



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

# DEPARTMENT OF HISPANIC STUDIES

## Junior Fresh Handbook (2018-2019)



# DEPARTMENT OF HISPANIC STUDIES

## TWO SUBJECT MODERATORSHIP (TSM) JUNIOR FRESH (2018-2019)

### TABLE OF CONTENTS

#### SECTION I – GENERAL INFORMATION

General Introduction	3
Safety, Health, and Welfare Information	3
College Abbreviations	4
Academic Year Structure	5
Academic Staff	6
Student 2 Student	6
Data Protection	7

#### SECTION II - TEACHING AND LEARNING

Study Skills	7
Graduate Attributes	7-8
ECTS	8
Blackboard	8
Junior Fresh Syllabus	9
Language Modules	9-10
Non-Language Modules	10-11
Assessment	11-13
Examination Regulations	14
Written Work	14
Presentation of Essays	15-16
Marking System	16
Plagiarism	17-24
Attendance	24
Foundation Scholarship	24-25
Residence Abroad	26
Erasmus	26
Student Representation	26-27
Societies	27
Careers	27
NiteLine	28
Reminder	28

## SECTION I – GENERAL INFORMATION

### GENERAL INTRODUCTION

**Welcome to the Spanish Department! This Handbook provides essential information about your Junior Fresh (JF) TSM (Two-Subject Moderatorship) study program in the Department of Hispanic Studies – you can access a copy at**

**[https://www.tcd.ie/Hispanic\\_Studies/undergraduate/tsm/jnr-freshman.php](https://www.tcd.ie/Hispanic_Studies/undergraduate/tsm/jnr-freshman.php)**

**You should also familiarize yourself with the College General Regulations, which are available at <http://www.tcd.ie/calendar/>**

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

Further information about the study program is provided by the lecturers, Blackboard, email, Department notice boards beside 5061 and 5064, and on the Department website: [https://www.tcd.ie/Hispanic\\_Studies/](https://www.tcd.ie/Hispanic_Studies/)

### SAFETY, HEALTH, AND WELFARE INFORMATION

All emergencies: fire, gas leaks, personal injury or first aid assistance, hazardous chemical spills, and other serious potential hazards must be reported immediately to a member of staff, or in their absence to the Security Centre on **extension 1999** (24-hour service). **It is strongly advised to include this number on your mobile phone 01 896 1999.**

All fire alarms and drills must be observed by leaving the building promptly.

For information on Personal Emergency Evacuation Plans (PEEPs) access [www.tcd.ie/disability-/physical-access/evacuation-plans.php](http://www.tcd.ie/disability-/physical-access/evacuation-plans.php)

