



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin





Welcome to the Department of Germanic Studies!

In this handbook you will find information specific to the German modules of your degree in Law and German (LG). As this degree programme is taught and administered by both the Department of Germanic Studies and the School of Law, you must also consult the Law Joint Honors Handbook, which has been uploaded here: <https://www.tcd.ie/local/Law/2020.21/JH-Law-Handbook.pdf> (you will need your Trinity username and password to log on). If you have any questions relating to these handbooks, please ask the relevant co-ordinator.

It is also very important that you read the **2021-22 Handbook of the School of Languages, Literatures and Cultural Studies**.

1.1 Who to contact for further information on your German modules

Course Co-ordinator: Katrin Eberbach, e-mail: eberback@tcd.ie Room 5080, Level 5 Arts Building, Tel. 896 3469.

Every student in the School has a TCD email address. You should check your College email daily during teaching term as your lecturers and tutors will use it to communicate important information. If away from Trinity on Erasmus exchange, you should still check your TCD mail daily. **Please note that we will only communicate with you via your @tcd.ie address.**

The Departmental Office for the Department of Germanic Studies is located in Room 5065, Level 5, Arts Building. This office is not staffed.

The information provided in the course handbooks is accurate at time of preparation. Any necessary revisions will be notified to students via e-mail. 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 course handbooks, the provisions of the General Regulations in the Calendar prevail.

1.2 Data Protection

We are careful to comply with our obligations under data protection laws; you can find further information on how we obtain, use and disclose student data [here](#)

1.3 Important information on COVID-19

NO MASK NO CLASS! All students must wear masks in class and observe social distancing. Students not wearing a mask or wearing a mask incorrectly will be asked to leave.

We would ask all students to adhere to the safety protocols when on campus for in-person teaching activities or student club and society events, i.e., mask wearing, hand washing, cough etiquette and to maintain social distancing. Please do not congregate outside lecture or tutorial rooms after your classes; we would ask you to exit the building immediately after your event has finished.



1.4 Expectations

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.

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.

Respect for the integrity of the teaching and assessment process: Structures and procedures are in place to ensure the integrity of the assessment process. For example, assessed work, particularly at degree level, is usually marked by two internal examiners and subject to review by the external examiner, who is an independent expert. Students seeking feedback on their performance should be aware that work is assessed according to published criteria (see https://www.tcd.ie/Germanic_Studies/assets/studentinformation/Criteria%20for%20awardin g%20marks%20FINAL.pdf).



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](http://my.tcd.ie)
 - The **Departmental Committee** (see below).
 - The **Departmental Website**: http://www.tcd.ie/Germanic_Studies/
 - The **Noticeboards**, organised by year-group, in the corridor next to the Departmental Office. Students should consult them regularly.

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. 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. This information is also available from the local access section of the departmental website http://www.tcd.ie/Germanic_Studies/.



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 (see https://www.tcd.ie/langs-lits-cultures/assets/pdf/SchoolHandbook_2020_21.pdf).

1.5 Attendance and Coursework

Attendance at all the modules described in this handbook is compulsory. Regular homework is given in the Freshman years and you are expected to complete these. As a minimum, in all years students are required to submit at least two-thirds of all the work set on any module and to attend two-thirds of all classes held.

If you are ill for more than a few days, you should give a copy of a clearly dated medical certificate to the Department. You should also inform your College tutor. If you are absent for other reasons such as family illness, bereavement, etc., you are also advised to see your tutor. Valid medical certs containing the dates of illness must be supplied to the Department within one week of an illness.

The College Calendar 2021-22 states the following: "§24 All students must fulfil the course requirements of the school or department, as appropriate, with regard to attendance. Where specific requirements are not stated, students may be deemed non-satisfactory if they miss more than a third of their course of study in any term.

25 At the end of the teaching term, students who have not satisfied the school or department requirements, as set out in §§19 and 24 above, may be reported as non-satisfactory for that term. Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their semester two assessment/examinations and may be required by the Senior Lecturer to repeat their year. Further details of procedures for



reporting a student as non-satisfactory are given on the College website at www.tcd.ie/academic_registry/student-cases.” <https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf>

1.6 Procedures for submitting coursework and penalties for late submission

All students complete assignments during the year that count toward their end-of-year mark. The assignments and deadlines relating to your course are provided in the module description available at my.tcd.ie and in the module information provided by your lecturer. When submitting an assignment, you must complete and attach an **Assignment Cover Sheet**, which contains a statement on understanding the College’s plagiarism policy. The cover sheet can be downloaded from GRU12345 in Blackboard. It is essential that you familiarise yourself with the COLLEGE REGULATIONS ON PLAGIARISM and COMPLETE THE PLAGIARISM TUTORIAL ‘Ready Steady Write’ before you sign and submit the declaration. See <https://libguides.tcd.ie/plagiarism>

You must submit assessed coursework via Turnitin (available through the Blackboard page for each module) and deposit a hard copy in the locked mailbox beside the departmental office (Arts Building, Level 5, Room 5065) by the specified time.

