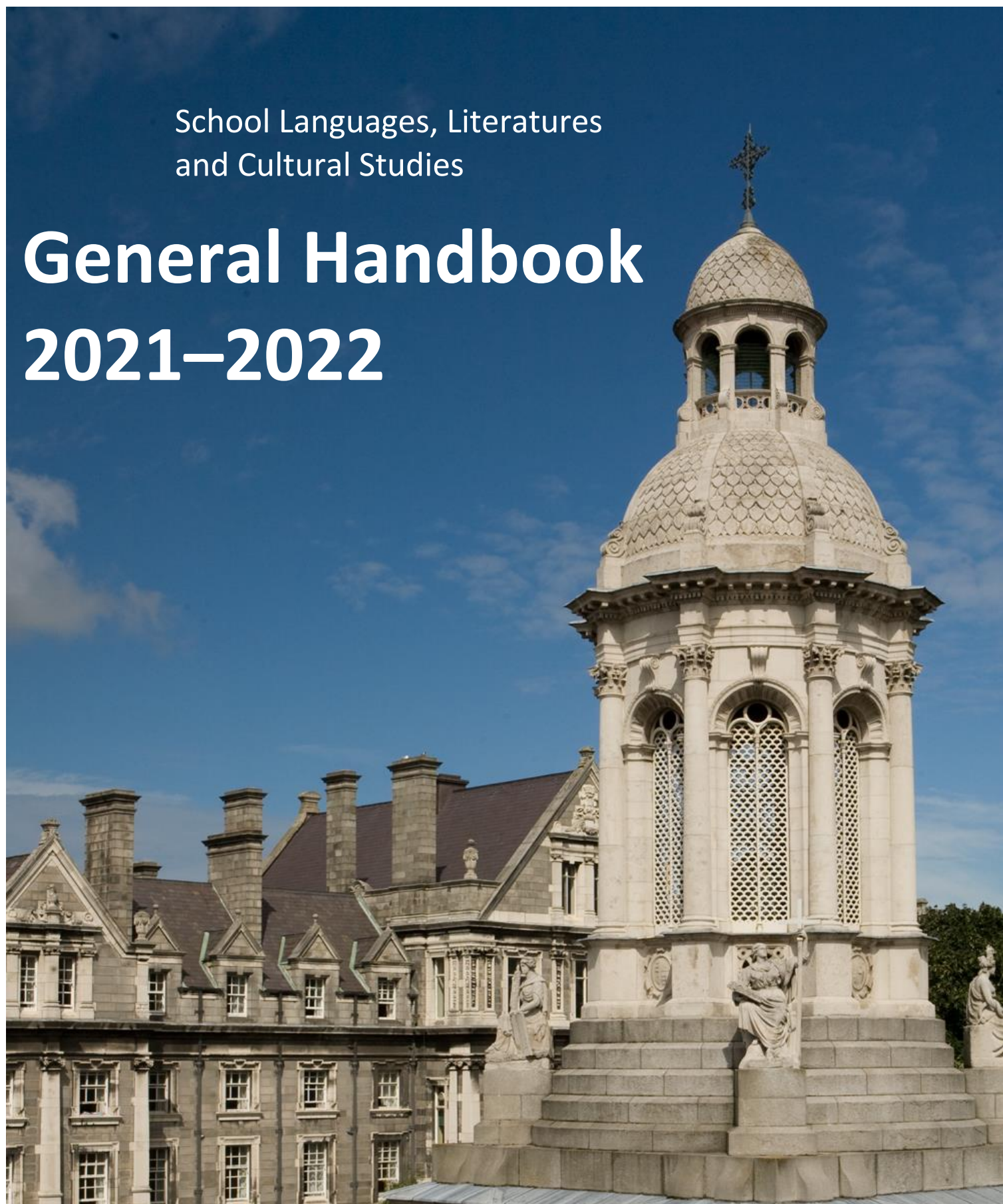**Trinity College Dublin**
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

School Languages, Literatures
and Cultural Studies

General Handbook 2021–2022

Contents

A NOTE ON THIS HANDBOOK

This handbook provides a guide to the School of Languages, Literatures and Cultural Studies. It offers guidance as to how you should interact with the academic community that you are now joining. It also sets out the supports that are available to you. We strongly advise that you read through this handbook during Orientation Week and then keep it as a reference for the duration of your degree programme.

Information is also available on the School of Languages, Literatures and Cultural Studies website and information for all programmes can also be found there.

The information in this handbook is accurate at the time of preparation. Any additional information considered necessary will be emailed to your TCD email account. You should check your TCD email account at least once a day during term time to ensure that you do not miss any important notices.

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

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

Important Information on COVID-19 Restrictions and Modes of Teaching and Learning

In order to offer taught programmes in line with government health and safety advice, teaching and learning in Semester 1 up to reading week for your programme will follow a blended model that combines online and in-person elements to be attended on campus. This blended model will include offering online lectures for larger class groupings, as well as in-person or online classes for smaller groups. The differing modes of teaching and learning for particular modules are determined by your home School. Information on the modes of teaching and learning during the second part of Semester 1 and in Semester 2 will be available closer to the time.

Registered students are expected to be available to attend in-person teaching activities. Any request not to attend in person for exceptional reasons (such as travel restrictions or underlying health conditions) will be considered on a case-by-case basis by the relevant Head of School in consultation with College Health and there is no guarantee that these requests can be facilitated. It will depend on whether the programme learning outcomes and modes of assessment can be met through remote attendance.

For those students not currently in Ireland or planning to undertake travel before the start of term, if they are returning from a country that requires mandatory hotel quarantining or self-quarantining/isolating on arrival in Ireland, they are expected to allow for the period of restricted movement after arrival and prior to commencement of their studies, and therefore should factor this into their travel plans.

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. When term starts on 13 September (or 27 September for first years), students will be permitted on campus for any in-person events that they are involved in. Access to campus will be via a valid student ID card.