## **ABBREVIATIONS**

**SP** = Spanish

**ES (SP)** = European Studies (Spanish)

**BC** = Broad Curriculum (Elective modules in SF and JS years)

**HT** = Hilary Term (Term Two) – **Lecture Term: 21st Jan. – 12 April 2019**

**JF** = Junior Fresh (First Year)

**JS** = Junior Sophister (Third year)

**MOD. I/II** = Moderatorship Part I/II (Third and Fourth Year)

**MT** = Michaelmas Term (Term One) – **Lecture Term: 10 Sept. – 30 Nov. 2018**

**NS** = Non-satisfactory

**SF** = Senior Freshman Second Year)

**SS** = Senior Sophister (Fourth and Final Year)

**TSM** = Two-subject Moderatorship

**TT** = Trinity Term – **Revision & Examinations: 15 April – 26 April 2019**



Cal. Wk.	Dates 2018/19 (week beginning)	2018/19 Academic Year Calendar	Term / Semester
1	27-Aug-18	Marking/Results	← Michaelmas Term begins/Semester 1 begins
2	03-Sep-18	Orientation (undergraduate)/Freshers' Week	
3	10-Sep-18	Teaching and Learning	← Michaelmas teaching term begins
4	17-Sep-18	Teaching and Learning	
5	24-Sep-18	Teaching and Learning	
6	01-Oct-18	Teaching and Learning	
7	08-Oct-18	Teaching and Learning	
8	15-Oct-18	Teaching and Learning	
9	22-Oct-18	Study/Review	
10	29-Oct-18	Teaching and Learning	
11	05-Nov-18	Teaching and Learning	
12	12-Nov-18	Teaching and Learning	
13	19-Nov-18	Teaching and Learning	
14	26-Nov-18	Teaching and Learning	
15	03-Dec-18	Revision	
16	10-Dec-18	Assessment	← Michaelmas term ends Sunday 16 December 2018/ Semester 1 ends
17	17-Dec-18	Christmas Period - College closed 24 December 2018 to 1 January 2019 inclusive	
18	24-Dec-18		
19	31-Dec-18		
20	07-Jan-19	Foundation Scholarship Examinations <sup>^</sup>	
21	14-Jan-19	Marking/Results	← Hilary Term begins/Semester 2 begins
22	21-Jan-19	Teaching and Learning	← Hilary teaching term begins
23	28-Jan-19	Teaching and Learning	
24	04-Feb-19	Teaching and Learning	
25	11-Feb-19	Teaching and Learning	
26	18-Feb-19	Teaching and Learning	
27	25-Feb-19	Teaching and Learning	
28	04-Mar-19	Study/Review	
29	11-Mar-19	Teaching and Learning	
30	18-Mar-19	Teaching and Learning (Monday, Public Holiday)	
31	25-Mar-19	Teaching and Learning	
32	01-Apr-19	Teaching and Learning	
33	08-Apr-19	Teaching and Learning	
34	15-Apr-19	Revision (Friday, Good Friday)	← Hilary Term ends Sunday 21 April 2019
35	22-Apr-19	Assessment (Monday, Easter Monday)	← Trinity Term begins
36	29-Apr-19	Trinity Week	
37	06-May-19	Marking/Results (Monday, Public Holiday)	
38	13-May-19	Marking/Results	
39	20-May-19	Marking/Results	
40	27-May-19	Summer Research	← Statutory (Trinity) Term ends Sunday 2 June 2019/ Semester 2 ends
41	03-Jun-19	Summer Research (Monday, Public Holiday)	
42	10-Jun-19	Summer Research	
43	17-Jun-19	Summer Research	
44	24-Jun-19	Summer Research	
45	01-Jul-19	Summer Research	
46	08-Jul-19	Summer Research	
47	15-Jul-19	Summer Research	
48	22-Jul-19	Summer Research	
49	29-Jul-19	Summer Research	
50	05-Aug-19	Summer Research (Monday, Public Holiday)	
51	12-Aug-19	Summer Research	
52	19-Aug-19	Summer Research	

<sup>^</sup> Note: it may be necessary to hold some exams in the preceding week.

## ACADEMIC STAFF INFORMATION

Name	Phone	E-mail address	Room – Arts Building
Dr Susana Bayó Belenguer <b>Head of Department</b>	(01) 896 3496	bayobels@tcd.ie	5062/5063
Dr Katerina García (Lecturer)	(01) 896 1526	kgarcia@tcd.ie	5058
Dr Ciara O’Hagan (Lecturer)	(01) 896 4236	cohagan@tcd.ie	5061
Dr Brian Brewer (Lecturer)	(01) 896 1376	brewer@tcd.ie	5059
Ms Virginia Segura González (Teaching Fellow)	(01) 896 4268	segurav@tcd.ie	5054B
Ms Patricia González Bermúdez (Teaching Fellow)	(01) 896 4268	gonzalp@tcd.ie	5054B
Mr Nuria de Cos Lara (Lectora)	(01) 896 4268	<u>descolan@tcd.ie</u>	5054B
Dr Deirdre Kelly (Teaching Fellow)	(01) 896 4268	kellyd13@tcd.ie	5054B
Mr Javier Álvarez (Language Assistant)	(01) 896 4268	<u>lvarezcj@tcd.ie</u>	5054B
<b>Department Office</b>	<b>(01) 896 1257</b>	<b>spanish@tcd.ie</b>	<b>5064</b>

### Student 2 Student (S2S)



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

## DATA PROTECTION

The General Data Protection Regulation (GDPR) is a new piece of legislation which replaces the current data protection laws in the European Union. The GDPR gives individuals greater control over their personal data by setting out additional and more clearly defined rights for individuals whose personal data is collected and processed by organisations. The GDPR also imposes corresponding and greatly increased obligations on organisations that collect this data.

