School of Creative Arts
Music
M.Phil. in Music Composition Handbook 2019-2020
Contents
Organisation and structure .........................................................................................3
General Information ....................................................................................................4
  Administration, health and wellbeing .....................................................................4
  Emergency Procedure ..............................................................................................7
  Data Protection ......................................................................................................7
General programme information ................................................................................8
Contact information ..................................................................................................9
  Key locations ..........................................................................................................10
  Key dates ................................................................................................................11
  Glossary ................................................................................................................11
  Online resources ....................................................................................................12
Health and safety ......................................................................................................13
Teaching and Learning ..............................................................................................14
  Structure of Degree .................................................................................................14
    School of Creative Arts Research Forum (SCARF) ..............................................14
  Plagiarism ..............................................................................................................14
  Referencing ............................................................................................................15
  Credit System (ECTS) ..........................................................................................15
Module Information ..................................................................................................16
  MU7018 M.Phil. Portfolio .......................................................................................16
  Supervision ............................................................................................................17
Assessment ................................................................................................................17
  Submitting essays/assignments .............................................................................18
Marking system .........................................................................................................20
Awards .......................................................................................................................21
  External Examiner .................................................................................................21
  Programme outcomes ............................................................................................22
University regulations ...............................................................................................22
Feedback ...................................................................................................................23
Further study in Composition at Trinity ....................................................................23
Careers Advisory Service .........................................................................................24
Appendix A: Portfolio checklist ...............................................................................25
Organisation and structure

Welcome to the 2019-2020 handbook for the M.Phil. in Music Composition. This handbook is designed to help you find your way around your M.Phil. course details and requirements, and to describe the facilities and functions of the Department of Music in the School of Creative Arts. It is intended to complement information found in the University Calendar. The latter includes details of university regulations and procedures and may be consulted online, in the School office, or Berkeley Library.

We would welcome any suggestions as to how to make the handbook more useful to you. Please send any comments or ideas to Dr Evangelia Rigaki (rigakie@tcd.ie).

Enjoy the year!

Regulation notification

This handbook applies to M.Phil. students taking the M.Phil. in Music Composition. It provides a guide to what is expected of you on this programme and the academic and personal supports 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 available 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 Course Director, Dr Simon Trezise (Michaelmas Term only, strezise@tcd.ie), Dr Evangelia Rigaki (rigakie@tcd.ie) or the Music administrator, Mrs. Gráinne Redican-O’Donnell (musicsec@tcd.ie). Module-related information will be available on your module 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 contact the Course Director directly to discuss the situation.

Please note that attendance at classes is a REQUIREMENT of the course. Medical certification or other evidence of extenuating circumstances must support absence from class. Attendance and participation is assessed.

You will find information on the full range of support services available to you, including the Health Centre, Student Counselling Services, Student Learning Development and Student Disability Service at the following link: http://www.tcd.ie/students/supports-services/

If your cohort 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.

Postgraduate Advisory Service

The Postgraduate Advisory Service is a confidential service available to all registered postgraduate students in Trinity College. It offers a wide range of academic, pastoral and professional supports dedicated to enhancing your student experience.

The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgraduate Support Officer will act as your first point of contact and a source of support and guidance regardless of what stage of your study you are at. In addition, each Faculty has three members of Academic staff appointed as Postgraduate Advisors who you can be referred to by the Postgrad Support Officer for extra assistance if needed. Contact details of the Postgrad Support Officer and the Advisory Panel are available on our website: http://www.tcd.ie/Senior_Tutor/postgraduate/

The PAS is located on the second floor of House 27. It is open from 8.30 – 4.30, Monday to Friday. Appointments are available from 9am to 4pm.

Phone: +353 (0)1 8961417   Email: pgsupp@tcd.ie
The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information in relation to college services and academic issues arising. Representation and assistance is offered in the area of discipline and/or academic appeals arising out of examinations or thesis submissions, supervisory issues, general information on Postgrad student life and many others. All queries are treated with confidentiality.

