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Organisation and structure

Welcome to the 2018-2019 handbook for Music undergraduate students. The aim of this handbook is to help you find your way around your Music course details and requirements and to describe the facilities and functions of the Department of Music. 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. Simon Trezise (simon.trezise@tcd.ie).

Regulation notification

This handbook applies to undergraduate students taking Music. 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 Ms Gráinne Redican, Music administrator (musicsec@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 Ms Redican 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/.

Dedicated staff support by cohort

Module and year coordinators are part of a framework of consultation and feedback designed to ensure that the teaching and administration of the curriculum, together with the general running of the Department, are effective and transparent. The Department values feedback on all its activities throughout the year either formally or informally. Constructive comments will always be noted and acted upon whenever possible.

If concerns arise in a module (for example, the module descriptor appears inaccurate), talk to the module coordinator. If you wish to take the matter further, or are reluctant to talk to the module coordinator, ask your student representatives to deal with the issue. They can take it to the module coordinator, year coordinator, Head of Discipline, or Head of School. When all these avenues have been exhausted, issues can be taken to the Education Officer of the Students Union, but it is important that the Music Department is given a chance to set matters right before such action is taken.
Module coordinators

Module coordinators oversee the conduct of modules. They draw up the syllabus of modules (or assist part-time staff in doing so), organise deadlines, set assignments, check attendance, ensure work is marked and returned within the agreed period, and generally review standards. Complaints or comments about a module should, whenever possible, initially be directed to the module coordinator (failing this, to the year coordinator or head of discipline).

Year coordinators

Year coordinators 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.

Coordinators in 2018–2019 are:
- Junior Fresh: Andrew Johnstone
- Senior Fresh: Orla Flanagan
- Junior Sophisters: Nicholas Brown
- Senior Sophisters: Richard Duckworth
- Overseas students: Simon Trezise (MT), Evangelia Rigaki (HT)
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 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 Music 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 Music at Trinity College Dublin.

Music is part of the School of Creative Arts. Students can study Music as a distinct subject or in combination with another Arts subject for a TSM (Two-Subject Moderatorship) degree.

The Department of Music in the School of Creative Arts at Trinity College Dublin, the University of Dublin is one of the leading academic music departments in Ireland. Its courses are of an equivalent standard to universities around the world, including the United Kingdom and America, and equip students to follow a wide range of careers both inside and outside music. In common with many universities in Europe the main focus is the academic study of music (students at Trinity pursue their instrumental or vocal studies privately or in outside institutions). With an intake of only thirty-five or so students a year in the undergraduate courses, the Department of Music has preserved a style of teaching that can respond to the needs of the individual and allow students to follow their own interests to an extent rare in modern universities.

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

Enjoy your year!

Assoc. Prof. Simon Trezise, Head of Discipline (Music)
History of the Department of Music

The Department of Music was founded in 1974, when Brian Boydell was Professor. He set up a programme of historical, technical, and analytical teaching, leading to a BA either in single-honor (SH) music or in the two-subject moderatorship (TSM) in which two subjects are studied. When he retired in 1982 the staff complement was three full-time, one half-time, and three or four part-timers. There were around fifty undergraduates and two or three postgraduates.

A comprehensive revision of the undergraduate syllabus began when Hormoz Farhat became Professor in 1982. Students could now specialise in either composition or musicology. Since then the range of options has been expanded to include a specialisation in music technology, and a wider range of choices within musicology and composition.

The Music Department has a high number of students pursuing postgraduate studies via research at doctoral level in a broad range of subjects, including musicology of the medieval period and film music. It collaborates in a postgraduate programme in Music and Media Technologies, which has attracted students of high quality and includes applicants from within and without Ireland. In 2012 a new degree was introduced: the M.Phil. in Composition. This currently has a quota of twelve students and is a taught degree, with modules in theory, composition, advanced orchestration, film music, and music technology.

The Department of Music has always been recognised as the most academically prestigious music department in the Republic of Ireland. This is reflected in the calibre of entrants to its programmes, the research record of the staff (part-time and full-time), the careers of its graduates at BA and doctoral levels, the roles played by the staff in the national development of the subject, and in the eagerness of other institutions to develop links with the Department. Members of staff have served on many important outside bodies, including the Arts Council, Contemporary Music Centre, and committees on music in the government’s Department of Education and Science.