Personal data is any information that can identify an individual person. This includes a name, an ID number, a postal address, online browsing history, images or anything relating to the physical, physiological, genetic, mental, economic, cultural or social identity of a person.

**You should familiarize yourself with Trinity's Data Protection policy and procedures at [https://www.tcd.ie/info\\_compliance/data-protection/](https://www.tcd.ie/info_compliance/data-protection/)**

## SECTION II - TEACHING AND LEARNING

### STUDY SKILLS

It is essential that you develop good study skills. Your undergraduate program will help you to develop key transferable skills: planning, time management, multitasking, resorfulness, self-management strategies, etc.

**Campus online resource offering e-learning modules**



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

### GRADUATE ATTRIBUTES

The Trinity Graduate Attributes embody the qualities and skills that you will further develop during your undergraduate studies as well as through engagement in co- and extra-curricular activities (for example, volunteering, internships, etc.). These attributes will strengthen the qualities and abilities that employers are looking for: versatility, effective communication, presentation skills, teamwork, leadership, creativity, initiative, and responsibility.

## To Act Responsibly

### A Trinity Graduate

- Acts on the basis of knowledge and understanding
- Is self-motivated and able to take responsibility
- Knows how to deal with ambiguity
- Is an effective participant in teams
- Has a global perspective
- Is ethically aware

## To Develop Continuously

### A Trinity Graduate

- Has a passion to continue learning
- Builds and maintains career readiness
- Commits to personal development through reflection
- Has the confidence to take measured risks
- Is capable of adapting to change



## To Think Independently

### A Trinity Graduate

- Has a deep knowledge of an academic discipline
- Can do independent research
- Thinks creatively
- Thinks critically
- Appreciates knowledge beyond their chosen field
- Analyses and synthesises evidence

## To Communicate Effectively

### A Trinity Graduate

- Can present work through all media
- Is expert in the communication tools of a discipline
- Connects with people
- Listens, persuades and collaborates
- Has digital skills
- Has language skills

## WHAT DOES ECTS STAND FOR?

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

## BLACKBOARD

[Blackboard Learn \(mymodule.tcd.ie\)](https://mymodule.tcd.ie) is the college Virtual Learning Environment (VLE). Depending on your module you can access lecture notes, online assignments, and other activities through Blackboard.

To access Blackboard click on <https://tcd.blackboard.com/webapps/login/>



# JUNIOR FRESHMAN SYLLABUS

## During the academic year the Department expects you to

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

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

## LANGUAGE

**Learning outcomes:** by the end of the academic year, students should be able to

- demonstrate a good general knowledge and understanding of grammar structures of the Spanish language.
- write short narrative and general essays.
- read and understand a wide variety of texts ranging from newspaper articles to short literary pieces.
- translate sentences and short passages from English into Spanish and vice versa.
- reach a basic level of fluency to converse on general topics.

**SP1021 Non-beginners** (10 ECTS credits) are expected each term to attend **four** language classes each week in both Michaelmas and Hilary Terms (MT and HT), **one** of which must be in Spoken Spanish; you will also be required to hand in weekly written homework and online exercises.

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

Juan Kattán-Ibarra & Christopher J. Pountain *Modern Spanish Grammar: A Practical Guide*  
(London: Routledge, 2003), **2<sup>nd</sup> Edition**

Spanish Grammar Booklet  
(included in registration fee)

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

**SP1022 Beginners** (10 ECTS credits) are expected to attend **five language classes each week** in both Michaelmas and Hilary Terms (MT and HT), **one** of which must be in Spoken Spanish; you will also be required to hand in weekly written homework and online exercises. Beginners will need a very special commitment to language study, language work, language preparation and language revision – you will be expected to have reached the same level as non-beginners by the time of the examinations in April. **Note that you must be prepared to spend considerable extra study and practice time outside class hours every week.**

**Beginners** should have a copy of

Juan Kattán-Ibarra & Christopher J. Pountain. *Modern Spanish Grammar: A Practical Guide*  
(London: Routledge, 2003), **2<sup>nd</sup> Edition**

Spanish Grammar Booklet  
(included in registration fee)

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

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

**LANGUAGE HOMEWORK IS COMPULSORY.**

**YOU WILL BE REQUIRED TO PRESENT WEEKLY WRITTEN WORK**

**AND ONLINE EXERCISES**

## NON-LANGUAGE MODULES



**SP1015 Introduction to Modern Spain** (10 ECTS credits) - all TSM Junior Freshman students (JF) attend **one** lecture each week.