If you have any queries regarding your experiences as a Postgraduate Student in Trinity you should not hesitate to get in touch with the PAS.

Support Provision for Students with Disabilities
Trinity has adopted a Reasonable Accommodation Policy that outlines how supports are implemented in Trinity. Student seeking reasonable accommodation whilst studying in Trinity must register online with the Disability Service in their student portal my.tcd.ie. Based on appropriate evidence of a disability and information obtained from the student on the impact of their disability and their academic course requirements, the Disability Staff member will identify supports designed to meet the student’s disability support needs. Following the Needs Assessment, the student’s Disability Officer prepares an Individual Learning Educational Needs Summary (LENS) detailing the Reasonable Accommodations to be implemented. The information outlined in the LENS is communicated to the relevant School via the student record in SITS.

Student responsibilities for departmental assessments/course tests:
- Students are required to initiate contact with the School/Department and request reasonable accommodations as per their LENS report, or email received following their needs assessment for particular assessments for School/Department administered assessment. Students are advised to make contact at least two weeks prior to the assessment date to enable adjustments to be implemented.

Please note: no reasonable accommodation can be provided outside the procedures outlined in the Trinity Reasonable Accommodation Policy.

Societies and Activities
It is important to get involved in the many student societies at Trinity. Even if you do not join during Orientation, you can join later. You can find a list of all student societies here: http://trinitysocieties.ie.

Sports and healthy activities are encouraged at Trinity with further details available at https://www.tcd.ie/Sport/student-sport/.

Trinity College Graduate Students’ Union (GSU)
You will be asked to elect a Class Representative at the beginning of the academic year. By representing your class, you attend Students Union Council meetings and are entitled to vote on issues raised there. This means that you ensure a student voice in
how the college functions and meet people from all over the college. The person elected will be expected to take an active part in Trinity’s Graduate Students' Union.

Graduate Students’ Union 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 regularly. For more on GSU, please see: www.tcdgsu.ie.

Graduate Students’ Union
Trinity’s Graduate Students’ Union (GSU), established in 1973, is the representative body for all postgraduate students in Trinity College Dublin, the University of Dublin. The two sabbatical officers of the GSU work full-time and represent postgraduate students on all major committees including Board, Council, Student Life, Graduate Studies committee and Research Committee. The Union’s executive committee, which includes representatives from all faculties, convenes on a monthly basis and more often when required. The objective of the Union is to effectively represent postgraduate students within the University, advocate on behalf of Union members on issues that impact your education internally and nationally, and to protect the interests of our union members during their studies.

Activities of the Union include: providing social and recreational facilities for postgraduate students; monitoring and developing the study and recreational facilities of the 1937 Postgraduate Reading Room; providing a Graduate common room for postgraduate students (located in house 7) and to provide and manage lockers for students in the 1937 Reading Room (rental is organised through the front office in house 6).

The GSU produces an academic and peer reviewed journal on an annual basis, the Trinity Postgraduate Review (http://trinitypostgradrev.wixsite.com/tcd-ie), and a literary magazine, College Green (www.collegegreenmagazine.com/). It also produces a postgraduate handbook for students with information on supports and services available to postgraduate students.

The GSU President works in the area of policy and strategy. The GSU Vice-President acts as the Welfare and Education Officer for postgraduates in Trinity and provides confidential one-to-one advice, advocacy and support in areas such as student supervisor relationships and financial hardship. The GSU Communications Officer informs you on a weekly basis of information, postgrad events and updates from the university and the wider metropolitan community through the medium of a digital newsletter titled Postgrad News.

The GSU website www.tcdgsu.ie provides the latest updates from the Union, information on elections, campaigns and connections to the Union’s social media platforms. Students can arrange meetings with the sabbatical officers via emailing either the GSU President at president@tcdgsu.ie or the GSU Vice-President at vicepresident@tcdgsu.ie or by contacting the office landline at (01) 896 1169.
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).

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, the University of Dublin.

