



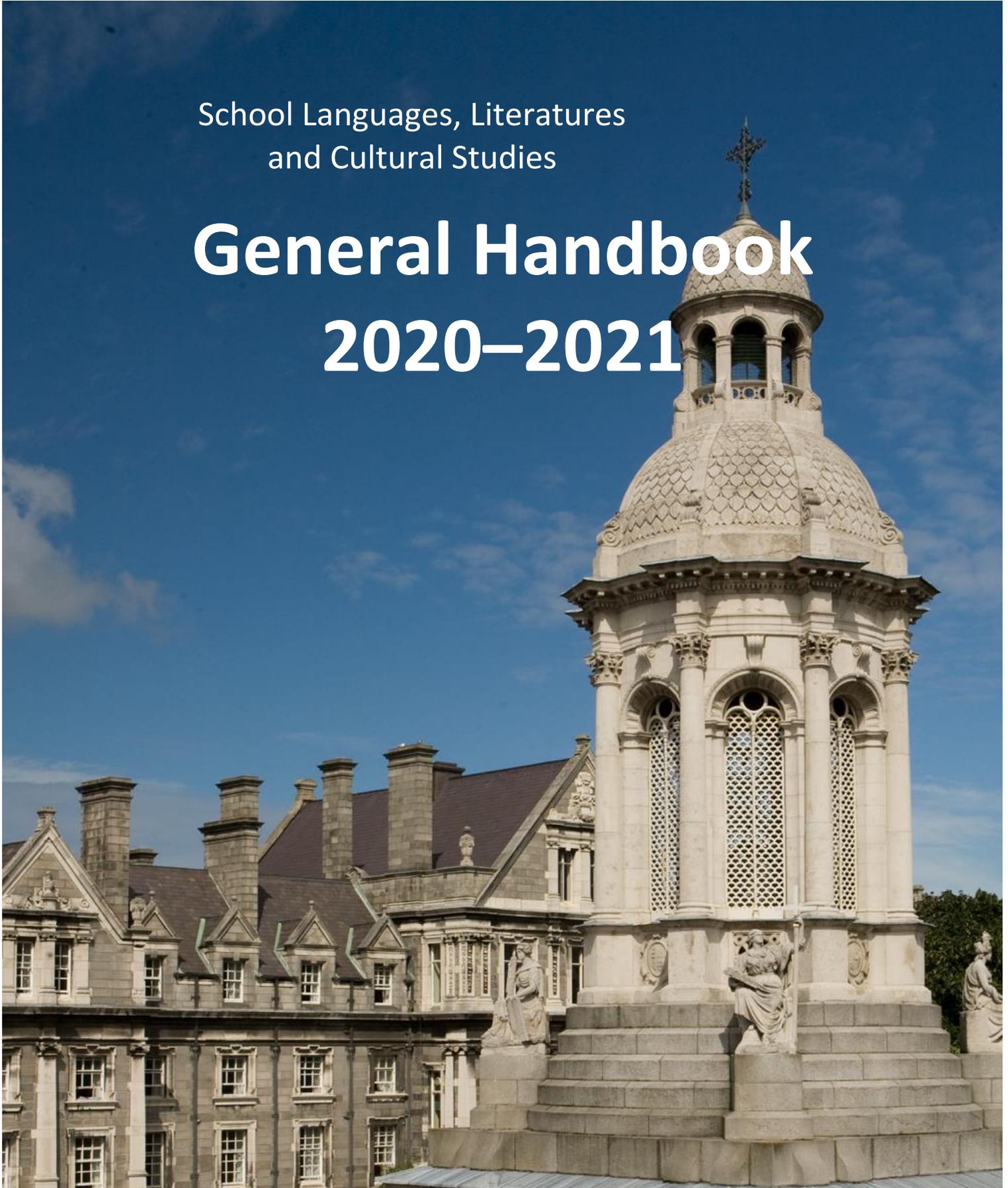
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School Languages, Literatures
and Cultural Studies

General Handbook 2020–2021



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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 the degree programme. The information in the handbook changes slightly from year to year, but you will not be given another hardcopy of it.

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.

Covid-19 Statement

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 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 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 in Semester 2 will be available closer to the time.

Trinity will be as flexible as possible in facilitating late arrivals due to travel restrictions, visa delays, and other challenges arising from the COVID-19 pandemic. If you expect to arrive later than 28th September, please alert your course coordinator as early as possible.

For those students not currently in Ireland, according to current Government health and safety guidelines, please note that these students are expected to allow for a 14-day period of restricted movement after arrival and prior to commencement of their studies, and therefore should factor this into their travel plans.

For those students currently on the island of Ireland, we remind you of the Irish Government's advice that all non-essential overseas travel should be avoided. If you do travel overseas, you are expected to restrict your movements for 14 days immediately from your return, during which time you will not be permitted to come to any Trinity campus.

