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Organisation and structure

Welcome to the 2018-2019 handbook for TSM Film Studies Sophister students. The aim of this handbook is to help you find your way around your Film Studies course details and requirements and to describe the facilities and functions of the Film Studies department. 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 Assoc. Prof. Ruth Barton (bartonr@tcd.ie).

Regulation notification

This handbook applies to Sophister students taking TSM Film Studies. 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 the Sophister convenor, Dr Conor O’Kelly (okellyco@tcd.ie) or Ms Imogen Pollard, Film Studies administrator (filmstds@tcd.ie) 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 Dr O’Kelly or Ms Pollard 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/.

If your year shares any concerns (around deadlines for instance), please communicate these to us via your class rep. We will hold regular class rep meetings during the academic year, which is an opportunity to discuss general concerns with us.

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 have not joined during your Fresh years, you can join later. You can find a list of all student societies here: http://trinitysocieties.ie. Many Film students join DU Film (email contact - film@csc.tcd.ie).

Trinity College Students’ Union (TCDSU)
You will be asked to elect a Class Representative at the beginning of the academic year. 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 Film Studies 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 Film Studies at Trinity College Dublin.

Film Studies is part of the School of Creative Arts. Students can study Film in combination with another Arts subject for a TSM (Two-Subject Moderatorship) degree. The three or four years of the Film Studies TSM programme allow students to sample a wide range of film and digital media texts and 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 screenwriting and film production.

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

Enjoy your year!

Assoc. Prof. Ruth Barton, Head of Film Studies
Contact information

Address: Film Studies, Samuel Beckett Centre, Trinity College, Dublin 2, Republic of Ireland

Telephone: 01 896 2617
Web: https://www.tcd.ie/creative-arts/film/
Email: filmstds@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 will be circulated at the beginning of each semester. 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 and Director of Arts Technology Research Laboratory (ATRL)</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</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</td>
<td><a href="mailto:johnson@tcd.ie">johnson@tcd.ie</a></td>
<td>2295</td>
</tr>
<tr>
<td>Dr Ruth Barton</td>
<td>Head of Film Studies</td>
<td><a href="mailto:ruth.barton@tcd.ie">ruth.barton@tcd.ie</a></td>
<td>3512</td>
</tr>
<tr>
<td>Dr Paula Quigley</td>
<td>M.Phil. Convenor</td>
<td><a href="mailto:pquigley@tcd.ie">pquigley@tcd.ie</a></td>
<td>2961</td>
</tr>
<tr>
<td>Dr Justin MacGregor</td>
<td>Exams/Library Convenor</td>
<td><a href="mailto:macgregj@tcd.ie">macgregj@tcd.ie</a></td>
<td>3962</td>
</tr>
<tr>
<td>Dr Jennifer O'Meara</td>
<td>Fresher Convenor</td>
<td><a href="mailto:omeara1j@tcd.ie">omeara1j@tcd.ie</a></td>
<td>3970</td>
</tr>
<tr>
<td>Dr Conor O'Kelly</td>
<td>Sophister Convenor</td>
<td><a href="mailto:okellyco@tcd.ie">okellyco@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Ms Imogen Pollard</td>
<td>Executive Officer</td>
<td><a href="mailto:filmstds@tcd.ie">filmstds@tcd.ie</a></td>
<td>2617</td>
</tr>
</tbody>
</table>

Assistant lecturers

<table>
<thead>
<tr>
<th>Name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Padraic Killeen</td>
<td><a href="mailto:killeep@tcd.ie">killeep@tcd.ie</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.
Key locations
The Film Studies Office is located on the second floor of 192 Pearse Street. The Film Studies notice boards are located in the following places: the Screening Room in 191 Pearse Street, and in the corridors of the Samuel Beckett Centre and 191/192 Pearse Street.

The Department of Drama Studies office is located on the ground floor of the Samuel Beckett Centre. You will also find the Samuel Beckett Theatre here.

If you need to navigate campus, please use 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 Film Studies 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. The library catalogue can be accessed electronically from within the library and remotely. You may also find it useful to consult the library at the Irish Film Institute in Temple Bar.

Film Studies Screening Room
Many of the screenings, lectures and seminars take place in the Screening Room on the first floor of 191 Pearse Street (the entrance is the same as to 192 Pearse Street)
and in the Film Studies seminar room. These rooms are in constant use and it is your responsibility to ensure that the rooms are kept tidy at all times.