The Department of Music fosters cutting-edge research and supports an intellectually vibrant musical community. We see scholarship and practice as deeply intertwined. Regular colloquia, concerts, conferences and festivals benefit from our location in the heart of Dublin.

The department’s interdisciplinary approach allows connections with other areas of study within the School and beyond. Postgraduate students come from a variety of musical backgrounds; they share interests that span classical, contemporary, popular, world, film, and game music.

In 2012, the M.Phil. in Music Composition was launched as a unique opportunity to embark upon a detailed investigation into the intellectual currents and concerns surrounding the study of composition. From the beginning, questions of history, theory and practice combine with issues of close analysis and interpretation to provide a course that is both rigorous and rewarding.

At every step of the way your progress will be informed by the continued emphasis on independent study, critical thinking and creative writing. In addition, the course aims to develop the key transferable skills required for postgraduate study. These include time management, oral presentation, independent critical thinking and dissertation (composition portfolio) preparation. Whether researching a topic for individual understanding or preparing a presentation for classroom discussion, the M.Phil. in Music Composition will be as demanding as it will be rewarding.

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

Address: Department of Music, House 5
Trinity College, the University of Dublin
Dublin 2
Republic of Ireland
Telephone: 01 896 1120
Web: 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>Assoc. Prof. Ruth Barton</td>
<td>Head of School of Creative Arts</td>
<td><a href="mailto:ruth.barton@tcd.ie">ruth.barton@tcd.ie</a></td>
<td>2961</td>
</tr>
<tr>
<td>Mrs Jo Mc Namara</td>
<td>School Manager, School of Creative Arts</td>
<td><a href="mailto:creativearts@tcd.ie">creativearts@tcd.ie</a></td>
<td>1715</td>
</tr>
<tr>
<td>Dr Paula Quigley</td>
<td>Director of Teaching and Learning (Postgraduate) (MT 2019)</td>
<td><a href="mailto:pquigley@tcd.ie">pquigley@tcd.ie</a></td>
<td>3512</td>
</tr>
<tr>
<td>Assoc. Prof. Simon Trezise</td>
<td>Head of Discipline (Music); Director M.Phil. in Music Composition (MT 2019)</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 (HT 2019)</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>Dr Judith Ring</td>
<td>Assistant Professor in Music (maternity cover for Dr Rigaki)</td>
<td><a href="mailto:ringju@tcd.ie">ringju@tcd.ie</a></td>
<td>4270</td>
</tr>
<tr>
<td>Ms Gráinne Redican-O’Donnell</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 or the Director of the M.Phil. programme (Dr Evangelia Rigaki).

<table>
<thead>
<tr>
<th>Name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Brian Keegan</td>
<td><a href="mailto:keeganb1@tcd.ie">keeganb1@tcd.ie</a></td>
</tr>
</tbody>
</table>
Key locations

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

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

<table>
<thead>
<tr>
<th>Department of Drama</th>
<th>Ground floor, Samuel Beckett Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samuel Beckett Theatre</td>
<td>Technical Office beside the scene dock/workshop backstage</td>
</tr>
<tr>
<td>Dance Studio</td>
<td></td>
</tr>
<tr>
<td>191/192 Rehearsal Studios</td>
<td>Ground floor, 191/192 Pearse Street</td>
</tr>
<tr>
<td>Film Office</td>
<td>1st floor, 192 Pearse Street</td>
</tr>
<tr>
<td>Department of Music</td>
<td>House 5, Front Square</td>
</tr>
<tr>
<td>Arts Technology Research</td>
<td>Corner of Macken/Pearse Street</td>
</tr>
<tr>
<td>Laboratory (ATRL)</td>
<td>(near Grand Canal Dock)</td>
</tr>
</tbody>
</table>