In case of accident or loss, students should keep hard and soft copies of all assessed work.

Assignment extension forms will be available from GRU12345 in Blackboard and can also be downloaded from the departmental website. If you are granted an extension, a form must be completed and signed by the appropriate lecturer and then attached to your work.

There are penalties for the late submission of written coursework without an approved extension or other acceptable explanation (e.g. medical certificate). Marks will be deducted as follows:

- 2% of the final mark will be deducted for each day an assignment is late;
- After 14 days the assignment will not be accepted for marking and a mark of zero will be awarded.

After you have received semester 1 results and semester 2 results, you are encouraged to view your scripts and coursework as a way of obtaining feedback on your performance. For work completed during semester 1, you should note that all results are provisional until moderated by the court of examiners in Trinity term. In Trinity term, your performance cannot be discussed until after the publication of the end-year results.

1.7 Marking Scheme for assessed work and examinations

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



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

In the case of Objective tests you should note the following. Objective tests 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.

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.

Guide criteria for awarding marks and classes

Full details of criteria for awarding marks and classes are provided on the departmental website https://www.tcd.ie/Germanic_Studies/assets/studentinformation/Criteria%20for%20awarding%20marks%20FINAL.pdf

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a **measure of the student input or workload** required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European **norm for full-time study over one academic year is 60 credits**. The Trinity academic year is 40 weeks from the start of Michaelmas Term to the end of the annual examination period 1 ECTS credit represents 20-25 hours estimated student input, so a 10-



credit module will be designed to require 200-250 hours of student input including class contact time and assessments.

ECTS credits are awarded to a student only upon successful completion of the course year.

Progression from one year to the next is determined by the course regulations. Students who fail a year of their course will not obtain credit for that year even if they have passed certain component courses. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

1.8 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.

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. 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](#).

Plagiarism Declaration

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

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

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

Please note carefully the following two examples of plagiarism at Level 4 (such cases are referred to the Junior Dean for disciplinary procedures):



- You have sought, bought or commissioned work with the intention of representing it as your own work;
- You have improperly enlisted editorial input, e.g. engaging a paid proof reader or copy-editing service, having a language assignment edited by a native speaker where language competence is being assessed;

Note to all Trinity Students on Plagiarism from the Senior Lecturer/Dean of Undergraduate Studies:

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at <http://tcd-ie.libguides.com/plagiarism>. Your attention is drawn in particular to the matrix of “Levels and Consequences”. We ask you to take the following steps:

(i) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at <http://tcd-ie.libguides.com/plagiarism>. You should also familiarize yourself with the 2021-22 College Calendar entry on plagiarism <https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf> and the sanctions that are applied. See paragraphs 96-105.

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

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

(iv) Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.

Further information on plagiarism is available from Student Learning and Development. Also see the video at https://www.youtube.com/watch?v=rgBxvonAg_0&feature=youtu.be

The above regulations on plagiarism apply in exams, in submitted essays, dissertations, case studies, and in assessed language work. **Remember that if you fail to give adequate sources, lecturers may ask you to account for the originality of your work. It is stressed that plagiarism does not have to be intentional.**

1.9 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.



Tips on Writing Essays and Assignments: For advice on researching, planning and writing essays visit the Student Learning Development website [Student Learning Development](#).

2.0 Modules for LG Students in Germanic Studies ¹

Please note that full module descriptions and details of assessment are available via [my.tcd.ie](#). You can also obtain information on your language modules from the module Blackboard page.

Where can I get my Timetable?

The timetable is available through MyTCD.

In Junior Freshman, you will take 30 credits in German and 30 credits in Law

In Senior Freshman, you will take:

- 20 credits in German and 40 credits in Law (Law Major) or
- 40 credits in German and 20 credits in Law (German Major) or
- 20 credits in German, 20 credits in Law and 20 credits of Open Modules or Trinity Electives .

In Junior Sophister (year abroad), you will take 30 credits in German and 30 credits in Law.

In Senior Sophister, you will take credits depending on your pathway – Major, Minor or Joint Honors.

Please note that the Junior Sophister year contributes 30% toward your degree result. The Senior Sophister year contributes 70%.

TJH Programme Architecture²

NB. Students can access full module descriptors on their student portal by clicking on [Courses & Modules -> View Course and Module Descriptive information](#)

¹ The School reserves the right to amend the list of available modules and to withdraw and add modules.

² 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.



The following pages outline which modules you will take in German.

2.1 Junior Freshman

Course Structure: 30 ECTS in German

GRU11001 German Language 1 [5 ECTS] [Michaelmas Term/Semester 1 only]

GRU11002 German Language 1 [5 ECTS] [Hilary Term/Semester 2 only]

GRU11011 German Area Studies [5 ECTS] [Michaelmas Term/Semester 1 only]

GRU110112 German Area Studies [5 ECTS] [Hilary Term/Semester 2 only]

GRU1102Y Introduction to German Literature [10 Credits] [Module runs all year]

For information on module assessment, please consult the student portal on SITS at my.tcd.ie

For information on progression, please consult the following link:

<https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf> . The progression regulations are set out under Progression Regulations Bachelor Programmes, Paragraphs 59 and following.

