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Organisation and structure

Welcome to the 2018-2019 handbook for undergraduate Drama students. The aim of this handbook is to help you find your way around your course’s details and requirements and to describe the facilities and functions of the Department of Drama. It is intended to complement information found in the Students’ Union Handbook and the University Calendar. The latter includes details of university regulations and procedures and may be consulted online, in the School office, Berkeley Library or through your Tutor. We would welcome any suggestions as to how to make the handbook more useful to you. Please send any comments or suggestions to Assist. Prof. Melissa Sihra (msihra@tcd.ie).

Regulation notification

This handbook applies to undergraduate students taking Drama. It provides a guide to what is expected of you on this programme and the academic and personal support available to you. It is available to download from the School website. Please retain for future reference.

The information provided in this handbook is accurate at time of preparation. Any necessary revisions will be notified to students via email. Please note that although every effort has been made to ensure the accuracy of the contents of this Handbook, it is not a legally binding document and the School of Creative Arts reserves the right to modify any element, subject to the normal regulations of the university.

In the event of any conflict or inconsistency between the General Regulations published in the University of Dublin Calendar (http://www.tcd.ie/calendar/) and this handbook, the provisions of the General Regulations will prevail.

Alternative formats of the Handbook can be made on request.
General Information

Administration, health and wellbeing

Please remember that there are supports in place for you at Trinity if you need help. In the case of administrative questions, please contact your Year Convenor or administrators in the Department of Drama office. Answers to questions such as deadlines for essays etc. should all be available on your course outlines and on Blackboard.

If you feel that you may miss a lecture or seminar, please let the lecturer or seminar leader know directly. If you are ill and unable to attend, please submit a med cert to your Year Convenor within 10 days of your illness. If you are ill, but have not attended a doctor, please ask your tutor to do this on your behalf.

Remember that the Tutorial Service (https://www.tcd.ie/seniortutor/) should be your first port of call for all concerns around your welfare at Trinity and ensure that you know who your tutor is and how to contact them. They may in turn refer you to Student Counselling or the College Health service.

Please see further information on student support services online at http://www.tcd.ie/students/supports-services/.

Year convenors

Year convenors are assigned to each undergraduate year to help students resolve any problems arising during their studies that cannot be dealt with effectively by module coordinators. They usually meet with class representatives twice a term.

All attendance registers are given to the convenor who then oversees the deduction of marks for unexcused absences which exceed the limit set for the module. Any requests for waiving penalties should be sent to the convenor (NOT the module lecturer) with relevant supporting documentation. Information or clarification about departmental policies may be sought through contact with the year convenor. It is often useful to alert your convenor to relevant personal issues in addition to contacting your Tutor.

Convenors in 2018–2019 are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Convenor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Fresh</td>
<td>Assist. Prof. Sarah Jane Scaife</td>
</tr>
<tr>
<td>Senior Fresh</td>
<td>Prof. Brian Singleton (MT)</td>
</tr>
<tr>
<td></td>
<td>Assist. Prof. Nicholas Johnson (HT)</td>
</tr>
<tr>
<td>Junior Sophisters</td>
<td>Assist. Prof. Chrissie Poulter</td>
</tr>
<tr>
<td>Senior Sophisters</td>
<td>Assist. Prof. Melissa Sihra</td>
</tr>
<tr>
<td>Visiting &amp; Study Abroad</td>
<td>Assist. Prof. Chrissie Poulter</td>
</tr>
</tbody>
</table>

Student-2-Student

From the moment you arrive in College and throughout your first year Student 2 Student (S2S) is here to make sure your first year is fun, engaging and a great
foundation for the rest of your time in Trinity. You’ll meet your two S2S mentors in Freshers Week and they will make sure you know other people in your course before your classes even start. They’ll keep in regular touch with you throughout your first year and invite you to events on and off campus. They will also give you useful information about your course and what to look out for. Mentors are students who have been through 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’s 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 a coffee and a chat. S2S is supported by the Senior Tutor’s Office and the Student Counselling Service.

http://student2student.tcd.ie
E-mail: student2student@tcd.ie
Phone: + 353 1 896 2438

Societies and Activities
It is important to get involved in the many student societies at Trinity. Even if you do not join during Freshers’ Week, you can join later. You can find a list of all student societies here: http://trinitysocieties.ie. Many Drama students join Players (email contact - info@duplayers.com).

Trinity College Students’ Union (TCDSU)
You will be asked to elect 2 Class Representatives (SH & TSM) at the beginning of the academic year for each year’s cohort. This is an important position and the person elected will be expected to take an active part in Trinity’s Students’ Union. This is a democratic student body, elected by you and run for you. They are there to help with issues that may arise around welfare, organising activities, and to communicate between the student body and college. Your class rep may also organise social activities for your year and will meet with staff in Drama regularly. For more on TCDSU, please see: https://www.tcdsu.org.

Data Protection
Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws and we have prepared this short guide to ensure you understand how we obtain, use and disclose student data in the course of performing University functions and services. For more on our data protection policy, see: https://www.tcd.ie/info_compliance/data-protection/student-data/
General programme information

Introduction

Welcome to Drama and Theatre Studies at Trinity College Dublin.

The Department of Drama is part of the School of Creative Arts. Students can study Drama and Theatre Studies as a single honours degree or study Drama in combination with another Arts subject for a TSM (Two-Subject Moderatorship) degree. The three or four years of the Drama programme allow students to sample a wide range of theatre theory and practice, allowing students to become fully immersed in the intellectual currents that flow in and around them. From the beginning, questions of history, theory and context combine with issues of close analysis and interpretation to provide a course that is both rigorous and rewarding. From the Senior Fresh years, students will be introduced to the basics of practice and practice-as-research.

Students are expected to attend all taught components of the programme.

Enjoy your year!

Assist. Prof. Melissa Sihra, Head of Drama Studies
Contact information

Address: Department of Drama, Samuel Beckett Centre, Trinity College, Dublin 2, Republic of Ireland

Telephone: 01 896 2266
Web: https://www.tcd.ie/creative-arts/drama
Email: rgreene@tcd.ie  
amullign@tcd.ie  
beckett-theatre@tcd.ie

Full-time members of staff are available to discuss matters related to their modules and your academic progress during their weekly office hours. Information re. staff office hours are posted on Departmental noticeboards. If you are unable to attend during staff office hours you may email to arrange another appointment.