If you need to navigate campus, please use [https://www.tcd.ie/Maps/](https://www.tcd.ie/Maps/).
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>2.9.19</td>
<td>Freshers’ Week / General Orientation</td>
</tr>
<tr>
<td>9.9.19</td>
<td>Michaelmas Term (Semester 1) teaching begins</td>
</tr>
<tr>
<td>21.10.19</td>
<td>Reading Week</td>
</tr>
<tr>
<td>15.9.19</td>
<td>Michaelmas Term (Semester 1) teaching ends</td>
</tr>
<tr>
<td>20.01.20</td>
<td>Hilary Term (Semester 2) teaching begins</td>
</tr>
<tr>
<td>2.3.20</td>
<td>Reading Week</td>
</tr>
<tr>
<td>13.4.20</td>
<td>Hilary Term (Semester 2) teaching ends</td>
</tr>
<tr>
<td>20.4.20</td>
<td>Trinity Term begins</td>
</tr>
<tr>
<td>31.5.20</td>
<td>Trinity Term ends</td>
</tr>
</tbody>
</table>

Note that College is closed on the following dates 2019–20:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.10.19</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>16.12-19.1.20</td>
<td>Christmas Period</td>
</tr>
<tr>
<td>17.3.20</td>
<td>St Patrick’s Day</td>
</tr>
<tr>
<td>10.4.20</td>
<td>Good Friday</td>
</tr>
<tr>
<td>13.4.20</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>10.4.20</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>1.6.20</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.

Glossary
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>JH</td>
<td>Joint Honors</td>
</tr>
<tr>
<td>SH</td>
<td>Single Honors</td>
</tr>
<tr>
<td>SCA</td>
<td>School of Creative Arts</td>
</tr>
<tr>
<td>MCC</td>
<td>Music Composition Centre</td>
</tr>
<tr>
<td>JF</td>
<td>Junior Freshman (1st year)</td>
</tr>
<tr>
<td>SF</td>
<td>Senior Freshman (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>PGT</td>
<td>Postgraduate Taught</td>
</tr>
<tr>
<td>SBT/C</td>
<td>Samuel Beckett Theatre/Centre</td>
</tr>
<tr>
<td>191/192</td>
<td>191/192 Pearse Street (where Film is located)</td>
</tr>
</tbody>
</table>
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)
Timetables are available online via your online portal https://my.tcd.ie. 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. 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. Postgraduate notices and information are also posted regularly on the appropriate notice board in the Samuel Beckett Centre, in the Department of Film Studies and in the Music Department, and graduate students should consult these regularly also.

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.

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:
Monday-Friday
11-1pm & 3-5pm

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. 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.
Teaching and Learning

Structure of Degree
The M.Phil. in Music Composition is a one-year full-time course based on lectures, seminars, and screenings and guest lectures as part of the ‘Music Composition Centre’ series. The School of Creative Arts is responsible for the organisation and administration of the course. While the degree is a taught programme, we encourage and support independent research as an essential academic practice within the teaching framework. Modules and assessment procedures have been designed specifically with this in mind. The degree is also designed in line with College strategic planning in the development of transferable generic skills.

School of Creative Arts Research Forum (SCARF)
The School of Creative Arts Research Forum is an excellent opportunity for meeting your fellow postgraduate students as well as research students and members of staff. SCARF normally meets weekly throughout the academic year. In the first term a series of talks and papers by visitors and academic staff will introduce research students to a diverse range of research methods and current theoretical concerns. The seminar also provides an opportunity for discussion and the sharing of ideas.

Plagiarism
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 supervisor or the Director of Teaching and Learning (Postgraduate) if you are unsure about any aspect of plagiarism.
Referencing
All essays and portfolios 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 or assignment that comes from elsewhere.

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.shtm

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 system works on a norm of 60 ECTS for full-time study over an academic year, representing 1,200-1,500 hours of student input where 1 ECTS credit = 20-25 hours. In Trinity, the one-year M.Phil. degree carries a credit weighting of 90 ECTS.

5 ECTS = 100-125 hours of student input
10ECTS = 200-250 hours of student input
30 ECTS (dissertation) = 600-700 hours of student input
ECTS credits are awarded to a student only upon successful completion of the course year. Progression to award level is determined by the course regulations.

