



Trinity College Dublin

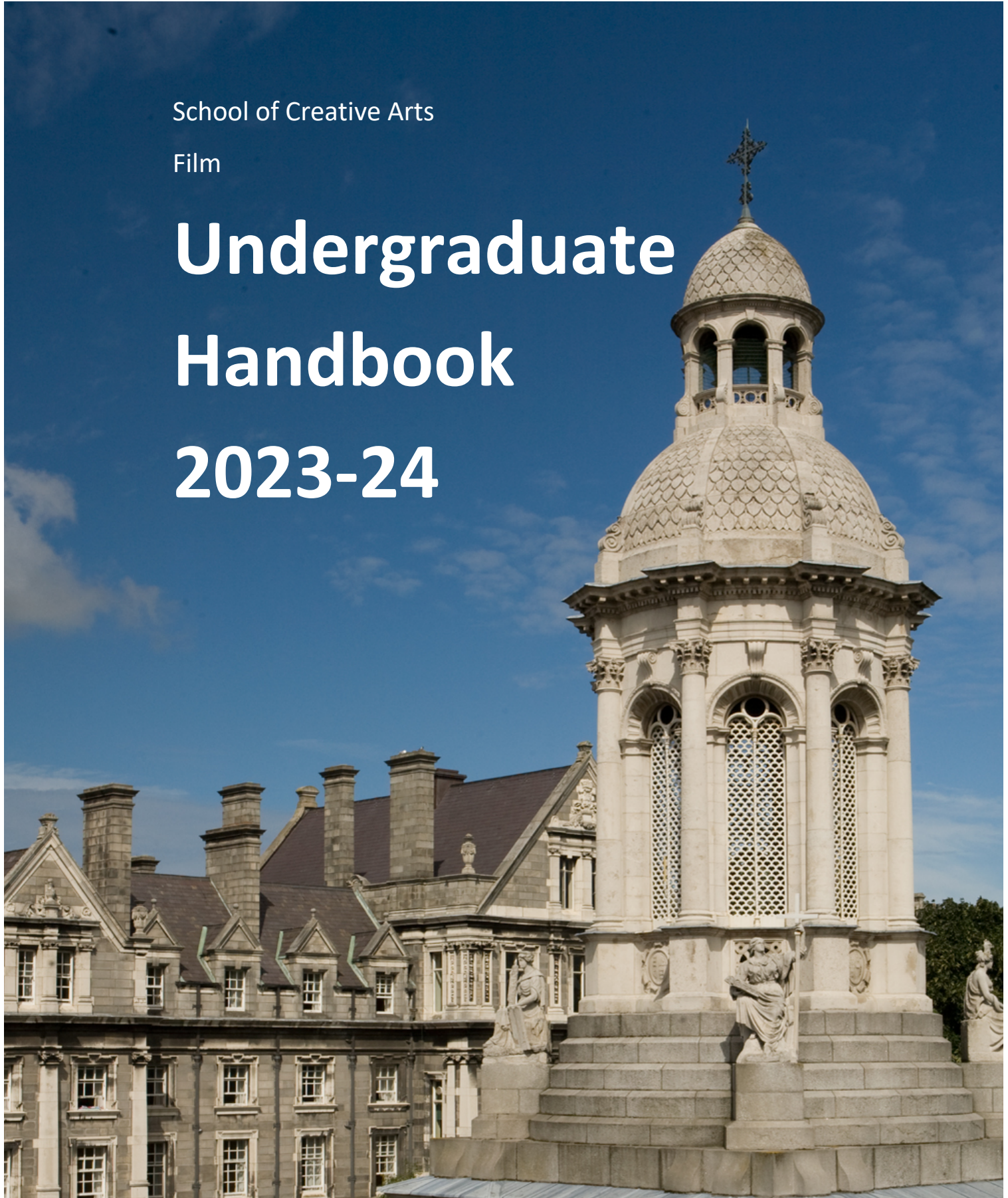
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Creative Arts