SECTION I – GENERAL INFORMATION

The School comprise eight academic units, seven departments and the Centre for European Studies

French

Near and Middle Eastern Studies

Germanic Studies

Middle Eastern, European Languages Cultures

SLLCS

Russian & Slavonic Studies

Italian

Hispanic Studies

Irish & Celtic Language

Centre for Europeans Studies
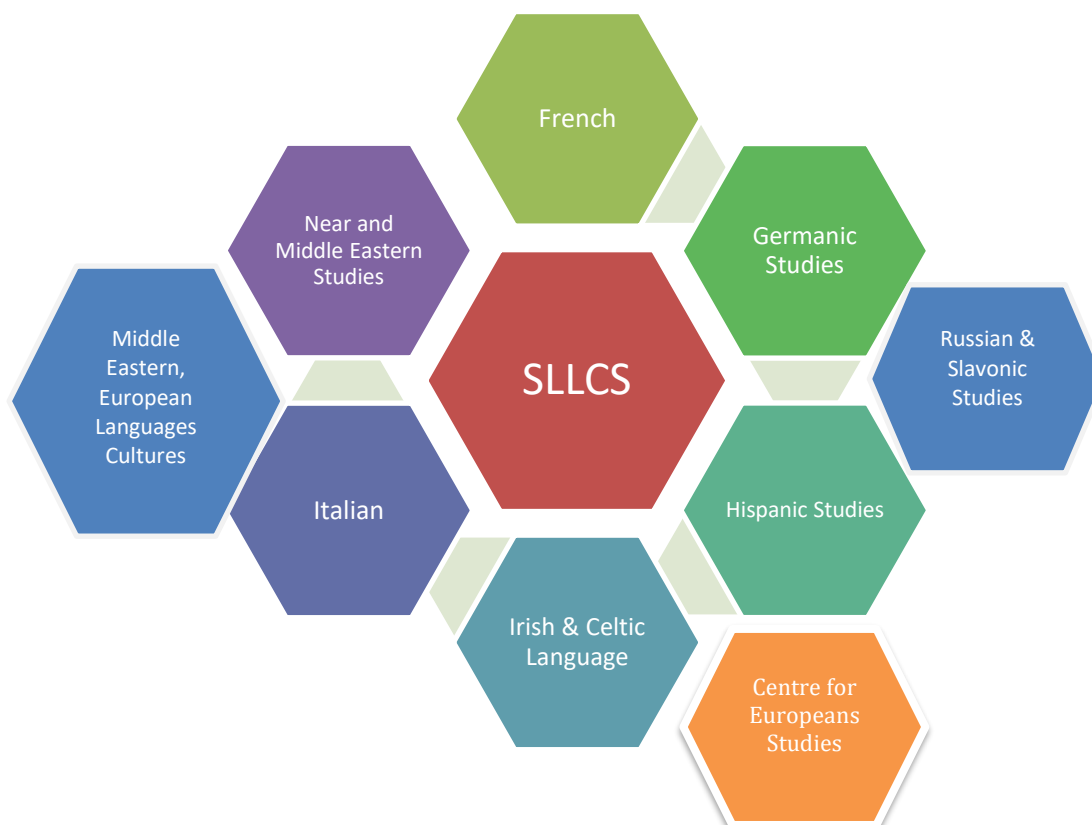
Contact Details

School of Languages, Literatures and Cultural Studies (SLLCS)
Room 5042, Arts Building
Tel: 00 353 1 896 1706/1894
sllcs@tcd.ie

Professor Omar García	Head of School	omar.garcia@tcd.ie
Ms Rima Fitzpatrick	School Administrative Manager	fitzpari@tcd.ie
Ms Sinéad Doran	Programmes & Projects Manager	doransi@tcd.ie
Ms Tracy Corbett	Communications Officer	tcorbett@tcd.ie

Department of French
Room 4109, Arts Building
Contact: french@tcd.ie
Head of Department: Dr James Hanrahan;
hanrahaj@tcd.ie

Department of Irish and Celtic Languages
Room 4055, Arts Building
Contact: nibhraoc@tcd.ie
Head of Department: Dr Eoin Mac Cárthaigh:
emaccart@tcd.ie

Department of Germanic Studies
Room 5042, Art Building
Contact: undergraduate.sllcs@tcd.ie
Head of Department: Dr Gillian Martin;
gsmartin@tcd.ie

Department of Italian
Room 4087, Arts Building
Contact: italian@tcd.ie
Head of Department: Dr Clodagh Brook:
brookc@tcd.ie

Department of Near and Middle Eastern Studies
Room 5042, Arts Building
Contact: undergraduate.sllcs@tcd.ie
Head of Department: Dr Zuleika Rodgers:
rodgersz@tcd.ie

Department of Russian and Slavonic Studies
Room 5042, Arts Building
Contact: nbrowne@tcd.ie
Head of Department: Dr Dmitri Tsiskarashvili:
dtsiskar@tcd.ie

Department of Hispanic Studies
Room 5042, Arts Building
Contact: undergraduate.sllcs@tcd.ie
Head of Department: Dr Brian Brewer:
brewerb@tcd.ie

Middle Eastern, European Languages and Cultures (MEELC)
Room 5038, Arts Building
Contact: meelc@tcd.ie
Director of MEELC: Dr Murat Siviloglu:
sivilogm@tcd.ie

Centre for European Studies
Room 5038, Arts Building
Contact: European.Studies@tcd.ie
Director of European Studies: Dr Jacqueline Hayden jahayden@tcd.ie