Therefore, as you are required to be available to attend College from the beginning of the new teaching year on 28 September, **please ensure you do not return from travel overseas any later than 13 September.**

SECTION I – GENERAL INFORMATION

Introduction

Welcome to the School of Languages, Literatures and Cultural Studies. We are committed to delivering high quality programmes that prepare our graduates for exciting and rewarding careers in a broad variety of fields. We also equip our graduates with the linguistic and intercultural competencies to be successful in an interconnected world and to make their mark as global citizens.

In 1776 Trinity College was the first university in the world to introduce the study of modern continental languages. Today our School is ranked 75th in the world in the 2019 QS University Rankings by Subject. Over the centuries, we have produced generations of high-achieving graduates, including, in Samuel Beckett, one Nobel Prize winner. Graduates who combine advanced linguistic and cultural competencies with specialist skills are in very high demand across a range of attractive professional fields. In our globalized world, this demand will only continue to grow.

We strongly believe in a student-centred and empowering approach to teaching and learning. We educate our students to be intellectually reflective, historically and culturally aware, critical and questioning, imaginative and socially responsible. We put a strong focus on small group teaching and pastoral care. Our teaching is research-led in order to enable deep learning and to be fresh and responsive to the challenges of our times.

We offer many attractive and innovative degree programmes across a wide range of languages, literatures and cultures at undergraduate and postgraduate level. At the undergraduate level these include Joint Honours (Modern Languages plus another subject / or language), European Studies, Middle Eastern and European Languages and Cultures, Business and a Language and Computer Science and Language. In addition, the Dual BA degree programme between Trinity College Dublin and Columbia University offers students a unique undergraduate educational experience.

At the postgraduate level, we offer Literary Translation, Comparative Literature and Identities and Cultures of Europe. Our many international links and exchange programmes with the best universities in Europe and beyond along with a mandatory year abroad for many of our programmes ensure that the lived experience and practice of intercultural dialogue is an essential element of studying languages at Trinity College.

Our internationally influential research makes significant and transformative contributions to cross-cultural knowledge and understanding in a range of fields relevant for navigating cultural diversity. We attract a high number of research students who receive close supervision and thorough research training to prepare them for careers within and outside of academia.

I hope you enjoy your visit to our website. Please explore our programmes and staff profiles. Our website is designed to provide you with the most current and up-to-date information. However, we welcome the opportunity to speak with you directly. We will gladly provide you with any additional information and/or answer any questions that you may have.

Professor Anne Fitzpatrick (Head of School)

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



Contact details

School of Languages, Literatures and Cultural Studies (SL LCS)

Room 5042, Arts Building

Tel: 00 353 1 896 1706/1894 sllcs@tcd.ie

Professor Anne Fitzpatrick	Head of School	fitzpaa@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 5065, Art Building

Contact: germanic@tcd.ie

Head of Department

Prof Mary Cosgrove cosgroma@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 5038, Arts Building

Contact: nmes@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 5038, Arts Building

Contact: spanish@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 Zuleika Rodgers rodgersz@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

2020/21 Academic Year Calendar		Term / Semester	
Calendar Week	Week beginning	UG continuing years / PG all years	UG new first years
1	31-Aug-20	Marking/Results	
2	07-Sep-20		
3	14-Sep-20	Appeals	
4	21-Sep-20	Orientation (UG Visiting/Erasmus & PG)	
5	28-Sep-20	Teaching and Learning	Orientation (UG new first years)
6	05-Oct-20	Teaching and Learning	Teaching and Learning
7	12-Oct-20	Teaching and Learning	Teaching and Learning
8	19-Oct-20	Teaching and Learning	Teaching and Learning
9	26-Oct-20	Teaching and Learning (Mon, Public Holiday)	Teaching and Learning (Mon, Public Hol)
10	02-Nov-20	Teaching and Learning	Teaching and Learning
11	09-Nov-20	Study/Review	Teaching and Learning
12	16-Nov-20	Teaching and Learning	Teaching and Learning
13	23-Nov-20	Teaching and Learning	Teaching and Learning
14	30-Nov-20	Teaching and Learning	Teaching and Learning
15	07-Dec-20	Teaching and Learning	Teaching and Learning
16	14-Dec-20	Teaching and Learning	Teaching and Learning
17	21-Dec-20	Christmas Period - College closed	
18	28-Dec-20	24 December 2020 to 3 January 2021 inclusive	
19	04-Jan-21	Revision	Revision
20	11-Jan-21	Assessment*	Assessment*
21	18-Jan-21	Assessment*/ Foundation Scholarship^	Assessment*
22	25-Jan-21	Marking/Results	Marking/Results
23	01-Feb-21	Teaching and Learning	Teaching and Learning
24	08-Feb-21	Teaching and Learning	Teaching and Learning
25	15-Feb-21	Teaching and Learning	Teaching and Learning
26	22-Feb-21	Teaching and Learning	Teaching and Learning
27	01-Mar-21	Teaching and Learning	Teaching and Learning
28	08-Mar-21	Teaching and Learning	Teaching and Learning
29	15-Mar-21	Study/Review (Wed, Public Holiday)	Study/Review (Wed, Public Holiday)
30	22-Mar-21	Teaching and Learning	Teaching and Learning
31	29-Mar-21	Teaching and Learning (Fri, Good Friday)	Teaching and Learning (Fri, Good Friday)
32	05-Apr-21	Teaching and Learning (Mon, Easter Monday)	Teaching and Learning (Mon, Easter Monday)
33	12-Apr-21	Teaching and Learning	Teaching and Learning
34	19-Apr-21	Teaching and Learning	Teaching and Learning
35	26-Apr-21	Trinity Week (Mon, Trinity Monday)	Trinity Week (Mon, Trinity Monday)
36	03-May-21	Revision (Mon, Public Holiday)	Revision (Mon, Public Holiday)
37	10-May-21	Assessment*	Assessment*
38	17-May-21	Assessment*	Assessment*
39	24-May-21	Marking/Results	Marking/Results
40	31-May-21	Marking/Results	Marking/Results
41	07-Jun-21	Research (Mon, Public Holiday)	Research (Mon, Public Holiday)
42	14-Jun-21	Research	Research
43	21-Jun-21	Research	Research
44	28-Jun-21	Research	Research
45	05-Jul-21	Research	Research
46	12-Jul-21	Research	Research
47	19-Jul-21	Research	Research
48	26-Jul-21	Research	Research
49	02-Aug-21	Research (Mon, Public Holiday)	Research (Mon, Public Holiday)
50	09-Aug-21	Research	Research
51	16-Aug-21	Research	Research
52	23-Aug-21	Research	Research