Staff contact information

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Matthew Causey</td>
<td>Head of School, Director of Arts Technology Research Laboratory (ATRL), Professor in Drama</td>
<td><a href="mailto:causeym@tcd.ie">causeym@tcd.ie</a></td>
<td>4920</td>
</tr>
<tr>
<td>Ms Chrissie Poulter</td>
<td>Director of Teaching &amp; Learning (Undergraduate) MT Assistant Professor in Drama</td>
<td><a href="mailto:cpoulter@tcd.ie">cpoulter@tcd.ie</a></td>
<td>3544</td>
</tr>
<tr>
<td>Dr Nicholas Johnson</td>
<td>Director of Teaching &amp; Learning (Undergraduate) HT Assistant Professor in Drama</td>
<td><a href="mailto:johnson@tcd.ie">johnson@tcd.ie</a></td>
<td>2295</td>
</tr>
<tr>
<td>Dr Melissa Sihra</td>
<td>Head of Discipline (Drama) Assistant Professor in Drama</td>
<td><a href="mailto:msihra@tcd.ie">msihra@tcd.ie</a></td>
<td>1441</td>
</tr>
<tr>
<td>Prof. Brian Singleton</td>
<td>Samuel Beckett Chair of Drama &amp; Theatre Professor of Drama</td>
<td><a href="mailto:bsngliton@tcd.ie">bsngliton@tcd.ie</a></td>
<td>1550</td>
</tr>
<tr>
<td>Dr Sarah Jane Scaife</td>
<td>Assistant Professor in Drama</td>
<td><a href="mailto:scaifes@tcd.ie">scaifes@tcd.ie</a></td>
<td>2407</td>
</tr>
<tr>
<td>Dr Eric Weitz</td>
<td>Associate Professor in Drama (Emeritus)</td>
<td><a href="mailto:weitzer@tcd.ie">weitzer@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Mr Michael Canney</td>
<td>Technical Manager, Samuel Beckett Theatre</td>
<td><a href="mailto:canney@tcd.ie">canney@tcd.ie</a></td>
<td>1437</td>
</tr>
<tr>
<td>Mr Gabriel Peelo</td>
<td>Technical Officer, Samuel Beckett Theatre</td>
<td><a href="mailto:gpeelo@tcd.ie">gpeelo@tcd.ie</a></td>
<td>2248</td>
</tr>
<tr>
<td>Ms Sinéad Cuthbert</td>
<td>Costume Co-ordinator</td>
<td><a href="mailto:cuthbes@tcd.ie">cuthbes@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Mr Tim Scott</td>
<td>Theatre Manager, Samuel Beckett Theatre</td>
<td><a href="mailto:beckett-theatre@tcd.ie">beckett-theatre@tcd.ie</a></td>
<td>1334</td>
</tr>
<tr>
<td>Ms Ann Mulligan</td>
<td>Administrative Officer</td>
<td><a href="mailto:amullign@tcd.ie">amullign@tcd.ie</a></td>
<td>1239</td>
</tr>
<tr>
<td>Ms Rhona Greene</td>
<td>Senior Executive Officer</td>
<td><a href="mailto:rgreene@tcd.ie">rgreene@tcd.ie</a></td>
<td>2266</td>
</tr>
</tbody>
</table>
Assistant lecturers and seminar leaders

Assistant lecturers are appointed with specific teaching duties that may include lecturing, seminars, workshops and the marking of essays and assessments. They are not normally available for formal consultation outside of class hours. If you have a short, specific query to which you cannot find the answer elsewhere, you may contact them by email. More general enquiries should be addressed to the Senior Executive Officer in the Department of Drama.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Bisi Adigun</td>
<td><a href="mailto:adiguno@tcd.ie">adiguno@tcd.ie</a></td>
</tr>
<tr>
<td>Angie Butler</td>
<td><a href="mailto:butlerab@tcd.ie">butlerab@tcd.ie</a></td>
</tr>
<tr>
<td>Burç Dinçel</td>
<td><a href="mailto:dincelb@tcd.ie">dincelb@tcd.ie</a></td>
</tr>
<tr>
<td>Christina Matthews</td>
<td><a href="mailto:matthecr@tcd.ie">matthecr@tcd.ie</a></td>
</tr>
<tr>
<td>Loli Ros Gordon</td>
<td><a href="mailto:rosgordm@tcd.ie">rosgordm@tcd.ie</a></td>
</tr>
<tr>
<td>Néill O'Dwyer</td>
<td><a href="mailto:odwyernc@tcd.ie">odwyernc@tcd.ie</a></td>
</tr>
<tr>
<td>Miriam Cummins</td>
<td><a href="mailto:cummins4@tcd.ie">cummins4@tcd.ie</a></td>
</tr>
<tr>
<td>Dylan Coburn Gray</td>
<td><a href="mailto:coburngd@tcd.ie">coburngd@tcd.ie</a></td>
</tr>
<tr>
<td>James Hickson</td>
<td><a href="mailto:hicksonj@tcd.ie">hicksonj@tcd.ie</a></td>
</tr>
<tr>
<td>Gavin Kostick</td>
<td><a href="mailto:gavin@fishamble.com">gavin@fishamble.com</a></td>
</tr>
<tr>
<td>Ciarán O’Melia</td>
<td><a href="mailto:comelia@tcd.ie">comelia@tcd.ie</a></td>
</tr>
<tr>
<td>Maeve Stone</td>
<td><a href="mailto:maeve.stone@gmail.com">maeve.stone@gmail.com</a></td>
</tr>
<tr>
<td>Eoghan Carrick</td>
<td><a href="mailto:eoghan.carrick@gmail.com">eoghan.carrick@gmail.com</a></td>
</tr>
</tbody>
</table>
Key dates

The academic timetable can always be found on the Calendar website - https://www.tcd.ie/calendar/academic-year-structure/

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-07.9.18</td>
<td>Freshers’ Week / General Orientation</td>
</tr>
<tr>
<td>10.9.18</td>
<td>Michaelmas Term (Semester 1) teaching begins</td>
</tr>
<tr>
<td>22-26.10.18</td>
<td>Reading Week</td>
</tr>
<tr>
<td>30.11.18</td>
<td>Michaelmas Term (Semester 1) teaching ends</td>
</tr>
<tr>
<td>2.1.19</td>
<td>Hilary Term (Semester 2) teaching begins</td>
</tr>
<tr>
<td>04-08.3.19</td>
<td>Reading Week</td>
</tr>
<tr>
<td>12.4.19</td>
<td>Hilary Term (Semester 2) teaching ends</td>
</tr>
<tr>
<td>29.4.19</td>
<td>Trinity Term begins</td>
</tr>
<tr>
<td>24.5.19</td>
<td>Trinity Term ends</td>
</tr>
</tbody>
</table>

**Note that College is closed on the following dates 2018–19:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.10.18</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>24.12.18–1.1.19 (inclusive)</td>
<td>Christmas Period</td>
</tr>
<tr>
<td>17.3.19</td>
<td>St Patrick’s Day</td>
</tr>
<tr>
<td>19.4.19</td>
<td>Good Friday</td>
</tr>
<tr>
<td>22.4.19</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>6.5.19</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>3.6.19</td>
<td>Public Holiday</td>
</tr>
</tbody>
</table>

Dates for submission of coursework vary from module to module. Please make sure to consult your module outline on Blackboard for all details of submission requirements and deadlines.

Online resources

**Virtual learning environment (VLE)**

Online resources for all modules that students are enrolled in, including full module descriptors and compulsory reading lists, are stored in Blackboard available at https://tcd.blackboard.com/.

**Student Information System (SITS)**

All communications from College will be sent to you via your online portal https://my.tcd.ie which will give you access to an ‘in-tray’ of your messages. You will also be able to view your timetables online. Details about modules may also be read on SITS. All fee invoices/payments, student levies and commencement fees will be issued online and all payments will be carried out online. You may view your personal details in the system, some sections of which you will be able to edit yourself. You will be able to check your examination results online via SITS.

Email
You are required to check your Trinity College email address regularly as this is the primary mode of communication between staff and students outside of scheduled meetings. Notices and information are also posted regularly on the appropriate notice board in the Samuel Beckett Centre, in Film Studies and in the Department of Music.