Key Dates

Cal. Wk	Dates 2021/22 (week beginning)	2021/22 Academic Year Calendar	Term /Semester
1	30-Aug-21	Reassessment – Semesters 1 & 2	←**Michaelmas term begins/Semester 1 begins**
2	06-Sep-21	**Orientation (all students with the exception of JF); Marking/Results**	
3	13-Sep-21	Teaching and Learning	←**Michaelmas teaching term begins for SF, JS & SS.**
4	20-Sep-21	Teaching and Learning	←**Orientation Week (JF students only)**
5	27-Sep-21	Teaching and Learning	←**Michaelmas teaching term begins for all JF students.**
6	04-Oct-21	Teaching and Learning	
7	11-Oct-21	Teaching and Learning	
8	18-Oct-21	Teaching and Learning	
9	25-Oct-21	Study/Review (Monday, Public Holiday)	
10	01-Nov-21	Teaching and Learning	
11	08-Nov-21	Teaching and Learning	
12	15-Nov-21	Teaching and Learning	
13	22-Nov-21	Teaching and Learning	
14	29-Nov-21	Teaching and Learning	←**Teaching ends for all years in SLLCS.**
15	06-Dec-21	**Revision**	
16	13-Dec-21	**Assessment***	←**Michaelmas term ends Sunday 19 December 2021 for all years.**
17	20-Dec-21	Christmas Period-College closed 24 December 2021 to 3 January 2022 inclusive	
18	27-Dec-21		
19	03-Jan-22		
20	10-Jan-22	**Foundation Scholarship Examinations^**	
21	17-Jan-22	Marking/Results	←**Hilary term begins/Semester 2 begins**
22	24-Jan-22	Teaching and Learning	←**Hilary teaching term begins for all years**
23	31-Jan-22	Teaching and Learning	
24	07-Feb-22	Teaching and Learning	
25	14-Feb-22	Teaching and Learning	
26	21-Feb-22	Teaching and Learning	
27	28 Feb-22	Teaching and Learning	
28	08-Mar-22	Study/Review	
29	14-Mar-22	Teaching and Learning **(Thursday , Public Holiday)**	
30	21-Mar-22	Teaching and Learning	
31	28-Mar-22	Teaching and Learning	
32	04-Apr-22	Teaching and Learning	
33	11-Apr-22	Teaching and Learning **(Friday, Good Friday)**	
34	18-Apr-22	**Revision (Monday, Easter Monday)**	←**Hilary term ends Sunday 24 April 2022**
35	24-Apr-22	**Trinity Week (Monday, Trinity Monday)**	← **Trinity term begins.**
36	02-May-22	**Assessment* (Monday, Public Holiday)**	
37	09-May-22	Marking/Results	
38	16-May-22	Marking/Results	
39	23-May-22	Marking/Results	
40	30-May-22	Summer Research	←**Statutory (Trinity) term ends Sunday 2 June 2019/Semester 2 ends**

* Note: additional/contingency days may be required outside of the formal assessment/reassessment weeks.
^ Note: it may be necessary to hold some examinations/assessments in the preceding week

Student Services and Support

Administrative staff are your first port of call for all general queries. Academic programme leads are available to provide assistance during the academic year. Contact details can be found on the School website.

College also provides a range of administrative, academic and wellbeing supports and services to help smooth your route through College, these include the College Tutorial Service, Student-2-Student, College Health, the Disability Service and a range of other services. You can find further information on the Student Services website and in the Student Services booklet.

1. Senior Tutor and Tutorial Service: https://www.tcd.ie/seniortutor/
2. Trinity Disability Service: http://www.tcd.ie/disability/
3. Careers Advisory Service: http://www.tcd.ie/Careers/
4. Graduate Studies Office: http://www.tcd.ie/graduatestudies/

Academic Support

Student Learning Development	http://student-learning.tcd.ie/
The Library	http://www.tcd.ie/library/
Maths Help Room	http://maths.tcd.ie/outreach/helproom/
Undergraduate Programming Centre	http://www.scss.tcd.ie/misc/psc/
Language Learning Centre	http://www.tcd.ie/slscs/clcs/llc/
Graduate Studies Office	http://www.tcd.ie/graduatestudies/
English for Academic Purposes	http://www.tcd.ie/slscs/english/in-sessional.php
Disability Service	http://www.tcd.ie/disability/
Careers Service	http://www.tcd.ie/Careers/

Health and Wellbeing Support

Student Counselling	http://www.tcd.ie/Student_Counselling/
Health Centre	http://www.tcd.ie/collegehealth/
Sport	http://www.tcd.ie/Sport/
Healthy Trinity	http://www.tcd.ie/healthytrinity/
Student2Student	http://student2student.tcd.ie/
Chaplaincy	http://www.tcd.ie/Chaplaincy/

Getting Involved

Students' Union	http://www.tcdsu.org/
Graduate Students' Union	http://www.tcdgsu.ie/
Clubs	http://www.tcd.ie/Sport/student-sport/
Societies	http://trinitysocieties.ie/
Volunteering	http://www.tcd.ie/civicengagement/
Entrepreneurship/Tangent	http://www.tcd.ie/tangent/
Global Room	http://www.tcd.ie/study/international/trinity-life/global-room/

Financial Support

Senior Tutor's Office	http://www.tcd.ie/seniortutor/students/undergraduate/financial-assistance/
Students' Union Welfare Loans	http://www.tcdsu.org/welfare/
Bursaries/Prizes (Undergraduate)	http://www.tcd.ie/calendar/undergraduate-studies/prizes-and-other-awards.pdf
Bursaries/Prizes (Postgraduate)	https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf
Exhibitions	http://www.tcd.ie/calendar/undergraduate-studies/entrance-awards.pdf
Scholarships	http://www.tcd.ie/study/undergraduate/scholarships-funding/

Support Provision for Students with Disabilities

Trinity has adopted a Reasonable Accommodation Policy that outlines how supports are implemented in Trinity. Student seeking reasonable accommodation whilst studying in Trinity must apply for reasonable accommodations with the Disability Service through their student portal (my.tcd.ie). Based on appropriate evidence of a disability and information obtained from the student on the impact of their disability and their academic course requirements, the Disability Staff member will identify supports designed to meet the student's disability support needs. Following the Needs Assessment, the student's Disability Officer prepares an individual Learning Educational Needs Summary (LENS) detailing the Reasonable Accommodations to be implemented. The information outlined in the LENS is communicated to the relevant School/Department via the student record in SITS.

Examination Accommodations and Deadlines
Students should make requests as early as possible in the academic year to ensure the Assessment, Progression and Graduation Team can set your accommodations for examination purposes.

Student Responsibilities for Departmental Assessments

Students are required to initiate contact with the School/Department and request reasonable accommodations **as per their LENS report, or email received following their needs assessment** for particular assessments for School/ Department administered assessment. Students are advised to make contact **at least two weeks prior** to the assessment date to enable adjustments to be implemented.

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. If you have a problem that is preventing you from keeping up with your work, it is essential that your tutor is informed in good time to facilitate a resolution to the issue. Tutors can help with academic advice, changing courses, withdrawing from College, exam regulations, financial assistance and personal advice.

For more information please see https://www.tcd.ie/seniortutor/

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, so you never have to worry about asking them a question or talking to them about anything that is worrying you. 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.

Website: http://student2student.tcd.ie

Email: student2student@tcd.ie

Telephone: (+353) 1 8962438

Mature Students

Further information please see https://www.tcd.ie/maturestudents/.

Trinity College Dublin Student Union (TCDSU)

The Trinity College Students Union is a union for students by students. They represent the undergraduate student body at College level. You can find further information about the union, and how to get involved, on their website, https://www.tcdsu.org/.