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

Revised Calendar dates approved by Council on 05/06/2020

Last updated: 17 August 2020

Please consult your Department website for specific details on submission dates deadlines.

Student Services and Support

Each department within the School of Languages, Literatures and Cultural Studies has dedicated administrative staff. Administrative staff are your first port of call of all general queries. Academic programme leads are available to provide assistance during the academic year. Contact and appointment details can be found on the department website and on the relevant staff member's office door.

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 activities. You can find further information at the links below:

1. Student Services Website – www.tcd.ie/student-services/
2. Student services booklet:
[https://www.tcd.ie/students/assets/pdf/Student%20Services%20Booklet%20\(web%20version\).pdf](https://www.tcd.ie/students/assets/pdf/Student%20Services%20Booklet%20(web%20version).pdf)
3. Senior Tutor and Tutorial Service - <https://www.tcd.ie/seniortutor/>
4. Trinity Disability Service - <http://www.tcd.ie/disability/>
5. Mature Student Office - <https://www.tcd.ie/maturestudents/>
6. Careers Advisory Service - <http://www.tcd.ie/Careers/>
7. Graduate Studies Office - <http://www.tcd.ie/graduatestudies/>

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 applying for reasonable accommodations with the Disability Service in 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 via the student record in SITS.

Examination accommodation 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 the following deadlines are applied:

- Semester 1 assessments and Foundation Scholarship assessment: Thursday 22 October 2020
- Semester 2 assessments: (to be confirmed)
- Reassessments: (to be confirmed)

Student responsibilities for departmental assessments/course tests

- 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. Keep in touch with your tutor and let him/her know how you are getting on. 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.

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

Student 2 Student

From the moment that you arrive in College, right the way to your end of exams, Student 2 Student (S2S) is here to make sure that your first year is fun, engaging and a great foundation for the rest of your time in Trinity. You will meet S2S mentors in Freshers' Week. They will keep in regular touch with you throughout your first year and invite you to events. They will also provide useful information about your course and what to look out for. Mentors are students who have been through the first year and know exactly what it feels like, 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

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 at the following link:

<https://www.tcdsu.org/aboutus>

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 always 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 [here](#)

Key Locations

Departmental offices

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

School office

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

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.

If your timetable module list is incorrect then you should notify your department administrative staff.

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 at all times.

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 re 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 the school / department 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 (that is, 9.00am - 5.00pm 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 e.g. while travelling on College's business. Delay in response can be expected in those cases, please liaise with your tutor if it is a tutorial matter.

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 a mode of involving other colleagues or of escalating a situation.

Requests for Transcripts/Letters of Recommendation

If you are emailing a request for a transcript or a letter of recommendation please allow at least ten working days for your request to be processed. Such requests will be expedited if you include your student number in your email.

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/>

School Complaints Policy

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

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

College Policy on Dignity and Respect can be found at: <http://www.tcd.ie/about/policies/respect.php>

College regulations on disciplinary and grievance procedures can be found at: http://www.tcd.ie/hr/assets/pdf/procedure_disciplinary_procedure_staff.pdf

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

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

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

There are a number of procedures which enhance this dialogue:

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

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

Consultation, advice and support

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

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

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

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

Students are encouraged to consult the following sources:

- College DIGNITY & RESPECT POLICY is available on line at <http://www.tcd.ie/about/policies/respect.php>
- College regulations on disciplinary procedures are contained in the College Statutes at <http://www.tcd.ie/registrar/statutes/> See in particular the sections on Conduct: Academic Staff Conduct and Schedule on grievance and disciplinary procedures relating to members of the academic staff; as well as the Schedule on Student Discipline.