**Film Studies Office opening hours**
Monday-Thursday: 11am -1pm & 2pm-5pm
Friday: 11am-1pm

**Berkeley Library DVD Holdings**
All scheduled films are held on DVD in the Main Library. These are held in the Multimedia Area beside the main BLU counter in the Library. Viewing booths are available for watching DVDs in the Main Library.

**Common Abbreviations**
The following are common abbreviations used throughout College.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<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>FS</td>
<td>Film Studies</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</td>
<td>Samuel Beckett Centre</td>
</tr>
<tr>
<td>191/192</td>
<td>191/192 Pearse Street (where Film Studies is located)</td>
</tr>
</tbody>
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**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](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 fire-fighting 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.

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

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 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.

Academic 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 each module you are enrolled in.

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](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)](http://www.ects-guide.org/) 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.

**Sophister Module Information**
Dr Conor O’Kelly is the Sophister Convenor. Any problems or queries should be addressed to Dr O’Kelly as they arise.

Junior Sophister students are required to pass both the Mod Part I and Mod Part II in order to progress to the Senior Sophister year. The overall result for each of these examinations is equally weighted.

Senior Sophister students are required to pass all of the following elements in order to pass and be awarded an Honors degree: JS Mod Part I, JS Mod Part II, SS Mod Part II and as a result their Mod Part II Overall.

**N.B. Sophister students taking modules outside of Film Studies must acquaint themselves with the assessment and submission requirements of these modules. In these cases, the regulations of the host department shall prevail.**

Students in **pattern B** may pass the Junior Sophister year by compensation if they achieve an overall credit-weighted average mark of at least 40% (grade III) in each subject, and pass outright modules totalling at least 20 credits in each subject, and achieve a mark of at least 30% in any failed module(s).

**Junior Sophister**
Junior Sophister students are required to take modules to the total value of **30 ECTS.** Module outlines for all sophister courses are available on Blackboard.

**Broad Curriculum**
**Junior Sophister** students may elect to take a Broad Curriculum course. Information about Broad Curriculum (BC) courses and enrolment in these courses is available via [https://www.tcd.ie/academicregistry/student-registration/BC/](https://www.tcd.ie/academicregistry/student-registration/BC/).
LS assessment submission deadlines
Dates for submission of course work can be found on module outlines and it is your responsibility to be aware of and adhere to these deadlines.

Senior Sophister
- Senior Sophister students are required to take modules to the total value of 60 ECTS (including the Dissertation or Dissertation with Practice, which is worth 20 ECTS).
- Students are required to complete a Dissertation or a Dissertation with Practice on an approved topic of their choice.
- Pattern B students may pass the Senior Sophister year by compensation if they achieve an overall credit-weighted average mark of at least 40% (grade III) in the one subject studied in the Senior Sophister year, and pass outright modules totalling at least 40 credits, and achieve a mark of at least 30% in each failed module, up to a maximum of 20 credits. Some modules or module components in some subjects are non-compensable.
- Or pattern B students may pass the Senior Sophister year by aggregation if they achieve a mark of less than 30% in one or more failed modules up to a maximum of 10 credits, if they achieve a credit-weighted average mark of 40% for the year, pass outright modules totalling at least 40 credits and have a minimum mark of 30% in any remaining failed modules.

SS assessment submission deadlines
Dates for submission of course work can be found on module outlines and it is your responsibility to be aware of and adhere to these deadlines.

FS4026 Dissertation/FS4049 Dissertation with Practice
Senior Sophister students are required to complete a Dissertation or a Dissertation with Practice. While each student has an appointed supervisor, the Dissertation or Dissertation with Practice is a self-led and self-motivated piece of work. In working on the Dissertation or Dissertation with Practice, the student will be given the chance to develop a better understanding of a particular aspect of the study and, in the case of the Dissertation with Practice, the critically informed creative practice, of film and/or digital media. Furthermore, the student will be able to develop such transferable skills as independent research, time management, the meeting of deadlines, and oral presentation, as well as developing the self-reliance and self-motivation required to complete a sustained piece of research. As with any other aspect of academic life, an adherence to the appropriate guidelines is vital and you should note the following.

FS4026 Dissertation
Required length: 10,000 words
This refers to the main text only, excluding notes, bibliography, and any appendices. You must submit a word count (accomplished by a computer) on the title page. Dissertations that fail to meet the length requirements will be penalised by a 5% deduction from the final mark if under 9,000 or over 11,000 words. Examiners are not required to read beyond 11,000 words. Make sure your final submitted version is
carefully proofread and corrected. Inadequately proofed or presented dissertations will be penalised.