The Department has always been based in House 5 in Trinity’s Front Square, though the postgraduate programme in Music and Media Technologies takes place in Áras an Phiarsaigh. In the longer term it is intended to relocate the Department to a purpose-built building on the College site in a shared space with Drama and Film.
Contact information

Address: Department of Music, House 5, Trinity College, Dublin 2, Republic of Ireland
Telephone: 01 896 1120
Web: [https://www.tcd.ie/creative-arts/music/](https://www.tcd.ie/creative-arts/music/)
Email: musicsec@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>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Matthew Causey</td>
<td>Head of School of Creative Arts</td>
<td><a href="mailto:causeym@tcd.ie">causeym@tcd.ie</a></td>
<td>4920</td>
</tr>
<tr>
<td>Chrissie Poulter (MT)/Dr Nicholas Johnson (HT)</td>
<td>Director of Teaching and Learning (Undergraduate)</td>
<td><a href="mailto:cpoulter@tcd.ie">cpoulter@tcd.ie</a>, <a href="mailto:johnson@tcd.ie">johnson@tcd.ie</a></td>
<td>3544 2295</td>
</tr>
<tr>
<td>Assoc. Prof. Simon Trezise</td>
<td>Head of Discipline (Music)</td>
<td><a href="mailto:simon.trezise@tcd.ie">simon.trezise@tcd.ie</a></td>
<td>1120</td>
</tr>
<tr>
<td>Dr Evangelia Rigaki</td>
<td>Assistant Professor in Music; Director M.Phil. in Music Composition</td>
<td><a href="mailto:rigakie@tcd.ie">rigakie@tcd.ie</a></td>
<td>4270</td>
</tr>
<tr>
<td>Dr Nicholas Brown</td>
<td>Assistant Professor in Music</td>
<td><a href="mailto:nbrown@tcd.ie">nbrown@tcd.ie</a></td>
<td>3783</td>
</tr>
<tr>
<td>Richard Duckworth</td>
<td>Assistant Professor in Music</td>
<td><a href="mailto:richard.duckworth@tcd.ie">richard.duckworth@tcd.ie</a></td>
<td>1500</td>
</tr>
<tr>
<td>Dr Orla Flanagan</td>
<td>Assistant Professor in Music (part-time)</td>
<td><a href="mailto:orla.flanagan@tcd.ie">orla.flanagan@tcd.ie</a></td>
<td>2458</td>
</tr>
<tr>
<td>Dr Andrew Johnstone</td>
<td>Assistant Professor in Music (part-time)</td>
<td><a href="mailto:andrew.johnstone@tcd.ie">andrew.johnstone@tcd.ie</a></td>
<td>2458</td>
</tr>
<tr>
<td>Ms. Gráinne Redican</td>
<td>Senior Executive Officer</td>
<td><a href="mailto:musicsec@tcd.ie">musicsec@tcd.ie</a></td>
<td>1120</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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elis Czerniak</td>
<td>Analysis, Musicology</td>
<td><a href="mailto:elisczerniak@gmail.com">elisczerniak@gmail.com</a></td>
</tr>
<tr>
<td>John Dexter</td>
<td>Counterpoint, Harmony, Conducting</td>
<td><a href="mailto:DEXTERJ@tcd.ie">DEXTERJ@tcd.ie</a></td>
</tr>
<tr>
<td>Jonathan Hodgers</td>
<td>Popular music &amp; presentation</td>
<td><a href="mailto:hodgersj@tcd.ie">hodgersj@tcd.ie</a></td>
</tr>
<tr>
<td>Brian Keegan</td>
<td>Film Music, Instrumentation</td>
<td><a href="mailto:bekee@mac.com">bekee@mac.com</a></td>
</tr>
<tr>
<td>Michael Lee</td>
<td>History, Musicology</td>
<td><a href="mailto:mlee@mail.ie">mlee@mail.ie</a></td>
</tr>
<tr>
<td>Amy Ryan</td>
<td>Aural training &amp; practical music making</td>
<td><a href="mailto:amy.ryan@tcd.ie">amy.ryan@tcd.ie</a></td>
</tr>
</tbody>
</table>
**Staff research interests**

**Dr Simon Trezise**

**Dr Nicholas Brown**
Electroacoustic composition, performance with digital technologies, computer-aided music pedagogy, installation & sound art, philosophy & aesthetics of music, music in medieval thought.