SECTION II – TEACHING AND LEARNING

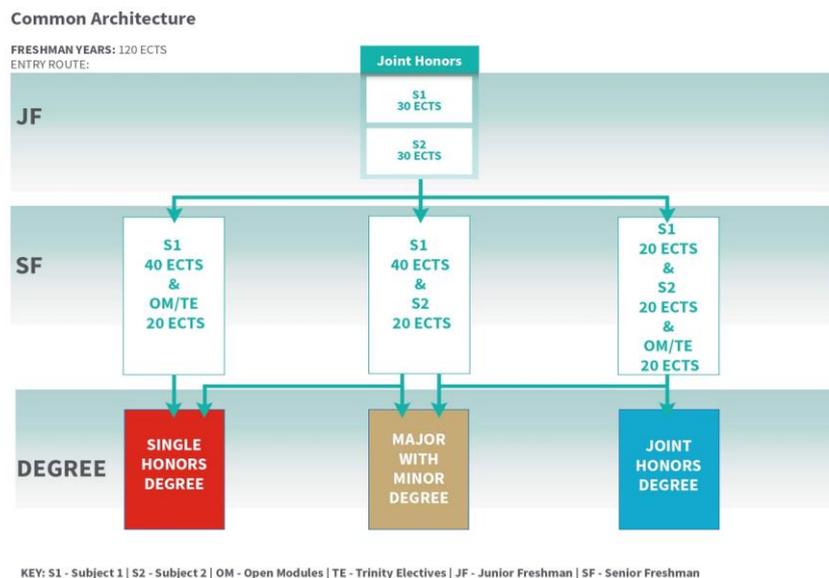
Programme Architecture

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

Two subject programmes offered by SLLCS are as follows:

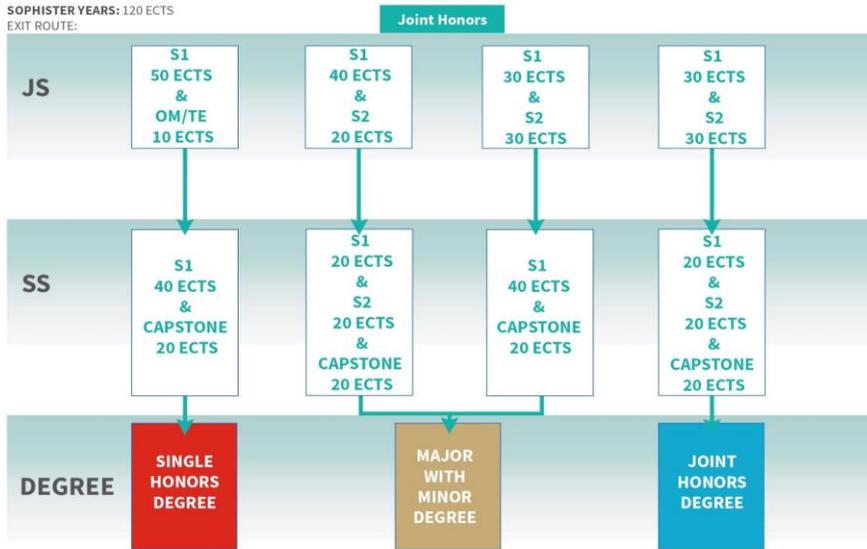
- French
- German
- Irish
- Italian
- Spanish
- Russian
- Middle Eastern, Jewish and Islamic Civilisation
- Law and French / German
- Business & Language – one pathway only open

The pathways and degree awards offered by the 2 subject pathway are detailed in the following diagrams:



Common Architecture

SOPHISTER YEARS: 120 ECTS
EXIT ROUTE:



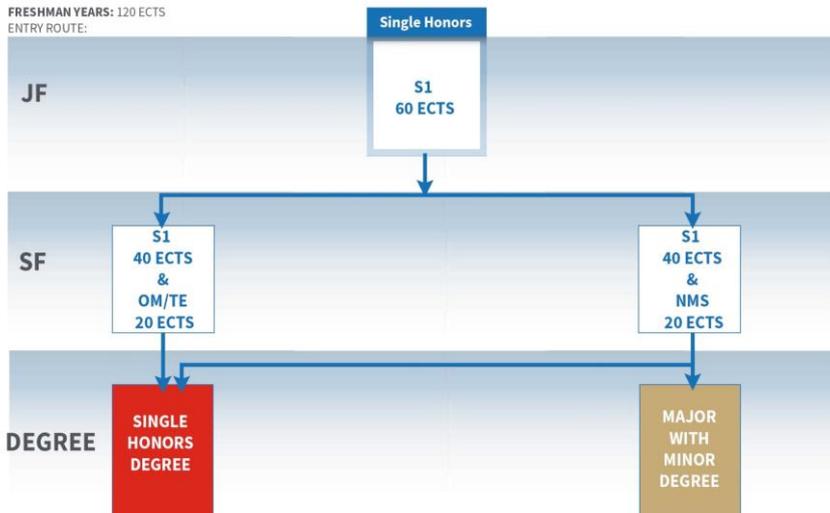
KEY: S1 - Subject 1 | S2 - Subject 2 | OM - Open Modules | TE - Trinity Electives | JS - Junior Sophister | SS - Senior Sophister

