy, the Calendar and the statutes. In dealing with complaints, the School will assume that students have familiarised themselves with the procedures set down here. Please do take note of the fact that raising a false or malicious allegation is a serious breach of this policy and that, complaints which are found to be malicious will be treated as serious misconduct.

There are a number of procedures which enhance this dialogue:

- course evaluations which are completed by students towards the end of a module
- department and school meetings at which student representatives are present
- in some departments, year- or programme-meetings to which all students are invited and staff are present

These forms and meetings focus predominantly on procedural or structural issues, such as module, course or programme structure; alignment between the learning outcomes, methods of delivery and methods of assessment; the weighting of modules relative to one another; appropriacy and availability of materials; ...

Consultation, advice and support

- If students have concerns they would like to voice or discuss, or if they are uncertain about procedures they should consult their tutor, the SU Education Officer or their class representative. The Class Representative's role is to speak on behalf of the class; the tutor and Education Officer's role is to advise and support students through the complaint process.

Where a student or group of students has concerns arising not from procedural or structural issues, but related to a particular staff member's design, delivery or assessment of the curriculum, the following procedure should be followed:

- the first member of lecturing staff to whom concerns should be addressed in a constructive and conciliatory manner is the lecturer responsible for teaching the module. (Students should be reassured that such an initiative will not impact on their standing or progress: there are processes in place, such as second marking and external examiners, to ensure this does not happen.)
- if this first initiative does not resolve a student's concerns, an informal approach should be made to the Head of Department, and only if this procedure does not resolve the issue should an approach be made to the Head of School.
- at every stage of the process it is essential to respect the dignity and the right to confidentiality of all parties

NB If the complaint involves the Head of School, or is a complaint that has not been addressed to the complainant's satisfaction by the Head of School, the issue should be brought to the attention of the Dean of the Faculty

Students are encouraged to consult the following sources:

- College DIGNITY & RESPECT POLICY is available on line at <http://www.tcd.ie/about/policies/respect.php>
- College regulations on disciplinary procedures are contained in the College Statutes at <http://www.tcd.ie/registrar/statutes/> See in particular the sections on Conduct: Academic Staff Conduct and Schedule on grievance and disciplinary

procedures relating to members of the academic staff; as well as the Schedule on Student Discipline.