



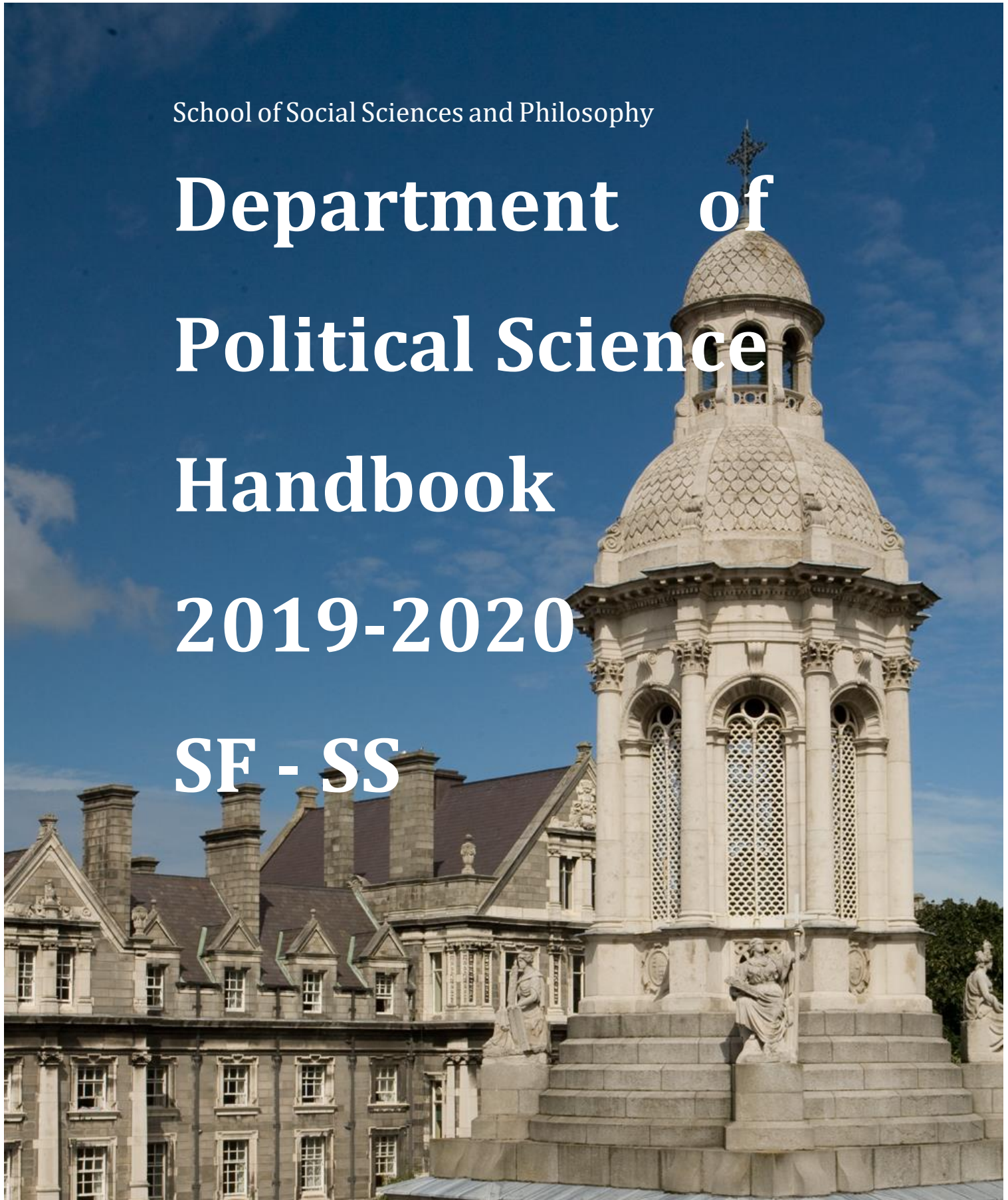
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Social Sciences and Philosophy

Department of Political Science Handbook 2019-2020 SF - SS



Contents

Welcome Address from the Departmental Administrator	5
Staff Contact Details.....	6
Academic	6
Administration	7
General	7
Academic year Structure.....	8
Module Registration and Timetable	9
Module Registration.....	9
Lecture Timetable	9
Key Locations	10
Blackboard	11
Email	11
Student Portal.....	11
Overview of Undergraduate Programme	12
History and Political Science – Political Science Modules and Programme Requirements	13
Introduction to Economic Policy B.....	13
Introduction to Economic Policy B.....	17
Independent Research Project (IRP)	21
Lectures	23
Seminars and Tutorials	23
Attendance Requirements.....	24
Registering Modules and Sitting Examinations.....	24
Coursework and Attendance at Classes.....	25
Written Work	26
Notes on the Presentation of Written Work	26
Advice on Essay Writing	27
Guidelines on Writing Essays	29
Plagiarism	31
Citations and References	33
School of Social Sciences and Philosophy Procedures for Dealing with Plagiarism	35
Examinations	37
Absence from Examinations	38
Support Provision for Students with Disabilities	40

More detailed text on placement planning and supports can be found at the following link:	41
School of Social Sciences and Philosophy Marking Scale	42
ECTS	47
Study Abroad	48
Progression Regulations	49
Publication of Results	49
Re-checks	49
Appeals	49
Transcripts	50
Awards	50
Student Data Protection	51
University Regulations	52
Feedback and Evaluation	52
School of Social Sciences and Philosophy	52
General Information	54
Notice Boards	54
Student Support Services	55
Student Services and Support	55
Co-curricular Activities	55
TCD Sports Clubs	55
TCD Societies	55
Student Union	56
TCDSU	56
Emergency Procedure	56
Tutors	56
Student 2 Student	57
Other Supports Available to Students	58
Careers Advisory Service	59
Junior and Senior Fresh Students	59
Junior Sophisters	59
Finalists and Senior Sophisters	59
MyCareer	60

A Note on this Handbook

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

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

Welcome Address from the Departmental Administrator

Dear Student,

A warm welcome to the Department of Political Science. As the Undergraduate Executive Officer for this Department I will be your first point of contact for all general departmental queries. You can contact me by email at polsci@tcd.ie or drop into my office at Room 5.02, 3 College Green, during office hours.

This handbook has been carefully prepared with you, the student, in mind. Please take some time to read through it as it contains essential information to help you make the most of your time here in Trinity. Here you will find useful contact details, general overview of the undergraduate programme, information on course and examination regulations, advice on written work, and where you can go if you need supports other than of an academic or administrative nature.

Please keep an eye out for any email I may send out during the year as they will always be of particular relevance to you. I hope you enjoy the year ahead and please do not hesitate to contact me if you have any queries.

Kind regards,

Niamh

Staff Contact Details

Academic

Head of Department

Prof. William Phelan

Room 5.04, 3 College Green

Email: phelanw@tcd.ie

Political Science and Geography Programme Coordinator

Prof. Raj Chari

Room 4.04, 3 College Green

Email: charir@tcd.ie

Dr Alexander Held

Room 5.07, 3 College Green

Email: helda@tcd.ie

Law and Political Science Programme Coordinator

Dr. Constantine Boussalis

Room 4.07, 3 College Green

Email: boussalc@tcd.ie

History and Political Science Programme Coordinator

Dr. Jesse Dillon Savage

Room 4.06, 3 College Green

Email: dillonsj@tcd.ie

PPES Programme Coordinator

Dr. Alexander Held

Room 5.07, 3 College Green

Email: Helda@tcd.ie

Administration

UG Executive Officer

Ms Niamh Kavanagh

Telephone: 01-896 1651

Email: polsci@tcd.ie

UG opening hours: Monday – Thursday: 9:00 – 15:30 (closed for lunch 13:00-14:00).

Friday: 9:00 – 15:00 (closed for lunch 13:00-14:00).