Single subject programme offered by SLCS:

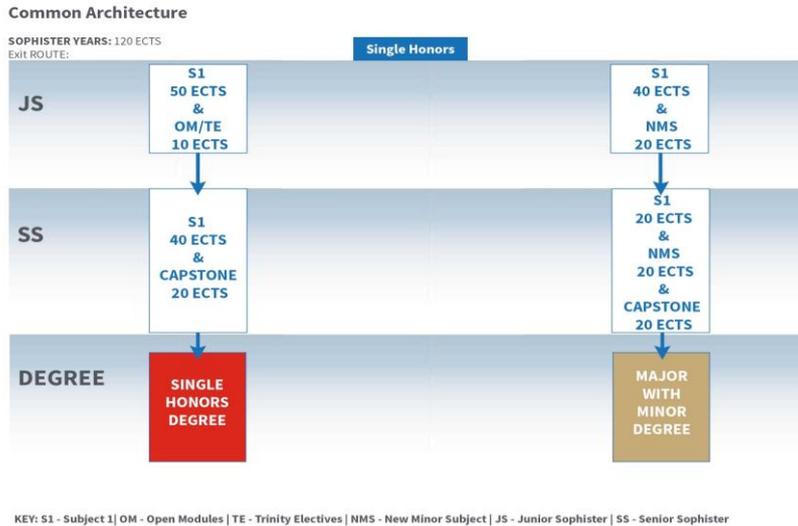
- Early and Modern Irish

Common Architecture

FRESHMAN YEARS: 120 ECTS
ENTRY ROUTE:



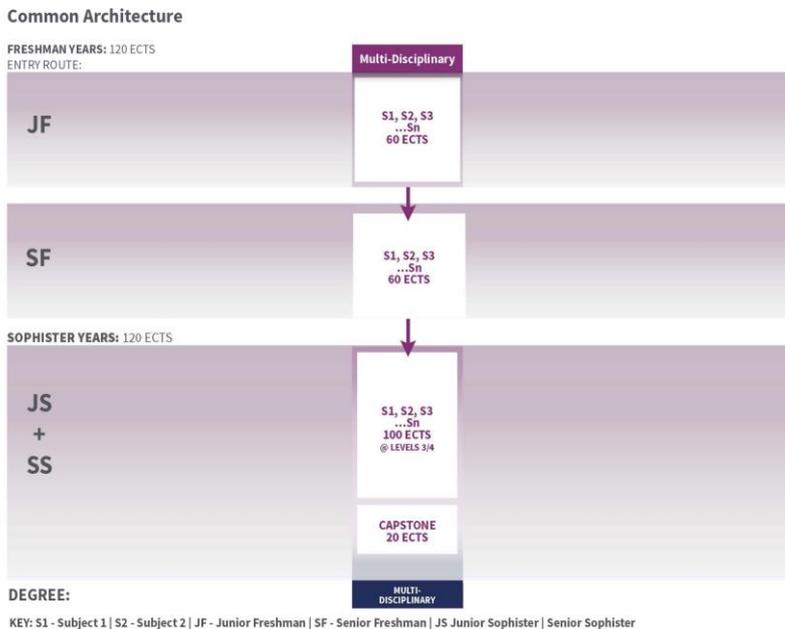
KEY: S1 - Subject 1 | OM - Open Modules | TE - Trinity Electives | NMS - New Minor Subject | JF - Junior Freshman | SF - Senior Freshman



However, available pathways are subject to change and may be dependent subject to capacity.

Multidisciplinary programmes offered by SLCS:

- **European Studies**
- **Middle Eastern and European Languages and Cultures**
- **Computer Science and Language (until 20/21 only)**



Plagiarism & Referencing guidance

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

The College's definition of plagiarism and specification of its consequences can be viewed here <http://tcd-ie.libguides.com/plagiarism>. These webpages are designed to help you to understand what plagiarism is and to employ the principles of academic integrity so as to avoid plagiarising. They also set out the regulations in Trinity relating to plagiarism offences and how they are dealt with. The College Calendar defines plagiarism, gives examples of the kinds of actions that are deemed to constitute plagiarism, and elaborates on the procedures for dealing with plagiarism cases. It is essential that you read the Calendar entry that is relevant to you as an undergraduate or postgraduate student.