Staff members deal with very high volumes of email correspondence so please include your name in the subject line and a phrase that makes the purpose of the email clear. If the matter is urgent, make sure to explain the reason for the urgency. It is reasonable to expect a response from teaching staff between three and five working days after an email has been sent. If you have not received a reply by then a follow-up email or telephone call may be useful. Please note that emails that require careful consideration may take longer to process.
Key locations

Drama is part of the School of Creative Arts. The School comprises of Drama, Film Studies and Music. The School is part of the Faculty of Arts, Humanities and Social Sciences (FAHSS).

The Department of Drama Office is located on the ground floor of the Samuel Beckett Theatre.

<table>
<thead>
<tr>
<th>Department of Drama</th>
<th>Ground floor, Samuel Beckett Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samuel Beckett Theatre</td>
<td>Technical Office beside the scene dock/workshop backstage</td>
</tr>
<tr>
<td>Dance Studio</td>
<td></td>
</tr>
<tr>
<td>191/192 Rehearsal Studios</td>
<td>Ground floor</td>
</tr>
<tr>
<td>Film Studies Office</td>
<td></td>
</tr>
<tr>
<td>Video/DVD Library</td>
<td>2nd floor</td>
</tr>
<tr>
<td>Stage Design room</td>
<td></td>
</tr>
<tr>
<td>Department of Music</td>
<td>House 5, Front Square</td>
</tr>
<tr>
<td>Arts Technology Research Laboratory (ATRL)</td>
<td>Corner of Macken/Pearse Street (near Grand Canal Dock)</td>
</tr>
</tbody>
</table>

If you need to navigate campus, please use [https://www.tcd.ie/Maps/](https://www.tcd.ie/Maps/)
Library Holdings and Resources

Books and Articles
It is essential to equip yourself with books and you must acquire copies of set texts: you will not be able to depend on the library for such texts. Reading lists for each module are available from the beginning of term and you should start reading the texts that figure in the early weeks as soon as possible. Individual lecturers will give more information about the texts they assign. Occasionally, lecturers will post copies of key articles on Blackboard.

Main Libraries
The main library for Drama students is the Ussher, but you will also need to use other parts of the library or to call up books not on open shelves, which can be done from the online catalogue. In some cases, a required book may be placed by the lecturer on Counter Reserve, meaning that its use will be limited to class members for reading in a special area near the check-out counter. The main catalogue for searching for books is the Stella catalogue, on the main page of the library at www.tcd.ie/library. You will also need to become familiar with the database system of looking up academic journal articles, for example JSTOR. The library staff will organise an introduction to the use of the library in your JF year as part of the Study Skills module.

Department of Drama Office opening hours
Monday - Friday: 10am -12pm

Common Abbreviations
The following are common abbreviations used throughout College.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT</td>
<td>Michaelmas Term (Sept-Dec)</td>
</tr>
<tr>
<td>HT</td>
<td>Hilary Term (Jan-April)</td>
</tr>
<tr>
<td>TT</td>
<td>Trinity Term (April-June)</td>
</tr>
<tr>
<td>TSM</td>
<td>Two-subject Moderatorship</td>
</tr>
<tr>
<td>BC</td>
<td>Broad Curriculum</td>
</tr>
<tr>
<td>JF</td>
<td>Junior Fresh (1st year)</td>
</tr>
<tr>
<td>SF</td>
<td>Senior Fresh (2nd year)</td>
</tr>
<tr>
<td>JS</td>
<td>Junior Sophister (3rd Year)</td>
</tr>
<tr>
<td>SS</td>
<td>Senior Sophister (4th Year)</td>
</tr>
<tr>
<td>SBC/T</td>
<td>Samuel Beckett Centre/Theatre</td>
</tr>
<tr>
<td>191/192</td>
<td>191/192 Pearse Street (where Film Studies is located)</td>
</tr>
<tr>
<td>AB</td>
<td>Arts Building</td>
</tr>
<tr>
<td>AP</td>
<td>Áras an Phiarasgaí</td>
</tr>
<tr>
<td>ATRL</td>
<td>Arts Technology Research Laboratory</td>
</tr>
<tr>
<td>SCA</td>
<td>School of Creative Arts</td>
</tr>
<tr>
<td>FAHSS</td>
<td>Faculty of Arts, Humanities and Social Sciences</td>
</tr>
</tbody>
</table>
Health and safety

No Smoking
All spaces operated by the School of Creative Arts are governed by a strict NO-SMOKING policy (policy available at https://www.tcd.ie/hr/assets/pdf/procedure35-smoking.pdf) and NO exceptions will be made to this rule. Vaping is included in this policy. This includes the Samuel Beckett Centre and the corridors in 191 and 192 Pearse Street. Any evidence of smoking (discarded cigarette ends etc.) could invalidate the School’s insurance and result in a heavy fine.

Fire Exits
All fire exits are clearly marked and it is essential that these exits are not blocked. It is also important to ensure that doors are NOT held open with or blocked by firefighting equipment. Extinguishers and buckets should remain in their allocated places and not be moved without good reason. This rule applies to all doors, especially those that offer potential access to public spaces. ANY violation of this rule will be reported.

Building Security and Personal Safety
The School operates a series of security-coded doors and it is YOUR responsibility to treat the codes as confidential. Information about the door codes is available from the School’s administrative office. Do not divulge these codes to anyone else.

All work in the theatre must be supervised or authorised by a member of staff. Ensure that you are aware of all current safety guidelines when working with equipment.

Burglaries occasionally take place at Trinity and this means that only those people with official School business are allowed to enter the School’s buildings. The Department of Drama office corridor is locked after 6pm every evening. When a public performance is taking place in the theatre, only students directly involved with the production may enter the department after 6pm.

If you have any doubts about anyone appearing ‘lost’ or behaving suspiciously then you should contact a member of staff or College security immediately. Also please ensure that you keep your valuables with you at ALL times.

Due to the limited space in the department, you must clean up after yourself. Please leave spaces ready for the next class or rehearsal. Ensure that all rubbish is placed in bins and that any spills are cleaned up immediately. In particular, you should remember that the foyer and theatre are the public areas of the Beckett Centre/department and should be ready for visitors at all times.

Students who hire out departmental studio/rehearsal space (i.e., the Dance Studio, 191 and 192) retain an obligation to leave the spaces clean and immediately usable when they leave them. If the Dance Studio is found in unsuitable order by a full- or
part-time staff member, postgraduate tutor or student director, they should report to the Department of Drama office.

**Students who fail to restore the Dance Studio or rehearsal studios (191/192) to suitable order or fail to lock up after themselves will be prohibited from further use of the spaces.**

Please lock your bicycles to the stands provided by the College. No bicycles are allowed inside the building, nor may they be chained to the railings at the entrance to the Samuel Beckett Centre.

**Noise**
The sound of footsteps on bare floorboards, voices in corridors or stair-wells, and the banging of doors can all be heard in the theatres (Beckett and Players). Please keep this in mind when in the vicinity.

**Emergency Procedure**
In the event of an emergency, dial Security Services on extension 1999 or 01 8961999 from a mobile phone. 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).
Teaching and Learning

Structure of Degree
In the first two years of your degree, you will take compulsory modules only. In your sophister years, you will take a mixture of compulsory and optional modules. In your Junior Sophister year, you will be able to choose which subject of your Two Subject Moderatorship you will major in. Your final degree is weighted 50-50 between your Junior and Senior Sophister years.