**FS4049 Dissertation with Practice**

**A. Screenplay plus 4,000-word critical analysis**

Senior Sophister students may choose to write a feature-length screenplay of 80–100 pages. This allows students to write a script that either creatively explores a film theory, or works within a genre to problematize it or reveal how it functions, or approaches another aspect of film studies. The screenplay will follow industry standard formats and structure. The screenplay will be accompanied by a 4,000-word critical analysis of the screenplay. This analysis will provide a critical context for the screenplay and will highlight and examine the specific elements of the theory or genre or other element of film studies that the screenplay is exploring. The student must ensure that the screenplay is linked clearly to the written work.

Scripts shorter than 75 pages or longer than 110 pages will be penalized by a 5% deduction.

Critical analyses that fail to meet the word length requirements (that is, are more than 10% under or over the required word length) will be penalised by a 5% deduction.

**B. 5-10 minute video essay plus 4,000-word critical analysis**

Students may make a video essay of 5-10 minutes in length, which functions as a complement to a 4,000-word written component, either as an appendix or as an additional chapter. This video essay will expand, highlight, enhance, and/or explain the written component or illuminate the arguments made in the written component. The student must ensure that the video essay is linked clearly to the written work. The written component must be 4,000 words long. Written components that are over 4,500 words or under 3,500 words will be penalised by a 5% deduction. Examiners are not required to read beyond 5,000 words.

The video essay must be 5-10 minutes long. Video essays that are over 11 minutes long or under 4.5 minutes long will be penalised by a 5% deduction.

**Programme of research**

Students should begin their research during the summer vacation prior to their Senior Sophister year. During the academic year, students are required to meet with their supervisors for advice and guidance on their dissertation. It is your responsibility to make these appointments and keep them. Also, you should ensure that you are able to keep an appointment once it has been made. Please inform your supervisor immediately if you are unable to keep your appointment. The most useful supervisions are those where student and supervisor have something concrete to discuss. Please ensure that you give your supervisor plenty of time to read submitted work and comment on it in advance of your appointment. Each piece of written work will be considered once by your supervisor.
Supervision

Supervision of academic research for a dissertation involves on-going dialogue between the student and appointed supervisor with a view to facilitating research procedures and practices. The appointed supervisor is not an editor or a collaborator, and it is the responsibility of the student to ensure that the submitted work represents adequately the academic procedures, theoretical perspectives and intellectual creativity that have led to its production. Students are advised to allocate more time than expected for each of the stages of dissertation planning, research, writing, printing and binding as difficulties frequently occur during the process.

See APPENDIX A: Dissertation checklist

<table>
<thead>
<tr>
<th>Last date for submission of draft material to supervisor</th>
<th>5pm Friday 15th February 2019</th>
<th>End of Week 5 HT</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of supervision</td>
<td>5pm Friday 1 March 2019</td>
<td>End of Week 6 HT</td>
</tr>
<tr>
<td>Dissertation submission deadline</td>
<td>5pm Monday 11 March 2019</td>
<td>Beginning of Week 8 HT</td>
</tr>
</tbody>
</table>

Erasmus and Visiting students

Assoc. Prof. Ruth Barton bartonr@tcd.ie is the co-ordinator for Erasmus and visiting students. If you are attending Film Studies modules, please make sure you are familiar with all module and assessment requirements. Please do not hesitate to consult with Assoc. Prof. Barton if you have any concerns or questions.
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.

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.

Assignment Marking
Sophister assignments will be marked on www.turnitin.com. Sophisters 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 the assessment and attendance elements of the course work. The regulations regarding the non-submission or late submission of assignments are as follows: no assignments will be accepted after the deadline without an extension approved by the Sophister Convenor and supported by relevant documentation. A non-submission will be recorded as zero.

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 Sophister 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 Film Studies Executive Officer within ten working days of returning to College.

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

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 Film Studies will qualify with a 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 Professor Catherine Grant, Professor of Digital Media and Screen Studies at Birkbeck, University of London.

Programme outcomes
On successful completion of the Film Studies programme, students should be able to:

<table>
<thead>
<tr>
<th>Learning outcome</th>
<th>TEP Graduate attribute</th>
</tr>
</thead>
</table>
| 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/.