General

Department of Political Science website: https://www.tcd.ie/Political_Science/

School of Social Sciences and Philosophy website: <https://www.tcd.ie/ssp/>

Academic year Structure

Academic Calendar Week	Week beginning	2019/20 Academic Year Calendar	Term / Semester	
1	26-Aug-19	Reassessment* (Semesters 1 & 2)	←Michaelmas Term begins/Semester 1 begins	
2	02-Sep-19	Orientation (undergraduate); Marking/Results		
3	09-Sep-19	Teaching and Learning	←Michaelmas teaching term begins	
4	16-Sep-19	Teaching and Learning		
5	23-Sep-19	Teaching and Learning		
6	30-Sep-19	Teaching and Learning		
7	07-Oct-19	Teaching and Learning		
8	14-Oct-19	Teaching and Learning		
9	21-Oct-19	Study/Review		
10	28-Oct-19	Teaching and Learning (Monday, Public Holiday)		
11	04-Nov-19	Teaching and Learning		
12	11-Nov-19	Teaching and Learning		
13	18-Nov-19	Teaching and Learning		
14	25-Nov-19	Teaching and Learning		
15	02-Dec-19	Revision		
16	09-Dec-19	Assessment*	←Michaelmas term ends Sunday 15 December 2019/Semester 1 ends	
17	16-Dec-19	Christmas Period - College closed 24 December 2019 to 1 January 2020 inclusive		
18	23-Dec-19			
19	30-Dec-19			
20	06-Jan-20	Foundation Scholarship Examinations^		
21	13-Jan-20	Marking/Results	←Hilary Term begins/Semester 2 begins	
22	20-Jan-20	Teaching and Learning	←Hilary teaching term begins	
23	27-Jan-20	Teaching and Learning		
24	03-Feb-20	Teaching and Learning		
25	10-Feb-20	Teaching and Learning		
26	17-Feb-20	Teaching and Learning		
27	24-Feb-20	Teaching and Learning		
28	02-Mar-20	Study/Review		
29	09-Mar-20	Teaching and Learning		
30	16-Mar-20	Teaching and Learning (Tuesday, Public Holiday)		
31	23-Mar-20	Teaching and Learning		
32	30-Mar-20	Teaching and Learning		
33	06-Apr-20	Teaching and Learning		
34	13-Apr-20	Revision (Monday, Easter Monday)	←Hilary Term ends Sunday 19 April 2020	
35	20-Apr-20	Trinity Week	←Trinity Term begins	
36	27-Apr-20	Assessment*		
37	04-May-20	Marking/Results (Monday, Public Holiday)	←Statutory (Trinity) Term ends Sunday 31 May 2020/Semester 2 ends	
38	11-May-20	Marking/Results		
39	18-May-20	Marking/Results		
40	25-May-20	Research		
41	01-Jun-20	Research (Monday, Public Holiday)		
42	08-Jun-20	Research		
43	15-Jun-20	Research		
44	22-Jun-20	Research		
45	29-Jun-20	Research		
46	06-Jul-20	Research		
47	13-Jul-20	Research		
48	20-Jul-20	Research		
49	27-Jul-20	Research		
50	03-Aug-20	Research (Monday, Public Holiday)		
51	10-Aug-20	Research		
52	17-Aug-20	Research		
53	24-Aug-20	Research		
* Note: extra 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.				

Undergraduate information

Module Registration and Timetable

Module Registration

It is your responsibility to ensure that you:

- take modules amounting to 60 ECTS during an academic year;
- that your selected modules meet the programme requirements;
- and that you meet the prerequisites for your chosen modules

This handbook outlines your module requirements for each year and gives details of module prerequisites and programme requirements. Some of your modules may be core (you have to take them) and others are optional/ approved. You register your choice for the following academic year in May, but you can change your mind in the first teaching week of Michaelmas term, bear in mind that lecturers will not be able to make special arrangements for you if you turn up to lectures for the first time in week two: if you have doubts, attend all modules you are thinking about for the first week.

All module choices must be registered with the Programme Administrator so that you will be included on examination lists. You should note that module changes will be subject to availability of places and timetable constraints.

Lecture Timetable

Lecture Timetables are published to student portals my.tcd.ie at least one week before the beginning of the academic year. Once a student is registered, they can view their timetable on their student portal. The onus is on students to check their timetable at regular intervals to identify any changes to venues or lecture times. It is imperative that students, at the beginning of the Academic year, check for any clashing of modules that may be occurring, not just in the Semester One, but through into Semester Two.

Key Locations

PROGRAMME OFFICES

Political Science and Geography Programme

Ms. Martina Ní Chochláin
Room 3023, Arts Building

Law and Political Science Programme

Reiltin O'Connor
School of Law, House 39
New Square

History and Political Science Programme

Ms. Niamh Kavanagh
Room 5.02, 3 College Green

BESS Programme

Ms. Martina Ní Chochláin
Room 3023, Arts Building

PPES Programme

Ms. Colette Ding
Room 3023, Arts Building

ACADEMIC REGISTRY

The Academic Registry is located in the east wing of the campus right beside the Science Gallery in the Watts building. It can be contacted by phone at 01.896.4500 or by email at academic.registry@tcd.ie

Blackboard

Blackboard is the College online learning environment, where lecturers will give access to material like lecture notes and discussion forums. 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 you should be registered to the module by your programme administrator.

Blackboard can be accessed via <https://tcd.blackboard.com/webapps/login/>

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 Administration students should include their TCD Student ID Number at all times.

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. This is called SITS (Student Information System). To access the system, you will need your College username and network password.

On SITS, students can view:

- Timetables for teaching and examinations.
- Fee invoices/payments, student levies, commencement fees. Payments can be carried out via SITS as well.
- Personal details – some sections of which students can edit.
- Published examination results.

The Political Science modules for which students are registered will appear on their student profile on SITS. Students should check these carefully and contact polsci@tcd.ie immediately if there are any errors.

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.

Overview of Undergraduate Programme

Political Science modules are open to students following a number of different programmes, principally History and Political Science (TR012), Law and Political Science (TR020) , Political Science and Geography (TR029), PPES (TR015) and BESS (TR081).

Students following each of these programmes select modules from a range that is offered by the department each year. In the Fresh years (first and second year), these modules are general reviews of broad fields of study; in the Sophister years (third and fourth year) they tend to be more specialised. Modules in the first three years of the programmes are, characteristically, taught by lectures, supplemented by regular discussion tutorials; modules in the final year are, for the most part, taught mainly or entirely by weekly seminars in which students are required to be active participants. A detailed list of the modules that are available in the current academic year can be found on the Department of Political Science website: https://www.tcd.ie/Political_Science/undergraduate/module-outlines/.

Module choices made in one year affect the options available in later years, since programmes as whole and individual modules may have prerequisites. For example, the option of taking single honors Political Science in final year is open only to those who have taken a certain number of Political Science modules in earlier years, including the JS module Research Methods. Full details of module and programme requirements offered this year for BESS, PPES and Political Science and Geography course are contained in the relevant Programme Handbook. Full details of module and programme requirements for History and Political Science, and Law and Political Science, are outlined below.

History and Political Science – Political Science Modules and Programme Requirements

For the first three years of this course, both subjects are taken on an equal basis. In the Senior Sophister year, students may choose to take both subjects equally or either subject alone.

Students who have passed the Junior Sophister examinations may have the ordinary degree of B.A. conferred if they do not choose to proceed to the Senior Sophister year. Except by special permission of the University Council, on the recommendation of the court of examiners, the ordinary degree of B.A. may normally be conferred only on candidates who have spent at least three years in the University.

The ECTS value of each year of the course is 60 credits.