Plagiarism
Please read this section carefully.

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at http://tcd-ie.libguides.com/plagiarism

We ask you to take the following steps:
- Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at http://tcd-ie.libguides.com/plagiarism.
  - You should also familiarize yourself with the 2018-19 Calendar entry on plagiarism located on this website and the sanctions which are applied.
  - Completing the tutorial is compulsory for all students.
- Familiarise yourself with the declaration that you will be asked to sign when submitting course work at http://tcd-ie.libguides.com/plagiarism/declaration.
- Contact your College Tutor, your Course Director or your Lecturer if you are unsure about any aspect of plagiarism.

Referencing
ALL essays/assignments require a clear and coherent referencing system. It is essential that you provide evidence of the sources of ANY information you use in your essay/assignment that comes from elsewhere.

Two of the most common ways of doing this are by using FOOTNOTES or ENDNOTES. Footnotes appear at the bottom of the page and Endnotes appear at the end of the document.

Microsoft Word will automatically insert Footnotes and Endnotes for you. Whichever system you choose to adopt you must ensure that your notes are as complete and consistent as possible.

Pay particular attention to page numbers.
Notes on referencing
The official style guide for Film Studies is the Chicago Manual of Style, which you will find online at: http://www.chicagomanualofstyle.org/tools_citationguide.html. Please use the Notes and Bibliography option.

Film Studies specific requirements are:
- Film and book titles should be italicised.
- After the first mention of a film character, you should include the actor’s name in brackets.
- After the first mention of a film, you should provide the director’s name and date of release in brackets.

Bibliography
A bibliography must be included at the conclusion of all essays/assignments. Entries should be listed alphabetically by author’s surname and should also include FULL details of date, place and publisher.

If you are in any doubt then consider the way in which books you read for the course organise their information. The Bibliography should list titles referenced in the text. You may include a ‘Works Consulted’ section to indicate further reading that you do not directly cite.

Filmography
You should also include an alphabetical list of ALL films viewed or referred to in your essay. This should follow your bibliography.

Example:
Blade Runner (Ridley Scott, 1982)
Double Indemnity (Billy Wilder, 1944)
Paris, Texas (Wim Wenders, 1984)

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

JF TSM/SH (30/60 ECTS Total)

Core (5ECTS)

DR1021 Theatre History (MT)
DR1022 Theatre History (HT)
DR1023 Performance Analysis (MT)
DR1024 Performance Analysis (HT)
DR1026 Study Skills
DR1030 Theatre Laboratory 1*

Additional modules for SH (10ECTS)

DR1027 Introduction to Performing 1
DR1028 Theatre Practise 1/Technical Theatre*
DR1029 Contemporary Performance Research

* Modules in all years marked with an asterisk (*) are practical theatre workshops or classes conducted under laboratory conditions. Because these courses rely upon group learning which is not recoverable by individual student study, the attendance regulations are more rigorous than those governed by normal College rules.
### Contact hours

<table>
<thead>
<tr>
<th>Module</th>
<th>Lecturer</th>
<th>Term</th>
<th>Format</th>
<th>Hrs per week</th>
<th>Assessment type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR1021/DR1022</td>
<td>Prof. Matthew Causey/Dr Burç Dinçel</td>
<td>MT+HT</td>
<td>1 lecture, 1 seminar</td>
<td>2</td>
<td>Coursework</td>
</tr>
<tr>
<td>DR1023/DR1024</td>
<td>Prof. Brian Singleton/Miriam Cummins/Dr Melissa Sihra/Chrissie Poulter</td>
<td>MT+HT</td>
<td>1 lecture, 1 seminar</td>
<td>2</td>
<td>Coursework</td>
</tr>
<tr>
<td>DR1026</td>
<td>Dr Néill O’Dwyer</td>
<td>MT+HT</td>
<td>1 class</td>
<td>1</td>
<td>Coursework</td>
</tr>
<tr>
<td>DR1027</td>
<td>Chrissie Poulter</td>
<td>MT+HT</td>
<td>1 class</td>
<td>2</td>
<td>Performance/reflective practice</td>
</tr>
<tr>
<td>DR1028</td>
<td>Michael Canney/Chrissie Poulter</td>
<td>MT+HT</td>
<td>1 class</td>
<td>2-4</td>
<td>Practical/coursework</td>
</tr>
<tr>
<td>DR1029</td>
<td>James J. Hickson</td>
<td>MT+HT</td>
<td>1 class</td>
<td>2</td>
<td>Coursework</td>
</tr>
<tr>
<td>DR1030</td>
<td>Dr Sarah-Jane Scaife/tbc</td>
<td>MT+HT</td>
<td>1 practical class</td>
<td>2</td>
<td>Practical/reflective practice</td>
</tr>
</tbody>
</table>

### Points to note

**DR1027** – additional rehearsals are necessary outside of class time.

**DR1028** - This module provides an introduction to both the safety practices and equipment of the SBC, in wardrobe, sound, lighting, set construction, as well as providing practical production experience in these areas, marketing and Front-of-house. It requires a degree of theoretical preparation before students are allowed to engage in a hands-on fashion. 200 - 250 Hours of directed student time are expected on this module to complete 10 ECTS.

Most of student time will be during the following production periods linked to Final Year productions and showcases (with some pre-production in the preceding weeks):

1) MT – Advanced Directing productions – MT weeks 9/10/11/12
2) HT – Advanced Devising productions – HT weeks 4/5/6

**Please reserve these weeks in your diaries from the start of the year.**

**DR1030** - The final practical assignment/assessment will take place in Trinity Term – week 2 – with a full schedule of preparation over the first two weeks of the term.

**PLEASE make sure you are present over this period.**

All students should familiarise themselves with the study skills module on Blackboard, accessible through [http://mymodule.tcd.ie](http://mymodule.tcd.ie), called ACADEMIC SKILLS FOR SUCCESSFUL LEARNING, from Student Learning Development. There are also many avenues at Trinity for individualised student support, so ask your College Tutor which service might be right for you.
Senior Fresh

JF TSM/SH (30/60 ECTS Total)

Core (5ECTS)
- DR2023 Ensemble Production *(HT)
- DR2024 Theatre History 2 (MT)
- DR2025 Theatre History 2 (HT)
- DR2026 Performance Studies (MT)
- DR2027 Performance Studies (HT)
- DR2028 Theatre Laboratory 2 (MT+HT)*

Additional modules for SH (10ECTS)
- DR2029 Introduction to Performing 2*
- DR2030 Theatre Practise 2*
- DR2031 Contemporary Performance Research 2

* Modules in all years marked with an asterisk (*) are practical theatre workshops or classes conducted under laboratory conditions. Because these courses rely upon group learning which is not recoverable by individual student study, the attendance regulations are more rigorous than those governed by normal College rules.
Contact hours