Module Information
Students take six taught modules and pursue a portfolio to the total value of 90 ECTS. The modules available in 2018-2019 are listed below. All module information, including module outlines and assessment requirements is available at mymodule.tcd.ie

Modules are subject to availability and enrolment is subject to the approval of the Director of the M.Phil. programme. All modules are compulsory in academic year 2018/19.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module title</th>
<th>ECTS</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU7019</td>
<td>Transformative Technologies for Composers</td>
<td>10</td>
<td>Mr Richard Duckworth</td>
</tr>
<tr>
<td>MU7020</td>
<td>Writing for Film</td>
<td>10</td>
<td>Dr Brian Keegan</td>
</tr>
<tr>
<td>MU7023</td>
<td>Extended Techniques in Composition</td>
<td>10</td>
<td>Dr Judith Ring</td>
</tr>
<tr>
<td>MU7013</td>
<td>Composition with Digital Technology</td>
<td>10</td>
<td>Dr Nicholas Brown</td>
</tr>
<tr>
<td>MU7016</td>
<td>Opera Today</td>
<td>10</td>
<td>Dr Evangelia Rigaki</td>
</tr>
<tr>
<td>MU7021</td>
<td>Writing for Ensemble</td>
<td>10</td>
<td>Dr Evangelia Rigaki</td>
</tr>
<tr>
<td>MU7018</td>
<td>M.Phil. Portfolio</td>
<td>30</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

MU7018 M.Phil. Portfolio

<table>
<thead>
<tr>
<th>Semester</th>
<th>All semesters (year-long)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECTS</td>
<td>30</td>
</tr>
<tr>
<td>Contact hours</td>
<td>5 supervision hours (throughout the year)</td>
</tr>
<tr>
<td></td>
<td>174 self-directed research hours</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>28 August 2020</td>
</tr>
</tbody>
</table>

The M.Phil. Portfolio (dissertation) consists of a final portfolio of 3 compositions (70%), accompanied by a commentary (30%) of 3,000 to 5,000 words. The duration of the music submitted in the Portfolio should be around 20 minutes. The student decides the content of the Portfolio. The thesis should demonstrate a good knowledge of the context surrounding the candidate’s work and, in doing so, should engage with history, criticism and theory relating to contemporary music.

<table>
<thead>
<tr>
<th>Portfolio element</th>
<th>Format</th>
<th>Weighting as % of overall mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compositions</td>
<td>3 compositions – combined length circa 20 mins</td>
<td>70%</td>
</tr>
<tr>
<td>Commentary</td>
<td>3,000-5,000 words</td>
<td>30%</td>
</tr>
</tbody>
</table>
Course content

- Working with a supervisor to develop the portfolio
- Developing an in-depth knowledge of the chosen compositional style and means
- Developing transferable skills such as independent research, time management and the meeting of deadlines
- Producing a sustained piece of creative work
- Underpinning the creative work with suitable theoretical work

Learning outcomes

On successful completion of this module, students will be able to:

- Create a substantial portfolio of original compositions that will showcase the talents of the student
- Demonstrate an in-depth knowledge of the context in which these compositions are placed
- Self-evaluate and take responsibility for continuing academic progression and development

Supervision

Working with an appointed supervisor, the portfolio is a self-led and self-motivated piece of work. Furthermore, the student will also be able to develop such transferable skills as independent research, time management, the meeting of deadlines, as well as enhancing the self-reliance and self-motivation required to complete such a sustained piece of research. Once the content of the portfolio is identified and approved, students should meet with their supervisors at least once a month for advice and guidance on their portfolio. Supervision of academic research for a portfolio involves on-going dialogue between the student and appointed supervisor with a view to facilitating research procedures and practices. Ongoing feedback is encouraged between student and supervisor.

The appointed supervisor is neither an editor nor a collaborator, and it is ultimately 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. In light of this, it should be noted that it is the responsibility of the student to maintain suitable contact with the appointed supervisor through prearranged meetings during the time of research.