**Mr Richard Duckworth**
Music technology, music production, and musical interfaces.

**Dr Orla Flanagan**
Choral music, conducting, Mendelssohn studies, and music education (especially Kodály pedagogy).

**Dr Andrew Johnstone**
Renaissance polyphonic modes, English Reformation church music, theory and pedagogy of composition techniques.

**Dr Evangelia Rigaki**
Composition, experimental music theatre, opera, music and text, mixed media.
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/.

Computing and computer literacy

The Department of Music has one of the largest on-site computer facilities of any department outside computer science and related disciplines. These computers are available only to music students. All music students are expected to be able to use computers for essays, e-mail, and music technology.

Department of Music computers supplement computers provided for students around the university, which should be used for e-mail and word processing whenever possible.
**Student Information System (SITS)**

All communications from College will be sent to you via your online portal [https://my.tcd.ie](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 Department of Music, in Film Studies and in the Samuel Beckett Centre.

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

Music 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 Music Office is located on the second floor of House 5.

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 Music 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 main catalogues are in the Berkeley Library and the Trinity library computer catalogue is available via the web.

Department of Music CD Library opening hours
Students may borrow CDs from the Department of Music CD Library: Monday-Friday from 11-1pm & 3-5pm.

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 Sophister (1st year)</td>
</tr>
<tr>
<td>SF</td>
<td>Senior Sophister (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>MCC</td>
<td>Music Composition Centre</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. 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.

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.

House rules
Listening to music forms an important part of many lectures and must be treated with the same attention and seriousness as the spoken part of the lecture. The use of mobile phones by students is not permitted in lectures and shared facilities, such as the studio or the staircase. Laptops may not be used in class unless the lecturer has given permission for their use. In the interests of hygiene, please do not bring food or drinks into lecture rooms, practice rooms, and computer rooms. Please dispose of litter in the bins provided.
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).

Admissions

Selection procedure for school leavers and mature students

Applicants sit an entrance test (usually held in March) which is divided into three parts. An aural paper tests, for example, the candidates’ ability to recognise intervals and take down a simple melody and rhythm. A rudiments paper assesses the candidates’ knowledge of basic music theory. A general knowledge paper asks the candidate to name the composers of repertoire staples, and there are other broadly-based questions. Greatest emphasis is placed on the aural paper. Most applicants are called to interview. Mature and overseas students feature regularly in the Department’s intake.

Places on the undergraduate programmes are provisionally offered based on the entrance tests and interviews. Applicants who have a provisional offer will be made a firm one in August, according to their ranking in the points obtained in the Leaving Certificate or other qualifying examinations. In 2018 the quotas of places were 10 for SH students and 20 for TSM.
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, if you are a TSM student, you will be able to choose which subject of your Two Subject Moderatorship you will major in. Your final degree (Single Honours & TSM) is weighted 50-50 between your Junior and Senior Sophister years.

The undergraduate programmes are intended to give students the best possible theoretical and practical understanding of music as it is studied and understood at university level. The course covers the main areas traditionally the province of a university-based music education.

The JF year is a foundation year, which prepares students for the specialisms in the later years and offers an all-round range of skills.

All SF-SH students are required to take a Broad Curriculum module; it is optional for TSM students. Details are published annually on the college’s web site: https://www.tcd.ie/Broad_Curriculum/

Senior Fresh students will select one or two of these specialisms:
- Introduction to Composition
- Introduction to Musicology
- Music Technology II

At the end of the SF year students are expected to continue with one of them, unless they opt for a General Degree (this should be discussed with the Head of Discipline). To continue with Composition, Musicology, or Music Technology as a major or minor elective in the Sophister years, students must have taken the cognate SF module. They may change their declared specialism at the beginning of the JS year if they have attended and done the work for the preferred specialism or if they pass a specially set qualifying test. Change of specialism after the beginning of the JS year is not permitted.
Lecture times, attendance and punctuality
Courses are timetabled each year by the Department. Students may access detailed timetables for the current academic year via the student portal my.tcd.ie.

Lectures begin on the hour and end at ten minutes to the hour. Students must be punctual and ensure that they sign the attendance sheet circulated at the beginning of each class.