<table>
<thead>
<tr>
<th>Module</th>
<th>Lecturer</th>
<th>Term</th>
<th>Format</th>
<th>No. of hrs per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR2023</td>
<td>Team taught</td>
<td>HT</td>
<td>Workshop, rehearsal + production</td>
<td>1-4</td>
</tr>
<tr>
<td>DR2024/DR2025</td>
<td>Prof. Matthew Causey/Dr Nicholas Johnson</td>
<td>MT+HT</td>
<td>1 lecture, 1 seminar</td>
<td>2</td>
</tr>
<tr>
<td>DR2026/DR2027</td>
<td>Dr Bisi Adigun/Dr Nicholas Johnson</td>
<td>MT+HT</td>
<td>1 lecture, 1 seminar</td>
<td>2</td>
</tr>
<tr>
<td>DR2028</td>
<td>Dr Nicholas Johnson</td>
<td>MT+HT</td>
<td>2-hr workshop</td>
<td>2</td>
</tr>
<tr>
<td>DR2029</td>
<td>Loli Ros Gordon</td>
<td>MT+HT</td>
<td>1 class</td>
<td>2</td>
</tr>
<tr>
<td>DR2030</td>
<td>Prof. Brian Singleton/Chrissie Poulter/Dr Nicholas Johnson/etc.</td>
<td>MT+HT</td>
<td>Production assignment</td>
<td>2 (MT) 3 (HT)</td>
</tr>
<tr>
<td>DR2031</td>
<td>Prof. Brian Singleton/James Hickson</td>
<td>MT+HT</td>
<td>1 class</td>
<td>2</td>
</tr>
</tbody>
</table>

Points to note

DR2023 - SF SH students engage on a full-time basis with the Ensemble Production. The Ensemble Production is a fully rehearsed and produced theatre piece, requiring full investment by students throughout four weeks of rehearsal and a week of performance. Students are generally allowed to engage from their preferred area of practical interest, e.g., acting, design, assistant directing, etc. Students will be assessed on their practical work as well as on a reflective exercise to be submitted in the weeks following the production.

This is a full-time, intensive project and students may not engage in any extra-curricular activity at this time. Students are prohibited from involvement in any outside production, including D.U. Players or ISDA involvement, during this module. This project is meant to incorporate a professional-level ethic for commitment. Students recorded as absent without valid excuse for any call will receive penalty deductions and may receive a failing grade for the module if the absence occurs during production week.

DR2025 – weeks 1-6 only in HT

DR2027 - weeks 1-6 only in HT

DR2030 - In Michaelmas term students will opt to work as a stage manager or in a production-related area of one of the projects of the Advanced Directing course (5 ECTS). In Hilary Term students will develop and facilitate outreach activities that explore the upcoming second-year production in its local, educational, social, and community contexts (5 ECTS).
Junior and Senior Sophisters

Modules

In each of the Sophister years, students take a compulsory module in Contemporary Irish Theatre in Context, and choose from a range of optional modules. Most of these modules (except for the ‘Advanced’ modules which are SS only), are open to both JS and SS students in common, and are taught by individual members of staff in their areas of expertise. Students must take at least one ‘C’ module in each of their Sophister years. (In certain circumstances TSM students opting for practical Drama modules and restricted by the credit limits allowed may negotiate how this requirement might be fulfilled in other ways over the two sophister years.)

The enrolment in some modules is limited and others have pre-requisites or particular entry processes (e.g. audition or interview). Students therefore submit a selection form toward the end of the previous year. Full details of this system together with detailed module descriptions for the next year will be available from the departmental office sometime after the end of Hilary Term, following a briefing by the Head of Drama; students will be notified when this information is available and will be made aware of the deadlines for choosing.

There are FOUR types of modules offered at Sophister level:

- Compulsory
- Group A (practical/workshop based)
- Group B (a mix of library and practical)
- Group C (library based)

The Sophister option courses may vary from year to year depending upon staff availability and student demand, as well as budgetary concerns. Content and assessment procedures are described in the Sophister Coursebook available in the main office, but should also be contained in individual module handouts.

All students taking any given Sophister module in Drama are assessed via the same modes, be it essay, ongoing participation, reflective practice exercise and practical assessment, and usually some weighted combination thereof.

Please note that for a student to progress to Senior Sophister year, all work must be completed by the deadlines specified for each module.
TSM sophister options

TSM students choose which subject will be taken in Senior Sophister year by the end of Michaelmas Term in the Junior Sophister year, although allowance is made for students to change their minds by June. Students make their selection requests online and wait for approval.

<table>
<thead>
<tr>
<th>JS year (moderatorship part 1)</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR3033 Contemporary Performance &amp; Research</td>
<td>5</td>
</tr>
<tr>
<td>Choice of available modules (incl. at least 1 “C” module)</td>
<td>25 in total</td>
</tr>
<tr>
<td>Overall JS</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SS year (moderatorship part 2) [majoring in Drama]</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR4019 Contemporary Irish Theatre in Context</td>
<td>5</td>
</tr>
<tr>
<td>Choice of available modules (incl. at least 1 “C” module)</td>
<td>35 in total</td>
</tr>
<tr>
<td>DR4034 Dissertation (10,000 words)</td>
<td>20</td>
</tr>
<tr>
<td>Overall SS</td>
<td>60</td>
</tr>
</tbody>
</table>

SH sophister options

<table>
<thead>
<tr>
<th>JS year</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR3033 Contemporary Performance &amp; Research</td>
<td>5</td>
</tr>
<tr>
<td>Choice of available modules (incl. at least 1 “C” module)</td>
<td>55 in total</td>
</tr>
<tr>
<td>Overall JS</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SS year</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR4019 Contemporary Irish Theatre in Context</td>
<td>5</td>
</tr>
<tr>
<td>Choice of available modules (incl. at least 1 “C” module)</td>
<td>35 in total</td>
</tr>
<tr>
<td>DR4034 Dissertation (10,000 words)</td>
<td>20</td>
</tr>
<tr>
<td>Overall SS</td>
<td>60</td>
</tr>
</tbody>
</table>

Points to note

DR3033 - there is a *viva voce* examination based on this compulsory module and there may also be a *viva voce* based on the student's dissertation, during which reference may be made to any other examinable work.

DR4034 - the dissertation will be expected to show scholarly output commensurate with time that would otherwise have been spent on the equivalent of two x 10 credit modules or four x 5 credit modules (400 – 500 hrs).

SS students necessarily will have a pileup of work to be submitted at the end of Hilary term, although with no Sophister examinations in Drama there is a longer post-term period for essay and reflective-practice submissions. Efforts, therefore, have been made to help students manage their time, including the cessation of some class-teaching to facilitate attendance at rehearsal for practical assignments towards the end of the term and the staggering of some deadlines into the College revision/exam...
period. However, SS students should take the time well in advance to plan sufficiently for multiple submissions within the general end-of-year window.

Due to the collaborative nature of theatre, students may sometimes be marked on a group basis for practical work. It is conceivable that two students may submit individual work on a practical project for assessment in two different modules. Without trying to foresee all possibilities or make a pre-emptive ruling that stifles creativity, it is incumbent on any students seeking individual assessment credit for a collaborative project to fully disclose to the lecturer to what precise extent the work can be considered the student’s own – issues of ethics (up to and including plagiarism) can come into play if clear parameters of intellectual and creative engagement are not established.

**Final award mark weightings**

**TSM**

<table>
<thead>
<tr>
<th>Moderatorship part 1 [not majoring in Drama]</th>
<th>ECTS</th>
<th>% degree final mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total modules (JS modules only)</td>
<td>30</td>
<td>25%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Moderatorship part 2 [majoring in Drama]</th>
<th>ECTS</th>
<th>% degree final mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total modules (JS)</td>
<td>30</td>
<td>25%</td>
</tr>
<tr>
<td>Total modules (SS)</td>
<td>60</td>
<td>50%</td>
</tr>
</tbody>
</table>

A TSM student’s JS and SS marks from the major subject will combine to comprise 75% of the overall degree mark; the mark from the minor subject will comprise 25% of the overall degree mark.