Student Class Representative

There is a system of class representatives organised through the Students Union. Information on the student representation structures can be found here.

Orientation

Information and guidance for new students and continuing students can be found here.

Trinity Speak

A glossary of Trinity abbreviations, titles and place names can be found here.

Co-curricular Activities

Trinity College has over 130 societies and clubs, catering for all interests. There are approximately 50 sports clubs governed by Dublin University Central Athletics Club (DUCAC). The College has a state-of-the-art Sports Centre on campus which includes a swimming pool, sauna and steam rooms, basketball, badminton, volleyball courts and 5-a-side soccer pitch. Also located on campus are squash courts, tennis courts, rugby, football and cricket pitches and a summer athletics track. See Trinity Societies and Trinity Sports Clubs for more information.

Emergency Procedure

In the event of an emergency, dial Security Services on extension 1999.

Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to telephone extension 1999 (+353 1 896 1999) in case of an emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance.

It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

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

Key Locations

Departmental offices

Departmental office locations, contact details and opening hours can be found on departmental websites.

School Office

The School office (Room 5042) is located on the fifth floor of the Arts Building.

The Library
The College's research facilities include a book stack of more than 4 million volumes, one of the largest in Europe. As the only copyright library in Ireland it enjoys the privilege of receiving, automatically and by right, all Irish and UK copyright material.

Academic Registry
The Academic Registry is responsible for services that support the complete student lifecycle of Trinity College Dublin, from application to graduation. For more information on the services of the Academic Registry please see https://www.tcd.ie/academicregistry/.

Blackboard
Blackboard is the College online learning environment. The use of Blackboard varies from module to module and individual lecturers will speak to you about the requirements for their module. In order to access a module on Blackboard the department administrator will enrol you on the module. Blackboard can be accessed via https://tcd.blackboard.com/webapps/login/.

Student Portal
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.

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.

All queries in relation to your timetable should be sent to timetables.sllcs@tcd.ie.

Email
All official email correspondence will be sent to TCD email addresses only. You should check your email on a regular basis. When emailing the School office students should include their TCD Student ID Number in all correspondence.

School Email Policy
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 or on an exchange you should still check your TCD mail periodically.

Sending Emails
Email is a useful way of contacting lecturers and administrators with queries regarding course work, to arrange an appointment, or to request a letter of recommendation. Email within college is essentially work-related, and it is appropriate to be relatively formal.

Manner

All emails should be formulated in a professional manner and a polite tone.

Subject Lines
When sending email, please fill in the subject line so as to indicate the purpose of the email. This will help the recipient to answer your query and to recover the email subsequently if necessary.

Forms of address
As a courtesy, emails should address recipients by name. If you are using titles (Ms.; Mrs.; Mr.; Dr.; Professor) these should be accurate. If you are unsure as to a name or title this can be checked on departmental website.

Introduce Yourself
If you are writing to a member of staff for the first time, make sure your complete name appears somewhere in the email.

Expectations re response
Responses to email should only be expected during normal working hours (9.00 a.m. - 5.00 p.m., Monday to Friday). During term time it is reasonable to expect a response to an email within 2-3 working days of sending it. For urgent queries and matters taking place outside term time please liaise with your tutor. Lecturers may have an 'out of office' response while on leave or while travelling on College business. A delay in response can be expected in these cases.

Copying in
It can be quick and efficient to copy additional students or members of staff into an email exchange as a way of sharing information with them. Where a recipient is 'copied in' the expectation is that no action/response is required from them. Copying in should not be used as mode of involving other colleagues or of escalating a situation.

Requests for Transcripts/Letters of Recommendation
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 your departmental office. Students should provide at least two weeks' notice when requesting a transcript or a letter of recommendation. Please also provide your full name, student number and year and course of study in your request.

Be Secure
Beware of phishing; never divulge account details and do not click on links from unknown sources.

Health & Safety statements
The College Safety Statement can be found at the following link: https://www.tcd.ie/estatesandfacilities/health-and-safety/.
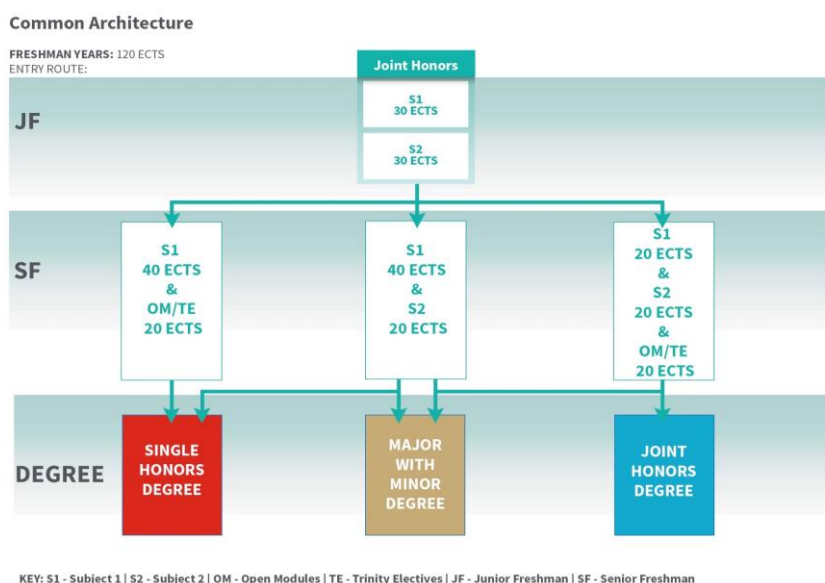
SECTION II – TEACHING AND LEARNING

Programme Architecture

Undergraduate programmes pathways can lead to awards as Single Honours, Joint Honours, Multidisciplinary, Major, and/or Minor.