Junior Fresh

Students take 30 ECTS of compulsory modules in the Junior Fresh year, as follows:

Code	Mandatory Modules (30 ECTS)	ECTS
POU11011	<u>Introduction to Political Science A</u>	5
POU11012	<u>Introduction to Political Science B</u>	5
SOU11011/3	<u>Introduction to Sociology 1</u>	5
SOU11012/4	<u>Introduction to Sociology 2</u>	5
ECU11031	<u>Introduction to Economic Policy A</u>	5
ECU11032	<u>Introduction to Economic Policy B</u>	5

Students may substitute modern language electives of up to 5 credits for module 4 above.

Senior Fresh

Students take 30 ECTS of compulsory modules in the Senior Freshman year, as follows:

Code	Mandatory Modules (30 ECTS)	ECTS	Co-Requisites
POU22011	History of Political Thought A: The Greeks to the Renaissance	5	POU22012
POU22012	History of Political Thought B: Modernity and its Critics	5	POU22011
POU22021	International Relations A: Theories of International Politics	5	POU22022
POU22022	International Relations B: Topics and Treaties	5	POU22021
POU22031	Comparative Politics A: The Comparative Politics of Democracies	5	POU22032
POU22032	Comparative Politics B: The Comparative Politics of the Developing World	5	POU22031

Students may substitute 10 ECTS, or two of the modules above, with BC modules, keeping note of the co-requisites, and maintaining a credit balance across the terms.

In your Senior Fresh year, you have the option of substituting 10 ETC (5 ETCS in semester 1 and 5 ETCS in Semester 2) Political Science modules with Trinity Electives of the same weight.

Students should note the following Senior Fresh prerequisite for Senior Sophister modules:

POU22021 & POU22022 are Prerequisites for POU44021 and POU44032 Contemporary International Relations A and B

Junior Sophister

Students select 30 ECTS of Political Science module from the list below:

Code	Optional Modules (30 ECTS)	ECTS	Co-requisites	Pre-requisites
POU33011	Research Methods for Political Science A	5	POU33012	POU33011
POU33012	Research Methods for Political Science B	5		
POU33021	Irish Politics A: Constitution, Elections, Parties and Parliament	5		
POU33032	Irish Politics B: Governance in Ireland, Politics in Northern Ireland	5		
POU33041	Political Institutions of the United States	5		
POU33062	Democracy and Development A			
POU33071	Democracy and Development B	5		
POU33082	European Union Politics A	5		
POU33091	European Union Politics B	5		
POU33091	Political Violence A: Theories of Political Violence and Conflict	5		
POU33102	Political Violence B: Political Violence and Conflict in Comparative Context	5		
POU33111	Public Opinion	5		
POU33122	Political Participation	5		
POU33132	The European Court of Justice and Other Famous Courts	5		
POU33142	Personal Career Development Module	5		

Please note, students intending to concentrate exclusively on Political Science in their Senior Sophister year must take POU33011 & POU33012: Research Methods for Political Science A and B, in their Junior Sophister year. POU33011 & POU33012 are also prerequisites for POU44010: Issues in Contemporary Politics.

Senior Sophister

Students taking both subjects equally must take 30 ECTS of optional modules from the following:

Code	Optional Modules (30 ECTS)	ECTS	Pre-requisites	IRP?
POU44000	Year Long Research Project	20	POU33011 & POU33012	Yes

POU44010	Issues in Contemporary Politics	10	POU33011 & POU33012	Yes
POU44021	Contemporary International Relations A	5		
POU44032	Contemporary International Relations B	5		
POU44044	African Politics	10		
POU44081	Interest Groups	5		Yes
POU44101	Topics: Transparency in Modern Democracies	5		
POU44050	Political Psychology	10		
POU44061	Autocracy	5		Yes
POU44062	Human Rights	5		Yes
POU44111	Topics: Political Parties	5		
POU44122	Topics: Media and Politics	5	POU44062	
POU44132	Topics: the Military and Politics	5	POU44061	
POU44141	Economic Inequality and Democracy	5		
POU44152	Right Wing Populism in Contemporary Democracies	5		Yes
POU44162	Political Theory: Contemporary Topics	5		Yes
POU44171	Russian Politics after Communism	5		
POU44191	Advanced Topics in Civil Conflict	5		Yes
POU44202	Ethnic Politics and Identity	5		

Students taking Political Science alone must take 30 ECTS of compulsory modules as outlined below:

Code	Compulsory Modules (30 ECTS)	ECTS	Pre-requisites	IRP
POU44000	Year Long Research Project	20	POU33011 & POU33012	Yes
POU44010	Issues in Contemporary Politics	10	POU33011 & POU33012	Yes

and 30 ECTS of optional modules, from those outlined above.

Law and Political Science – Political Science Modules and Programme Requirements

Law and Political Science programme at Trinity College Dublin is a four-year honours degree programme. As a student on this programme, you will take both subjects equally for the first three years. In your fourth year, you will have the option to concentrate exclusively on either subject or continue with both. Teaching is by lectures and supplemented by seminars and tutorials (small group classes). Emphasis is on student contribution, particularly in seminars and tutorials. In the third and fourth year, you will have the opportunity to choose from an extensive range of Law and Political Science modules. This affords graduates of Law from Trinity College Dublin with the advantage of early specialisation in their academic life.

The first two years (Freshman) are given over to the study of core modules in law and political science. In the final two years, students have a wide range of choice to allow them to tailor their degree programme depending on their own interests in law and political science.

Junior Fresh

Students take 30 ECTS of compulsory modules in the Junior Fresh year, as follows:

Code	Mandatory Modules (30 ECTS)	ECTS
POU11011	<u>Introduction to Political Science A</u>	5
POU11012	<u>Introduction to Political Science B</u>	5
SOU11013	<u>Introduction to Sociology 1</u>	5
SOU11014	<u>Introduction to Sociology 2</u>	5
ECU11031	<u>Introduction to Economic Policy A</u>	5
ECU11032	<u>Introduction to Economic Policy B</u>	5

Senior Fresh

Students take 30 ECTS of compulsory modules in the Senior Freshman year, as follows:

Code	Mandatory Modules (30 ECTS)	ECTS	Co-Requisites
POU22011	History of Political Thought A: The Greeks to the Renaissance	5	PO2111
POU22012	History of Political Thought B: Modernity and its Critics	5	PO2110
POU22021	International Relations A: Theories of International Politics	5	PO2141
POU22022	International Relations B: Topics and Treaties	5	PO2140
POU22031	Comparative Politics A: The Comparative Politics of Democracies	5	PO2151
POU22032	Comparative Politics B: The Comparative Politics of the Developing World	5	PO2150

Students may choose 2 broad curriculum modules, each valued at 5 ECTS, in place of a political science module listed above.

Junior Sophister

In the Junior Sophister year students must take 30 ECTS of Law and 30 ECTS of Political Science modules, from the following:

Code	Optional Modules (30 ECTS)	ECTS	Co-requisites	Pre-requisites
POU33011	Research Methods for Political Science A	5	POU33012	POU33011
POU33012	Research Methods for Political Science B	5		
POU33021	Irish Politics A: Constitution, Elections, Parties and Parliament	5		
POU33032	Irish Politics B: Governance in Ireland, Politics in Northern Ireland	5		
POU33041	Political Institutions of the United States	5		
POU33062	Democracy and Development A			
POU33071	Democracy and Development B			
POU33071	European Union Politics A	5		
POU33082	European Union Politics B	5		
POU33091	Political Violence A: Theories of Political Violence and Conflict	5		
POU33102	Political Violence B: Political Violence and Conflict in Comparative Context	5		

POU33111	Public Opinion	5
POU33122	Political Participation	
POU33132	The European Court of Justice and Other Famous Courts	5
POU33142	Personal Career Development Module	5

Senior Sophister

Students may take choose to take exclusively from one discipline or the other or continue to combine both subjects to the total value of 60 ECTS.