There is also a policy document outlining the procedure for student complaints - 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) 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 Conor O’Kelly, Sophister Convenor and/or the class rep to ensure issues are resolved.

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 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.

FS4027 Research Methodologies: This module takes place during 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

Opening Hours
During term: 9.30am - 5.00pm, Monday - Friday
Out of Term: 9.30am - 12.30pm & 2.15 - 5.00pm, Monday - Friday
Postgraduate study in Film at Trinity

Masters Degrees
If you are considering taking your study at Trinity further, the School of Creative Arts offers an M.Phil. in Film Studies: Theory, History, Practice. Normally students will be expected to hold a 2.1 degree or higher at undergraduate level to be considered for acceptance on this course. Students may also consider pursuing an M.Litt. degree (Masters by Research) in film studies.

M. Phil. in Film Studies: Theory, History, Practice
The M.Phil. in Film Studies: Theory, History, Practice combines academic and practice based modules. Academic modules investigate a number of different theoretical and historical approaches to a diverse range of film and digital media, including Irish cinema, Hollywood cinema, European cinema, avant-garde and experimental cinema, documentary film, and aspects of digital media. Practice based modules focus on screenwriting, editing and documentary filmmaking.

Doctoral Studies
The Department of Film Studies offers doctoral supervision in a range of specialist areas. These include: Irish Cinema and other national cinemas, auteur studies, film theory and philosophy, genre and gender, Hollywood cinema, avant-garde and experimental cinema, and aspects of digital media. Research students are encouraged to engage with the wider academic community through attending conferences and presenting papers.

For further information on further study in the School of Creative Arts please contact the Director of Teaching and Learning (Postgraduate), Dr Paula Quigley pquigley@tcd.ie.
**Appendix A: Dissertation checklist**

This check list must be completed by each student before submission.

**Two complete copies** of your dissertation should be submitted.

<table>
<thead>
<tr>
<th>Task</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title page</strong></td>
<td>This should consist of title of dissertation, student’s name, supervisor’s name, and date of submission. The following statement should also appear: &quot;This dissertation is submitted in partial fulfilment of requirements for the BA in Film Studies, Trinity College Dublin.&quot;</td>
</tr>
<tr>
<td><strong>Word count</strong></td>
<td>This should appear on title page (main text only; exclude title page, table of contents, appendices, notes, bibliography and filmography).</td>
</tr>
<tr>
<td><strong>Declaration (insert after Title page)</strong></td>
<td>Include the following declaration: I certify that this dissertation is the result of my own work, that all borrowed language and ideas – whether directly quoted or indirectly applied – have been properly documented, and that all the help I have received (other than that from my supervisor) has been openly acknowledged. The word count on the title page is accurate, and excludes the preliminary pages (title page, contents, etc.), any appendices, notes, bibliography and filmography. Signed: Date:</td>
</tr>
<tr>
<td><strong>Abstract</strong></td>
<td>One copy of an abstract, printed on a single sheet of A4 paper, must be submitted loose with each copy of the soft-bound thesis. The abstract should be 200-250 words excluding the title of the thesis and the author’s full names as a heading. The abstract should be single-spaced.</td>
</tr>
<tr>
<td><strong>Table of contents</strong></td>
<td>This should be a separate page listing chapter numbers, chapter headings, and page numbers.</td>
</tr>
<tr>
<td><strong>Main text</strong></td>
<td>This should be divided appropriate chapters.</td>
</tr>
<tr>
<td><strong>Endnotes</strong></td>
<td>Notes should either be placed at the end, divided by chapters or be placed at the end of each chapter. The format should follow either the method outlined in the BA Film Studies Handbook or some other acceptable scholarly method in use.</td>
</tr>
<tr>
<td><strong>Appendices</strong></td>
<td>These should come after any notes and before bibliography.</td>
</tr>
<tr>
<td><strong>Bibliography</strong></td>
<td>ALL works used in the preparation of the dissertation, whether or not they have been cited in the notes, should be listed in standard form in this section. This list should appear in alphabetical order by author’s surname.</td>
</tr>
<tr>
<td><strong>Filmography</strong></td>
<td>ALL films either discussed or cited should appear in standard form in this section. Please see the BA Film Studies Handbook for style.</td>
</tr>
<tr>
<td><strong>Binding</strong></td>
<td>Some form of simple binding should be used to protect the dissertation from torn or lost pages. The front cover should be clear plastic or have your name and dissertation title placed on it.</td>
</tr>
</tbody>
</table>