TJH Programmes offered by SLLCS are as follows:

- **French**

- **German**

- **Irish**

- **Italian**

- **Spanish**

- **Russian**

- **Middle Eastern, Jewish and Islamic Civilisation**

- **Law and a Language (French/German)**

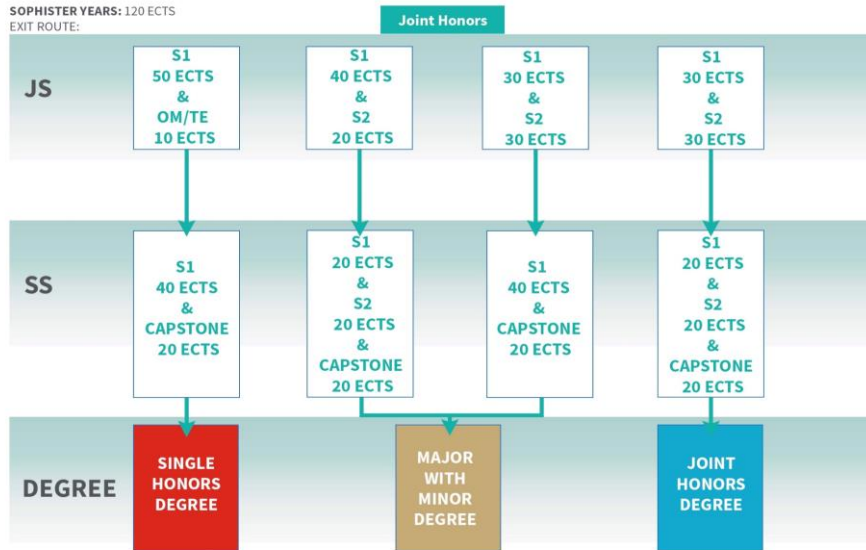- **Business Studies and a Language – Fixed Pathway**

The pathways and degree awards offered by the TJH pathway are detailed below:

Common Architecture

SOPHISTER YEARS: 120 ECTS
EXIT ROUTE:

Joint Honors

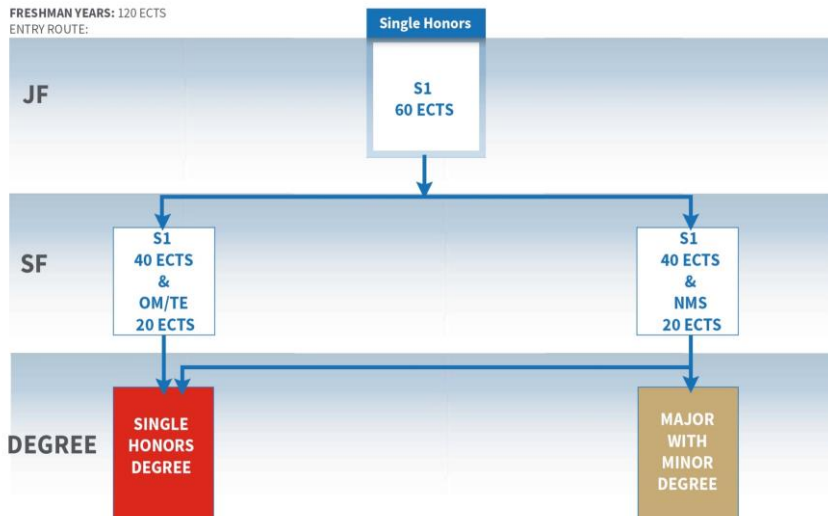|				
JS	S1 50 ECTS & OM/TE 10 ECTS	S1 40 ECTS & S2 20 ECTS	S1 30 ECTS & S2 30 ECTS	S1 30 ECTS & S2 30 ECTS
SS	S1 40 ECTS & CAPSTONE 20 ECTS	S1 20 ECTS & S2 20 ECTS & CAPSTONE 20 ECTS	S1 40 ECTS & CAPSTONE 20 ECTS	S1 20 ECTS & S2 20 ECTS & CAPSTONE 20 ECTS
DEGREE	SINGLE HONORS DEGREE	MAJOR WITH MINOR DEGREE		JOINT HONORS DEGREE

KEY: S1 - Subject 1| S2 - Subject 2 | OM - Open Modules | TE - Trinity Electives | JS - Junior Sophister | SS - Senior Sophister

## SLLCS offers a Single Honours Programme in Early and Modern Irish

Common Architecture

FRESHMAN YEARS: 120 ECTS
ENTRY ROUTE:

Single Honors

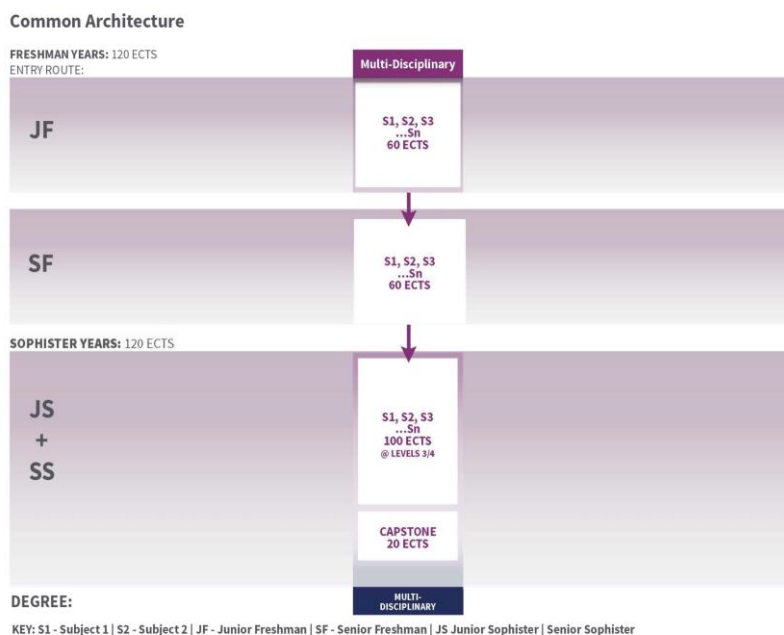|		
JF	S1 60 ECTS	
SF	S1 40 ECTS & OM/TE 20 ECTS	S1 40 ECTS & NMS 20 ECTS
DEGREE	SINGLE HONORS DEGREE	MAJOR WITH MINOR DEGREE

KEY: S1 - Subject 1 | OM - Open Modules | TE - Trinity Electives | NMS - New Minor Subject | JF - Junior Freshman | SF - Senior Freshman

Common Architecture

SOPHISTER YEARS: 120 ECTS
Exit ROUTE:

Single Honors

JS	S1 50 ECTS & OM/TE 10 ECTS		S1 40 ECTS & NMS 20 ECTS
SS	S1 40 ECTS & CAPSTONE 20 ECTS		S1 20 ECTS & NMS 20 ECTS & CAPSTONE 20 ECTS
DEGREE	SINGLE HONORS DEGREE		MAJOR WITH MINOR DEGREE

