



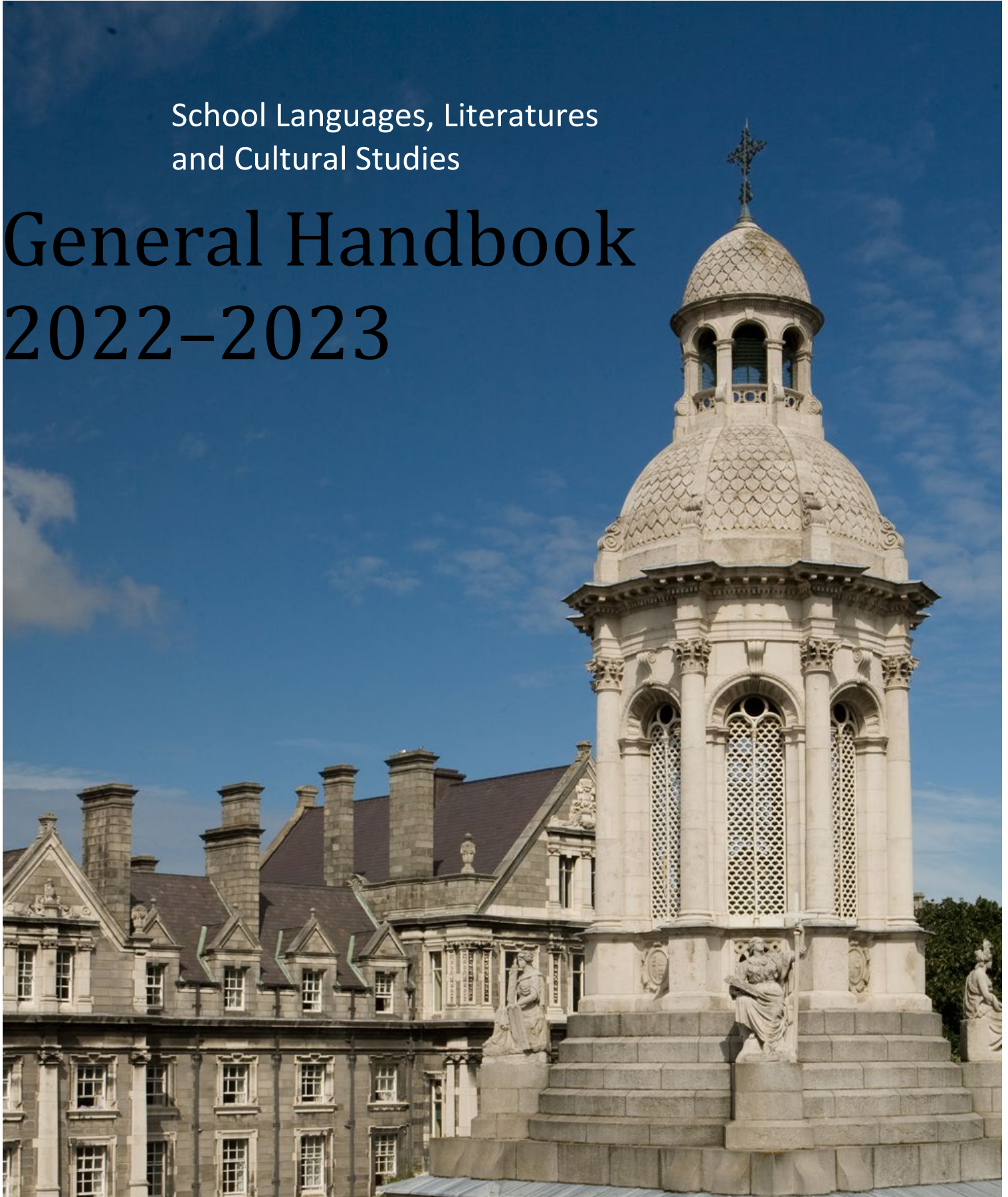
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School Languages, Literatures
and Cultural Studies

General Handbook 2022–2023



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A NOTE ON THIS HANDBOOK

This handbook is a guide to the School of Languages, Literatures and Cultural Studies. It offers guidance as to how you should interact with the academic community that you are now joining. It also sets out the supports that are available to you. We strongly advise that you read through this handbook during Orientation Week and then keep it as a reference for the duration of your degree programme.

Information is also available on [the School of Languages, Literatures and Cultural Studies website](#), and information for all programmes can also be found there.

The information in this handbook is accurate at the time of preparation. Any additional information considered necessary will be emailed to your TCD email account. You should check your TCD email account at least once a day during term time to ensure that you do not miss any important notices.

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

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

Important Information on COVID-19

Registered students are expected to be available to attend in-person teaching activities.

We ask all students to adhere to the safety protocols when on campus.

Pursuant to advice from The Trinity Living with Covid-19 Oversight Group, chaired by the Provost, we would like to remind you of the following:

Mask wearing

Mask wearing is still advised on public transport and is obligatory in health care settings. You are encouraged to wear masks in very crowded indoor settings.

Staying safe

The best way to stay safe is to ensure you are [fully vaccinated](#) and have your booster, and to maintain basic hand and respiratory hygiene. Please do not come to work/college if you are displaying any [Covid-19 symptoms](#).

SECTION I – GENERAL INFORMATION

Welcome

Welcome to the School of Languages, Literatures and Cultural Studies [SLLCS] in the beautiful city-centre campus. The School is one of the largest of the 12 Schools in the Faculty of Arts, Humanities and Social Sciences, with some 80 staff in all (in academic and professional services), as well as affiliated academic staff (which generally brings another 50 to 60 colleagues to the School on an annual basis). We have over 1,000 students registered in undergraduate and postgraduate programmes.

Our tradition in Modern Languages (focusing first on French, German, Italian and Spanish) goes back to 1776, and this sets us apart from our competitors. We are ranked 1st in Ireland and 59 in the world, as per *QS World University Rankings by Subject 2022* [Modern Languages] and Trinity is the only university in Ireland where you have the opportunity to study Russian to degree level, and Irish and Celtic Languages at Trinity has long been recognized as a centre of world-class scholarship in all periods of the Irish language, from the ogham stones to the spoken language of today.

SLLCS is made up of 7 Departments: French, Germanic Studies, Hispanic Studies, Italian, Irish and Celtic Languages, Near and Middle Eastern Studies, and Russian and Slavonic Studies, and various Centres: the Centre for European Studies, the Centre for Medieval and Renaissance Studies, the Al Maktoum Centre for Middle Eastern Studies, the Trinity Centre for Literary and Cultural Translation, the Trinity Centre for Resistance Studies, the Centre for Global Intercultural Communications (established in 2021, with funding from the Human Capital Initiative of the Irish Government), and the Centre for Forced Migration Studies.

At both undergraduate and postgraduate levels we strive to teach you in a research-led context and you will be taught by scholars working at the cutting edge of their fields of expertise in various disciplines that also intercept with the interests and activities of other Schools, embracing language learning and linguistics, literary scholarship across all periods and genres, creative practice, cultural studies, drama and performance, film and visual culture, history, translation, and digital humanities, offering interdisciplinary and multi-disciplinary perspectives in teaching and research across various regions of the world, offering the possibility of adding to comparative studies.