Film

# Undergraduate Handbook 2023-24



## Contents

General course information .....	3
Introduction.....	3
Contact details.....	3
Programme-specific locations .....	6
Key dates .....	7
Timetable.....	8
Scholarships.....	9
Foundation scholarships.....	9
Prizes, medals and other scholarships.....	9
Registration .....	10
Academic Writing .....	11
Plagiarism and referencing guide .....	11
Research ethics.....	13
Teaching and Learning.....	14
Programme architecture .....	14
Programme structure and workload .....	15
Content warnings .....	17
Study abroad/ERASMUS.....	18
Module descriptors & compulsory reading lists.....	19
Learning outcomes .....	19
Graduate attributes.....	20
Capstone project .....	21
Coursework requirements.....	22
Attendance requirements .....	25
Absence from examinations.....	26
Marking scale.....	27
Progression regulations.....	29
Awards.....	29
Transcripts .....	30
External examiner.....	30
Student feedback and evaluation.....	31

## General course information

### Introduction

Welcome to Film at Trinity College Dublin, the University of Dublin!

Students can study Film in a number of ways over the course of their Trinity undergraduate degree via single honours, joint honours or new minor subject pathways or as part of a Columbia-Trinity Dual Degree. Film courses allow students to sample a wide range of film and digital media texts and become fully immersed in the intellectual currents that flow in and around them. From the beginning, questions of history, theory and context combine with issues of close analysis and interpretation to provide a course that is both rigorous and rewarding. From the Senior Freshman years, students will be introduced to the basics of screenwriting and film production.

This handbook is designed to help you navigate your undergraduate course and to describe the facilities and functions of the Department of Film in the School of Creative Arts. It is intended to complement information found in the [University Calendar](#).

### Contact details

Address: Department of Film, 191-193 Pearse Street  
Trinity College, the University of Dublin  
Dublin 2  
Republic of Ireland

Telephone: 01 896 2617

Web: <https://www.tcd.ie/creativearts/disciplines/film/>

Email: [filmstds@tcd.ie](mailto:filmstds@tcd.ie)

Full-time members of staff are available to discuss matters related to their modules and your academic progress by appointment.

Name	Role	Email address
Prof. Damian Murchan	Acting Head of School, School of Creative Arts	<a href="mailto:murchand@tcd.ie">murchand@tcd.ie</a>
Dr Miranda Fay Thomas	Director of Teaching & Learning (Undergraduate) Assistant Professor in Drama	<a href="mailto:thomasmf@tcd.ie">thomasmf@tcd.ie</a>
Mrs Jo Mc Namara	School Manager, School of Creative Arts	<a href="mailto:creativearts@tcd.ie">creativearts@tcd.ie</a>
Assistant Professor Justin MacGregor	Head of Discipline (Film)	<a href="mailto:macgregj@tcd.ie">macgregj@tcd.ie</a>
Assistant Professor Justin Mac Gregor	Director of the M.Phil. in Screenwriting	<a href="mailto:macgregj@tcd.ie">macgregj@tcd.ie</a>
Assistant Professor Paula Quigley	Assistant Professor	<a href="mailto:pquigley@tcd.ie">pquigley@tcd.ie</a>
Associate Professor Jennifer O'Meara	Associate Professor	<a href="mailto:Jennifer.OMeara@tcd.ie">Jennifer.OMeara@tcd.ie</a>
Prof. Ruth Barton	Professor in Film	<a href="mailto:bartonr@tcd.ie">bartonr@tcd.ie</a>
Assistant Professor David Stevenson	Assistant Professor	<a href="mailto:sasteven@tcd.ie">sasteven@tcd.ie</a>
Dr Aaron Hunter	Teaching Fellow	<a href="mailto:hunteraa@tcd.ie">hunteraa@tcd.ie</a>
Dr Conor O'Kelly	Teaching Fellow	<a href="mailto:conor.okelly@tcd.ie">conor.okelly@tcd.ie</a>
Anna Rodgers	Teaching Fellow	<a href="mailto:anna.rodgers@tcd.ie">anna.rodgers@tcd.ie</a>
Dr Sven Anderson	Assistant Professor	<a href="mailto:anderss@tcd.ie">anderss@tcd.ie</a>
Ms. Imogen Pollard	Executive Officer and Library Convenor	<a href="mailto:filmstds@tcd.ie">filmstds@tcd.ie</a>

Adjunct Teaching Fellows 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.