KEY: S1 - Subject 1| OM - Open Modules | TE - Trinity Electives | NMS - New Minor Subject | JS - Junior Sophister | SS - Senior Sophister
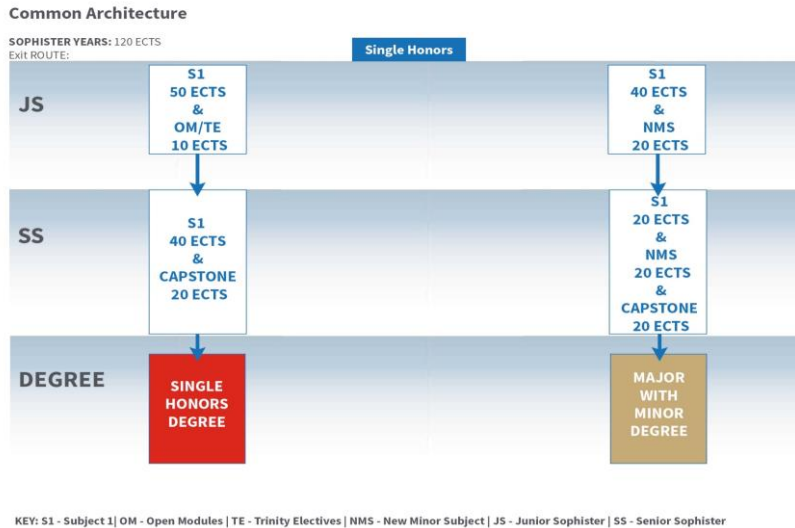
For further information on the choices and pathways available to Joint Honours students please visit the Trinity Pathways website. The Joint Honours Pathway Tool is also helpful in exploring the different pathways and the impact they will have on your degree award. Further information on Joint Honours pathways is available from the Joint Honours Course Office.

Multidisciplinary Programmes offered by SLLCS:

- **European Studies**

- **Middle Eastern and European Languages and Cultures**

- **Computer Science, Linguistics and a Language (French, Irish & Spanish)**

Common Architecture

FRESHMAN YEARS: 120 ECTS
ENTRY ROUTE:

Multi-Disciplinary

| JF | S1, S2, S3
...Sn
60 ECTS |
| SF | S1, S2, S3
...Sn
60 ECTS |

SOPHISTER YEARS: 120 ECTS

JS + SS	S1, S2, S3 ...Sn 100 ECTS @ LEVELS 3/4
	CAPSTONE 20 ECTS
DEGREE:	MULTI- DISCIPLINARY

KEY: S1 - Subject 1 | S2 - Subject 2 | JF - Junior Freshman | SF - Senior Freshman | JS Junior Sophister | Senior Sophister

Module Descriptors and Compulsory Reading Lists

Your timetable will detail all modules you are scheduled to attend in each semester. Module descriptors for each module you are timetabled for can be found on my.tcd.ie. The School reserves the right to amend the list of available modules and, in particular to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

Plagiarism & Referencing guidance

Plagiarism is interpreted by the University as 'the act of presenting the work or ideas of others as one's own, without due acknowledgement. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences. It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism. Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

Plagiarism can arise from actions such as:

(a) copying another student's work;

(b) enlisting another person or persons to complete an assignment on the student's behalf;

(c) procuring, whether with payment or otherwise, the work or ideas of another;

(d) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;

(e) paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

(i) fail to distinguish between their own ideas and those of others;

(ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;

(iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;

(iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive

Plagiarism in the context of group work

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collaboration with other students may be considered to be plagiarism. When work is submitted as the result of a group project, it is the responsibility of all students in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised. In order to avoid plagiarism in the

context of collaboration and group work, it is particularly important to ensure that each student appropriately attributes work that is not their own.

Self-plagiarism
No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism'. (College Calendar, Part II, General Regulations, §§ 96-99)

Avoiding Plagiarism
A general set of guidelines for students on avoiding plagiarism is available at http://tcd-ie.libguides.com/plagiarism. The webpages also contain materials and advice on citation styles which are used to reference properly, as well as the four levels of plagiarism offences and their consequences. Your departmental handbook may also contain specific examples of referencing conventions in your discipline. All students must complete the 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, lecturer or supervisor.

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 refer to your department for the format of essay submission coversheets.

Plagiarism Policy
If plagiarism is suspected, in the first instance, the Director of Teaching and Learning (Undergraduate), or their designate, will write to the student, and the student's tutor advising them of the concerns raised. The student and tutor (as an alternative to the tutor, students may nominate a representative from the Students' Union) will be invited to attend an informal meeting with the Director of Teaching and Learning (Undergraduate), or their designate, and the lecturer concerned, in order to put their suspicions to the student and give the student the opportunity to respond. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for them to attend. If the student does not in this manner agree to attend such a meeting, the Director of Teaching and Learning (Undergraduate), or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under conduct and College regulations.

If the Director of Teaching and Learning (Undergraduate), or designate, forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the informal meeting must state their agreement in writing to the Director of Teaching and Learning (Undergraduate) or designate. If the facts of the case are in dispute, or if the Director of Teaching and Learning (Undergraduate), or designate, feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement College procedures.

If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Undergraduate), or designate, will recommend one of the following penalties:

Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;

Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

Provided that the appropriate procedure has been followed and all parties are in agreement with the proposed penalty, the Director of Teaching and Learning (Undergraduate) should in the case of a Level 1 offence, inform the course director and where appropriate the course office. In the case of a Level 2 or Level 3 offence, the Senior Lecturer must be notified and requested to approve the recommended penalty. The Senior Lecturer may approve, reject, or vary the recommended penalty, or seek further information before making a decision. If the Senior Lecturer considers that the penalties provided for under the summary procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures referred to under Conduct and College Regulations in the College Calendar §2.

If a case cannot normally be dealt with under the summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes (College Calendar, Part II, General Regulations, §§ 100-105).

Late Submission of Coursework Policy

All students must fulfil the course requirements of the School or department, as appropriate, with regard to attendance and coursework. If you have a problem keeping

up with coursework or have an issue submitting coursework on time, please contact your tutor. You can find your tutor on my.tcd.ie or alternatively you can contact the Senior Tutors office: https://www.tcd.ie/seniortutor/students/undergraduate/

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:

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

Please note that these penalties have been agreed and are applied throughout the School of Languages, Literatures and Cultural Studies. Please contact your department for specific guidance.