Political Science Modules:

Code	Optional Modules (30 ECTS)	ECTS	Pre-requisites	IRP?
POU44000	Year Long Research Project	20	POU33011 & POU33012	Yes
POU44010	Issues in Contemporary Politics	10	POU33011 & POU33012PO2140	Yes
POU44021	Contemporary International Relations A	5	& PO2141	
POU44032	Contemporary International Relations B	5		
POU44040	African Politics	10		
POU44081	Interest Groups	5		Yes
POU44101	Topics: Transparency in Modern Democracies	5		
POU44050	Political Psychology	10		
POU44061	Autocracy	5		Yes
POU44062	Human Rights	5		Yes
POU44111	Topics: Political Parties	5		
POU44122	Topics: Media and Politics	5		
POU44132	Topics: the Military and Politics	5		
POU44141	Economic Inequality and Democracy	5		
POU44152	Right Wing Populism in Contemporary Democracies	5		Yes
POU44162	Political Theory: Contemporary Topics	5	POU44062 POU44061	Yes
POU44171	Russian Politics after Communism	5		Yes
POU44191	Advanced Topics in Civil Conflict	5		
POU44202	Ethnic Politics and Identity	5		Yes

Students taking both subjects equally must take 30 ECTS of optional modules from the unabridged Political Science module list above.

Students taking Political Science alone must take 30 CTS of compulsory modules as outlined below:

Code	Compulsory Modules (30 ECTS)	ECTS	Pre-requisites	IRP
POU44000	Year Long Research Project	20	POU33011 & POU33012	Yes
POU44010	Issues in Contemporary Politics	10	POU33011 & POU33012	Yes

and 30 ECTS of optional modules, from those outlined in unabridged list above.

Junior Fresh students (first year students) take an introductory module in Political Science as one of a varied group of introductory modules. The aim of Introduction to Political Science is to introduce some of the main concepts in the analysis of politics as a particular form of human activity.

There are six Political Science modules in the **Senior Fresh** (second) year. These provide a broad overview of areas such as the major themes of political and social philosophy in the Western tradition, comparative politics, and international relations. In this year, Michaelmas term modules are prerequisites for their corresponding Hilary Term modules (for instance History of Political Thought A is a prerequisite for History of Political Thought B).

The range of choice and the scope for specialisation increases in the Sophister years. **Junior Sophister** (third year) modules are offered in a range of areas of the discipline. In this year, prerequisite modules are also present. Additionally, the modules in Research Methods for Political Science A and B are compulsory for all students intending to graduate with a single honors Political Science degree.

In the **Senior Sophister** (fourth) year, modules are taught mainly in smaller groups, usually through seminars in which students are required to be active participants. The range of modules varies from year to year; occasionally modules are offered by advanced graduate students who have developed expertise in a particular area of Political Science.

Independent Research Project (IRP)

Students are required to complete an independent research project, or dissertation, in either their Junior Sophister or Senior Sophister years. Modules identified as 'IRP', across the two years, qualify as meeting this requirement. Students are only required to choose one such module, whether from the Junior Sophister or Senior Sophister years and it may be chosen from across any discipline.

Below are the routes of how to achieve these requirements in Political Science.

Single honors Political Science students will have the opportunity to complete the 20 ECTS Capstone Dissertation module (POU44000) in the Senior Sophister year, having met the required pre-requisites (POU33011 and POU33012, or equivalent for those on Erasmus).

Joint honors students will have the opportunity to complete at least one of the below modules in the Junior Sophister or the Senior Sophister years, each of which requires an element of independent work:

Junior Sophister:

- POU33011 – Research Methods for Political Science A
- POU33012 – Research Methods for Political Science B

Senior Sophister:

- POU44000 – Year Long Project (Capstone)
- POU44010 - Issues in Contemporary Politics

- POU44061 - Autocracy
- POU44062 – Human Rights
- POU44081 – Interest Groups
- POU44152 – Right Wing Populism in Contemporary Democracies
- POU44162 - Political Theory: Contemporary Topics
- POU44171 – Russian Politics after Communism
- POU44202 – Ethnic Politics and Identity

For information on other disciplines that are part of your programme (BESS, PPES, Political Science and Geography, History and Political Science, Law and Political Science), please consult the relevant course or discipline websites at the following links:

BESS:

<https://www.tcd.ie/ssp/undergraduate/bess/>

PPES:

<https://www.tcd.ie/ssp/undergraduate/ppes/>

History and Political Science:

<https://www.tcd.ie/Political Science/undergraduate/history-political-science/>

Law and Political Science:

<https://www.tcd.ie/law/programmes/undergraduate/law-political-science>

Lectures

In the first three years of your degree, and in certain final-year modules, lectures are the main arena where the teaching process takes place. Lectures offer an overview of specific topics, provide guidance in fields where the literature may contain different interpretations and arguments, and highlight the kind of questions that academics work on. In effect, a lecture provides a 50-minute synthesis of a large amount of material that most students will not have the time to read and digest themselves. In addition, not everything has been said in print, and some information and ideas are best expressed verbally and visually.

The department does not teach by distance learning and hence, although attendance at lectures is not formally made compulsory, it is nonetheless expected, and it is a valuable part of the learning experience. Do not expect that the material presented in lectures will be made available on the internet or that lecturers' full notes will be made available to you – in lectures you are learning not just about the subject matter but also about acquiring the skill of digesting, assessing and summarising information yourself. Lectures are a significant resource for students – take full advantage of them!

Seminars and Tutorials

These terms are often used interchangeably and may also be referred to as 'classes'. They differ from lectures in that whereas inevitably students are, for the most part, listening and taking notes at a lecture, in tutorials a small group discusses some topic arising out of the module. In most modules, tutorials meet fortnightly through the academic year. They are usually taken by a teaching assistant (TA) rather than by the lecturer, so that students get a different perspective on the module. Tutorials are not substitute lectures where students who did not attend a lecture can expect to be filled in on what they missed. Tutorials give students the opportunity to ask questions and put forward their views about the topic under discussion and to thrash out the issues. The tutorial

moderator is not there to inform and instruct but, rather, to moderate what should be a lively discussion among students.

Tutorials work only if students do some preparation for them. That does not mean reading all of the recommended literature, but you do need to read something and think about the issues in advance so that you have some points to make. Tutorials work only if students come along prepared to contribute; clearly, if all members of a group take out their notepads at the start and prepare to take down the points made by the tutorial moderator or by other students, they will not work. That approach is discouraged not only because it entails trying to 'piggyback' or 'free-ride' on the work of others, but also for the simple reason that the more you put into a tutorial the more you will get out of it. As well as learning something about the topic under discussion, students learn about how to make points and how to participate constructively in the small-group setting in which they may well spend time operating in their post-graduation careers. Not every student is comfortable putting forward their thoughts and opinions in front of a group, but this is likely to be something you will do in your post-university career and it gets easier with experience.

At tutorials, attendance is expected and is recorded. Non-attendance at tutorials may be reported to your tutor as it often indicates that a student is having difficulties and is becoming disengaged from his or her studies. In some modules, marks are deducted for non-attendance in order to encourage students to participate fully in the module.

Attendance Requirements

Registering Modules and Sitting Examinations

You must register your final module choices with the Programme Administrator before the end of the first week of the Michaelmas term in order to appear on module listings for examination purposes. You are required to take examinations of all modules for which you are registered unless specially exempted by permission from the Senior Lecturer.

Coursework and Attendance at Classes

You are required to attend classes and submit assessment work in all modules. A student is deemed *non-satisfactory* in a term when more than a third of required work/attendance in that term is missed. Any student who is deemed *non-satisfactory* in each of the two terms may, in accordance with the regulations laid down by the University Council, be refused permission to take examinations in that year.

