### School of Languages, Literatures and Cultural Studies
### Undergraduate Studies Committee
### Wednesday, 3rd October 2018, 11am in 2026

#### Meeting Minutes

<table>
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<th>Present:</th>
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<tr>
<td>Rachel Hoare (DTL UG/Chair)</td>
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<td>John Murray (HoD) Department of Russian and Slavonic Studies</td>
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<td>Susana Bayo (HoD) Department of Hispanic Studies</td>
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<td>Ciara O’Hagan Department of Hispanic Studies</td>
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<td>Balazs Apor Director Centre for European Studies</td>
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<td>Peter Arnds (HoD) Department of Italian</td>
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<td>Pádraig de Paor Department of Irish and Celtic Studies</td>
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<td>Mary Cosgrove (HoD) Department of Germanic Studies</td>
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<td>Anne Fitzpatrick (HoD) Department of Near and Middle Eastern Studies</td>
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<th>In attendance:</th>
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<tr>
<td>Rima Fitzpatrick (SAM) Yvonne Canning (EO) Annamarie O'Sullivan (AO)</td>
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<th>Apologies</th>
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<td>Michael Cronin (HoD) Department of French Studies</td>
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<td>Zuleika Rodgers (Director of MEELC)</td>
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<td>Jürgen Uhlich (HoS)</td>
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1. **Minutes of previous meeting (enclosed)**

The minutes from the previous meeting (13th June) were agreed and no corrections made.

2. **Matters arising**

Capstone slot available in the timetable - Monday 10am however no one wanted to deliver research topics. Research methods are currently delivered in various forms depending on departments/supervisors. Rachel Hoare and Daragh Downes have met a number of times to discuss research topics and Rachel teaches a research topic on social research. Rachel stated that Daragh has proposed teaching 2 workshops on research methods, 1 before Christmas which will be a 2 hour evening workshop – possibly week 8/9. The second workshop will be after Christmas. Rachel informed the Committee that Cliona from the library is willing to provide a workshop on library research services

**Action:** Rachel to follow up with Cliona (Library Services)

Approved language modules and Electives

A list of all approved modules is to be provided to Schools and Schools/Departments have to decide what modules their students can take. Obvious issues with timetables and clashes. There is discussion of pairing modules and this will be constrained by timetable.

LENS reports

HoD will receive notification to view LENS report and will have the option to share with teaching staff through SITS. The report should not be emailed due to GDPR. Query if administrative staff could have access too.

**Action:** Rachel to follow up to see if HoD and EO can have access to LENS report.
3. Directors report

Special exams no longer available for 18/19 – discussion at USC if CoE should have more power to take into account other circumstances e.g. if a student misses annual exam due to illness and fails reassessment at first attempt, they have no alternative other than repeat year of OBA (see below).

OBA only 20 ECTS or less – a student cannot be OBA if the assessment entails more than 20 ECTS. AR forum stated that students offbooks taking assessment have to be assessed under the current module assessment pattern and not the previous pattern.

**Action:** Annamarie to follow up on progression regulation for OBA students – how are they progressed.

4. Students concerns

None

5. Reminder: School Policy – Late Submission Coursework (enclosed)

The policy was discussed in light of the varying practices within departments and colleagues regarding penalties applied to students for late submission of coursework without a valid reason or medical certificate but also in relation to the procedures for students requesting extensions.

**Action:** Annamarie to amend School Policy on Late Submission of Coursework to include available student supports

6. Admissions / Nontraditional routes

Question to Departments if they are willing to assess applicants language proficiency for students applying via non traditional routes where they may not have an examined language as part of their final examinations.

When would this be intended to take place? February/March

7. TEP

Update from Rima regarding TEP forum and AR forum. Governance restructure and strategic and operational updates including the 4 workstreams for phase 4 of TEP.

**Workstream 1** - Transition – governance of Joint Honors programmes

**Workstream 2** - Logistics – systems, fixed timetetable. Cross year teaching is an issue as is the introduction of 3rd subject in 2nd year.

**Workstream 3** – Features – (detail added after meeting – delivering 7 features making a Trinity Education distinctive)

**Workstream 4** – Communications – stakeholder engagement plan.

Operational updates included the availability/publication of provisional results – AR hope to have provisional results made available to students who have completed Semester 1
modules week beginning 28th January 2019. AR working on the functionality at present and hoping this will be communicated to Schools late MT. Training to be provided.

Capstone Survey
The purpose of the Capstone survey is to gather information on all current final year research projects (or equivalent projects of scale prior to final year) that form part of undergraduate degrees and to confirm that planning is in process to ensure that those students entering under the new programme architecture (Phase 1 programmes 2018/19 and Phase 2 programmes 2019/20) will be doing a capstone project in their final year. Action: Annamarie to send survey to department for completion

Cross year subjects – all Departments except French.