Text: John Hooper *The New Spaniards* (Penguin, 2006)

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

**Learning Outcomes:** By the end of the academic year, students should be able to identify major historical, socio-economic, political, and cultural shifts that have affected Spain, to recognize to what extent Spanish society is still responding to historical experiences of the Civil War and the Franco regime.

**SP1005 Spanish and Spanish American Literature** (10 ECTS credits) - all TSM Junior Freshman students (JF) attend **one** lecture each week and **six** seminars, in which the following works will be studied:

A selection of poems	Department Poetry Booklet (included in the registration fee)
F. García Lorca	<i>La casa de Bernarda Alba</i> (ed. Ramsden, Manchester UP)
Jean Franco (ed.)	<i>Spanish Short Stories</i> (Penguin), Vol I
G. García Márquez	<i>Crónica de una muerte anunciada</i>

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

## JUNIOR FRESHMAN ASSESSMENT

The Language assessment for the year will be based on **four** in-class tests, an oral examination, and **two** 2-hour end-of-year written examinations.

### SP1021 and SP1022 Spanish Grammar and Syntax

**Paper I (35%):** Grammar and Syntax (one question) and Context Translation into Spanish (one question).

**Paper II (30%):** Translation into English (one question) and Spanish essay (one question)

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

**Continuous Assessment (20%):** four in-class tests.

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

### **SP1015 Introduction to Modern Spain**

**MT:** 3 quizzes (20%)

**MT:** One 2-hour written examination paper (**two** questions) – (50%)

**HT:** 1 written project (30%)

### **SP1005 Introduction to Spanish and Spanish American Literature**

**MT:** One 2-hour written examination paper (**two** questions) – (50%)

**HT:** One essay (50%)

## **IMPORTANT**

**To rise with your year to SF you must achieve an overall average mark of 40% or higher with 60 ECTS credits (30 for each subject) either by a straight pass or by compensation.**

**In order to pass by compensation, you must have obtained a minimum of 50 ECTS credits at 40% or above and obtained a mark of at least 35% (Qualified Fail) in the remaining module(s).**

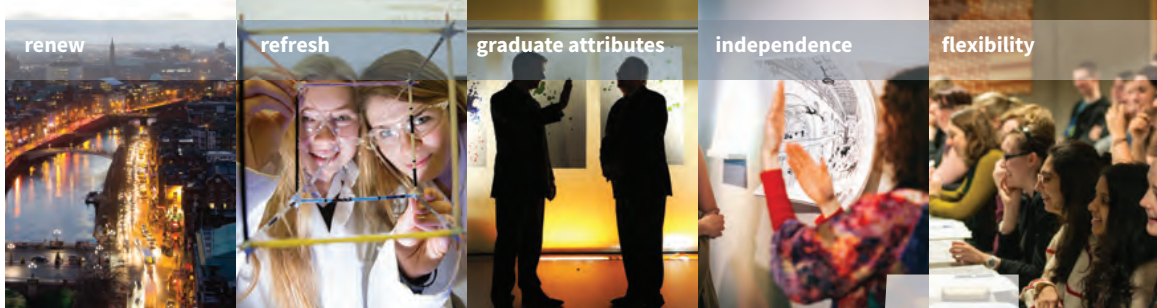
**Any module with a mark below 35% cannot be compensated.**

**If you have Qualified Pass (QP) marks (35-39%), but also have a Fail in any module you will have to re-sit at the supplemental session in August [all failed components in all modules for which you received a QP or a Fail](#).**

**Also see the ‘Trinity Education Project’ below.**



# The Trinity Education Project



## 5 Facts for Students about the New Academic Progression Regulations from 2018/19

### 1 When will the new academic progression regulations start?

The regulations outlined below will apply to all undergraduate students from 2018/19.