The webpages also contain materials and advice on [citation styles](#) which are used to reference properly. You should familiarise yourself with the content of these pages. All students must complete our [Ready Steady Write plagiarism tutorial](#) and sign a declaration when submitting course work, whether in hard or soft copy or via Blackboard, confirming that you understand what plagiarism is and have completed the tutorial. If you read the information on plagiarism, complete the tutorial and still have difficulty understanding what plagiarism is and how to avoid it, please seek advice from your College tutor, your Course Director, your supervisor, or from [Student Learning Development](#).

Plagiarism Declaration

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

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

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

Please refer to your relevant Department for the format of essay submission coversheets.

Late Submission of Coursework Policy

All students must fulfil the course requirements of the school or department, as appropriate, with regard to attendance and course work. Students may be required to submit coursework according to agreed submission dates. 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 late submission of written coursework without an approved extension or acceptable explanation (e.g. Medical certificate) as follows:

- Up to one week's lateness incurs a penalty of 10% mark reduction;
- One to two week's lateness incurs a penalty of 20% mark reduction.
- After 2 weeks 0 will be awarded.

Please note that these penalties have been agreed and are applied throughout the School of Languages, Literatures and Cultural Studies.

Please refer to your relevant Department for specific guidance.

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.*

Erasmus

The Erasmus Programme is a European Commission programme which enables and encourages students across Europe to study at another university as part of their university degree programme.

If you have thought about living abroad and studying at another university, learning about a different culture, improving your languages skills, and making new friends, the Erasmus Programme is for you.

Students can participate for a semester or a full academic year.

Trinity has participated in the Erasmus Programme since its inception in 1987 and continues to play an active and positive role in the programme.

Students considering Erasmus should contact their Department for specific details and review the information [here](#) for application and deadlines for submission.

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

All students should enter into residence in or near Dublin and must begin attendance at the College not later than the first day of teaching term, and may not go out of residence before the last day of teaching term, unless they have previously obtained permission from the Senior Lecturer through their tutor.

Students must attend College during the teaching term. They must take part fully in the academic work of their class throughout the period of their course. Lecture timetables are published through [my.tcd.ie](#) and on school or department notice-boards before the beginning of Michaelmas teaching term. The onus lies on students to inform themselves of the dates, times and venues of their lectures and other forms of teaching by consulting these timetables.

The requirements for attendance at lectures and tutorials vary between departments. In general you are required to attend at least two-thirds of all lectures. Tutorial attendance is compulsory. If you are ill for more than a few days, you should give a copy of a clearly dated medical certificate to your Department. If you are absent for other reasons such as family illness, bereavement, etc., you are advised to see your tutor.

In special circumstances exemption from attendance at lectures for one or more terms may be granted by the Senior Lecturer; application for such exemption must be made in advance through the tutor. Students granted exemption from attendance at lectures are liable for the same annual fee as they would pay if attending lectures. Students thus exempted must perform such exercises as the Senior Lecturer may require. If these exercises are specially provided, an additional fee is usually charged.

Students who in any term have been unable, through illness or other unavoidable cause, to attend the prescribed lectures satisfactorily, may be granted credit for the term by the Senior Lecturer and must perform such supplementary exercises as the Senior Lecturer may require. The onus for informing the Senior Lecturer of illness rests with individual students who should make themselves familiar with the general and more detailed school or course regulations regarding absence from lectures or examinations through illness. In addition, issues with students may arise from time to time, which in the opinion of the Senior Lecturer affect a student's ability or suitability to participate in his or her course.

If required by the Senior Lecturer, students (other than those subject to Calendar, Part II, General Regulations and Information, Section II, Item 28) are obliged to undergo a medical examination or assessment by a doctor or specialist nominated by the Senior Lecturer at the expense of the College for the purpose of obtaining an opinion as to the student's medical fitness to continue with his/her studies or as to his/her ability or suitability to participate in his/her course to the standards required by the College. Students found to be unfit following such a medical examination or assessment may be required to withdraw until such times as they are deemed fit to resume their studies. Students who fail to attend such a medical examination or assessment within a reasonable period may be required by the Senior Lecturer to withdraw until such time as

they attend the aforementioned medical examination or assessment and are deemed fit to resume their studies.

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 on your Department website. Please familiarise yourself with these requirements as they will become very important throughout the academic year.

[Student Learning Development](#) provides learning support to help Trinity students reach their academic potential.

Absence from exams

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.

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 relevant formal assessment session as stated in the Calendar PART I - ALMANACK.

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. The onus lies on each student to establish the dates, times and venues of 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.

The College has approved the practice of anonymous marking for undergraduate examinations at the formal assessment and reassessment sessions.

All undergraduate results are published by student number. The results for assessment completed in semester one are provisional until moderated by the court of examiners in Trinity term.

Students are required to complete all assessment components for each module as prescribed by the programme regulations.

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

Please save the dates for your tests, which are announced at the beginning of the academic year. If you miss a test, you will be marked '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 your continuous assessment will be recalculated accordingly.

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.

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 %

Results for undergraduate diploma courses are published as either distinction (70-100 per cent), pass (40-69 per cent), or fail (0-39 per cent).