At undergraduate level, the TEP [Trinity Education Project], focusing on the renewal of the education curriculum, will allow you to enhance your studies in various combinations of [subjects](#), depending on your main language of study, across the wide range of degree programmes in which the School participates. The School seeks to sustain the distinctiveness of its individual disciplines whilst fostering cooperation and joint programmes within and beyond the School.

We also have innovative flagship programmes in European Studies; Middle Eastern and European Languages and Cultures; Computer Science, Linguistics and a Language; Law and French; Law and German; and Business Studies and a Language (French, German, Polish, Russian, or Spanish). These exciting combinations will allow you to explore your intellectual interests and add graduate attributes to your career as we prepare you for your future employment whilst nurturing your scholarly interests and knowledge in the humanities and beyond: <https://www.tcd.ie/courses/undergraduate/az/course.php?id=DUBJH-MLAN-1JH>

In terms of postgraduate provision, the School offers a range of taught Masters programmes, and also contributes to taught Masters programmes in other Schools. We have research postgraduates registered for PhD degrees in various disciplines, and the School has identified further growth in this area as a priority. We currently offer postgraduate degrees in Digital Humanities and Culture; Literary Translation; Comparative Literature; Identities and Cultures of Europe; Applied Intercultural Communications; Middle East in a Global Context (online); Early Irish; and an Old Irish postgraduate diploma: <https://www.tcd.ie/langs-lits-cultures/postgraduate/taught-courses.php>. We also offer PhD research supervision in all our areas of expertise.

The School is one of the most active member schools of the Trinity Long Room Hub, Arts and Humanities Research Institute. It is one of five flagship research institutes of the University, and the one dedicated to promoting and facilitating innovative research across its nine Arts and Humanities member Schools. It offers researchers a supportive research environment, showcases research excellence across the disciplines, champions the development of a small number of overarching priority research themes and seeks to pioneer cross-disciplinary collaborative projects within the university and with national and international partners. It provides a focal point for debates between academia and the wider world on the challenges facing the world today and the contributions the Arts and Humanities can make to addressing them. Members of the school are active contributors to the five College wide Arts and Humanities led research themes: Manuscript, Book and Print Cultures; Creative Arts Practice; Digital Humanities; Making Ireland; and Identities in Transformation, the last of which originated in the School.

Our academics and professional staff are here to help you belong to our intellectual community, and you should know that Equality, Equity, Inclusion and Diversity are at the core of our activities in the School, and form a key part of our current mission, striving for justice in all our activities. This is further reflected in our interest in an inclusive curriculum covering an international context, which we continue to revise on an ongoing basis, as more colleagues also join our endeavours. Thank you for choosing Trinity College Dublin for your career. We are honoured to have you.

Prof. Omar García, Head of School

The School comprises eight academic units, seven departments, and the Centre for European Studies



Contact Details

School of Languages, Literatures and Cultural Studies (SLLCS)

Room 5042, Arts Building

Tel: 00 353 1 896 1706/1894

undergraduate.sllcs@tcd.ie

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Head of School
School Administrative Manager
Programmes & Projects Manager
Communications Officer

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Department of French

Head of Department: Prof. Sarah Alyn-Stacey
(salynsta@tcd.ie)

Department of Italian

Head of Department: Prof. Igor Candido
(candidoi@tcd.ie)

Department of Germanic Studies

Head of Department: Prof. Jürgen Barkhoff
(jbrkhoff@tcd.ie)

Department of Russian and Slavonic Studies

Head of Department: Prof. Dmitri
Tsiskarashvili (dtsiskar@tcd.ie)

Department of Near and Middle Eastern Studies

Head of Department:

Term 1: Prof. Anne Fitzpatrick (fitzpaa@tcd.ie)

Term 2: Prof. Zuleika Rodgers (rodgersz@tcd.ie)

Department of Irish and Celtic Languages

Head of Department: Prof. Eoin Mac
Cárthaigh (emaccart@tcd.ie)

Department of Hispanic Studies

Head of Department: Prof. Ciara O'Hagan
(cohagan@tcd.ie)

Middle Eastern, European Languages and Cultures (MEELC)

Director of MEELC: Prof. Martin Worthington
(worthinm@tcd.ie)

Centre for European Studies

Director of European Studies: Prof. Clemens Ruthner (ruthnerc@tcd.ie)

All student queries relating to **undergraduate matters** (except timetables) should be sent to undergraduate.sllcs@tcd.ie

All student queries relating to **undergraduate timetables** should be sent to timetables.sllcs@tcd.ie

In order to resolve your query as quickly as possible, please ensure that you include the following in the subject line of your email:

Course of Study, Language (where applicable), Year, Student Number and Full Name

Example: TJH French & Spanish, SF, 12345678, Joe Bloggs

Key Dates

Week	Week beginning	Academic Year Calendar 2022-23		Term/Semester	
		Undergraduate continuing years / Postgraduate all years	Undergraduate new first years		
1	29 Aug	Reassessment* (for Semesters 1 and 2 of 2021-22)		←Michaelmas Term begins/Semester 1 begins	
2	5 Sep	Orientation (Postgraduate, Visiting, Erasmus) Marking/Results			
3	12 Sep	Teaching and Learning		←Michaelmas Teaching Term begins	
4	19 Sep	Teaching and Learning	Orientation (Junior Freshman undergraduate)		
5	26 Sep	Teaching and Learning	Teaching and Learning		
6	3 Oct	Teaching and Learning	Teaching and Learning		
7	10 Oct	Teaching and Learning	Teaching and Learning		
8	17 Oct	Teaching and Learning	Teaching and Learning		
9	24 Oct	Study/Review	Study/Review		
10	31 Oct	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)		
11	7 Nov	Teaching and Learning	Teaching and Learning		
12	14 Nov	Teaching and Learning	Teaching and Learning		
13	21 Nov	Teaching and Learning	Teaching and Learning		
14	28 Nov	Teaching and Learning	Teaching and Learning		
15	5 Dec	Revision	Revision		
16	12 Dec	Assessment*	Assessment*~		←Michaelmas Term ends Sunday 18 December 2022/Semester 1 ends
17	19 Dec	Christmas Period (College closed 23)			
18	26 Dec				

19	2 Jan	December 2022 to 2 January 2023, inclusive)		
20	9 Jan	Foundation Scholarship Examinations[^]	Foundation Scholarship Examinations^{^~}	
21	16 Jan	Marking/Results	Marking/Results	←Hilary Term begins/Semester 2 begins
22	23 Jan	Teaching and Learning	Teaching and Learning	←Hilary Teaching Term begins
23	30 Jan	Teaching and Learning	Teaching and Learning	
24	6 Feb	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
25	13 Feb	Teaching and Learning	Teaching and Learning	
26	20 Feb	Teaching and Learning	Teaching and Learning	
27	27 Feb	Teaching and Learning	Teaching and Learning	
28	6 Mar	Study/Review	Study/Review	
29	13 Mar	Teaching and Learning (Friday, Public Holiday)	Teaching and Learning (Friday, Public Holiday)	
30	20 Mar	Teaching and Learning	Teaching and Learning	
31	27 Mar	Teaching and Learning	Teaching and Learning	
32	3 Apr	Teaching and Learning (Friday, Good Friday)	Teaching and Learning (Friday, Good Friday)	←Hilary Term ends Sunday 23 April 2023
33	10 Apr	Teaching and Learning (Monday, Easter Monday)	Teaching and Learning (Monday, Easter Monday)	
34	17 Apr	Revision	Revision	
35	24 Apr	Trinity Week (Monday, Trinity Monday)	Trinity Week (Monday, Trinity Monday)	←Trinity Term begins
36	1 May	Assessment* (Monday, Public Holiday)	Assessment* (Monday, Public Holiday)	
37	8 May	Marking/Results	Marking/Results	
38	15 May	Marking/Results	Marking/Results	
39	22 May	Marking/Results	Marking/Results	
40	29 May	Research	Research	←Statutory (Trinity) Term ends Sunday 4 June 2023/Semester 2 ends