Written Work

For most modules, you are required to present written work during the year, as detailed on the individual module handouts. This work normally counts for a specified percentage of the final mark, and un-submitted work obviously receives a mark of zero, so **students who do not submit the required number of essays by the appropriate dates will automatically forfeit a percentage of their result**. Please read the notes below carefully and observe them when preparing your essays. Note that the preparation and submission of coursework is not simply a method of gaining marks or 'points'; it is part of the learning process through which you acquire skills that will be of value in your future careers. A great deal of time will be spent on evaluating your coursework, and you will be given extensive comments, from which you should try to learn how to do (even) better next time.

All late work, unless excused in advance by the module lecturer, or justified by medical certificate or tutor's note, will be penalised at a rate of 5 marks per day. Under no circumstances will work be accepted after the set work has been marked and handed back to other students, or after the end of Hilary teaching term.

Notes on the Presentation of Written Work

If you observe the following points, you will be doing yourself a good turn, by complying with the rules and conventions that govern scholarly work. Most comments apply equally to work for all your modules, so note them carefully.

1. Essays should be within the word limits set by individual lecturers: aim to produce a concise argument, not a great quantity of flowery prose. Don't assume that the lecturer won't mind if you exceed the word limit by 5%, 10% ...; stick to the specified limit.
2. Written must should be TYPED, preferably with double or one-and-a-half SPACING and AMPLE MARGINS (see below).

3. LEAVE A MARGIN of at least ONE INCH (ideally more) at the left-hand side (for the marker's comments) and make sure the pages are NUMBERED.
4. LIST YOUR SOURCES at the end of your work. ACKNOWLEDGE ALL QUOTATIONS or other references to other people's work, in the same way as a scholarly book or article does, to show when you have borrowed other people's ideas or words (see below on how to ensure you do not commit the serious offence of PLAGIARISM).
5. All work must be submitted via turnitin.com, which among other things acts as a plagiarism detector. Details of how to submit will be supplied for individual modules.

An essay **MUST** be your own work, even though based on that of other writers. **PLAGIARISM** – direct copying, from a book, an article, a web site or another student – **WILL NOT BE TOLERATED**: it will lead to automatic failure and the matter will be reported to the student's tutor and the dean of the faculty; severe penalties are likely to ensue, including possible exclusion from the exam or even the College, in accordance with College policy. **College takes a tough line against offenders.**

Advice on Essay Writing

Essays are an integral part of the teaching and learning process in this department, aimed at developing the skills of acquiring information, assessing it, making judgements about it in relation to the themes raised, and presenting arguments in a logical and coherent form.

In assessing your essays, those marking them will be looking for the following:

1. The ability to identify the issues raised by the title of the essay;
2. The ability to select items of information relevant to those issues;
3. The organisation of those items into a logical and coherent argument, which reflects your considered views on the topic. The argument should be supported by relevant evidence, i.e. suitable factual detail and quotation, accurately presented;
4. Evidence of wide and appropriate reading;

5. The ability to assess and to critically evaluate the material encountered in the sources consulted;
6. Scholarly presentation, i.e. clear and accurate use of English, legibility, accurate rendering and full acknowledgement of all quotation, bibliography;
7. The very best essays will display qualities of originality, not merely synthesising existing material but, having assimilated existing knowledge as embodied in the literature, offering your own fresh perspective on a question.

Low marks will usually be due to one or more of the following:

1. Failure to answer the question, introduction of information or arguments not central or irrelevant to the questions raised by the title of the essay;
2. Lack of understanding of the subject and concepts under discussion, confused arguments;
3. Failure to plan, jumping from point to point and back again, repetition, 'telling the story' in simple descriptive style instead of picking out and analysing the key issues;
4. Insufficient factual information, vagueness, or generalisations unsupported by evidence;
5. Plagiarism, i.e. copying from elsewhere (a book, article, the internet etc.) without acknowledgement or copying from another student. This will incur severe penalties (see further information below);
6. Too great a reliance on a single source, resulting in a narrowness of analysis or interpretation; uncritical or passive regurgitation of material gleaned from sources;
7. Poor communication. It is your job to communicate clearly to the reader what you want to say. If you leave the reader in doubt as to your meaning because of misuse of words, bad grammar, bad spelling or punctuation etc., then you have failed to communicate adequately.

Guidelines on Writing Essays

The following is a guide on how to get the most out of writing essays. All stages are important – including the last one.

1. Understand the question

Do not simply plunge in. STOP and THINK about what the question is getting at. Make sure you have understood the question and its implications.

2. Collect ideas

YOUR ideas. THINK about the issues raised by the question. Read as much as you can (take advantage of the fact that Trinity has one of the best university libraries in Europe), make notes, and arrange your ideas in such a way that you can organise them easily later. Ask yourself further questions about the topic so that you will know what points to look for in the reading. Then do the reading, making notes and asking further questions as they suggest themselves.

3. Organise your ideas: Plan

Your aim is to present the ideas in a coherent argument that hangs together logically in (usually) about 1,500–2,000 words (depending on individual module specifications). So do not be afraid to SELECT and REJECT. Do not throw in every single point you have come across just because it is there in your notes. Part of the exercise is to train you to make judgements about your material – which is important and which is not? Material not specifically included in a particular essay is NOT a waste of effort.

4. Write a rough draft

Get the ideas down according to your plan, not worrying too much at this stage about grammar and spelling. BUT do make sure

- a. your facts are accurate
- b. you know what you are trying to say
- c. you say it.

It is a good idea to write an essay according to a three-step process: say what you are going to say; say it; say what you have said. This will involve writing

an introductory paragraph outlining the approach you intend to take, and a concluding paragraph stating your conclusions.

Then leave it overnight. Do not try to produce an essay at one sitting.

5. [Prepare the final draft](#)

Tidy up the rough draft altering the contents where necessary, correcting the spelling and grammar. When you are making use of material from books or articles, always give the source, by means of a citation/reference (see below).

Make certain you are satisfied with your essay before you hand it in.

6. [Learn from the essay](#)

When it is returned your essay will have comments written on it. Study these. Go over the essay while it is still fresh in your mind and identify how you might have done better, so that you will do better the next time.

Plagiarism

Plagiarism is an essentially dishonest activity and as such is a very serious offence for any member of the academic world, staff or student. Essentially, plagiarism consists of presenting someone else's work as your own. The crudest form of plagiarism is presenting a whole paper, or substantial sections of a paper, as if they were written by you when in fact they were written by someone else. The plagiarised source may be a piece of published work, the unpublished work of a student or academic, or something downloaded without attribution from the internet. Less extreme forms of plagiarism involve incorporating passages from the work of others in your own writing, without attributing these passages to those others. Even if you paraphrase the work of others and present it without attribution as your own, this is still plagiarism. In addition, copying another student's work, or enlisting someone else to write part or all of a piece of work on your behalf, constitutes plagiarism.

All essays must be submitted via the plagiarism detector turnitin.com (specific details will be given with each module), which compares each essay with its entire database of published work and previous essays from all over the world. It will indicate a plagiarism issue if your essay significantly draws on anything already in its database. This includes previous essays written by yourself, so do not 'self-plagiarise' by 'using' a significant amount of the same essay twice in different modules without checking with the lecturer just how much use you can make of something you wrote previously on a similar topic.

Plagiarism is regarded and treated as a very serious offence within the Department of Political Science and within Trinity College as a whole. All students should complete the online [Ready Steady Write](#) tutorial on plagiarism and sign a [declaration](#) when submitting coursework, whether in hard or soft copy or via Blackboard. Full details of this and on College policy on plagiarism can be found on the College website at: <http://tcd-ie.libguides.com/plagiarism/>

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 can be avoided by following a few simple guidelines. The essential point to remember in this context is that we all, as students and academics, use and build on the work of others. There is nothing whatsoever to be ashamed of in doing this, but the key is that we do it in an open and explicit manner, and with due acknowledgement. When we use the work of others, therefore, either we quote their words directly and put these in quotation marks, or we paraphrase these. Either way, we provide an explicit citation of the work we are referring to, in the text, in a footnote, or both. To fail to do this is to risk being accused of plagiarism.