**SH**

<table>
<thead>
<tr>
<th>ECTS</th>
<th>% degree final mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total modules (JS)</td>
<td>60</td>
</tr>
<tr>
<td>Total modules (SS)</td>
<td>60</td>
</tr>
</tbody>
</table>

This weighting formula is intended to reward a student’s increased familiarity with academic demands by the final leg of a four-year journey.
Attendance
Attendance at lectures, seminars and practice-based classes is compulsory. Punctuality is demanded of everyone, so that classes begin and end on time. A student who arrives for a lecture, seminar or workshop over 10 minutes late will be recorded as absent.

Full attendance is particularly important in all Drama modules, as the bulk of learning takes place in the context of a professional approach being taken to both studio (or theatre) research/presentation and classroom-based research/presentation and these cannot be recovered by reading or (for the most part) outside the immediate ensemble context.

After 1 unexcused absence in any term, penalties will be incurred. Each further week’s unexcused absence in the term 5% will be deducted from the final module mark. A student recorded late (arriving more than five minutes after the scheduled class time) on 3 occasions will be ascribed 1 unexcused absence.

As some modules in Sophister years have a mixture of taught class and supervision in the form of meetings, attending rehearsals, etc., any agreed form of meeting between lecturer and student deemed to be part of the module carries with it the expectation of attendance and an unexplained absence will be considered as an official, unexcused absence for attendance purposes.

Lectures
Lectures and seminars last 50 minutes, starting on the hour. Lectures and seminars are designed to help you in your reading and understanding of the various analytical approaches current in Drama and Theatre Studies as applied to the particular module. While it is not necessary to write down the lecturer’s every word, taking notes of the chief points is essential.

Seminars
Seminars meet in smaller groups. Some of them are led by members of the full-time teaching staff, some by visiting lecturers and some by teaching assistants who are advanced postgraduate research students with special expertise in the area taught. You must be properly prepared for seminars by doing all the reading assigned by the seminar leader. Seminars give you an opportunity to try out your own ideas and enter into discussions about theatre and related cultural areas.

Workshops and practical classes
Workshops are usually two-hour studio sessions designed to offer practical engagement with theoretical, historical and theatre-practice concepts. Please ensure that you are dressed appropriately for these sessions, which may involve movement in the case of performance classes, devising, rehearsals etc. You must ensure that whatever you wear allows you to move and otherwise participate freely. Tight jeans, short skirts, hats, scarves and hanging jewellery are not appropriate.
Productions
You are encouraged to participate in all aspects of departmental productions. For Single Honors this is a required part of your course. For all students experiential learning is an invaluable part of your course so you are also encouraged to attend auditions and/or volunteer for jobs advertised on the notice boards. At the same time, extra-curricular activity is never accepted as an excuse for non-attendance in class or unsubmitted course work so plan carefully the time you have available outside of your course preparation and assignments.

A note on D.U. Players
Players is a student society with a long and illustrious history, and you may well wish to become a member. However, be careful not to over-commit. Your involvement with Players is never a valid excuse for absence, lateness or late submission of course work. If you are working for any production in Players make sure beforehand that it does not conflict with your work for the Department. Students are prohibited from participating in any production in D.U. Players throughout any term in which they have an assigned production project in the Department.

A note on other outside theatre work
Theatre work in the professional arena, while possibly offering alluring (and/or lucrative) opportunities, represent a potentially valuable experience during which time on-the-job learning may occur but it can never be considered a substitute for the targeted teaching and learning that takes place on the course and to which the degree qualification attests.

Should you find yourself involved in a production (or, indeed, any other type of outside work) that threatens to encroach on your studies, you should contact the Head of Department as soon as possible for discussion and advice.

Study abroad
Student exchange schemes
The School of Creative Arts participates in a number of exchange schemes with other European universities and with eight campuses of the University of California. It is possible for some students to take their JS year abroad. This possibility is dependent upon the course requirements for each of your subjects being fulfilled. Students should also be aware of the possibility that certain subject combinations can complicate the exchange procedure.

Students should contact your Year Convenor (JF/SF) for further information and advice. It is advisable to do this well in advance, as early in the SF year as possible. Outgoing exchange students must have their academic programmes abroad approved by Prof. Poulter and should stay in contact with Assist. Prof. Poulter during their time abroad to ensure their academic programme satisfies Trinity requirements.

University regulations prevent TSM students from studying abroad all assessments in JF have not been passed at first attempt.
Additional prerequisites include:

- Students must achieve an overall grade of 2.1 or higher in their JF year;
- Student exchanges are approved provisionally during Hilary Semester, but will not be finalised until marks have been published
  - Students given preliminary permission to study abroad who do not earn an overall course mark of at least 2.1 in SF year will not usually be allowed to take up their places in the planned exchanges.
- Where there are more applicants than places for a given exchange institution, priority will be given to students on the basis of highest Junior Fresh marks.
- Students who receive a Non-Satisfactory or fail to submit any piece of coursework during their Fresher years may forfeit their eligibility to study abroad.

Outgoing exchange students must have their academic programmes abroad approved by the Study Abroad Co-ordinator and stay in contact during their time abroad to ensure their academic programme satisfies Trinity requirements, particularly in relation to the number of credits (ECTS) earned.

After studying abroad, students are responsible for ensuring their marks arrive in the Department of Drama office (c/o Ann Mulligan) as soon as possible.

**Assessment**

Modules may be assessed by any combination of essay, assignment, coursework and class participation. Practice-based modules may be assessed differently. It is your responsibility to ensure that you are aware of the assessment requirements for all modules. Assessment information will be distributed by module coordinators.

**Practical assessments**

The assessment of practical work through process and performance plays a central part in the Drama and Theatre Studies programme. All major practical projects are second-marked. The External Examiner will, if possible, make one site visit during the year to take in a range of practical work, but may also and otherwise review video records of selected practical assessments as well as design and reflective practice materials.

Students should be aware that, because of second-marking policies, there are no supplemental mechanisms in place for practical assessments, and so there may in a given situation be no recourse to rescheduling, even for the most viable (e.g. medical) reasons.

Due to the range of assessment which necessarily takes place at the end of the semester, classroom teaching for some Sophister modules may give way to project preparation/rehearsal as the semester progresses at the lecturer’s discretion.

Most practical assessments in Sophister modules will take place during Weeks 8 - 12. Students of all years should be careful not to overextend themselves by taking on so
many projects as to undermine their abilities to complete end-of-year course work on time and to the best of their abilities.

**Reflective practice exercises**

These can take the form of essays, reports, short ‘response papers’, portfolios and more. They serve as tools for personal engagement in the creative process and artistic development of students in practice-oriented modules. Akin to field notes in other disciplines, students are expected to document their practice on a regular basis – most usually in the form of ‘logbooks’ or journals. These journals then provide the student with material from which to develop a structured presentation – essay, report, portfolio, etc. as required by the particular module. This is meant to instil in students a personal technique for thought and reflection upon that which is too often seen as an exclusively intuitive process defying articulation. Students should begin to observe, analyse and make connections in class, in other theatrical endeavours and in everyday life, to better acquire a mastery of their own artistic instruments and make discoveries about the practice of theatre.