41	5 Jun	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)
42	12 Jun	Research	Research
43	19 Jun	Research	Research
44	26 Jun	Research	Research
45	3 Jul	Research	Research
46	10 Jul	Research	Research
47	17 Jul	Research	Research
48	24 Jul	Research	Research
49	31 Jul	Research	Research
50	7 Aug	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)
51	14 Aug	Research	Research
52	21 Aug	Research	Research

Student Services and Support

Administrative staff are your first port of call for all general queries. Academic programme leads are available to provide assistance during the academic year. Contact details can be found on the [School website](#).

College also provides a range of administrative, academic and wellbeing supports and services to help smooth your route through College, these include: the College Tutorial Service, Student-2-Student, College Health, the Disability Service and a range of other services. Note the following links:

Senior Tutor and Tutorial Service: <https://www.tcd.ie/seniortutor/>

Trinity Disability Service: <http://www.tcd.ie/disability/>

Careers Advisory Service: <http://www.tcd.ie/Careers/>

Graduate Studies Office: <http://www.tcd.ie/graduatestudies/>

You can find further information about support on the [Student Services website](#) and in the [Student Services booklet](#).

Academic Support

In addition to your programme of study and your instructors, the following sources of academic support are available to you:

Student Learning Development	http://student-learning.tcd.ie/
The Library	http://www.tcd.ie/library/
Maths Help Room	http://maths.tcd.ie/outreach/helproom/

Undergraduate Programming Centre	http://www.scss.tcd.ie/misc/psc/
Language Learning Centre	http://www.tcd.ie/slscs/clcs/llc/
Graduate Studies Office	http://www.tcd.ie/graduatestudies/
English for Academic Purposes	http://www.tcd.ie/slscs/english/in-sessional.php
Disability Service	http://www.tcd.ie/disability/
Careers Service	http://www.tcd.ie/Careers/

Health and Wellbeing Support

The following sources of support in respect of health and general wellbeing are available to you:

Student Counselling	http://www.tcd.ie/Student_Counselling/
Health Centre	http://www.tcd.ie/collegehealth/
Sport	http://www.tcd.ie/Sport/
Healthy Trinity	http://www.tcd.ie/healthytrinity/
Student2Student	http://student2student.tcd.ie/
Chaplaincy	http://www.tcd.ie/Chaplaincy/

Getting Involved

Trinity has a wide range of opportunities to get involved in all sorts of extra- and co-curricular activities. You can find these here:

Students' Union	http://www.tcdsu.org/
Graduate Students' Union	http://www.tcdgsu.ie/
Clubs	http://www.tcd.ie/Sport/student-sport/
Societies	http://trinitysocieties.ie/
Volunteering	http://www.tcd.ie/civicengagement/
Entrepreneurship/Tangent	http://www.tcd.ie/tangent/
Global Room	http://www.tcd.ie/study/international/trinity-life/global-room/

Financial Support

Limited funds are available to support students suffering financial hardship, and some rewards for academic excellent carry monetary value. See here for details:

Senior Tutor's Office	http://www.tcd.ie/seniortutor/students/undergraduate/financial-assistance/
Students' Union Welfare Loans	http://www.tcdsu.org/welfare/
Bursaries/Prizes (Undergraduate)	http://www.tcd.ie/calendar/undergraduate-studies/prizes-and-other-awards.pdf
Bursaries/Prizes (Postgraduate)	https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf
Exhibitions	http://www.tcd.ie/calendar/undergraduate-studies/entrance-awards.pdf
Scholarships	http://www.tcd.ie/study/undergraduate/scholarships-funding/

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 apply for reasonable accommodations with the Disability Service through 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/Department via the student record in SITS.

Examination Accommodations and Deadlines

Students requesting accommodations on grounds of disability should make requests as early as possible in the academic year to ensure the Assessment, Progression and Graduation Team can set your accommodations for examination purposes.

Student Responsibilities for Departmental Assessments

For reasonable accommodations in respect of assessments administered by School/Department (as opposed to the central College exams system), Students are required to initiate contact with the School/Department **at least two weeks prior** to the assessment date. The accommodation requested should be **as per the student's LENS report, or email received following their needs assessment**.

Tutors

All undergraduate students are assigned a tutor when they are admitted to College. Your tutor, who is a member of the teaching staff, is a key officer who can give confidential advice on courses, discipline, examinations, fees and other matters, and, where necessary, represent your case before the College authorities (including requesting extensions to deadlines).

It is important that you keep your Tutor informed whenever a problem arises with your studies – your Tutor may well be the person in College best placed to help.

For more information see <https://www.tcd.ie/seniortutor/>

Student 2 Student

From the moment that you arrive in College, right the way to your end of exams, *Student 2 Student (S2S)* is here to make your first year fun, engaging, and a great foundation for the rest of your time in Trinity.

You will meet S2S mentors in Freshers' Week. They will keep in regular touch with you throughout your first year and invite you to events. They will also provide useful information about your course and what to look out for.

Mentors are students who have been through the first year and know exactly what it feels like, so you never have to worry about asking them a question or talking to them about anything that is 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 coffee and a chat. S2S is supported by the Senior Tutor's Office and the Student Counselling Service.

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

Email: student2student@tcd.ie

Telephone: (+353) 1 8962438

Mature Students

The School welcomes and regularly includes mature students, who are fully integrated into its educational activities. Like all students, mature students are encouraged to liaise closely with their tutor in case of difficulty. For further information see <https://www.tcd.ie/maturestudents/>.

Trinity College Dublin Student Union (TCDSU)

The Trinity College Students Union is a union for students by students. They represent the undergraduate student body at College level. You can find further information about the union, and how to get involved, on their website, <https://www.tcdsu.org/>.

Student Class Representative

There is a system of class representatives organised through the Students Union. Information on the student representation structures can be found [here](#).

Orientation

Information and guidance for new students and continuing students can be found [here](#).

Trinity-Speak

A glossary of Trinity abbreviations, titles and place names designed for new students can be found [here](#).

Registration

The Academic Registry issues an ‘**Invite to Register**’ intray message to all new entrant and continuing students eligible to register for the forthcoming academic year through their my.tcd.ie portal. The infographic which can be found [here](#) will take you through the registration process step by step. If you have any issues during the registration process you can view a YouTube tutorial [here](#). For a more detailed description on how to register please see the [Registration Guide](#) or contact [Academic Registry](#).