The Department’s SH programme and the TSM programme in which the department participates are both full-time undergraduate courses to which students are expected to commit between 1200 and 1500 hours annually (i.e. between 40 and 50 hours per week for 30 weeks). Attendance is therefore compulsory at all timetabled events belonging to the modules taken.

Students who miss classes will be referred to their tutors and in exceptional cases to the Junior Dean for disciplinary action. Some modules give marks for attendance and participation.

This is an extract from the University Calendar regarding enforcement of the Non-Satisfactory regulation for attendance and coursework:

All students must fulfil the course requirements of the school or department, as appropriate, with regard to attendance and course work. Where specific requirements are not stated, students may be deemed non-satisfactory if they miss more than a third of their course of study or fail to submit a third of the required course work in any term.

At the end of the teaching term, students who have not satisfied the school or department requirements, as set out in §§19, 24 and 25 above, may be reported as non-satisfactory for that term. Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their annual examinations and may be required by the Senior Lecturer to repeat their year. Further details of procedures for reporting a student as nonsatisfactory are given on the College website at https://www.tcd.ie/undergraduate-studies/academic-progress/attendance-course-work.php.
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.

You may use either Harvard (author/date) or Chicago (Footnotes) as your referencing style. For full details of these systems, please consult the MHRA style guide, available from: http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml
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.

Media examples
You should also include an alphabetical list of ALL media resources viewed or referred to in your essay. This can follow your bibliography.

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 and Senior Fresh
Andrew Johnstone is the Junior Fresh Convenor and Orla Flanagan is the Senior Fresh Convenor. Any problems or queries should be addressed to them as they arise.

Freshman summary of commitment
Junior and Senior Fresh students are registered for a variety of compulsory and optional modules. Please see the information given below.

Assessment
To rise with their class, students must attend satisfactorily the lectures, perform the prescribed exercises, pass the prescribed assignments (in accordance with the regulations) and meet special examination requirements (if any) prescribed by the School or Department.

Junior Fresh SH Module Information

<table>
<thead>
<tr>
<th>Title/code</th>
<th>ECTS</th>
<th>Term</th>
<th>Contact hours</th>
<th>Module Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS207 History I</td>
<td>5</td>
<td>1</td>
<td>22hrs lectures</td>
<td>Andrew Johnstone</td>
</tr>
<tr>
<td>MUS208 History II</td>
<td>5</td>
<td>2</td>
<td>22hrs lectures</td>
<td>Michael Lee</td>
</tr>
<tr>
<td>MUS1036 Introduction to Analysis</td>
<td>10</td>
<td>1 &amp; 2</td>
<td>22hrs lectures</td>
<td>Elis Czerniak</td>
</tr>
<tr>
<td>MU1038 Music Technology</td>
<td>10</td>
<td>1 &amp; 2</td>
<td>22hrs lectures</td>
<td>Richard Duckworth</td>
</tr>
<tr>
<td>MU1030 Aural &amp; Keyboard</td>
<td>10</td>
<td>1 &amp; 2</td>
<td>44hrs lectures</td>
<td>Orla Flanagan</td>
</tr>
<tr>
<td>MU1030 Harmony &amp; Rudiments</td>
<td>5</td>
<td>1</td>
<td>22hrs lectures</td>
<td>John Dexter</td>
</tr>
<tr>
<td>MU212 Harmony &amp; Counterpoint</td>
<td>5</td>
<td>2</td>
<td>22hrs lectures</td>
<td>John Dexter</td>
</tr>
<tr>
<td>MU203 Critical Writing</td>
<td>5</td>
<td>1</td>
<td>22hrs lectures</td>
<td>Jonathan Hodgers</td>
</tr>
<tr>
<td>MU204 Instrumentation</td>
<td>5</td>
<td>2</td>
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<td>Brian Keegan</td>
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Junior Fresh TSM Module Information