Gross cases of plagiarism, in which a paper presented is substantially the unacknowledged work of someone else, are of course beyond excuse and redemption. The occasional foolish or misguided student who attempts this is usually detected immediately because, quite apart from the role of plagiarism detection programs such as [turnitin.com](#), those who will be reading your coursework are very experienced at reading a wide range of work in their field and will sense very quickly that something is wrong.

More typical cases of plagiarism arise in the grey area between sloppy note taking and a misunderstanding of the point that using the work of others is perfectly appropriate if it is duly acknowledged. As they read the work of others, people often put direct quotations into their notes. Unless they are very careful about note taking, they can easily lose track of the distinction between what the author has said and how the reader has reacted to this. If people fail in their notes to put direct quotes in quotation marks or to record the precise source of all quotations and pieces of paraphrased argument taken from some source, and if they then transform sections of their notes into parts of a paper, the net result can be more or less inadvertent plagiarism. Despite the fact that it may arguably be inadvertent, this still constitutes plagiarism; it gives a very bad impression of the

author and is typically detected immediately by the person receiving the piece of coursework, who knows the literature well.

It is very important, therefore, for students to get into the habit of taking professional notes on their reading, clearly noting the full sources of any quotation, either taken directly or paraphrased. It is impossible to be too scrupulous in recording the sources of your ideas. The more information you include when writing about them, the easier you will find it to return to them when, as will surely be the case, you need to do so. There's nothing more infuriating than to come across a brilliant quotation in your notes, only to discover that you simply cannot use it because you haven't recorded a proper citation!

Citations and References

As outlined above, it is very important that you do not plagiarise when producing a piece of coursework, behaviour for which the penalties are severe.

It is essential that the source for your material is always clear to the reader. This does not apply only to direct quotes from a book or article – it applies to any point that you are taking direct from something that you have read. Even if you paraphrase the work of others and present it without attribution as your own, this would constitute plagiarism.

Thus you should be sure that:

- (i) direct quotes should always be enclosed in quotation marks so that it is clear that you are not claiming to have written the phrases yourself;
- (ii) you always give the source of ideas and facts, including the precise page reference. The point of citing sources is that they can be checked, so a vague reference such as 'Katz and Mair 2009', 'Keohane 1984' or 'Oatley 2012' is not much use in that regard. Specify the page number(s) – not just for a direct quote, but for any point.
- (iii) you cite *your* sources, not your source's sources. In other words, if you are reading a book published in 2016 and it contains a quote from a book published in 1966, make it clear that you discovered the point in the 2016

book – do not seek to give the impression that you consulted the 1966 book and found the quote yourself.

While the Department of Political Science does not impose a rigid style regarding the format of referencing, it is worth following the suggestions below.

You will find it easiest to use ‘Harvard-style’ referencing – that is to say, do not use footnotes to give citations but rather embed the reference in the text like this (Sorauf, 2003, p. 734) or (Bailey, 1999, pp. 13–14).

Then at the end of the essay you need to supply a list, in alphabetical order of author, of all the works that you have cited. Do not list works that you have not referred to (the marker will not be impressed by a long list of works that you clearly have not consulted). This list of references needs to supply full details of the work in question.

For a **book**, it must give name of author(s), name of book, place of publication, date of publication, and year of publication, like this:

Kessel, John H. 1968, *The Goldwater Coalition: Republican Strategies in 1964*. Indianapolis: Bobbs-Merrill.

For a **chapter** in a book, it should supply all the details, like this:

Dehouse, Renaud, 2006. ‘European integration and the nation-state’, ch 3 in Martin Rhodes, Paul Heywood and Vincent Wright (eds), *Developments in West European Politics*. Basingstoke: Macmillan.

For an **article**, it must supply the name of author(s) and journal, the title of the article, the number and if possible part of the volume in which the article appeared, and the page numbers of the article, like this:

Jacobson, Gary C., 2015. ‘How do campaigns matter?’, *Annual Review of Political Science* 18:1, pp. 31–47.

The **internet** has a lot of useful information, BUT you should treat it with caution given that anyone with access to a computer can put unverified statements there. In particular, Wikipedia, while it may be useful as a location of a potted overview

of a topic, is NOT an authoritative source for anything and should not be relied on as a source for any academic work including module essays. The web is useful primarily as a means of gaining information about, say, political developments or political facts, from sources such as official sites. Information gleaned from the web should be referenced as with points taken from any other source, eg:

The Oireachtas has 33 committees in all (source: http://www.oireachtas.ie/parliament/oireachtasbusiness/committees_list/#d.en.2547, accessed 1 September 2018)

School of Social Sciences and Philosophy Procedures for Dealing with Plagiarism

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

If the DUTL, or designate, forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the informal meeting above must state their agreement in writing to the DUTL, or designate.

If the offence can be dealt with under the summary procedure, the DUTL, or designate, will recommend one of the following penalties:

Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty. The DUTL should inform the course director and where appropriate the course office. The offence is recorded.

Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism. In the case of a Level 2 offence, the Senior Lecturer must be notified and requested to approve the recommended penalty. The DUTL should inform the course director and where appropriate the course office. The offence is recorded.

Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission, with corrections. Instead, the student is required to submit a new piece of work as a reassessment during the next available session. Provided the work is of a passing standard, both the assessment mark and the overall module mark will be capped at the pass mark. Discretion lies with the Senior Lecturer in cases where there is no standard opportunity for a supplemental assessment under applicable course regulations.

Level 4: If the case cannot normally be dealt with under the summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes

Examinations

The great majority of Political Science modules are assessed by a combination of coursework and examinations, with the latter being the dominant component in determining the overall mark.

To answer examination questions well, you need a good degree of knowledge of the material: what was said in the lectures, what is in the relevant textbook chapter (if applicable), what points you discovered in the further reading you did.

However, knowledge alone does not determine the exam mark, and two people who know approximately the same amount might still get very different exam marks. The way you use your knowledge, the way you evaluate it, and the way you tailor it to the question are all important. Here are some points that are worth bearing in mind:

1. Make sure that you are answering the question. Do not just churn out all you know on a topic; select those aspects of your knowledge that are relevant to answering the specific question, and make sure that your answer actually does address that question.
2. Do not just regurgitate lecture notes. Lecture notes are intended to be useful, but they do not come on tablets of stone. Learn to supplement them by additional reading, evaluate them, critically assess them.
3. Do not adopt an uncritical attitude to the material you've read. If you encounter an argument X in a book by author A, you might present this as: 'X' – meaning, 'A says X, so X must be true'. Better is: 'A says X' – which shows that you are aware that X is merely an argument by A rather than an unquestionable truth. Better still: 'A says X but B says Y', showing that you are aware of different interpretations within the literature. Best of all: 'A says X, B says Y, and for the following reasons my view is ...' Be aware that there are disagreements within the political science literature, and, especially as you move into the later years of the degree programme, that you are expected to know about these.

4. Make sure your exam answers are presented clearly. Write legibly, leave an empty line between paragraphs, start each question on a new page, etc.
5. Fill in the cover page correctly. In the line 'Degree/Diploma', write the name of the degree course you are following: BESS, PPES, HistPol, LawPols, PolGeog, European Studies, SocSocPol, Visiting student, etc. Enter, in the column on the right-hand side of the page, the numbers of the questions you have answered. Fill in the boxes near the bottom of the page, making it clear how many answer books you are submitting and which number the current one is: 1 of 3, 2 of 3, etc.

To be allowed to sit the ordinary examinations you must have paid the relevant College annual fees and must be in good standing. There is no examination fee payable. There is no notice required of intention to take an examination (the Scholarship examination is an exception to this).