Co-curricular Activities

Trinity College has over 130 societies and clubs, catering for all interests. There are approximately 50 sports clubs governed by Dublin University Central Athletics Club ([DUCAC](#)).

The College has a state-of-the-art Sports Centre on campus which includes a swimming pool, sauna and steam rooms, basketball, badminton, volleyball courts and 5-a-side soccer pitch. Also located on campus are squash courts, tennis courts, rugby, football and cricket pitches and a summer athletics track.

For more information see [Trinity Societies](#) and [Trinity Sports Clubs](#).

Emergency Procedure

In the event of an emergency – including chemical spills, personal injury, or the need for first aid assistance or rescue services – staff and students should call Security Services on extension 1999 (+353 1 896 1999). This number is manned 24/7, 365 days a year. The Security Services are the liaison to the Fire, Garda and Ambulance services.

It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

Data Protection

We are careful to comply with our obligations under data protection laws. You can find further information on how we obtain, use and disclose student data at: https://www.tcd.ie/info_compliance/data-protection/student-data/.

Key Locations

Undergraduate Administration Office

This is found in Room 5080 (Arts Building). Students in Irish can also turn to 4055.

School Office

The School office (Room 5042) is located on the fifth floor of the Arts Building.

The Library

The College's research facilities include a book stack of more than 4 million volumes, one of the largest in Europe. As the only copyright library in Ireland, it enjoys the privilege of receiving, automatically and by right, all Irish and UK copyright material.

Academic Registry

The Academic Registry is responsible for services that support the complete student lifecycle of Trinity College Dublin, from application to graduation.

For more information on the services of the Academic Registry please see <https://www.tcd.ie/academicregistry/>.

Blackboard

Blackboard is the College online learning environment. The use of Blackboard varies from module to module and individual lecturers will speak to you about the requirements for their module. In order to access a module on Blackboard the department administrator will enrol you on the module. Blackboard can be accessed via <https://tcd.blackboard.com/webapps/login/>.

Should there be any difficulty with accessing a module on Blackboard inform the relevant module lecturer.

Student Portal

[My.tcd.ie](https://my.tcd.ie) allows students to view their own central student record containing all relevant information related to the course for which they are registered. To access the system you will need your College username and network password.

If your personal student information is incorrect you should contact the Academic Registry (via email academic.registry@tcd.ie) stating your full name and student ID number.

All queries in relation to your timetable should be sent to timetables.slcs@tcd.ie.

Email

All official email correspondence will be sent to TCD email addresses only. You should check your email on a regular basis. When emailing the School office, you should always include your TCD Student ID Number.

School Email Policy

Every student in the School has a TCD email address. You should check your college email daily during teaching term as your lecturers and tutors will use it to communicate important information. If away from Trinity on Erasmus or on an exchange you should still check your TCD mail periodically.

Sending Emails

Email is a useful way of contacting lecturers and administrators with queries regarding coursework, to arrange an appointment, or to request a letter of recommendation.

Lecturers and administrators generally receive large volumes of emails. You might elicit a quicker response by another means of contact, e.g. catching the lecturer at the end of a lecture or attending their office hours.

Manners

Email within college is essentially work-related, so emails all should be formulated in a professional manner. As a courtesy, emails should address recipients by name and title, e.g. "Dear Dr Maloney". Emails to lecturers starting 'Hey!' may not go down very well !

Subject Lines

When sending email, please fill in the subject line so as to indicate the purpose of the email. This will help the recipient to answer your query and to recover the email subsequently if necessary.

Introduce Yourself

If you are writing to a member of staff for the first time, make sure to include your complete name and other relevant information (such as the module name).

Expectations re response

Responses to email should only be expected during normal working hours (9.00 a.m. - 5.00 p.m., Monday to Friday). During term time it is reasonable to expect a response to an email within 2-3 working days of sending it.

For urgent queries and matters taking place outside term time please liaise with your tutor. Lecturers may have an 'out of office' response while on leave or while travelling on College business. A delay in response can be expected in these cases.

Requests for Transcripts/Letters of Recommendation

Transcripts, i.e. documents which detail modules studied and marks attained, can be requested from [Academic Registry](#). If you require further information that is not included in the official transcript, please contact undergraduate.slcs@tcd.ie. Letters of recommendation will normally be written by your tutor and/or lecturers. They are usually confidential (i.e. the writers sends it directly to the institution or corporation which requested the letter, and the person whom the letter is about does not see it).

Transcripts and letters of recommendation should be requested with at least two weeks' notice. When making such a request, provide your full name, student number and year and course of study.

For a letter of recommendation, it is polite to check that the relevant person is willing to write. If they are, they will probably want clear instructions as to where (or to which email address) it should be sent, and when; plus your CV, and the covering letter which you sent as part of your application.

Be Secure

Scams of various kinds are getting increasingly sophisticated. Be vigilant re what shows up in your inbox, and beware of phishing; never divulge bank account or other sensitive data, and do not click on links from unknown sources.

Health & Safety statements

The College Safety Statement can be found at the following link: <https://www.tcd.ie/estatesandfacilities/health-and-safety/>.

SECTION II – PLAGIARISM

The University defines Plagiarism as ‘the act of presenting the work or ideas of others as one’s own, without due acknowledgement’. It is an offence against academic integrity that is subject to disciplinary procedures. Its consequences can be extremely serious.

Plagiarism can arise from not only through a deliberate intention to cheat, but also through carelessness. But the offence lies not in the attitude or intention of the perpetrator, rather in the action and its consequences. Hence ‘I did not realise I was doing it’ is not a viable excuse.

Plagiarism can arise from actions such as:

- (a) copying another student’s work;
- (b) enlisting another person or persons to complete an assignment on the student’s behalf;
- (c) procuring, whether with payment or otherwise, the work or ideas of another;
- (d) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;
- (e) paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

- (i) fail to distinguish between their own ideas and those of others;
- (ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
- (iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
- (iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

It needs to be highlighted that using another person’s words without quotation marks constitutes plagiarism *even if* you have a reference to that person.

Plagiarism in the context of group work

Students should submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collaboration with other students is likely to be considered to be plagiarism.

When work is submitted as the result of an official group project, it is the responsibility of all students in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised. In order to avoid plagiarism in the context of collaboration and group work, it is particularly important to ensure that each student appropriately attributes work that is not their own.

Self-plagiarism

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism', and is likely to be penalised. ([College Calendar, Part II, General Regulations, §§ 96-99](#))

The Consequences of Plagiarism

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

If the Director of Teaching and Learning (Undergraduate), or designate, forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the meeting must state their agreement in writing to the Director of Teaching and Learning (Undergraduate) or designate. If the facts of the case are in dispute, or if the Director of Teaching and Learning (Undergraduate), or designate, feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement [College procedures](#).

If the offence can be dealt with under the summary procedure, the work will provisionally be given a mark of 'zero', but with the expectation that it will be revised after

resubmission. The Director of Teaching and Learning (Undergraduate), or designate, will recommend one of the following courses of action and attendant penalties:

Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;

Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

Provided that the appropriate procedure has been followed and all parties are in agreement with the proposed penalty, the Director of Teaching and Learning (Undergraduate) should in the case of a Level 1 offence, inform the course director and, where appropriate, the course office. In the case of a Level 2 or Level 3 offence, the Senior Lecturer must be notified and requested to approve the recommended penalty. The Senior Lecturer may approve, reject, or vary the recommended penalty, or seek further information before making a decision.