### 2 How will these new regulations benefit me?

They will be more transparent, consistent and meaningful to all students and staff.

### 3 What are the new compensation regulations?

All modules and components within modules will be “compensatable”.

#### In order to rise with their year students:

- Will be required to accumulate 60 ECTS and obtain an overall pass mark;
- Will be permitted to compensate a maximum of 10 ECTS at qualified pass.

#### Students will have to present for reassessment when:

- They obtain more than 10 ECTS at qualified pass;
- They obtain a fail grade for any module;
- They do not obtain an overall pass.

#### Reassessment:

- If a student fails the year, they will be required to repeat the year in full (all modules and all assessment components).
- The same compensation regulations will apply for reassessment as for semester 1 & 2 assessment.

**Pass mark:**  
a mark of 40% or above (or 50% or above for some professionally accredited courses).

**Qualified Pass:**  
marks between 35-39% (or 45-49% for some professionally accredited courses).

**Reassessment session:**  
usually occurs at the end of August to coincide with the start of Semester 1 of the next academic year.

## EXAMINATION GENERAL REGULATIONS

---

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

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

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

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

---

## WRITTEN WORK ON NON-LANGUAGE COURSES

### HILARY TERM (HT)

**Introduction to Spanish and Spanish American Literature:** a term essay (about 2000 words), set by Friday 1 March 2019 (week 6 teaching term), and handed in to the Department Office, no later than **12 noon Friday 10 April 2019**. This essay will account for 50% of the total mark for this module.

**Introduction to Modern Spain:** a written project (2500-3000 words), set by Friday 25 January 2019 (week 1 teaching term), and handed in to the Department Office, no later than **5 p.m. Friday 15 March 2019**. This project will account for 30% of the total mark for this module.

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

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

## PRESENTATION OF ESSAYS

1. **Essays should be typed on one side only.** Use the grammar and spellcheck facility of a word processor. Insert all Spanish accents and other orthographical signs. If you present your essay handwritten, be sure to write legibly. **Marks will be lost for poor presentation.**
2. Make sure you write grammatical English sentences. Capitalize and punctuate properly. Think especially about occasions when clarity would be better served by the use of a colon or semi-colon instead of a comma. Never use a comma where a full-stop or a semi-colon should be used.
3. Consult a dictionary regularly if you suspect that you have a tendency to misspell words, either in English or in Spanish. In particular, pay special attention to the possessive apostrophe, and also distinguish between “it’s” as an abbreviation for ‘it is’ or ‘it has’, and ‘its’ as a possessive adjective (I’ve given the cat its dinner).
4. Leave a margin of **at least** an inch all round each page. Number **all** the pages.
5. The essay must engage with the theme: if a question is being asked then that question must be answered; if it asks for discussion on topic A, the essay cannot be about topic B.
6. Writing in note form or using conversational abbreviations of ordinary English or Spanish words, are not acceptable (e.g., do not write “can’t” for cannot/can not).
7. A change of theme or a new stage in the argument demands a new paragraph. Each paragraph should develop, expand, clarify or exemplify your argument(s). While paragraphs should not be excessively long, avoid one-sentence paragraphs.
8. Italicize the titles of books and complete works like plays, stories, novels and (usually) poems: e.g. *La vida es sueño*, *El celoso extremeño*, *La familia de Pascual Duarte*, *Romance sonámbulo*. Do not use inverted commas for the titles of extended written works.
9. Note that, in Spanish book titles, only the first letter is capitalized, except for proper names and words that always have a capital letter, as for example, in the following novels: *Cinco horas con Mario*, and *Su único hijo*.
10. Titles of chapters, articles in periodicals, essays in collections (and sometimes shorter poems) are given in quotation marks: for example, ‘Poetic Unity in Lorca’s *Romancero Gitano*’. The name of the periodical is italicized, and identified thus: *Bulletin of Hispanic Studies*, 21 (1954), pp. 150-151 – that is, vol. no., (year), page reference(s).
11. QUOTATIONS from a literary work should be identified: number or line-numbers of poem; chapter and page-number of novel or play. Indicate which edition you are using. Subsequent references can be put in your text in brackets and need not be relegated to footnotes or endnotes. Avoid a string of footnotes or endnotes referring only to the work that you are chiefly discussing. Quotations of less than about four lines should be run on in the text. This includes poetry, the lines of which are then separated by forward slashes. **Longer quotations (over about 40 words)**, whether in verse or prose, are given their own lines of text, and should be indented and single spaced without single inverted commas. Your quotations should make sense either as part of your own sentence or as complete sentences in their own right (avoid such mistakes as “The author refers to older ‘people who think like teenagers’ in his 1987 interview” – either ‘older people ... teenagers’ if ‘older’ is part of the quotation, or else “... refers to older people ‘who think ... teenagers’ otherwise).