Where a student has to be reassessed, it is the student's responsibility to inform her/himself fully of all the examinations which s/he has to take and/or coursework that must be submitted.

Please note that the format of reassessment for a module may differ from that of the annual assessment. Consult the Module Co-ordinator if in doubt as to requirements.

2.2 Senior Freshman

Course Structure: 40 ECTS in German (Major)

GRU22001 German Language 2 [5 credits] [Michaelmas Term/Semester 1 only]

GRU22002 German Language 2 [5 credits] [Hilary Term/Semester 2 only]

and further 30 credits from a choice of modules such as Kulturgeschichte, German Literary History, Kafka, Hitler, Conditio Judaica – see list of modules.



Course Structure: 20 ECTS in German (Joint Honors)

GRU22001 German Language 2 [5 credits] [Michaelmas Term/Semester 1 only]

GRU22002 German Language 2 [5 credits] [Hilary Term/Semester 2 only]

a further 10 credits from a choice of German seminars such as Kulturgeschichte, German Literary History, Kafka, Hitler, Conditio Judaica – see list of modules.

Course Structure: 20 ECTS in German (Minor)

GRU22001 German Language 2 [5 credits] [Michaelmas Term/Semester 1 only]

GRU22002 German Language 2 [5 credits] [Hilary Term/Semester 2 only]

and further 10 credits from a choice of modules such as Kulturgeschichte, German Literary History, Kafka, Hitler, Conditio Judaica – see list of modules.

For information on module assessment, please consult the student portal on SITS at my.tcd.ie

For information on progression, please consult the following link:

<https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf> .The progression regulations are set out under Progression Regulations Bachelor Programmes, Paragraphs 59 and following.

Where a student has to be reassessed, it is the student's responsibility to inform her/himself fully of all the examinations which s/he has to take and/or coursework that must be submitted. Please note that the format of reassessment for a module may differ from that of the annual assessment. Consult the Module Co-ordinator if in doubt as to requirements.

Scholarship

The Scholarship examinations are held in January. Academic Registry provides general information regarding the Foundation Scholarship examinations and this 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 German papers in the Foundation Scholarship examinations, please consult Katrin Eberbach, eberback@tcd.ie .



2.3 Junior Sophister

The Junior Sophister Year is spent abroad on an approved Erasmus programme. The universities that are currently part of the Erasmus network are Freiburg, Tübingen, Mainz, Marburg, Würzburg, Jena, München, Berlin and Hamburg. The Erasmus coordinator in the Law School is Celine Walsh. She can be contacted at law.exchange@tcd.ie

Erasmus information sessions are held during Michaelmas and Hilary Terms.

The grade which you obtain during your year abroad contributes 30% to your degree result. The remaining 70% comes from your Senior Sophister year in Trinity.

At the partner university, you are expected to take 30 ECTS in German and 30 ECTS in Law (i.e., a total of 60 ECTS). Language modules must be taken at B2.2 or C1/ C2. Module descriptions for German language, including information on content and assessment procedures, must be submitted and approved prior to inclusion in your Learning Agreement.

NB Students must obtain a minimum of 45 ECTS during their year abroad in order to rise to the Senior Sophister year. Information on credit requirements will be provided by the Law School.

It is your responsibility to provide the Department of Germanic Studies and the Trinity Law School with contact details during the year abroad and to keep in regular contact. Any change in your contact details must be communicated to Katrin Eberbach and Celine Walsh.

2.4 Senior Sophister

Course Structure 15 ECTS in German

GRU44001 German Language 4 [5 ECTS] [Michaelmas Term/Semester 1 only]

GRU44002 German Language 4 [5 ECTS] [Hilary Term/Semester 2 only]

GRU44012 Translation [5 ECTS] [Hilary Term/Semester 2 only]

For information on module assessment, please consult the student portal on SITS at my.tcd.ie

For information on progression, please consult the following link:

<https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf> . The progression regulations are set out under Progression Regulations Bachelor Programmes, Paragraphs 59 and following.

Where a student has to be reassessed, it is the student's responsibility to inform her/himself fully of all the examinations which s/he has to take and/or coursework that must be submitted.



Please note that the format of reassessment for a module may differ from that of the annual assessment. Consult the Module Co-ordinator if in doubt as to requirements.

Note: Senior Sophister Exams are set with the approval of the external examiner, Professor Martin Nielsen. All assessment and examination work is double-marked by two internal examiners and also reviewed by the external examiner. In order to allow external examiners to survey any candidate's entire performance, all assessed work is retained in the Department and not returned to students after marking.

2.5 Transcripts

Transcripts can be requested from [Academic Registry](#). These provide detail of modules studied and marks attained.