If the Senior Lecturer considers that the penalties provided for under the summary procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures referred to under [Conduct and College Regulations in the College Calendar §2](#).

If a case cannot be dealt with under the normal summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes ([College Calendar, Part II, General Regulations, §§ 100-105](#)).

Students should note that a 'repeat offence' automatically counts as Level 4, and that such cases are referred to the Junior Dean.

Avoiding Plagiarism

It is a key responsibility of the author of any academic work to ensure that he/she does not commit plagiarism.

Crucial to this is accurate note-taking: every time you take notes, you should make it crystal clear, with due use of quotation marks, what you have taken from where – so that, when you come back to a chunk of your notes some days later, you don't plonk them into your essay without realising that the words and/or ideas came from someone else.

A general set of guidelines for students on avoiding plagiarism is available at <http://tcd-ie.libguides.com/plagiarism>. The webpages also contain materials and advice on citation styles which are used to reference properly, as well as the four levels of plagiarism offences and their consequences. Your departmental handbook may also contain specific examples of referencing conventions in your discipline.

All students must complete the [Ready Steady Write plagiarism tutorial](#) and sign a declaration when submitting course work, whether in hard or soft copy or via Blackboard, confirming that you understand what plagiarism is and have completed the tutorial. If you read the information on plagiarism, complete the tutorial and still have difficulty understanding what plagiarism is and how to avoid it, please seek advice from your College tutor, lecturer or supervisor.

Accurate Referencing

Providing full and accurate references is an essential academic skill. It will also protect you from plagiarism.

There are various formats for providing references, the most common ones being footnotes, the 'Harvard style' (e.g. 'Maloney 2017:56') and (less commonly) endnotes. Individual departments, modules and lecturers may indicate their own preferences, which may reflect the practice in a particular subject area.

A key point about referencing is that the reader will normally assume that a reference applies only to the sentence it attaches to, and not to other sentences in the paragraph. For example, consider this (imaginary!) paragraph:

Vampire mermaids are found through large stretches of the Milky Way. They congregate next to particularly twinkly stars, and their sardonic laughter rings loud through the darkness of the universe, keeping any passing walruses awake at night. They are especially fond of fair-trade chocolate, which they eat in untold quantities (Anderson 1995: 96).

The reader will assume that the reference to Anderson only applies to the final sentence of the paragraph, and that the previous sentences and their content are original to the author. If Anderson is in fact the source of all the information, this needs to be made clear, for example:

According to Anderson (1995: 96), vampire mermaids have the following notable characteristics: they are found through large stretches of the Milky Way; they congregate next to particularly twinkly stars; they have sardonic laughter which rings loud through the darkness of the universe, keeping any passing walruses awake at night; and they are especially fond of fair-trade chocolate, which they eat in untold quantities.

This makes it crystal clear to the reader that all the *information* is derived from Anderson.

But – if any of the *wording* comes from Anderson, this also needs to be indicated, by quotation marks:

According to Anderson (1995: 96), Vampire mermaids have the following notable characteristics: they are found through “large stretches of the Milky Way”; they congregate next to “particularly twinkly” stars; they have “sardonic laughter which rings loud through the darkness of the universe, keeping any passing walruses awake at night”; and they are especially fond of fair-trade chocolate, which they eat in “untold quantities”.

Failing to use these quotation marks would constitute plagiarism.

Declaration on Coversheets

Work submitted for credit should always have a coversheet that contains the following declaration:

‘I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>.

I have also completed the Online Tutorial on avoiding plagiarism ‘Ready Steady Write’, located at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>’.

Please refer to your department for any further specifications re the format of coversheets.

Turnitin

For most pieces of assessed coursework, you will be instructed to submit via ‘Turnitin’, a platform which includes anti-plagiarism software. This will automatically generate a ‘report’ for the marker, showing up any cases which the platform has identified as likely constituting plagiarism.

Turnitin is only one tool at markers’ disposal, and markers with suspicions of plagiarism may investigate by other means (e.g. Google searches).

Where you are not required to submit coursework via Turnitin, the School nonetheless reserves the right to put the work through Turnitin.

SECTION III – TEACHING AND LEARNING

Explanation of ECTS Weighting

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, in order 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 ECTS 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 only upon successful completion of the course year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain component modules. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

Programme Architecture

Undergraduate programme pathways can lead to awards as Single Honours, Joint Honours, Multidisciplinary, Major, and/or Minor.

Most Trinity Undergraduate degrees last four years, of which the first two are known as 'Freshman' years, and the last two as 'Sophister' years. The pairs of years are further subdivided into 'Junior' and 'Senior', so that the full range is: JF (year 1), SF (year 2), JS (year 3), SS (year 4).

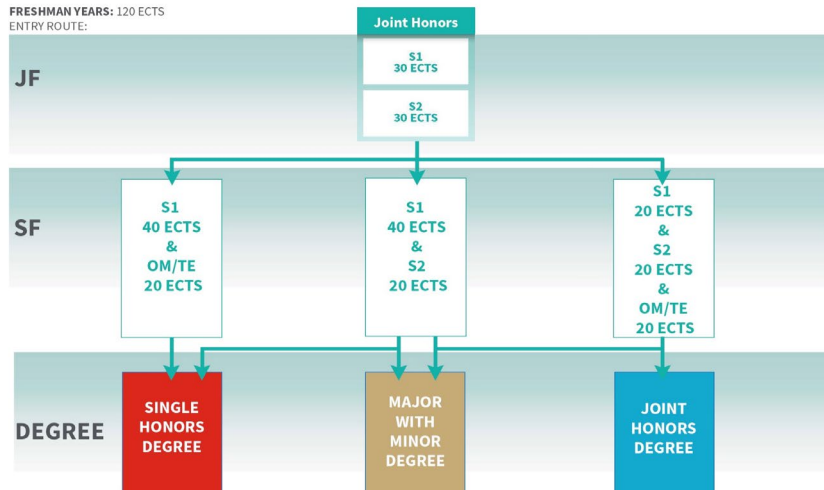
TJH Programmes offered by SLLCS are as follows:

- **French**
- **German**
- **Irish**
- **Italian**
- **Spanish**
- **Russian**
- **Middle Eastern, Jewish and Islamic Civilisation**
- **Law and a Language (French/German)**
- **Business Studies and a Language – Fixed Pathway**

The pathways and degree awards offered by the TJH pathway are detailed below:

Common Architecture

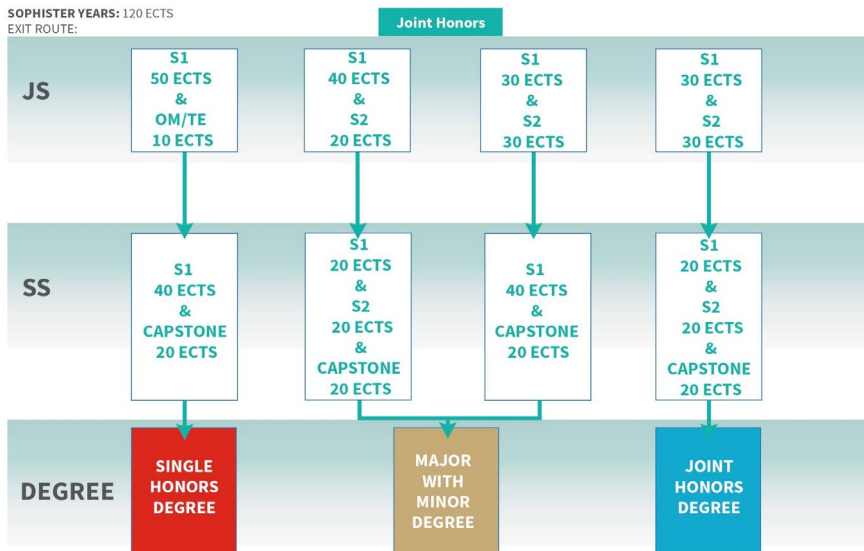
FRESHMAN YEARS: 120 ECTS
ENTRY ROUTE:



KEY: S1 - Subject 1 | S2 - Subject 2 | OM - Open Modules | TE - Trinity Electives | JF - Junior Freshman | SF - Senior Freshman

Common Architecture

SOPHISTER YEARS: 120 ECTS
EXIT ROUTE:

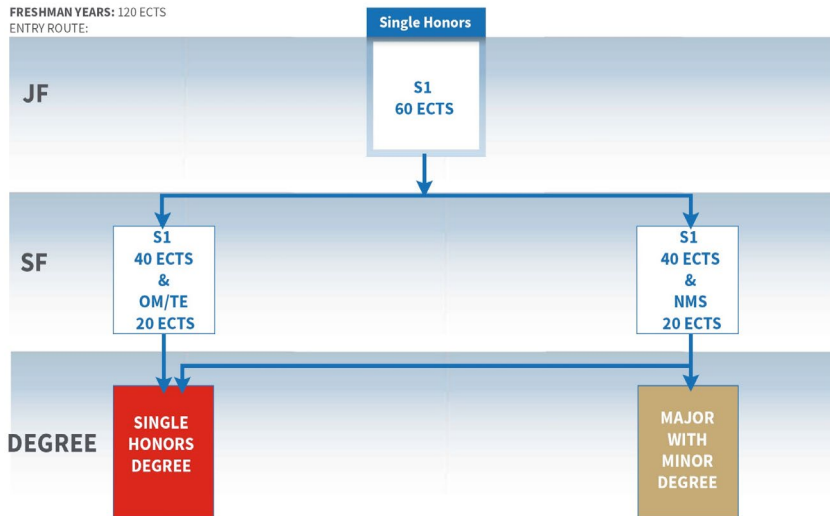


KEY: S1 - Subject 1 | S2 - Subject 2 | OM - Open Modules | TE - Trinity Electives | JS - Junior Sophister | SS - Senior Sophister

SLLCs further offers a Single Honours Programme in Early and Modern Irish

Common Architecture

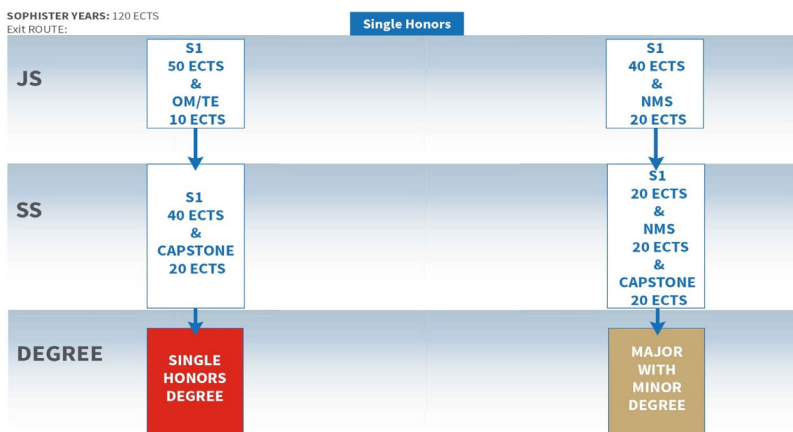
FRESHMAN YEARS: 120 ECTS
ENTRY ROUTE:



KEY: S1 - Subject 1 | OM - Open Modules | TE - Trinity Electives | NMS - New Minor Subject | JF - Junior Freshman | SF - Senior Freshman

Common Architecture

SOPHISTER YEARS: 120 ECTS
EXIT ROUTE:



KEY: S1 - Subject 1 | OM - Open Modules | TE - Trinity Electives | NMS - New Minor Subject | JS - Junior Sophister | SS - Senior Sophister

For further information on the choices and pathways available to Joint Honours students, visit the [Trinity Pathways website](#). The [Joint Honours Pathway Tool](#) is also helpful in exploring the different pathways and the impact they will have on your degree award. Further information on Joint Honours pathways is available from the [Joint Honours Course Office](#).

Multidisciplinary Programmes offered by SLCS:

- European Studies
- Middle Eastern and European Languages and Cultures
- Computer Science, Linguistics and a Language



Attendance Requirements

Students must attend College during the teaching term. They must participate fully in the academic work of their classes throughout the period of their course. Lecture timetables are published through my.tcd.ie before the beginning of Michaelmas teaching term (see also below). It is the responsibility of students to inform themselves of the dates, times and venues of their lectures and other forms of teaching by consulting these timetables.

In accordance with the regulations laid down by the University Council, students may be returned for the semester as non-satisfactory (NS) if they have been absent for more than a third of their course of study in any term. Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their 'semester two' assessment or examinations and may be required by the Senior Lecturer to repeat the year. Further details are available in the [College Calendar, Part II, General Regulations and Information, §§ 24-25](#).

Timetable and Module Descriptors

Your timetable (accessible via my.tcd.ie) details all the modules you are scheduled to attend in each semester. Particularly at the start of term, the timetable is subject to change, so make sure to consult the 'live' version (online) regularly.

Module descriptors for each module you are timetabled for can be found on my.tcd.ie. Additional information about the module is normally found on the module's Blackboard page, and/or in documents circulated by the lecturer.

The School reserves the right to amend the list of available modules and, in particular to withdraw and add modules.

Timetabling may restrict the availability of modules to individual students. The timetabling office does its best to resolve clashes which arise. These should be notified to timetables.sllcs@tcd.ie.

Reading Lists

Most modules will issue you with a reading list. This may well contain more than you can feasibly read, in which case you should prioritise intelligently. Learning what is worth reading slowly, what can be read quickly, and what can be skimmed, is an important skill in the Humanities. The same comment applies to learning to identify what is important and what is not, and how this changes from context to context.

Some readings may be marked as compulsory, in which case you should follow the instruction.

Some lecturers prefer you to do the reading before their lecture, so that you come to it prepared; others prefer for the reading to happen after the lecture, so that the lecture guides you through what you will go on to read. Where no indication is given, you need to see what works for you.

Study Abroad

Students have opportunities to study abroad through an approved Erasmus or College-wide exchange programme during their JS year. For general information on study abroad, please see TCD's Study Abroad & Exchange website at <http://www.tcd.ie/study-abroad/>. Students should note that marks achieved abroad count towards their final degree result.