Curriculum mapping by module across pathways

8. AOB

- Module request form for German – approved
- Careers event scheduled for 13th November in the Global Room for SS students – Departments asked if they could give contact details of alumni who might be able to attend. Yvonne is organizing a focus group with students to gather information.

- Recruitment & Outreach
  UG 2019/20 prospectus is complete. The next steps are updating the website. Caroline to lead, Annamarie to assist.

- Open day
  10th November – promotional materials to be amended (TSM to be replaced with Joint Honors)

9. Items for noting (enclosed)
   - Exam timetable
   - Policy on Script sharing
   - Teaching & Learning – Continuous assessment

Rachel Hoare
Director of Undergraduate Teaching and Learning
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<tr>
<th>Item</th>
<th>Owner</th>
<th>Status</th>
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<tbody>
<tr>
<td>1. School Policy – Late Submission Coursework – to be amended to include wording in relation to supports available to students (Tutor etc) and include procedures for requesting extension</td>
<td>Annamarie</td>
<td>Document prepared</td>
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<tr>
<td>2. Capstone Survey to be sent to HoD Surveys sent to all Departments</td>
<td>Annamarie</td>
<td>Awaiting completed surveys from FR, IT, IR and NMES</td>
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<td>3. Research methods – Library to provide workshops</td>
<td>Rachel</td>
<td>Dates of workshops provided and emailed to students</td>
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<td>4. Roadmap of TEP activities</td>
<td>AR/Annamarie/Rachel</td>
<td>AR forum stated the roadmap was in progress</td>
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<td>5. Careers event – request to Departments to provide contact details of alumni who we can contact to attend the careers event for JS/SS students</td>
<td>Yvonne/Rachel</td>
<td>Ongoing</td>
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<td>6. Recruitment &amp; Outreach – 2019/20 prospectus is complete, activity is now focused on updating the website</td>
<td>Caroline to lead, Annamarie to assist</td>
<td>Ongoing</td>
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<td>7. Accessibility of LENS report – request if notification can be sent to HoD and EO</td>
<td>Rachel</td>
<td>Complete</td>
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<td>8. Progression rules in relation to OBA students</td>
<td>Annamarie</td>
<td>AR/TEP operational team confirmed the same progression rules apply for OBA students. If the MAP has changed from the previous year, progression must be calculated outside of SITs and the and an overall result may need to be entered manually. Complete</td>
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<td>9. Admission non traditional routes – Would Departments be</td>
<td>Rachel</td>
<td>Timelines, dates to be considered</td>
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<td>available/willing to assess applicants language proficiency before admitting them to language courses?</td>
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<td><strong>10.</strong></td>
<td>Outstanding module descriptions to be sent to Yvonne as soon as possible</td>
<td>All</td>
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TEP / AR forum update – meeting 25th October 2018

Semester 1 exams
- 25th October: Draft timetable of semester 1 exams sent to Schools
- 1st November: Comments on draft timetable to be returned to AR
- 9th November: Final Sem 1 timetable to be published to the portal
- 9th – 16th November: Schools submit sem 1 exam papers
- 10th – 14th December: exam period
- 25th January 2019 – results to be entered and finalised
- 28th January 2019 – results published

Communication will be circulated to Schools (due this week) in respect of the new program architecture to be applied to all TEP Phase 2 programmes for 2019/20.

TEP strategy
- Work streams (Transition, Features, Logistics and Communications) have held a number of meetings in October.
- Bank of approved modules to be sent to Schools (early November)

TEP operational
- Court of examiners report under review following information session identified 15 amendments
- Calculation of progression has changed in SITs and Schools are asked to be involved in the user testing
- Module manager tool in final phases of production – rollout to be finalised
School of Languages, Literatures and Cultural Studies

School Policy
Late Submission of Coursework

Document date: 30th October 2018
Version: 1.2

Scope
This document aims to harmonise the procedures in relation to the penalties incurred by students for the late submission of coursework across all departments.

Proposed wording
All students must fulfil the course requirements of the school or department, as appropriate, with regard to attendance and coursework. Students may be required to submit coursework according to agreed submission dates. If you have a problem keeping up with coursework or have an issue submitting coursework on time please contact your tutor.

You can find your tutor on my.tcd.ie or alternatively you can contact the Senior Tutors office: https://www.tcd.ie/seniortutor/students/undergraduate/

There are penalties for late submission of written coursework without an approved extension or acceptable explanation (e.g. Medical certificate) as follows:

- Up to one week’s lateness incurs a penalty of 10% of the original mark;
- One to two week’s lateness incurs a penalty of 20% of the original mark.
- After 2 weeks 0 will be awarded.

Please note that these penalties have been agreed and are applied throughout the School of Languages, Literatures and Cultural Studies.

Implementation
It is proposed to include the proposed wording in the Student Handbooks.