For further information, please refer to Calendar, Part II, General Regulations and Information, Section II, Item 30 [here](#)

Progression regulations

For College progression regulations please reference the College Calendar:

<http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf>

Awards

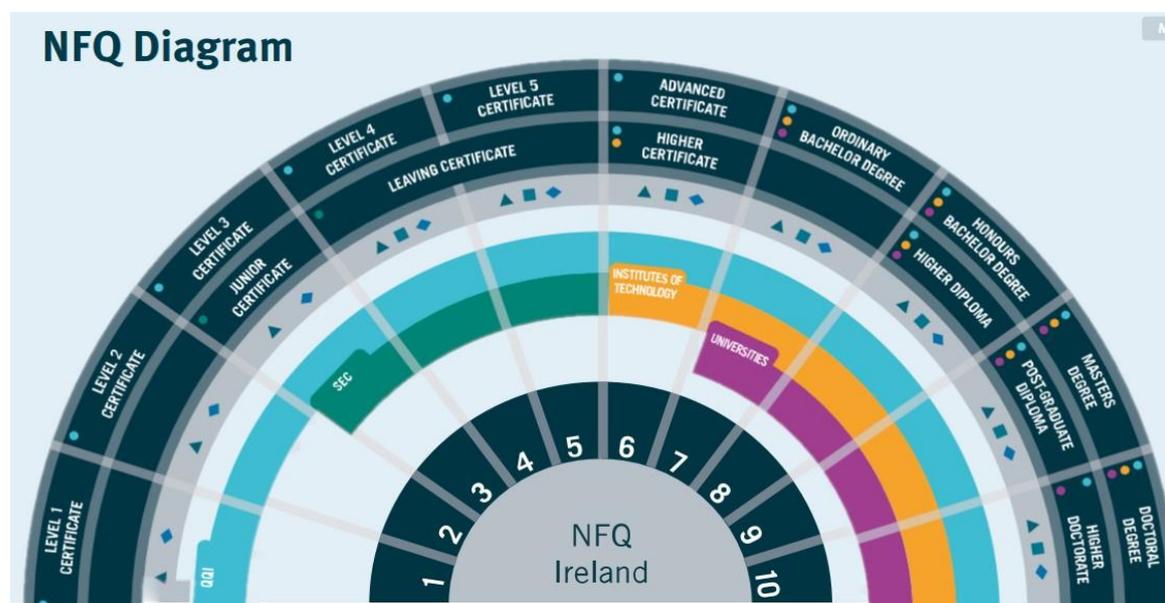
Degree Options available to Students on the undergraduate programmes include: Single Honors, Joint Honors, Major with Minor, or Multidisciplinary depending on the programme of study. Please refer to your Department website or handbook for further information.

Exit Awards (B.A. (Ord.)

For postgraduate taught and research programmes the awards include MPhil and PhD.

Exit Awards (PGrad.Dip)

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.

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

Capstone (UG programmes only)

The capstone project — though defined differently by different subjects — is the common element across all 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. It should provide them with the opportunity to demonstrate their attainment of the four graduate attributes: to think independently, to communicate effectively, to develop continuously and to act responsibly.

Students should refer to School and College Policies and Procedures with regards to Research guidelines and ethical practices.

<https://www.tcd.ie/TEP/Council/assets/Capstone%20Projects.pdf>
[Policy on Good Research Practice](#)

Module Descriptor Preface

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.

Module Descriptors and Compulsory Reading Lists

Your timetable will detail all modules you are scheduled to attend in each semester. Module descriptions for each module you are timetabled for can be found on my.tcd.ie.

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 course work 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

What do you want to do? How will you get there? We are here to support you in answering these and other questions about your career.

MyCareer

An online service that you can use to:

- Apply for opportunities which match your preferences -vacancies including research options
- Search opportunities-postgraduate courses and funding.
- View and book onto employer and CAS events
- Submit your career queries to the CAS team.
- Book an appointment with your Careers Consultant

Simply login to MyCareer using your Trinity username and password and personalise your profile.

Careers Advisory Service

Trinity College Dublin, 7-9 South Leinster Street, Dublin 2

01 896 1705/1721 | Submit a career query through MyCareer



MyCareer:
mycareerconnect.tcd.ie



[TCD.Careers.Service](https://www.facebook.com/TCD.Careers.Service)



[TCDCareers](https://www.pinterest.com/TCDCareers)



[www.tcd.ie/
Careers/students/postgraduate/](http://www.tcd.ie/Careers/students/postgraduate/)



[@TCDCareers](https://twitter.com/TCDCareers)



[tinyurl.com/LinkedIn-
TCD-Connecting](https://www.linkedin.com/company/TCD-Connecting)

Opening Hours

During term: 9.30am -5.00pm, Monday –Friday

Out of Term: 9.30am -12.30pm & 2.15 -5.00pm, Monday -Friday

Reference to Relevant University Regulations

ACADEMIC POLICIES

You will find all the Academic Policies and Procedures in this link

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

STUDENT COMPLAINTS PROCEDURE

If you have any complaints you can find the properly Procedure

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

DIGNITY & RESPECT POLICY

Dignity, Equality and sources support

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

Feedback and Evaluation

Evaluation

- Annual postgraduate taught course evaluation evaluated on two occasions using agreed on-line questionnaires
- At the end of the taught component and at the time of submission of the dissertation.