<table>
<thead>
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<th>Term</th>
<th>Contact hours</th>
<th>Module Coordinator</th>
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<tr>
<td>MUS1045 History &amp; Repertoire 1b</td>
<td>5</td>
<td>1 &amp; 2</td>
<td>44hrs lectures</td>
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</tr>
<tr>
<td>MU1037 Introduction to Analysis</td>
<td>5</td>
<td>1 &amp; 2</td>
<td>22hrs lectures</td>
<td>Elis Czerniak</td>
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<tr>
<td>MU1039 Music Technology</td>
<td>5</td>
<td>1 &amp; 2</td>
<td>22hrs lectures</td>
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</tr>
<tr>
<td>MU1031 Aural &amp; Keyboard</td>
<td>5</td>
<td>1 &amp; 2</td>
<td>44hrs lectures</td>
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</tr>
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<td>MU1030 Harmony &amp; Rudiments</td>
<td>5</td>
<td>1</td>
<td>22hrs lectures</td>
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<tr>
<td>MUS212 Harmony &amp; Counterpoint</td>
<td>5</td>
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### Senior Fresh SH Module Information

<table>
<thead>
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<tr>
<td>MUS209 History III</td>
<td>5</td>
<td>1</td>
<td>22hrs lectures</td>
<td>Michael Lee</td>
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<tr>
<td>MUS210 History IV</td>
<td>5</td>
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<td>Nicholas Brown</td>
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<tr>
<td>MUS185 Methodologies of Music Analysis</td>
<td>5</td>
<td>1</td>
<td>22hrs lectures</td>
<td>Simon Trezise</td>
</tr>
<tr>
<td>MU2046 Harmony II</td>
<td>10</td>
<td>1 &amp; 2</td>
<td>22hrs lectures</td>
<td>Simon Trezise</td>
</tr>
<tr>
<td>MU2047 Counterpoint II</td>
<td>10</td>
<td>1 &amp; 2</td>
<td>22hrs lectures</td>
<td>John Dexter</td>
</tr>
<tr>
<td>MU205 Aural &amp; Musicianship</td>
<td>10</td>
<td>1 &amp; 2</td>
<td>44hrs lectures</td>
<td>Orla Flanagan</td>
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<tr>
<td>2 electives (2 from below)</td>
<td>10</td>
<td>1 &amp; 2</td>
<td>22hrs lectures</td>
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<tr>
<td>MU2041 Introduction to Musicology</td>
<td>5</td>
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</tr>
<tr>
<td>MU2045 Music Technology 2b</td>
<td>5</td>
<td></td>
<td>11hrs lectures</td>
<td>Richard Duckworth</td>
</tr>
<tr>
<td>MU2043 Introduction to Free Composition</td>
<td>5</td>
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<td>11hrs lectures</td>
<td>Evangelia Rigaki</td>
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<tr>
<td>Broad Curriculum (information elsewhere)</td>
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<td>1 or 2</td>
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### Senior Fresh TSM Module Information

<table>
<thead>
<tr>
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<th>ECTS</th>
<th>Term</th>
<th>Contact hours</th>
<th>Module Coordinator</th>
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<tr>
<td>MUS2048 History &amp; Repertoire 2b</td>
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<tr>
<td>MU2038 Harmony 2b</td>
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<td>22hrs lectures</td>
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<tr>
<td>MU2039 Counterpoint 2b</td>
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<td>1 &amp; 2</td>
<td>22hrs lectures</td>
<td>John Dexter</td>
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<tr>
<td>MU206 Aural &amp; Musicianship</td>
<td>5</td>
<td>1 &amp; 2</td>
<td>44hrs lectures</td>
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<tr>
<td>2 electives (2 from below)</td>
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<td>1 &amp; 2</td>
<td>22hrs lectures</td>
<td></td>
</tr>
<tr>
<td>MU2041 Introduction to Musicology</td>
<td>5</td>
<td></td>
<td>11hrs lectures</td>
<td>Andrew Johnstone</td>
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<tr>
<td>MU2045 Music Technology 2b</td>
<td>5</td>
<td></td>
<td>11hrs lectures</td>
<td>Richard Duckworth</td>
</tr>
<tr>
<td>MU2043 Introduction to Free Composition</td>
<td>5</td>
<td></td>
<td>11hrs lectures</td>
<td>Evangelia Rigaki</td>
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<td>Broad Curriculum (information elsewhere)</td>
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<td>1 or 2</td>
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<tr>
<td>MUS185 Methodologies of Music Analysis</td>
<td>5</td>
<td>1</td>
<td>22hrs lectures</td>
<td>Simon Trezise</td>
</tr>
</tbody>
</table>

Note: SF TSM students must choose at least one of MU2041, MU2045 and MU2043. TSM workloads are adjusted according to the ECTS available for a module.