Any TJH student interested in applying to study abroad should first consult the [TJH Regulations for Study Abroad](#). For further information about the options available in different departments and on different programmes, please consult the relevant departmental coordinator. A list of designated coordinators is available [here](#).

For some programmes, study abroad is compulsory. This is specified in the relevant regulations and handbook.

Student Feedback

The School of Languages, Literatures and Cultural Studies has a policy of openness and transparency with respect to the design, delivery and assessment of the curriculum at undergraduate and postgraduate levels. We are keen to foster a critical mindset in students and to encourage constructive dialogue between staff and students on the structure and delivery of the curriculum.

The School thus seeks feedback through departmental and School meetings at which student representatives are present, as well as through the completion of module evaluation forms at the end of each module. The forms are anonymous.

Student Concerns

Where a student or group of students has concerns with any aspect of their course, the following procedure should be followed:

- The student should, either directly or through a representative, address their concerns to the lecturer responsible for teaching the module in a constructive and conciliatory manner. Students should be reassured that such an initiative will not impact on their standing or progress: there are processes in place, such as second marking and external examiners, to ensure this does not happen.
- If this first initiative does not resolve a student's concerns, an informal approach should be made to the Head of Department, and only if this procedure does not resolve the issue should an approach be made to the Director of Teaching and Learning, who may consult the Head of School.
- At every stage of the process it is essential to respect the dignity and the right to confidentiality of all parties

See also the section on complaints.

Capstone Project

The Undergraduate [Capstone Project](#) — though defined differently by different subjects (and sometimes referred to as a dissertation) — is the common element across all undergraduate degree exit routes. It is weighted at 20 ECTS.

The capstone project requires a significant level of independent research by the student. It should be an integrative exercise that allows students to showcase skills and knowledge which they have developed across a range of subject areas and across their four years of study. It should result in the production of a significant piece of original work by the student.

Students should refer to College Policies and Procedures with regards to research guidelines and ethical practices. See: [Policy on Good Research Practice](#)

Graduate Attributes

Throughout your time at Trinity, you will be provided with opportunities to develop and evidence achievement of a range of graduate attributes that support your academic growth. Graduate attributes can be achieved in academic and co- and extra- curricular activities.

To Act Responsibly

A Trinity Graduate

- Acts on the basis of knowledge and understanding
- Is self-motivated and able to take responsibility
- Knows how to deal with ambiguity
- Is an effective participant in teams
- Has a global perspective
- Is ethically aware

To Develop Continuously

A Trinity Graduate

- Has a passion to continue learning
- Builds and maintains career readiness
- Commits to personal development through reflection
- Has the confidence to take measured risks
- Is capable of adapting to change



To Think Independently

A Trinity Graduate

- Has a deep knowledge of an academic discipline
- Can do independent research
- Thinks creatively
- Thinks critically
- Appreciates knowledge beyond their chosen field
- Analyses and synthesises evidence

To Communicate Effectively

A Trinity Graduate

- Can present work through all media
- Is expert in the communication tools of a discipline
- Connects with people
- Listens, persuades and collaborates
- Has digital skills
- Has language skills

Relevant University Regulations

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

ACADEMIC POLICIES

- <https://www.tcd.ie/teaching-learning/academic-policies/>

STUDENT COMPLAINTS PROCEDURE

- https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf

DIGNITY & RESPECT POLICY

- <https://www.tcd.ie/equality/policy/dignity-respect-policy/>

SECTION IV – Examination and Assessment

Examinations

There are formal University assessment sessions following the end of teaching term in semester one (in Michaelmas term) and following the end of teaching term in semester two (in Trinity term). Students are assessed at the end of semester one in all modules that are taught only in semester one and at the end of semester two in all year-long modules and all modules that are taught only in semester two.

There is one reassessment session (sometimes called the ‘supplemental period’) which is held at the beginning of Michaelmas term. Reassessments of exams are held during this period. For missing coursework, Departments will usually set a deadline some weeks before this, to allow for marking time. Students are assessed in all failed modules from both semesters at the reassessment session.

Students are required to complete all assessment components for each module as prescribed by the programme regulations. No notice is required of intention to take an end-of-semester examination or to sit for reassessment in the course for which students have registered. It is the responsibility of students to establish the date, time and venue of their examinations by consulting the relevant timetable on the my.tcd.ie portal. No timetable or reminder will be sent to individual students by any office. Examination timetables are published four weeks in advance of the dates of examinations on the my.tcd.ie portal. The College reserves the right to alter the published time and date of an examination in exceptional circumstances. Students should ensure that they are available for examinations for the duration of the assessment session.

Students are not permitted to repeat successfully completed assessments or examinations in order to improve their performance.

Absence from Examinations

The following is an extract from the College Calendar outlining the College policy on absence from examinations (§§ 50-58):

Students who are unable to complete such assessment components necessary to complete a module or modules at the end of the appropriate semester due to certified illness, disability, or other grave cause beyond their control may seek, through their tutor, permission from the Senior Lecturer to present at the reassessment session. Where certified illness, disability, or other grave cause beyond their control prevents a student from completing at the reassessment session they may seek, through their tutor, permission from the Senior Lecturer to repeat the year.

Where such permission is sought, it must be appropriately evidenced:

(a) For illness: medical certificates must state that the student is unfit to sit examinations/ complete assessment and specify the date(s) of the illness and the

dates on which the student is not fit to sit examinations/complete assessment. Medical certificates must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

(b) For other grave cause: appropriate evidence must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

Where illness occurs during the writing of an examination paper, it should be reported immediately to the chief invigilator. The student will then be escorted to the College Health Centre. Every effort will be made to assist the student to complete the writing of the examination paper.

Where an examination/assessment has been completed, retrospective withdrawal will not be granted by the Senior Lecturer nor will medical certificates be accepted in explanation for poor performance.

- If protracted illness prevents students from taking the prescribed assessment components, so that they cannot rise into the next class, they may withdraw from College for a period of convalescence, provided that appropriate medical certificates are submitted to the Senior Lecturer. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class. Where appropriate please see the regulations governing fitness to practise.
- Where the effects of a disability prevent a student from taking the prescribed assessment components, so that they cannot rise into the next class, the Senior Lecturer may permit the student to withdraw from College for a period of time provided that appropriate evidence has been submitted to the Disability Service. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class.
- The nature of non-standard examination accommodations, and their appropriateness for individual students, will be approved by the Senior Lecturer in line with the Council-approved policy on reasonable accommodations. Any reports provided by the College's Disability Service, Health Service or Student Counselling Service will be strictly confidential.

In-Class Tests

The dates of in-class tests are announced at the beginning of the academic year, and it is very important that you attend them. Missing an in-class test without valid justification will lead to a mark of 'zero' for it. If you can provide a valid justification for absence (such as a medical certificate), the weight of the remaining components in the module will be recalculated accordingly. For a justification to have validity, it will normally involve a serious and unforeseeable occurrence beyond your control.

If you think you may be absent from a test for any reason, please contact the module instructor and/or coordinator as early as possible.

Coursework Requirements

In-course assessment and examination arrangements, including marking conventions, rubrics and grade descriptors, as well as guidelines on presentation and submission of work for assessment purposes, can be found in departmental handbooks, on departmental websites, and/or on Blackboard pages. Please ensure that you familiarise yourself with these requirements.