Feedback

- Trinity has developed a Procedure for the conduct of focus groups for student evaluation of modules and programmes. The Quality Office maintains a panel of trained focus group facilitators and notetakers. Schools and Disciplines can access the panel via the Quality.Officer@tcd.ie email.

Students Partnership

- Review our Policy
- <https://www.tcd.ie/teaching-learning/assets/pdf/academicpolicies/StudentPartnershipPolicy.pdf>

SECTION III – Scholarships and Prizes

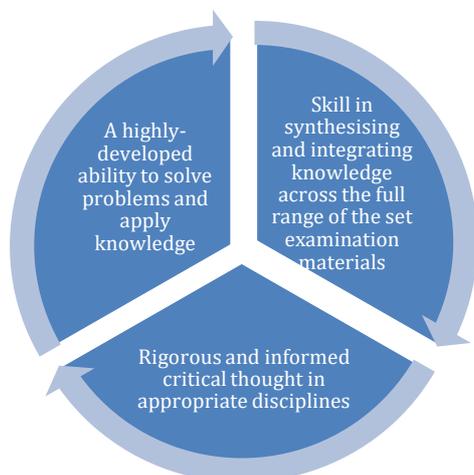
Foundation scholarship

Note:

Due to Covid-19, details regarding Foundation scholarship examinations for 2020-21 have yet to be finalised. These will be communicated to students as soon as confirmation is received.

Foundation scholarship is a College institution with a long history and high prestige, and is a distinctive feature of student life at Trinity. It involves a searching examination, set and assessed so as to select students of outstanding ability. 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 demonstrate exceptional knowledge and understanding of their subjects.

The examination requires candidates to demonstrate:



The award is based solely on the performance in the scholarship examination, and past performance in other examinations is not taken into account, nor is there any attempt to identify through any subjective means students who may be appropriate candidates for scholarship. 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 College. A principal objective of College is the pursuit of excellence: one of the most tangible demonstrations of this is the institution of scholarship.

Scholars are elected annually on the result of an examination held in the week before the start of Hilary term. Candidates are required to sit three to four examination papers amounting to eight to nine hours of examinations. 'Seen' papers¹ are not permitted in the Foundation Scholarship examinations. In all courses, there must be a minimum of 25 per cent of the overall scholarship mark assigned to questions which are 'general', that is, discipline-related but extending beyond the set curriculum. This may be achieved with one or more general paper(s) or it may also be achieved by setting a compulsory general section or sections on one or more paper(s). Some courses may choose to have a combination of a full general paper and general section(s) on papers. Details of the examination in the various academic courses are stated below, §§25-75.²

Candidates intending to present for scholarship should be advised that it is not possible to substitute a Broad Curriculum module as an element of the scholarship examination.

¹A 'seen' paper is a paper where all, or some of the questions, including the specific wording, are made available to the candidates ahead of the examinations.

²For special awards available at entrance see ENTRANCE EXHIBITIONS.

As foundation scholarships are limited in number, non-foundation scholarships are also provided by the College. Students elected to these scholarships enjoy the same emoluments and privileges as foundation scholars, subject to the same conditions.

Following the receipt of recommendations made by local courts of examiners and the approval by the Central Scholarship Committee, elections are made by the Board on the Monday in Trinity Week with respect to those candidates achieving an overall first class result (70 per cent or higher), along with a grade profile indicating 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. Candidates must also achieve at least 65 per cent in any other paper(s), in the examination for scholarship. The scholarship examination is held on such days as are stated in the Calendar, PART I - ALMANACK.

Candidature is limited to registered Senior Freshman students.³ Where a candidate is prevented from sitting the scholarship examination in the Senior Freshman year due to exceptional circumstances (such as bereavement, serious illness), he/she may apply to the Senior Lecturer through his/her 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 Senior Freshman year. Candidates must give notice of their intention to take the examination on the prescribed form available on the College website at www.tcd.ie/academicregistry/exams/scholarship.

No candidate may be elected to scholarship twice. The previous conduct of candidates must have been satisfactory. Candidates must have paid the current annual fee of their class.

All candidates for scholarships shall furnish to the Board on or before the day of election, information as to their full names and place of birth. This requirement is normally met by the signing of the scholars book at the time of the examination.

Prizes, medals and other scholarships

Information can be found on Department websites.

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 honor or professional courses. The Board of Trinity College has approved specific [Criteria for the Award of Gold Medals](#).

³Students registered to the evening course in information systems should refer to the scholarship course entry for details concerning the course year of eligibility.