In-Class Tests

Please save the dates for your in-class tests, which are announced at the beginning of the academic year. If you miss an in-class test, you will be awarded a 'zero', unless you can provide a medical certificate or evidence of other grave cause. If you think you may be absent from a test for any reason, please contact the course convenor as early as possible. When you provide proof of absence, the weight of the remaining components in the module will be recalculated accordingly.

Explanation of ECTS Weighting

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**. 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 assessments and examinations.

ECTS credits are awarded only upon successful completion of the course year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain component modules. Exceptions to this rule are one-year and

part-year visiting students, who are awarded credit for individual modules successfully completed.

Study Abroad

Students have opportunities to study abroad through an approved Erasmus or College-wide exchange programme during their JS year. For general information on study abroad, please see TCD's Study Abroad & Exchange website at http://www.tcd.ie/study-abroad/. Students should note that marks achieved abroad count towards their final degree result. Any TJH student interested in applying to study abroad should first consult the TJH Regulations for Study Abroad. For further information about the options available in different departments and on different programmes, please consult the relevant departmental coordinator. A list of designated coordinators is available here.

Registration

The Academic Registry issues an '**Invite to Register**' intray message to all new entrant and continuing students eligible to register for the forthcoming academic year through their my.tcd.ie portal. The infographic which can be found here will take you through the registration process step by step. If you have any issues during the registration process you can view a YouTube tutorial here. For a more detailed description on how to register please see the Registration Guide or contact Academic Registry.

Attendance Requirements

Students must attend College during the teaching term. They must participate fully in the academic work of their classes throughout the period of their course. Lecture timetables are published through my.tcd.ie before the beginning of Michaelmas teaching term. It is the responsibility of students to inform themselves of the dates, times and venues of their lectures and other forms of teaching by consulting these timetables.

In accordance with the regulations laid down by the University Council, students may be returned for the semester as non-satisfactory (NS) if they have been absent for more than a third of their course of study in any 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 or examinations and may be required by the Senior Lecturer to repeat the year. Further details are available in the College Calendar. See College Calendar, Part II, General Regulations and Information, §§ 24-25.

Coursework Requirements

In-course assessment and examination arrangements, including marking conventions, rubrics and grade descriptors, as well as guidelines on presentation and submission of work for assessment purposes can be found in departmental handbooks or on departmental websites. Please ensure that you familiarise yourself with these requirements.

Examinations

There are formal University assessment sessions following the end of teaching term in semester one (in Michaelmas term) and following the end of teaching term in semester

two (in Trinity term). Students are assessed at the end of semester one in all modules that are taught only in semester one and at the end of semester two in all year-long modules and all modules that are taught only in semester two. There is one reassessment session which is held at the beginning of Michaelmas term. Students are assessed in all failed modules from both semesters at the reassessment session.

Students are required to complete all assessment components for each module as prescribed by the programme regulations. No notice is required of intention to take an end-of-semester examination or to sit for reassessment in the course for which students have registered. It is the responsibility of students to establish the date, time and venue of their examinations by consulting the relevant timetable on the my.tcd.ie portal. No timetable or reminder will be sent to individual students by any office. Examination timetables are published four weeks in advance of the dates of examinations on the my.tcd.ie portal. The College reserves the right to alter the published time and date of an examination in exceptional circumstances. Students should ensure that they are available for examinations for the duration of the assessment session.

Students are not permitted to repeat successfully completed assessments or examinations in order to improve their performance.

Absence from Exams

The following is an extract from the College Calendar outlining the College policy on absence from examinations (§§ 50-58):

Students who are unable to complete such assessment components necessary to complete a module or modules at the end of the appropriate semester due to certified illness, disability, or other grave cause beyond their control may seek, through their tutor, permission from the Senior Lecturer to present at the reassessment session. Where certified illness, disability, or other grave cause beyond their control prevents a student from completing at the reassessment session they may seek, through their tutor, permission from the Senior Lecturer to repeat the year.

Where such permission is sought, it must be appropriately evidenced:

(a) For illness: medical certificates must state that the student is unfit to sit examinations/ complete assessment and specify the date(s) of the illness and the dates on which the student is not fit to sit examinations/complete assessment. Medical certificates must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

(b) For other grave cause: appropriate evidence must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

Where illness occurs during the writing of an examination paper, it should be reported immediately to the chief invigilator. The student will then be escorted to the College

Health Centre. Every effort will be made to assist the student to complete the writing of the examination paper.

Where an examination/assessment has been completed, retrospective withdrawal will not be granted by the Senior Lecturer nor will medical certificates be accepted in explanation for poor performance.

- If protracted illness prevents students from taking the prescribed assessment components, so that they cannot rise into the next class, they may withdraw from College for a period of convalescence, provided that appropriate medical certificates are submitted to the Senior Lecturer. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class. Where appropriate please see the regulations governing fitness to practise.
- Where the effects of a disability prevent a student from taking the prescribed assessment components, so that they cannot rise into the next class, the Senior Lecturer may permit the student to withdraw from College for a period of time provided that appropriate evidence has been submitted to the Disability Service. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class.
- The nature of non-standard examination accommodations, and their appropriateness for individual students, will be approved by the Senior Lecturer in line with the Council-approved policy on reasonable accommodations. Any reports provided by the College's Disability Service, Health Service or Student Counselling Service will be strictly confidential.

Feedback and Evaluation

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 seeks feedback through departmental and School meetings at which student representatives are present, as well as through the completion of module evaluation forms at the end of each module. The forms are anonymous and are usually completed online.

Where a student or group of students has concerns with any aspect of their course, the following procedure should be followed:

- The student should address their concerns to the lecturer responsible for teaching the module in a constructive and conciliatory manner. 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

Marking Scale

The following institutional marking scale has been adopted for undergraduate degree and diploma courses:

I	70-100 %
II.1	60-69 %
II.2	50-59 %
III	40-49 %
F1	30-39 %
F2	0-29 %

For further information please refer to the College Calendar, Part II, General Regulations and Information, Section II, Item 30.

Progression Regulations

For College progression regulations please reference the College Calendar at http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf

Awards

Your degree award (Single Honours, Major with Minor, Joint Honours, etc.) will depend on your programme of study. Please refer to your departmental/programme handbook for further information.