Coursework – Penalties for Late Submission

All students must fulfil the requirements of attendance and coursework which attach to their programme of study. Coursework should be submitted by the relevant deadline.

Coursework submitted late will, in the absence of an approved extension or acceptable justification (e.g. medical certificate), be penalised as follows:

- 2% of the final mark will be deducted for each day an assignment is late;
- After 14 days the assignment will not be accepted for marking, and a mark of zero will be awarded.

These penalties are, with the agreement of all departments and programmes, applicable across the School of Languages, Literatures and Cultural Studies.

Extensions on coursework

If you have a problem submitting one or more pieces of coursework on time, you should contact your tutor – or, alternatively, the Senior Tutors office:

<https://www.tcd.ie/seniortutor/students/undergraduate/>

They can, on your behalf, request an extension from the lecturer concerned.

Marking Scale

The following institutional marking scale is used for undergraduate degree and diploma courses:

I	70-100 %
II.1	60-69 %
II.2	50-59 %
III	40-49 %
F1	30-39 %
F2	0-29 %

For further information please refer to the [College Calendar, Part II, General Regulations and Information, Section II, Item 30.](#)

Progression Regulations

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

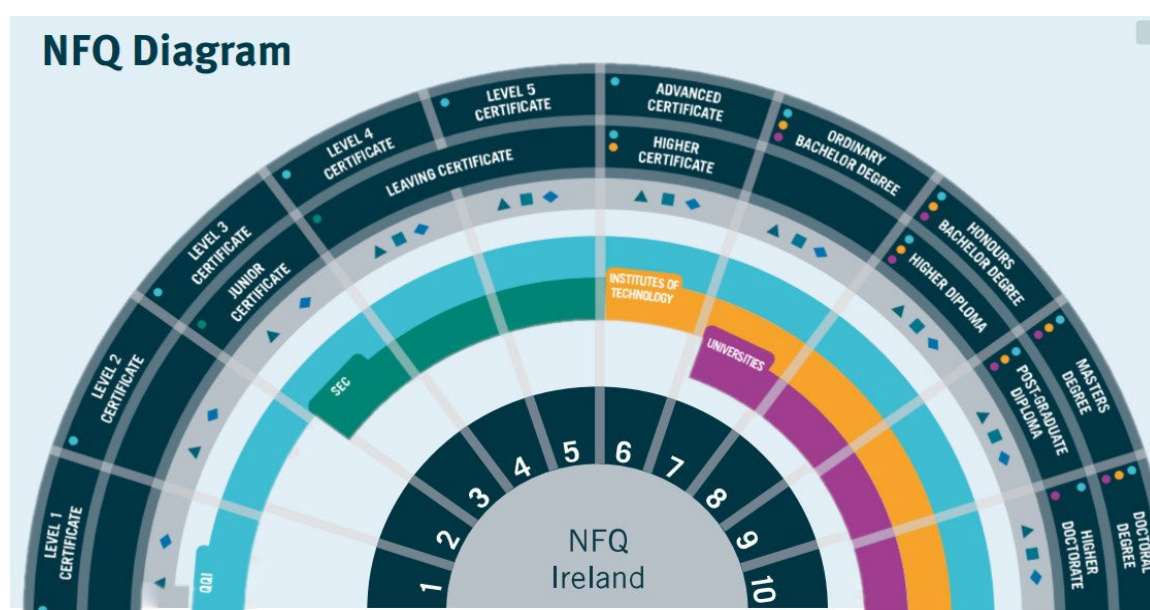
It is extremely important that students familiarise themselves with these regulations, which determine whether a student is allowed to progress to the next year of study (or, in the final year, to get their degree).

Note that, if after the reassessment/supplemental period a student still has one or more failed modules, the student will normally (unless a single fail can be compensated for) not be allowed to progress to the next year.

Degree Awards

Your degree award (Single Honours, Major with Minor, Joint Honours, etc.) will depend on your programme of study. Please refer to your departmental/programme handbook for further information.

The [National Framework of Qualifications](#) (NFQ) is a system of ten levels used to describe the Irish qualifications system. The NFQ is based on standards of knowledge, skill and competence and incorporates awards made for all kinds of learning, wherever it is gained.



SECTION V – Scholarships and Prizes

Foundation Scholarship

The full College regulations for the achievement of Scholarship can be found at <http://www.tcd.ie/calendar/undergraduate-studies/foundation-and-non-foundation-scholarships.pdf>. Further information is also available on the relevant section of the [Academic Registry website](#).

Students enter for the Scholarship examination in their Senior Fresh year. Any student thinking of applying for the Scholarship examination should consult with their relevant department(s) or degree programme coordinator. Many departments hold meetings in MT to advise students on the structure and duration of the exams. Students must give formal notice of their intention to take the examination on the prescribed form available on the College website: <https://www.tcd.ie/academicregistry/exams/scholarship/>. Where a candidate is prevented from sitting the scholarship examination in their SF year due to exceptional circumstances (such as bereavement, serious illness), he/she may apply to the Senior Lecturer through their tutor to be allowed sit the examination in the Junior Sophister year, provided that an application for candidature was made during the specified period in the SF year.

In order to be recommended for Foundation Scholarship, candidates must achieve an overall mark of 70 per cent or higher in the Foundation Scholarship examinations. In addition, candidates are required to achieve first class marks in at least two out of the three Foundation Scholarship papers in courses with three papers; and at least two out of four Foundation Scholarship papers in courses with four papers. Additionally, no Foundation Scholarship paper can have a mark below 65 per cent.

Any student who wishes to withdraw from the Scholarship examination should complete the withdrawal form available on the [Academic Registry website](#). They should also inform their relevant department(s) of their wish to withdraw.

Past Papers are available at the following link: [Examinations & Assessment - Academic Registry - Trinity College Dublin \(tcd.ie\)](#)

Prizes, Medals and other Scholarships

The College Calendar provides a list of all college-wide prizes available to students: [prizes-and-other-awards.pdf \(tcd.ie\)](#).

Gold medals are awarded by the Board of Trinity College to candidates of the first class who have shown exceptional merit at degree examinations in honour or professional courses. The Board of Trinity College has approved specific [Criteria for the Award of Gold Medals](#).

SECTION VI – Beyond graduation

Postgraduate degrees

Postgraduate education is an excellent thing to do, both intellectually and to maximise employability. If you are interested in staying on for Graduate work in the School, speak to your instructors about it early in fourth year.

The School hosts a thriving community of postgraduate students. We offer a broad and attractive range of one-year taught MPhil programmes, which consist of coursework and a dissertation. One can also study for a three to four-year doctoral (PhD) programme.

For further details see: <https://www.tcd.ie/langs-lits-cultures/postgraduate/>

Careers Information

Useful information and advice on careers is available on the Careers Advisory Service webpage at [Home - Trinity Careers Service - Trinity College Dublin \(tcd.ie\)](#).

The Careers Service supports students with career planning through a range of practical supports. It aims to help equip students with the skills needed to enhance their employability and succeed in their future careers.

[MyCareer](#) is an online career management portal which enables students to:

- Search and apply for job opportunities
- Search postgraduate courses and funding opportunities
- View and book employer and Careers Service events
- Submit career queries to the Careers Service team
- Book an appointment with your Careers Consultant