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 considered as absent.
JS SH (60 ECTS Total)

Core (5ECTS)

Instrumentation A

Main Elective (20ECTS)

One of the following:
Composition Forum JS A
Music Technology Seminar JS A
Musicology Seminar JS A

Sophister Electives (35ECTS)

List published annually
JS TSM (30 ECTS Total for Music)

Core (5 ECTS)

Instrumentation

Main Elective (10 ECTS)

One of the following:
Composition Forum JS B
Music Technology Seminar JS B
Musicology Seminar JS B

Sophister Electives (15 ECTS)

List published annually
SS (SH & TSM) (60 ECTS Total)

Main elective (10 ECTS)
One of the following:
- Composition Forum SS
- Music Technology Seminar SS
- Musicology Seminar

Projects (20 ECTS)
One of the following:
- Composition Portfolio
- Music Technology Project
- Musicology Dissertation II

Sophister Electives (30 ECTS)
List published annually
Non-compensable elements

<table>
<thead>
<tr>
<th>Year</th>
<th>To pass this module</th>
<th>This unit must be passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>JF</td>
<td>Counterpoint and Rudiments</td>
<td>Rudiments</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Module</th>
<th>Minimum mark to progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>JF</td>
<td>Harmony I</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>Counterpoint I</td>
<td>40%</td>
</tr>
<tr>
<td>SF</td>
<td>Aural and Keyboard</td>
<td>40%</td>
</tr>
</tbody>
</table>

Sophister Electives

Electives available annually may be taken once only, in either the JS or SS year. Musicology Students take Dissertation I in their JS year.

<table>
<thead>
<tr>
<th>Module title</th>
<th>ECTS</th>
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</thead>
<tbody>
<tr>
<td>Dissertation I (5000 words)</td>
<td>10</td>
</tr>
<tr>
<td>Recital A</td>
<td>5</td>
</tr>
<tr>
<td>Recital B</td>
<td>10</td>
</tr>
<tr>
<td>Composition Forum</td>
<td>5</td>
</tr>
<tr>
<td>Music Technology Seminar</td>
<td>5</td>
</tr>
<tr>
<td>Musicology Seminar</td>
<td>5</td>
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</table>

Sophister electives running in 2018-2019 (each for 5 credits) are as follows:

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module title</th>
<th>ECTS</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS168</td>
<td>Adaptation: Theory &amp; Practice</td>
<td></td>
<td>Michael Lee</td>
</tr>
<tr>
<td>MUS186</td>
<td>Csound</td>
<td></td>
<td>Richard Duckworth</td>
</tr>
<tr>
<td>MUS187</td>
<td>Heavy Metal</td>
<td></td>
<td>Richard Duckworth</td>
</tr>
<tr>
<td>MUS188</td>
<td>An Introduction to Debussy's World and Music</td>
<td></td>
<td>Simon Trezise</td>
</tr>
<tr>
<td>MUS189</td>
<td>Digital Instrument Lab</td>
<td></td>
<td>Nicholas Brown</td>
</tr>
<tr>
<td>MUS190</td>
<td>Gender in Popular Music</td>
<td></td>
<td>Jonathan Hodgers</td>
</tr>
<tr>
<td>MUS191</td>
<td>Opera and Gender</td>
<td></td>
<td>Michael Lee</td>
</tr>
<tr>
<td>MUS192</td>
<td>Open Scores</td>
<td></td>
<td>Evangelia Rigaki</td>
</tr>
<tr>
<td>MUS193</td>
<td>The Kodaly Concept in Theory &amp; Practice</td>
<td></td>
<td>Orla Flanagan</td>
</tr>
<tr>
<td>MUS194</td>
<td>Intersectionality and The Role of Women in Electronic Music</td>
<td></td>
<td>Elis Czerniak</td>
</tr>
<tr>
<td>MUS195</td>
<td>Composition for Film</td>
<td></td>
<td>Brian Keegan</td>
</tr>
<tr>
<td>MUS197</td>
<td>Performance Research Lab</td>
<td></td>
<td>Nicholas Brown</td>
</tr>
<tr>
<td>MUS198</td>
<td>Counterpoint &amp; Fugue for 3 Voices</td>
<td></td>
<td>Andrew Johnstone</td>
</tr>
</tbody>
</table>

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 Dr Simon Trezise 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 Dr Trezise and should stay in contact with Dr Trezise during their time abroad to ensure their academic programme satisfies Trinity requirements.