12. FOOTNOTE/ENDNOTE numbers should be placed at the end of a sentence after the punctuation. Notes provide supplementary information to the argument conducted in the body of the text. They should be used very sparingly and never simply for effect.
13. Ensure that only essential footnotes/endnotes are included. When a particular work is being frequently referred to throughout the essay, the first reference to that work should be footnoted. A footnoted reference should read as in the following example: Paul Preston. *Franco. A Biography*. London: HarperCollins Publishers, 1993, pp. 23-24; and all further references to this work are given by page number(s) in brackets in the text.
14. There are different ways of referring to critical works in your bibliography. The most complete is probably as follows: Author, Title, Place of publication, Publisher (if available), date; e.g., Elliot, J. H. *Richelieu and Olivares*. Cambridge: Cambridge University Press, 1984, p. 99. For editions of texts, use the following convention: Author, Title, Editor; then as above: Pérez Galdós, Benito. *Fortunata y Jacinta*. Ed. F. Caudet. Madrid: Cátedra, 1985, p. 98.
15. If you use someone else's ideas – whether quoted or paraphrased – you must attribute the borrowing to the author. A reference in the Bibliography is not enough. **Your indebtedness to the writer must be acknowledged at the point of borrowing**. You can use some of the standard conventions to attribute borrowings to an author; for example: According to F. Caudet ... (p. 5); Paul Preston argues that ... (p. 25); As J. H. Elliot points out, ... (p. 89).
16. Even if you do not incorporate quotations from or references to books or articles in the body of your essay, you must, on a separate page entitled Bibliography, give a list of the sources you have used in the preparation of the essay.
17. You must follow the same conventions and appropriate referencing when accessing material on the web, and in brackets add the date you accessed the website; for example, <http://www.tcd.ie/Local/> (accessed 12 January 2016).
18. **Basic principles:** be clear and consistent; in general, it is sound practice to let the introduction briefly outline what you intend to deal with, discuss, describe etc.; the body of the essay should fulfill the expectations prompted by the introduction; the essay should be rounded off with a brief conclusion of the arguments and themes.
19. **The Department strongly recommends that all students have their own copy of John Peck & Martin Coyle, *The Student's Guide to Writing* (London: Macmillan Press Ltd., 1999).**
20. **MARKING SYSTEM - GRADES AND MARK:**

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

**First (excellent):**

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



### **Upper Second (very good):**

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

### **Lower Second (good):**

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

### **Third (acceptable):**

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

### **Fail I (not acceptable):**

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

### **Fail II (inadequate):**

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

## **PLAGIARISM**

### **WHAT IS PLAGIARISM?**

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

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

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

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

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

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

### **REMEMBER**

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

### **VERY IMPORTANT**

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

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

We ask you to take the following steps:

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

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

**Completing the tutorial is compulsory** for all students.

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

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

## **Text of Declaration**

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

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

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

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

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

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

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

---

### **Matrix of Levels & Consequences**

---

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

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

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

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

	Level 2 Plagiarism is considered as academic misconduct.	
<b>Level 3</b>	You receive a formal written warning from the Head of School.	Level 3 Plagiarism occurs when you should have been aware of what constitutes plagiarism.
		Your work* demonstrates one or more of the following:
	<ul style="list-style-type: none"> <li>It contains elements of another student's work, even if they gave you permission to use their work;</li> </ul>	
	<ul style="list-style-type: none"> <li>You have submitted, on more than one occasion for credit, a correctly cited and referenced assignment from your own research. This work may have been submitted either in whole or in part, for separate marks in a different module or in previous years;</li> </ul>	
	<ul style="list-style-type: none"> <li>Substantial sections copied from other sources and presented as your own;</li> </ul>	
	<ul style="list-style-type: none"> <li>It borrows, substantially, material and/or language from a source without correct acknowledgement ;</li> </ul>	
	The piece of work in question is inadmissible. There is no opportunity for resubmission with corrections. The student is required to submit a new piece of work as a supplemental assessment during the next available session. Provided the work is of passing standard, the assessment mark and the module mark will be capped at the pass mark. Discretion lies with the Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies (as appropriate) in cases where there is no standard opportunity for a supplemental assessment under applicable course regulations.	<ul style="list-style-type: none"> <li>It makes extensive use of synonyms instead of the author's original voice, but keeps to the same structure and meaning of the</li> </ul>

		<p>original work;</p> <ul style="list-style-type: none"> <li>• It contains fabricated referencing, is without referencing or citation, or lacks, to a large degree, appropriate citation and/or referencing.</li> </ul>
	<p>Level 3 Plagiarism is considered as academic misconduct.</p>	
<p><b>Level 4</b></p>	<p>Case referred to the Junior Dean for disciplinary procedures.</p>	<p>Level 4 plagiarism cannot normally be dealt with under summary procedures (Levels 1-3 above). For example, plagiarism in the context of postgraduate theses or dissertations will always be categorised as Level 4. The following constitute examples of Level 4 plagiarism:</p> <ul style="list-style-type: none"> <li>• You have previously committed plagiarism and this is a repeat offence;</li> <li>• You have sought, bought or commissioned work with the intention of representing it as your own work;</li> <li>• You have improperly enlisted editorial input, eg. engaging a paid proof reader or copy-editing service, having a language assignment edited by a native speaker where language competence is being assessed;</li> <li>• Your submitted</li> </ul>

		assignment is identical to another student's work, even if they gave you permission to use their work.
*The term 'work' refers to individual or group work		

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

## ATTENDANCE

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

## SCHOLARSHIP EXAMINATION

The objective of the Foundation Scholarship examination is to identify students who, at a level of evaluation appropriate to the Senior Freshman year, can consistently display exceptional knowledge and understanding of their subjects. The searching examination requires candidates to demonstrate: skill in synthesizing and integrating knowledge across the full range of the set examination materials; rigorous and informed critical thought; and, in appropriate disciplines, a highly developed ability to solve problems and apply knowledge.

The Scholarship is awarded solely on the basis of this examination performance – and no other factors are taken into account. A Scholarship at Trinity College remains the most prestigious undergraduate award in the country, an award that has undoubtedly helped to foster long-lasting links between many outstanding graduates and the College. A principal aim of the College is the pursuit of excellence: one of the most tangible demonstrations of this is the institution of the Scholarship.

Students considering the Scholarship Examination must access the link below to familiarize themselves with the general regulations:

<https://www.tcd.ie/academicregistry/exams/scholarship/>. The Scholars themselves, an excellent source of encouragement and advice, have produced a very useful video which you can view at <https://www.youtube.com/watch?v=-0RweAxp6vs>



Make sure you complete the online Application Form which will be downloadable at the ‘academicregistry/exams’ link – **deadlines to submit the online application to the Academic Registry: 16 – 30 October 2018.**

The Scholarship will examine the language and non-language modules studied in Junior Freshman year and in Michaelmas Term (MT) of the Senior Freshman year. Students must demonstrate:

- a high level of language competence in written and oral Spanish – special attention will be given to accuracy and fluency
- a marked ability to answer questions on their course work in a reasoned, structured, analytical, and convincing manner.

**Candidates must sit two papers:**

### **LANGUAGE**

One paper on Spanish language competence (1.5 hours) – 200 marks.

An oral examination (approximately 15 minutes) – 50 marks.

### **COURSE WORK (non-language modules)**

One paper (3 hours) – total 250 marks – with three sections:

- A: questions on JF and SF (MT) Coursework (25%)
- B: a question on an unseen literary text (25%)
- C: general questions (not from the set curriculum for Spanish) related to your area of study (50%).

Candidates must answer one question from each section.