Each practical module will necessarily incur specific kinds of demands upon the reflective practice exercise in content and presentation, so instructions for reflective writing and criteria for marking will vary to some extent from module to module. For any module in which a reflective practice exercise makes up part of the assessment, the lecturer will disseminate and explain guidelines early in the process – where any uncertainty exists, students are urged to request clarification from the lecturer as soon as possible.

It should be emphasised that neither the reflective practice exercise nor your field notes/journal are diaries of free-range thought. They are a learning device for grappling intellectually and emotionally with the very personal and very communal process of theatre-making.

In general, reflective practice exercises are assessed on the basis of:

- Quality of thought applied to the acquisition of a personal technique;
- Evidence of ongoing application to the process of reflection and analysis;
- Insight into the personal creative process;
- Attempt to draw connections between class concepts and experience outside the studio, as practitioner, spectator or member of society;
- Range and depth of research conducted (if relevant);
- Adoption of a constructive analytical stance that does not get stuck in superficial notions of ‘failure’ and ‘success’, but seeks to pose and respond to more productive questions about process and theatre-making;
- Focus on the open-minded growth and acquisition of a personal technique, and not the ongoing exercise of opinion.

Reflective practice exercises are considered essential pieces of course work on a par with essays, and remain beholden to the same deadline policies.
Presenting coursework
There are formal requirements for the presentation and submission of coursework and you must familiarise yourself with these straightaway.

Presentation requirements
- All essays/assignments must be word-processed
- Essays/assignments must be double-spaced
- Pages must be numbered on the bottom right-hand side
- Arial or a sans-serif font size 12 must be used
- All submissions must have adequate margins at either side of the page

You must proofread your work carefully before submission. Poor presentation is not acceptable.

Penalties will be applied to essays/assignments that do not adhere to the word length or other requirements. Please include the word length at the end of your essay.

ESSAYS/ASSIGNMENTS ABOVE OR BELOW THE REQUIRED WORD COUNT MAY BE LIABLE TO PENALTIES.

Submitting essays/assignments
www.turnitin.com

www.turnitin.com is software that facilitates the detection of plagiarism. All essays and assignments must be submitted to www.turnitin.com. Details for submission are attached to module outlines and it is your responsibility to keep these details safe. You should pay particular attention to deadlines and submit your electronic version before the essay deadline.

NB: Essays and assignments that have not been submitted to www.turnitin.com, or that have been submitted to www.turnitin.com after the deadline without an approved extension, will not be accepted and will be recorded as zero.

Hard-copy submissions such as for practical design modules, should be placed in the IN box across from the Department office – by 12 noon on the appointed date - and will be stamped by admin staff for formal records. Senior Sophister dissertations must be submitted in two bound hard copies for formal registration and electronically through turnitin.

Work that does not easily fit into the mailbox because of size (lighting designs, portfolios, etc.) must be hand delivered to the Departmental office during posted office hours prior to the deadline. A log will be maintained of submitted work.

Sophister students taking film options should submit assessments for these courses directly to the Film Studies Department, Pearse Street and not to the Department of Drama.
Students are required by the Senior Lecturer to keep a copy of all work submitted for their undergraduate programme. The Department will exercise extreme care in collecting and receipting assessment materials but, if an assignment goes astray, it will be the student's responsibility to provide a replacement copy.

Assignment Marking
Academic assignments will be marked on www.turnitin.com. Students can read comments and grades on turnitin.com after the assignment post date, as recorded on the module outline.

Late submission or non-submission of coursework
Students must satisfy the requirements of any examination and all elements of the course work to progress. Please note that all course work elements have deadlines. Formal extensions are not granted in Drama. Work submitted late, without valid medical certification or other supporting documentation from tutor or counsellor, will have 10% deducted when up to one week late, 20% when up to two weeks late, after which the work will receive a zero; with tutorial intervention it may be referred to Supplemental status and results capped at 40.

Unacceptable reasons for late submissions:
- A pile-up of work due to practical involvement
  - Time management is considered a key skill
- Computer equipment failure
  - Only reasonable if accompanied by verified confirmation from IT Services that specific Trinity resources were out of order
    - Maximum extension = 1 day
  - Back up your files often and in several ways
    - E.g. USB drive, external hard drive, cloud storage, etc.

Any practical assessments or class tests failed or missed (without a medical excuse submitted in timely fashion) may be required to be retaken as supplementals (re-sits) to receive a mark capped at 40% unless excused through medical certification or successful tutorial intervention.

THIS POLICY WILL BE RIGOROUSLY APPLIED.
Assessment Extension Approval
The deadline for submission of an assessment will be extended only when reasonable evidence as to why the assessment is late can be supplied (e.g. a medical certificate or other acceptable documentation). You must apply to the Junior and Senior Fresh Convenor via email for an assignment extension. Extensions should be sought prior to the assessment deadline and the accompanying medical certificate or other appropriate documentation, clearly indicating the period for which you wish to be excused, should be submitted to the Department of Drama within ten working days of returning to College.

While there are no written end-of-year exams in Drama, there may be practical assessments that take place on a specific date e.g. performance assignments. These should be treated in the same way as exams in that the date is a fixed part of your calendar and you may fail the assignment if you miss the set time for presentation. Similarly, some modules set in-class tests and these are to be treated as a fixed part of your calendar. You will be given notice of the relevant dates by the module co-ordinator.

TSM students should check with their other subject-department for any exam guidance at the start of the year.

There are academic support services available to all students via https://www.tcd.ie/Student_Counselling/student-learning/.

Non-Satisfactory Policy
Trinity can remove an NS student from the Exam/Assessment list and in some cases decide that a repeat year is needed.

As each taught module comprises about 5 hours of student-time (on preparation, research, and work on assignments) for every 1 hour of taught contact-hours these contact hours are considered central to the evidence needed to show that you have actually completed a module enough to be ready to be assessed for it.

If a student is reported consistently absent during any one semester, the matter will be sent to the Year Convener seeking a recommendation that the student’s progress be recorded as non-satisfactory. The implication of the ‘Non-Satisfactory’ (NS) category is that a student has not shown evidence that the required hours have been completed to merit the ECTS value for the module (since ECTS credits are based on student time not achievement).

The Class Convenor will then notify the student and relevant College Tutor simultaneously that the student is being returned as Non-Satisfactory for the semester, setting a deadline for response from either or both (usually one week). If insufficient cause for the pattern of absence has been offered by this deadline the student shall be returned as Non-Satisfactory. Students who receive two Non-Satisfactory returns in a year may be prevented from rising with their year.
Any returns of Non-Satisfactory during a given academic year will place the student at a disadvantage when choosing practical (A) modules during the Sophister years. They will also disqualify a student from studying abroad.

Marking system
The following criteria are a useful guide for the examination of undergraduate work:

First Class Honours (70-100)
- Excellent knowledge
- Exemplary structure and presentation
- Critical use of secondary material
- Independence of mind/imagination
- Consistent performance

85-100: work of exceptional merit, far in excess of what is expected of an undergraduate.
75-85: work of outstanding merit showing insight, profundity, and creative invention, characterised by involvement with subject matter, breadth of appropriate reference, and both conceptual and stylistic ability.
70-74: work of clearly superior standard that reveals a very high degree of understanding and exposition.