[Absence from Examinations](#)

Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their tutor, permission from the Senior Lecturer in advance of the examination session to defer the examination/s to the reassessment session. Students who have commenced the examination session and are prevented from completing the session due to illness should seek, through their tutor, permission from the Senior Lecturer to defer the outstanding examination/s to the reassessment session.

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 practice.

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.

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: the last Friday in September (27th September 2019)
- Semester 2 assessments: the last Friday in January (24th January 2020)
- Reassessments: the last Friday in May (29th May 2020)

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.

Professional Learning Education Needs Summary - PLENS

Students with disabilities on professional courses in receipt of reasonable accommodation provided by College the Disability Service will be issued a PLENS report and are provided with supports such as examination and academic reasonable accommodations. In the background section of the PLENS the following text is included:

Student is encouraged to discuss any disability supports required on professional course and placement with the Academic contact and/or Placement Co-ordinator of their course. Student can be referred back to Disability Service for placement planning supports - Level 2 - Placement Planning, if and when required.

Students are encouraged to speak with the placement co-ordinator if they are unsure of any needs for placement supports. Students can be referred back to Disability Service for placement planning supports, if and when required. More Information on placement supports offered are linked [here](#)

Please note: no reasonable accommodation can be provided outside the procedures outlined in the Trinity [Reasonable Accommodation Policy](#).

More detailed text on placement planning and supports can be found at the following link:

<https://www.tcd.ie/disability/services/placement-planning.php>

School of Social Sciences and Philosophy Marking Scale

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First class honors

I

70–100

First class honors in the School of Social Sciences and Philosophy is divided into grade bands which represent excellent, outstanding and extraordinary performances.

A first class answer demonstrates a comprehensive and accurate answer to the question, which exhibits a detailed knowledge of the relevant material as well as a broad base of knowledge. Theory and evidence will be well integrated and the selection of sources, ideas, methods or techniques will be well judged and appropriately organised to address the relevant issue or problem. It will demonstrate a high level of ability to evaluate and integrate information and ideas, to deal with knowledge in a critical way, and to reason and argue in a logical way.

70–76 EXCELLENT

First class answers (excellent) demonstrate a number of the following criteria:

- Comprehensiveness and accuracy;
- Clarity of argument and quality of expression;
- Excellent structure and organisation;
- Integration of a range of relevant materials;
- Evidence of wide reading;
- Critical evaluation;
- Lacks errors of any significant kind;
- Shows some original connections of concepts and theories;
- Contains reasons argument and comes to a logical conclusion.

This answer does not demonstrate outstanding performance in terms of independence and originality.

77-84 OUTSTANDING

In addition to the above criteria, an outstanding answer will show frequent original treatment of material. Work at this level shows independence of judgement, exhibits sound critical thinking. It will frequently demonstrate characteristics such as imagination, originality and creativity.

This answer does not demonstrate exceptional performance in terms of insight and contribution to new knowledge.

85-100 OUTSTANDING

This answer is of a standard far in excess of what is expected of an undergraduate student. It will show frequent originality of thought, a sophisticated insight into the subject and make new connections between pieces of evidence beyond those presented in lectures. It demonstrates an ability to apply learning to new situations and to solve problems.

What differentiates a first class piece of work from one awarded an upper second is a greater lucidity, a greater independence of judgement, a greater depth of insight and degree of originality, more evidence of an ability to integrate material, and evidence of a greater breadth of reading and research.

Second Class. First Division**II.1****60–69**

An upper second class answer generally shows a sound understanding of both the basic principles and relevant details, supported by examples, which are demonstrably well understood, and which are presented in a coherent and logical fashion. The answer should be well presented, display some analytical ability and contain no major errors of omissions. Not necessarily excellent in any area.

Upper second class answers cover a wider band of students. Such answers are clearly highly competent and typically possess the following qualities:

- Accurate and well-informed;
- Comprehensive;
- Well-organised and structured;
- Evidence of reading;
- A sound grasp of basic principles;
- Understanding of the relevant details;
- Succinct and cogent presentation; and
- Evaluation of material, although these evaluations may be derivative.

One essential aspect of an upper second class answer is that it must have completely dealt with the question asked by the examiner. In questions:

- (i) all the major issues and most of the minor issues must have been identified;
- (ii) the application of basic principles must be accurate and comprehensive; and
- (iii) there should be a conclusion that weights up the pros and cons of the arguments.

-----0-----

Second Class. Second Division II.2 50–59

A substantially correct answer which shows an understanding of the basic principles.

Lower second class answers display an acceptable level of competence, as indicated by the following qualities:

- Generally accurate;
- An adequate answer to the question based largely on textbooks and lecture notes;
- Clear presentation; and
- No real development of arguments.

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Third Class Honors III 40–49

A basic understanding of the main issues if not necessarily coherently or correctly presented.

Third class answers demonstrate some knowledge of understanding of the general area but a third class answer tends to be weak in the following ways:

- Descriptive only;
- Does not answer the question directly;
- Misses key points of information and interpretation;
- Contains serious inaccuracies;
- Sparse coverage of material; and
- Assertions not supported by argument or evidence.

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Fail **F1** **30-39**

Answers in the range usually contain some appropriate material (poorly organised) and some evidence that the student has attended lectures and done a bare minimum of reading. The characteristics of a fail grade include:

- Misunderstanding of basic material;
- Failure to answer the question set;
- Totally inadequate information; and
- Incoherent presentation.

-----0-----

Bad Fail **F2** **0-29**

Answers in this range contain virtually no appropriate material and indicate little understanding of basic concepts – or, in the worst cases, cannot be said to amount to a serious attempt.

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ECTS

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 fulltime study over one academic year is 60 credits. 1 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 to a student only upon successful completion of the programme 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. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

Study Abroad

In Junior Sophister year you may be permitted to satisfy the requirements of the year, in whole or in part, by study abroad under an approved Erasmus or college-wide international exchange programme approved by the Vice-President for Global Relations, with the assessment at the host university counting as part of your academic record in College. The maximum period for such study is one academic year and the minimum period is three months. Arrangements governing specific exchange programmes are made by the school, department or course office concerned. See <https://www.tcd.ie/ssp/undergraduate/study-abroad/> for more information.

Progression Regulations

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

Publication of Results

Publication of results take place on dates as specified and agreed by the Programme Committees and are advised under 'Important Dates' of the Handbook and on the various programmes website. Results are published to your Student Portal my.tcd.ie.

Re-checks

You are entitled to discuss your performance with examiners after your results have been published. Having discussed your performance with the examiner(s) and ascertained that the mark in question was correctly calculated, you may ask that their results be re-considered if they have reason to believe

- a. that the examination paper contained questions on modules which were not part of the module prescribed for the examination, or
- b. that bias was shown by an examiner in marking the script.

Through your tutor, you may appeal to the Senior Lecturer. In submitting your case, you should state under which of (a) or (b) above the request is being made. If a mark is revised, the Programme Director will be notified of the mark change by the relevant Director of Undergraduate Teaching and Learning of the School. The Director will, by reference to the *ME* Programme conventions, and with the permission of the Senior Lecturer, amend the relevant module result(s) and overall grade as appropriate.

Appeals

Please see the College Appeals Policy at: <http://www.tcd.ie/teaching-learning/assets/pdf/academicpolicies/Appeals%20Policy.pdf>

Transcripts

Transcript requests may be submitted to Course administrator for your relevant programme.

Transcripts will include the set of grades that permit students to rise with their year and the set of grades that forms the basis of the award of the degree. The transcript will make explicit whether or not one or two sittings were required (however supplemental in a paper for which there was a deferral permitted from the annual session is not considered a separate sitting) and whether or not a year is repeated. The grades achieved on the second sitting will be clearly indicated. Where more than one sitting was required an overall grade will always be recorded as a Pass/Fail.

The Scholarship Examination is an exception to the above. The examination will not be reflected on the student transcript unless the student has obtained Scholarship, in which case such information, if requested, shall appear (by way of asterisk and explanation) below the grades for Senior Fresh year.