The National Framework of Qualifications (NFQ) is a system of ten levels used to describe the Irish qualifications system. The NFQ is based on standards of knowledge, skill and competence and incorporates awards made for all kinds of learning, wherever it is gained.
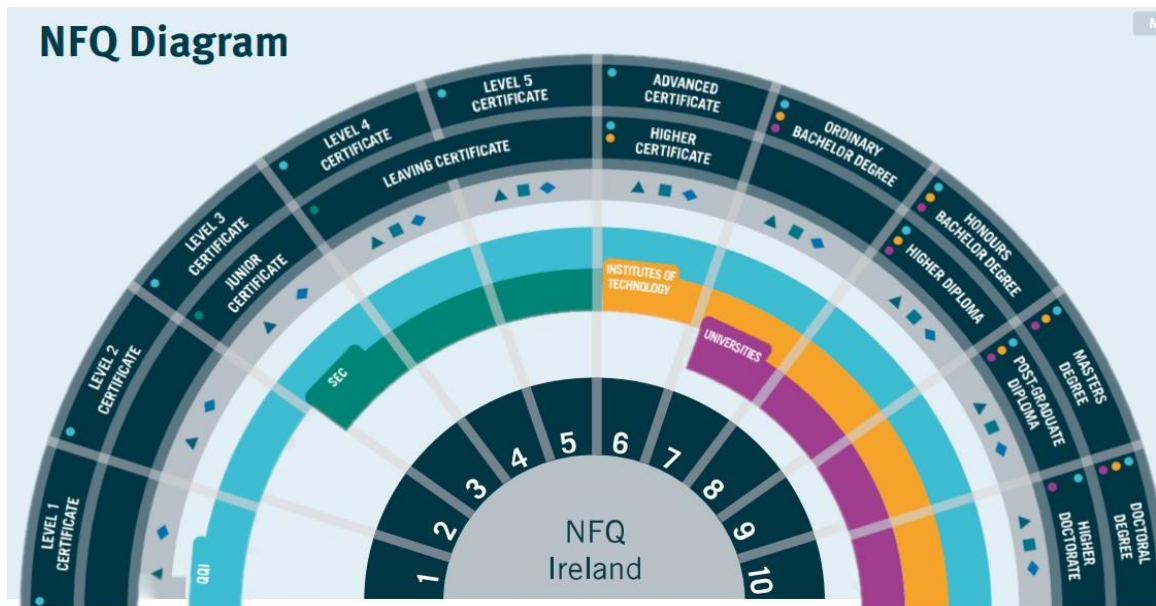
Graduate Attributes

Throughout your time at Trinity, you will be provided with opportunities to develop and evidence achievement of a range of graduate attributes that support your academic growth. Graduate attributes can be achieved in academic and co- and extra- curricular activities.

Capstone Project

The Capstone Project — though defined differently by different subjects — is the common element across all undergraduate degree exit routes and is weighted at 20 ECTS. It requires a significant level of independent research by the student. It should be an integrative exercise that allows students to showcase skills and knowledge which they have developed across a range of subject areas and across their four years of study. It should result in the production of a significant piece of original work by the student.

Students should refer to College Policies and Procedures with regards to research guidelines and ethical practices. See: Policy on Good Research Practice

Postgraduate Research and Taught Postgraduate Courses

The School of Languages, Literatures and Cultural Studies welcomes applications from suitably qualified students for graduate study. We host a thriving community of postgraduate students undertaking either one of our attractive and broad-ranging one-year taught Masters programmes, consisting of coursework and a dissertation and leading to the award of an M.Phil. degree, or enrolling as research students on a three to four-year structured doctoral programme, leading to the award of a Ph.D.

For further details see: https://www.tcd.ie/langs-lits-cultures/postgraduate/

Careers Information

Useful information and advice on careers is available on the Careers Advisory Service webpage at Home - Trinity Careers Service - Trinity College Dublin (tcd.ie).

The Careers Service supports students with career planning through a range of practical supports. It aims to help equip students with the skills needed to enhance their employability and succeed in their future careers.

MyCareer is an **online career management portal** which enables students to:

- Search and apply for job opportunities
- Search postgraduate courses and funding opportunities
- View and book employer and Careers Service events
- Submit career queries to the Careers Service team
- Book an appointment with your Careers Consultant

Reference to Relevant University Regulations

Please reference the links below for College regulations, policies and procedures:

ACADEMIC POLICIES

- https://www.tcd.ie/teaching-learning/academic-policies/

STUDENT COMPLAINTS PROCEDURE

- https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf

DIGNITY & RESPECT POLICY

- https://www.tcd.ie/equality/policy/dignity-respect-policy/

SECTION III – Scholarships and Prizes

Foundation Scholarship

Note:
Due to Covid-19, details regarding Foundation scholarship examinations for 2021-22 have yet to be finalised. These will be communicated to students as soon as confirmation is received.

Details on the College regulations for the achievement of Scholarship can be found at http://www.tcd.ie/calendar/undergraduate-studies/foundation-and-non-foundation-scholarships.pdf. Further information is also available on the relevant section of the Academic Registry website. Students enter for the Scholarship examination in their Senior Fresh year. Any student thinking of applying for the Scholarship examination should consult with their relevant department(s). Many departments hold meetings in MT to advise students on the structure and duration of the exams. Students must give formal notice of their intention to take the examination on the prescribed form available on the College website: https://www.tcd.ie/academicregistry/exams/scholarship/. Where a candidate is prevented from sitting the scholarship examination in their SF year due to exceptional circumstances (such as bereavement, serious illness), he/she may apply to the Senior Lecturer through their tutor to be allowed sit the examination in the Junior Sophister year, provided that an application for candidature was made during the specified period in the SF year.

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 first class marks in at least two out of the three papers in courses with three papers and at least two out of four papers in courses with four papers. Additionally, no paper can have a mark below 65 per cent.

Any student who wishes to withdraw from the Scholarship examination should complete the withdrawal form available on the Academic Registry website. They should also inform their relevant department(s) of their wish to withdraw.

Past Papers are available at the following link: Examinations & Assessment - Academic Registry - Trinity College Dublin (tcd.ie)

Prizes, Medals and other Scholarships
The College Calendar provides a list of all college-wide prizes available to students: prizes-and-other-awards.pdf (tcd.ie).

Gold medals are awarded by the Board of Trinity College to candidates of the first class who have shown exceptional merit at degree examinations in honour or professional courses. The Board of Trinity College has approved specific Criteria for the Award of Gold Medals.