Successful candidates, those achieving an overall mark of 70% or higher with a grade profile showing the attainment of first class marks in at least two out of three papers in courses with three papers and at least two out of four papers in courses with four papers; and the remaining paper(s) achieving a mark of 65% or above, are elected by the Board on Trinity Monday.

Two additional regulations were introduced in 2015-2016. First, to be eligible for Scholarship a candidate cannot achieve a mark below 65% on any paper. Second, all courses will examine students on material that goes beyond the set curriculum by setting discipline-specific general paper(s) and/or general section(s) on papers as part of their examination. Consult the College *Calendar* for further details.

### **REMEMBER**

The Scholarship Examination can only be taken by students in their Senior Freshman year, except in exceptional circumstances when students may defer it to the following year. In the event that a serious problem arises in the lead-up to the examination please contact your Tutor, who will make the appropriate application.

## RESIDENCE REQUIREMENT

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

## ERASMUS YEAR ABROAD

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

We have exchanges with



## STUDENT REPRESENTATION

Trinity College values student representation and input at all levels of the College's committee and decision-making structures. The Students' Union and Graduate Students' Union take responsibility for electing and appointing representatives for each level. These elected representatives have responsibility for raising the issues affecting their constituency with the relevant College authorities.

College will expect you to

- elect a class representative
- be proactive in bringing your concerns and opinions to your class representative and to the relevant College and Students' Unions' committees
- inform your representative of your opinions on every College policy decision

**Class Reps** - class representatives are permitted to email their classes; should any class reps experience difficulty in using appropriate lists they should [contact the IT Service Desk](#). Class reps can also email the student course mailing lists, but not the route, discipline, module, subject or tutor lists. (Often classes consist of students taking different courses hence access to multiple course lists is required).

Department Committee meetings: each term we organize a meeting which all class reps are expected to attend.

## SOCIETIES

Contact Ms Aoife Curtin (email: [curtinao@tcd.ie](mailto:curtinao@tcd.ie)) for information on the Hispanic Society.

For the Modern Languages Society access <http://trinitysocieties.ie/society/?socid=77>

## CAREERS

The Careers Advisory Service is involved in a wide range of student, employer and academic related activities on and off campus. They welcome enquiries at any time and are glad to meet with you and your students or to answer enquiries by telephone or email.

Some of the Careers Advisory Service activities include:

- Helping students to make occupational and educational choices.
- Careers Information Provision online and in the Careers Information Centre in 7-9 South Leinster St.
- Careers Education including the Personal Development Program which is developed in collaboration with the academic community.
- Promotion of opportunities including Vacancies, Work Experience and Internships, and Postgraduate Study options.
- Employer Liaison which involves supporting employers meeting students through vacancy advertising, employer presentations, employer information stands, careers information days, employer fairs and much more.

**For additional information access:** <https://www.tcd.ie/Careers/>

## NITELINE

**NiteLine**, a non-profit service provided free of charge to students, has been in operation for 25 years. It is run by a team of dedicated volunteer students, who have undergone rigorous training with the objective of supporting their peers. NiteLine is open every single night during term from 9.00 p.m to 2.30 a.m, responding through instant messaging and over the phone to students who may be going through an emotionally difficult time.



**FREE**  
**ANONYMOUS**  
**NO PROBLEM TOO BIG OR TOO SMALL**

Freephone: 1800 793 793  
Instant messaging: [niteline.ie](https://niteline.ie)  
9pm - 2.30am every night of term



## REMINDER

### 2018/19 Assessment Dates

- **MT (Semester 1) Assessment 2018:** Monday 10 December to Friday 14 December
- **Foundation Scholarship Assessment 2019:** Monday 7 January to Friday 11 January
- **HT (Semester 2) Assessment 2019:** Tuesday 23 April – Saturday 27 April
- **Reassessment 2019:** Monday 26 August - Saturday 31 August

## IMPORTANT

Teaching staff is available for consultation only during the statutory term (i.e., NOT from 27 May 2019 to 23 August 2019). The Department will advise the date for feedback on failed papers and viewing of scripts in April. If for whatever reason you cannot attend, any queries regarding examination results and repeats should be directed to the Department before Friday 25 May 2019.

© Department of Hispanic Studies 2018-2019