Transcripts are never issued to a third party, such as a parent or prospective employer without the consent of the person named on the transcript.

Awards

Information on awards bestowed by or in conjunction with Department of Political Science can be found here:

https://www.tcd.ie/Political_Science/undergraduate/current-students/awards/

Student Data Protection

Please note that due to data protection requirements Staff in the School of Social Sciences and Philosophy cannot discuss individual students with parents/guardians or other family members.

As the University considers students, even if they are not yet 18, to have the maturity to give consent for the use of their data, in normal circumstances, the University will not disclose personal data to the parents, guardians or other representatives of a student without the student's consent. The University's preference is to receive written consent by way of email from the student where possible. Without such consent the University will not release any details regarding students including details of their registration, attendance, results, fee payments etc.

For more information, please visit: https://www.tcd.ie/info_compliance/data-protection/student-data/

University Regulations

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

- Academic Policies - <http://www.tcd.ie/teaching-learning/academic-policies/>
- Student Complaints Procedure - https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf
- Dignity and Respect Policy- <https://www.tcd.ie/equality/policy/dignity-respect-policy/>

Feedback and Evaluation

School of Social Sciences and Philosophy

Evaluation of courses and their constituent modules is an important component of College's commitment towards improving the quality of teaching and the support of learning. To this end, all undergraduate modules that are taught by the School of Social Sciences and Philosophy are evaluated on a twice-yearly basis using an online survey. The survey is anonymous and the results are used in reviewing and improving aspects of each module and its delivery. We particularly want to hear what students think was good about a module and what needs to be improved.

All results for each survey are collated and made available to the lecturer who taught the module, the Head of Department, the Head of School, the School's Director Undergraduate Teaching and Learning and the School Manager. Teaching Assistants receive their feedback through communication with the course lecturer. Department and School averages are made available to members of the School. Student feedback forms an important part of the evaluation and review process.

In addition, the results may also be referred to by lecturers in the nomination of Teaching Assistants for the Dermot McAleese Teaching Award. This is an annual award which is presented to one outstanding Teaching Assistant in each of the School's four disciplines. The nominations are reviewed by a committee in each department as well as the six members of the School Undergraduate Committee. The award has been made possible thanks to the generosity of School alumni.

Finally, in order to recognise good teaching within our School, the School Executive has taken a decision to publish the names of modules/lecturers of the 'top 3 highest ranked modules' and 'the highest ranked module with over 100 students' within each Department. The results can be found here: <http://www.tcd.ie/ssp/undergraduate/student-evaluations/>

General Information

Notice Boards

The department's Undergraduate Noticeboards are situated on the 4th floor, one floor below the departmental office. Entering the 3 College Green building, you can reach them by taking the lift as far as floor 3, then turning left. From 1 Foster Place, you can find them in the corridor opposite room 4.07.

On these noticeboards, you will find timetables, tutorial lists, other module-specific and general information.

Student Support Services

Student Services and Support

The Programme Administrator is your first port of call of all general queries. 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:

- Careers Advisory Service - <http://www.tcd.ie/Careers/>
- Graduate Studies Office - <http://www.tcd.ie/graduatestudies/>
- Mature Student Office - <https://www.tcd.ie/maturestudents/>
- Student Services Website and Information booklet – www.tcd.ie/studentservices,
[http://www.tcd.ie/students/assets/pdf/Student_Services_Booklet_\(web_version\).pdf](http://www.tcd.ie/students/assets/pdf/Student_Services_Booklet_(web_version).pdf)
- Senior Tutor and Tutorial Service - <https://www.tcd.ie/seniortutor/>
- Trinity Disability Service - <http://www.tcd.ie/disability/>

Co-curricular Activities

TCD Sports Clubs

College has 50 sports clubs in a range of disciplines, from Basketball to Archery, you can find information on all of the clubs on the Trinity Sport website, here: <https://www.tcd.ie/Sport/student-sport/clubs/>

TCD Societies

College offers over 100 societies across the University. From arts, culture, politics and debating to gaming, advocacy and music, you're sure to find your niche. You can find a list of all of the societies here: <http://trinitysocieties.ie/>

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, here: <https://www.tcdsu.org/> and can find information on the student representation structures here: <https://www.tcdsu.org/aboutus>

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).

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. 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 through to your end of year examinations, 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.

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, and this service is available to students from the Junior Fresh year right through to the Senior Sophister year.

S2S is supported by the Senior Tutor's Office and the Student Counselling Service.

Web: <http://student2student.tcd.ie>

Email: student2student@tcd.ie

Telephone: (+353) 1 896 2438

Other Supports Available to Students

Service	What does it offer?	Contact Information
Disability Service	Support for students with disabilities.	Register online through my.tcd.ie https://www.tcd.ie/disability/
SCS - Student Counselling Service	Online, 1-to-1, and group counselling. Workshops, drop in, evening, and emergency appointments.	01 896 1407 student-counselling@tcd.ie 3rd floor, 7/9 South Leinster Street https://www.tcd.ie/Student Counselling/
SLD - Student Learning Development	Academic learning support. Workshops, online, 1-to-1, and drop in service.	01 8961407 student.learning@tcd.ie http://student-learning.tcd.ie/
Chaplaincy	Pastoral guidance, seminars, discussions, prayer groups.	Contact you church chaplain chaplaincy@tcd.ie House 27, TCD https://www.tcd.ie/Chaplaincy/
Global Office	Supports for international students.	01 896 4507 TCDGlobal@tcd.ie Office of the Vice President for Global Relations, East Theatre, TCD https://www.tcd.ie/globalrelations/
SU - Students' Union	Accommodation, academic, welfare, events advice.	01 646 8431 frontoffice@tcdsu.org House 6, TCD https://www.tcdsu.org/
Careers Advisory Service	Advice on internships, career prospects, etc.	01 896 1721 01 896 1705 careers@tcd.ie 2nd Floor, 7-9 South Leinster Street http://www.tcd.ie/Careers/

Careers Advisory Service

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.

Junior and Senior Fresh Students

Get Involved: Remember that your course of study, extra- curricular activities, voluntary and part-time work all provide opportunities for developing skills and gaining an insight into your career preferences. In your Senior Fresh year, look out for short-term internship opportunities.

MyCareer: Log in to MyCareer to keep abreast of jobs, study and careers events of interest to you.

Junior Sophisters

Attend class seminar: Typically this takes place in Hilary term and includes information on applying for work experience and internships and postgraduate study.

Get work experience: The programme of summer work experience and internships is particularly relevant to Junior Sophisters. Personalise your MyCareer profile to receive email alerts tailored to your preferences.

MyCareer: Log in to MyCareer to keep abreast of jobs, study and careers events of interest to you.

Finalists and Senior Sophisters

Meet Employers and/or Explore Further Study: You may have decided to seek employment directly after graduation and many employers visit Dublin to actively seek out talented graduates. For others, further study may be their preferred option. Your MyCareer dashboard will keep you informed.

Find Jobs: Personalise your MyCareer profile to receive email alerts tailored to your interests.

Attend class seminar: Typically this takes place in Michaelmas term and includes information on applying for postgraduate study and jobs.

GradLink Mentoring: An opportunity to get advice and support from a Trinity graduate.

Drop-In CV/ LinkedIn Clinics: We also provide support at a practical level, helping you to improve your applications, which will benefit you in securing your future, whether in employment or further study.

Practice Interviews: A practice interview tailored to the job/ course of your choice with practical feedback.

MyCareer: Log in to MyCareer to keep abreast of jobs, study and careers events of interest to you.

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

Opening Hours:

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

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



MyCareer:
mycareerconnect.tcd.ie



TCD.Careers.Service



TCDCareers



www.tcd.ie/
Careers/students/postgraduate/



@TCDCareers



tinyurl.com/LinkedIn-TCD-Connecting