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.
Submitting essays/assignments

Presenting coursework
There are formal requirements for the presentation and submission of coursework and you must familiarise yourself with these straightaway.

All essays/assignments must be word-processed. Essays/assignments must be double-spaced and the pages must be numbered on the bottom right-hand side. You should use Calibri/Arial, font size 12 and have adequate margins at either side of the page. You must proofread your work carefully before submission.

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.

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.

Deadlines and Penalties
All assignments and portfolios have deadlines for submission. Coursework (including portfolios) submitted after the deadline without an approved extension will not be accepted. Non-submissions will be recorded as zero. This policy will be rigorously applied.

Deadline Extensions
Requests for a deadline to be extended must be made to the Course Director via email before the submission deadline. Requests for extensions will be approved only where reasonable evidence as to why the work is late can be supplied (e.g. a medical certificate or other acceptable documentation). Any accompanying medical certification or other appropriate documentation must clearly indicate the period for which you wish to be excused and must be submitted to the Department of Music office within ten working days of returning to College.

Please note: portfolios submitted to an approved extended deadline may miss the autumn exam board and students in this situation may not commence at the same time as their cohort.

Word Count
All coursework must adhere to the word count requirements. Coursework that is more than 10% above or below the required word count may be penalised. Examiners are
not required to read beyond 10% over the word limit. In addition, while footnotes are not normally included in the word count, excessive use of footnotes may be penalised.

Retention of Personal Copies
Students are advised that they are required by the Senior Lecturer to keep copies of all work submitted. The Department will exercise extreme care in receipting assessment materials in those cases where a copy is required to be submitted to the office, but if work goes astray it will be the student’s responsibility to provide a copy to replace it.

How to submit portfolios
Students are required to submit **TWO SOFT-BOUND COPIES** of their portfolio by 12pm on 28 August 2020. The title of the portfolio and student’s name should be clearly printed on the cover page and stylistic requirements should be adhered to as above. Portfolios must be submitted in hard copy the Senior Executive Officer in the Department of Music office and will not be accepted electronically. Please see **Appendix A** for a portfolio checklist.
Marking system

Your final degree result will be recorded as PASS, FAIL or DISTINCTION.

Your assessments will be marked to give you an indication of progress. The following grades should give you an idea of marking criteria.

- **85-100:** work of exceptional merit, demonstrating an original creative vision, fluency of expression and breadth of reference far in excess of what is expected for a one year taught postgraduate degree.
- **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. In oral presentation, a combination of the above with a finely judged ability to structure material and communicate it in an oral context.
- **70-74:** work of a similar standard to the above category but not to the same degree or level of consistency.
- **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.
- **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. It may contain quite sophisticated elements but be unable to integrate these into a complex but coherent argument. On the other hand, it may be characterized by a lack of full engagement with the material, or a lack of breadth of critical reference.

**PASS MARK: 50%**

- **40-49:** work which demonstrates some background knowledge and research but no rigorous or consistent investigation; argument remains at a basic level without sufficient analysis to achieve insight or coherence; repetitiveness, excessive reliance on secondary sources, imprecise expression or descriptive generalisation.
- **1-39:** failure to demonstrate most of the standards set out above.
- **0:** non-submission.

Please note: All grades received during the year are provisional until approved by the External Examiner.
Awards

Passing requirements for M.Phil. award
The pass mark for all 10 ECTS module assessments and the portfolio is 50%. In the calculation of the overall mark for the course, each module is weighted according to its ECTS credit weighting. Students may compensate for one fail mark (between 40% and 49% only) in one 10 ECTS taught module as long as the overall credit-weighted average mark across the six taught 10 ECTS modules is 50% or over, and students have passed five 10 ECTS taught modules amounting to at least 50 credits. Students must also achieve a mark of 50% or over in the portfolio in order to pass the course as a whole.