PLEASE NOTE: Poor attendance, failed examinations and/or inconsistent or inadequate coursework may affect a student’s likelihood of being accepted onto an exchange programme. In the event of competition for Erasmus places, decisions will be based on academic performance and participation.
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.

Continuous assessment, submission dates, and late work

Continuous assessment is part of the examination process. Essays and other continuous assessment work are therefore subject to the same regulations as work carried out under examination conditions. Feedback from lecturers will be given, including a grade as appropriate, but any grades awarded are only provisional: the external examiner and court of examiners have the right to amend all marks from the year. Sophister assessments must be resubmitted prior to the visit of the external examiner for her/his perusal.

Assessment work should be submitted to the Department of Music office before 12.00 p.m. on the day of the deadline. Students must fill in a cover sheet giving details of the assignment. When a national holiday date is given for submission, the work should be submitted on the following working day (usually Tuesday). Late work will not be accepted unless it is covered by a medical certificate or other legitimate certification, such as a tutor’s letter. This applies equally to work that is five minutes late or five hours late. Students should present the appropriate documentation, such as a medical certificate or tutor’s letter, to have the work accepted. The documentation must cover every day of lateness, otherwise the work will not be accepted for marking. Where there is doubt a decision on whether to accept the work will be made by the court of examiners. In some modules late work is not accepted under any circumstances; this is because the work is discussed in the class following submission. If you are unable to present work for one of these modules for a valid reason, you will be excused the assignment and the calculation of the mark adjusted accordingly.

Individual extensions will not be granted. The above system of documentation ensures that when work is submitted late because of illness or other, serious events in a student’s life, it will be accepted and marked normally.
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
- Calibri, 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.

Submitting essays/assignments
You are required to submit 2 copies of any submission. One copy will be returned to you with a comment sheet noting the grade and outlining the strengths and weaknesses of your work.

Submissions must be accompanied by a completed essay cover sheet, available on the website and outside the Department of Music office. Essays without the appropriate cover sheet, correctly filled in, will not be accepted.

Assignments submitted by email will not be accepted unless specifically requested by a module coordinator. Work may not be submitted in electronic form (e-mail or disc), unless this is a requirement of a module. Where students use software, or versions of software, other than what is installed on Department of Music computers, responsibility for all problems of compatibility (for example, failure to print) rests with the student. No requests for extensions on such grounds can be entertained.

If you are posting your submission, it must arrive on the submission date - please leave adequate time for it to arrive. Assignments and portfolios may not be couriered.

Return of work
Lecturers undertake to return essays and other assessment work within twenty working days (effectively four weeks). When there is a delay, students should refer the matter to the Head of Discipline.

According to the University Calendar, marks may be challenged by a student, who has discussed the mark with the member of staff concerned, on the following grounds:
- the calculation of the result is wrong
- the examination paper included questions on subjects that were not covered in the course
- bias was shown in marking the script
Examinations

Students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical advisor and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student’s tutor within three days of the beginning of the period of absence from the examination. The tutor must immediately forward the certificate to the Senior Lecturer. Medical certificates must state that the student is unfit to sit examinations.

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 Music (Single Honours or TSM) 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 Mikael Fernström, MSc, Interaction Design Centre, Department of Computer Science and Information Systems, University of Limerick.

Transcripts

If you need a copy of your transcript, please email musicsec@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.
Programme outcomes

On successful completion of the Music programme, students should be able to:

<table>
<thead>
<tr>
<th>Learning outcome</th>
<th>TEP Graduate attribute</th>
</tr>
</thead>
</table>
| Synthesise their knowledge of music within a wider economic, industrial, aesthetic and socio-cultural context; | ➢ to think independently  
➢ to act responsibly                   |
| Analyse current issues around music within the broader context of contemporary intellectual currents; | ➢ to think independently  
➢ to act responsibly  
➢ to communicate effectively    |
| Interpret works of music and related texts informed by up-to-date debates;        | ➢ to think independently  
➢ to develop continuously  
➢ to communicate effectively    |
| Critically apply and appraise the principles of music theory 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](https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php).

If issues arise during the year, please notify the Year 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.
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

Opening Hours

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