Second Class Honours (II.1) (60-69)
- Aware of full implications of the question
- Thorough knowledge of subject/text
- Analytic ability
- Good structure and presentation
- Good use of secondary sources

60-69: very good work characterised by coherence and relevance, soundness of argument, appropriateness of reference, depth of background knowledge and discrimination. Some qualities of First Class work may be in evidence but the difference will be in degree or realisation.

Second Class Honours (II.2) (50-59)
- Aware of implications of question
- Effective structure and presentation
- Solid and reliable/Sound knowledge

50-59: consistently solid work reflecting honest application and satisfactory achievement without completely attaining the creative invention or analytic depth associated with the higher grades. The work may be characterised by an over-reliance on secondary sources at the expense of personal involvement, confining itself to a narrow or predictable line of argument with a tendency to description rather than interpretative engagement.

Third Class Honours (III) (40-49)
- Understanding the question
- Satisfactory engagement with question
- Relevant knowledge
- Adequate presentation and capacity to articulate

40-49: work which demonstrates an adequate background knowledge but no consistent ability to investigate it in depth; an ability to sustain only a basic argument without sufficient analysis to achieve insight or coherence; repetitiveness, excessive reliance on secondary sources, imprecise expression or descriptive generalisation.

FAIL (0-39)
Fail (F1) 30-39
- Serious misunderstanding of question
- Minimal knowledge
- Incoherence.

The potential of the candidate to proceed to the next year is an important consideration in this grade.
30-39: a minimal level of attainment just below that of honours level indicating a failure to demonstrate most of the standards set out above.

FAIL (F2) 1-29
Written work in the F2 range will reveal some or all of the weaknesses noted under F1, but to a greater, perhaps extreme, extent.
1-29: insufficient level of attainment.

Non-Submission
0: non-submission.

Awards
Students completing a undergraduate degree including Drama and Theatre Studies will qualify with a Single/Joint Honors qualification, Level 8 on the Irish National Framework of Qualifications.

Students who have passed the Junior Sophister year may have the ordinary degree of B.A. conferred if they do not proceed to the Senior Sophister year or if they do not pass the Senior Sophister year/final degree assessments. 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. In the case of advanced entry into the Senior Freshman or Junior Sophister year of a student’s degree course, the degree of ordinary B.A. may be conferred only on candidates who have spent at least two years in the University subject always to the successful completion of the Junior Sophister year.

External examiner
The undergraduate external examiner for academic year 2018/19 is Dr Aoife Monks, Reader in Drama, Theatre and Performance Studies, Queen Mary University of London.
Transcripts
If you need a copy of your transcript, please email ann.mulligan@tcd.ie with your student number, full course title, year of graduation and whether you need a paper or electronic copy. Please allow 3 weeks to generate this transcript and note that we are unable to courier transcripts so please allow enough time for the transcript to reach its destination by ordinary post.

Similarly, students who require references from lecturers should allow two to three weeks’ notice when asking staff members to serve as referees. You are urged to supply all information needed to fill in any forms and provide a description of the course/job you are applying to.
Programme outcomes
On successful completion of the Film Studies programme, students should be able to:

<table>
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<tr>
<th>Learning outcome</th>
<th>TEP Graduate attribute</th>
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| Synthesise their comprehensive knowledge of film and digital media studies within a wider economic, industrial, aesthetic and socio-cultural context; | ➢ to think independently  
➢ to act responsibly |
| Analyse current issues within film and digital media studies within the broader context of contemporary intellectual currents; | ➢ to think independently  
➢ to act responsibly  
➢ to communicate effectively |
| Interpret film and digital media texts and related texts informed by up-to-date debates surrounding media and representation; | ➢ to think independently  
➢ to develop continuously  
➢ to communicate effectively |
| Critically apply and appraise the principles of scriptwriting and digital video production in a practical and creative context; | ➢ to think independently |
| Pursue independent research and evaluate the relevance of that research to the current state of the art and discipline; | ➢ to think independently  
➢ to develop continuously |
| Progress to further study and engage in research of an increasingly autonomous kind; | ➢ to think independently  
➢ to communicate effectively |
| Speak and write effectively in the discourse of the discipline. | ➢ to think independently  
➢ to develop continuously  
➢ to communicate effectively |

University regulations
All staff and students in Trinity are bound to comply with several agreed policies listed in detail at [http://www.tcd.ie/teaching-learning/academic-policies/](http://www.tcd.ie/teaching-learning/academic-policies/).

There is also a policy document outlining the procedure for student complaints - [https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf](https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf).

Trinity is committed to supporting a collegiate environment in which staff, students and other community members are treated with dignity and respect. Bullying and harassment (including sexual and racial harassment) are not tolerated in Trinity. The Dignity and Respect Policy (available at [https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf](https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf)) lays out:

➢ Roles and responsibilities  
➢ Sources of help and support  
➢ Informal and formal procedures for addressing any bullying or harassment issues that may arise  
  ○ Mediation is also available
Feedback
Teaching and Learning is evaluated annually by students through mandatory undergraduate module evaluations and postgraduate taught programme evaluations, and by participation in the Irish Survey of Student Engagement (ISSE) and the International Student Barometer (ISB). Further information on evaluations of teaching and learning can be requested from Trinity’s Quality Office https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php.

If issues arise during the year, please notify Dr Jennifer O’Meara, Fresher Convenor and/or the class rep to ensure issues are resolved.

Scholarships and prizes
Foundation scholarship examination
Each year, before Hilary Term begins, Senior Fresh students may present for the Scholarship Examination. The Scholarship Examination recognises and rewards exceptional academic ability. The Scholarship examination is a searching examination, suitable for the Senior Fresh level, of two papers. To be awarded a Scholarship a candidate must have an average mark of 70% or higher, and in addition the grade profile of the candidate should indicate a majority of first class marks. Please consult the Examinations Office webpage for information regarding applying to sit the Scholarship Examination. Students considering taking the Scholarship Examination may arrange an appointment with a member of staff to discuss the examination process.

Drama Schol papers
All papers are 2hrs in duration. SH students sit 4 papers; TSM sit 2 papers.

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<thead>
<tr>
<th>Paper</th>
<th>Guide</th>
<th>Cohort</th>
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<tbody>
<tr>
<td>Intro to Drama, Theatre &amp; Performance</td>
<td>Based on course modules</td>
<td>SH &amp; TSM</td>
</tr>
<tr>
<td>General Paper</td>
<td>General questions not related to any particular taught module</td>
<td>SH &amp; TSM</td>
</tr>
<tr>
<td>Intro to Performing / Theatre Making</td>
<td>Based on SH modules</td>
<td>SH</td>
</tr>
<tr>
<td>General Paper SH</td>
<td>General questions not related to any particular taught module</td>
<td>SH</td>
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</tbody>
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Michel Breton Memorial Prize
This prize was set up by subscription in 1987 to commemorate the late Michel Breton (French Government sponsored lecturer, 1980-86), and especially to record his love of the performing arts. The prize is awarded to the student in the Senior Fresh year of Drama and Theatre Studies (Single Honor or TSM) who, on the basis of the annual examinations, shall be shown to be the best qualified academically in that year.
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.
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

MyCareer
mycareerconnect.tcd.ie

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

Opening Hours

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

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