M.Phil. with Distinction
Students of the M.Phil. in Music Composition may be awarded a mark of distinction in the degree if they achieve an overall mark of at least 70%, including at least 70% in the portfolio, and provided that no credit-bearing element has been failed (i.e. achieved a mark below 50%) during the period of study.

All components of the course must be completed by 12pm 28th August 2020.

Passing requirements for Postgraduate Diploma award
A student who does not wish to submit a portfolio and be considered for the degree of M.Phil. may instead opt to be considered for a Postgraduate Diploma in Music Composition by applying to the Course Director in writing before the end of April 2020. Where a student achieves an overall pass for their taught assessments (as per the course requirements outlined below), but does not reach the required standard in the portfolio, s/he may be eligible for the award of a Postgraduate Diploma in Music Composition.

In order to be considered for the Postgraduate Diploma in Music Composition, students are required to submit all six taught module assessments (excluding Research Methodologies) (60 ECTS). Students may compensate for one fail mark (between 40% and 49% only) in these six taught module assessments as long as the overall mark is over 50%.

Postgraduate Diploma with Distinction
The Postgraduate Diploma may be awarded with a mark of distinction to candidates who achieve an overall average mark of at least 70% across the six taught 10 ECTS modules. A distinction cannot be awarded if a candidate has failed any 10 ECTS module during the course.

External Examiner
The External Examiner for the M.Phil. in Music Composition 2019-20 is Professor Robert Fokkens, Senior Lecturer in Composition, School of Music, Cardiff University.
Programme outcomes
On successful completion of this programme, students should be able to:
- Critically engage with a range of composers and methodologies within the last 100 years;
- Position their extensive knowledge of key compositions within the appropriate intellectual, cultural and historical contexts;
- Critically appraise diverse composers and situate the developments of these and their respective representational systems within wider aesthetic, industrial, economic, historical, social and cultural contexts;
- Situate practice-based skills within a developed conceptual framework;
- Pursue independent research and evaluate the relevance of that research to the current state of the art and discipline;
- Engage critically and creatively with the body of knowledge related to their research;
- Synthesise arguments utilising material from a variety of sources and establish connections between ideas;
- Articulate and present ideas orally and in writing within a variety of settings appropriate to the study of the subject at an advanced level;
- Develop the skills to write large scale compositions through the writing of the composition portfolio;
- Self-evaluate and take responsibility for continuing academic progression and development;
- Engage with life-long learning and show a capacity for further study of a more self-directed and autonomous kind;
- Collaborate with the Musicians in Residence and showcase their work in a public concert (Grad Show);
- Create a substantial portfolio of original compositions showcasing their works.

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 Simon Trezise or Dr Evangelia Rigaki, M.Phil. Directors and/or the class rep to ensure issues are resolved.

Further study in Composition at Trinity
Doctoral Studies
The Department of Music offers doctoral supervision in a range of specialist areas. Students are encouraged to engage with the wider academic community through attending conferences and presenting papers; students also meet together to exchange ideas and explore common areas of research interest during the Music Composition Centre Series.

For further information on further study in the School of Creative Arts please contact the Director of Teaching and Learning (Postgraduate), Dr Paula Quigley.
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.

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
Appendix A: Portfolio checklist

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

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page</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 M.Phil. in Music Composition, School of Creative Arts, Trinity College Dublin.&quot;</td>
</tr>
<tr>
<td>Word count</td>
<td>This should appear on title page (main text only; exclude title page, table of contents, appendices, notes, bibliography and filmography). N.B. Footnotes should be kept to a minimum and excessive footnoting will be penalised.</td>
</tr>
</tbody>
</table>
| Declaration (insert after Title page) | Include the following declaration immediately after the title page:
                                I certify that this portfolio 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:                                                                                                                                                                                                           |
| Bibliography              | 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. Do not list works you have not used. |
| Scores                    | All scores cited in the dissertation should be listed alphabetically by title, with composer’s name and year of publication in parentheses.                                                                 |
| Binding                   | 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 portfolio title placed on it. |