Convenors are designated academic staff members who deal with issues in their assigned cohort and escalate unresolvable issues to the Head of Discipline.

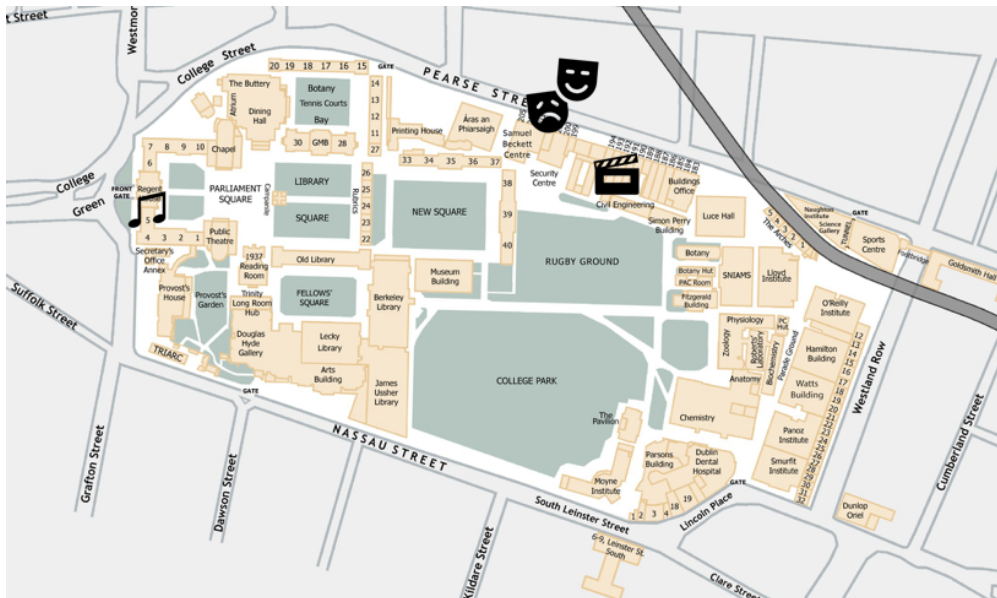
Convenors for 2024/24 academic year:




<b>Junior Fresh</b>	Dr. Conor O' Kelly
<b>Senior Fresh</b>	Dr. Conor O' Kelly
<b>Junior Sophisters</b>	Prof. Ruth Barton
<b>Senior Sophisters</b>	Prof. Ruth Barton
<b>Visiting &amp; Study Abroad</b>	Dr. Conor O' Kelly



## Programme-specific locations

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



	Drama	Offices, 2 <sup>nd</sup> floor, Samuel Beckett Centre
	Samuel Beckett Theatre	Technical Office beside the backstage workshop
	Dance Studio	Top floor, Samuel Beckett Centre - entrance via Players' Theatre staircase
	191/192 Rehearsal Studios	Ground floor, 191/192 Pearse Street
	Film	191-193 Pearse Street
	Music	House 5, Front Square

### References/Sources:

[Interactive College Map](#)

[Academic Registry](#)

## Key dates

05.09.24	Registration/Orientation for continuing students Senior Fresh/Junior Sophister/Senior Sophister
12.09.24	Michaelmas Term (Semester 1) teaching begins Senior Fresh/Junior Sophister/Senior Sophister
19.09.24	Registration/Orientation for new students Junior Fresh
26.09.24	Michaelmas Term (Semester 1) teaching begins Junior Fresh
24.10.24	Reading Week
02.12.24	Michaelmas Term (Semester 1) teaching ends
24.01.24	Hilary Term (Semester 2) teaching begins
06.03.24	Reading Week
14.04.24	Hilary Term (Semester 2) teaching ends
24.04.24	Trinity Term begins
04.06.24	Trinity Term ends

### Trinity is closed on the following dates 2023-24:

31.10.24	Public Holiday
24.12.24-02.01.24	Christmas Period
06.02.24	Public Holiday
17.03.24	St Patrick's Day
07.04.24	Good Friday
10.04.24	Easter Monday
01.05.24	Public Holiday
05.06.24	Public Holiday

### Reference/Source:

[Academic Year Structure](#)

## Timetable

Timetables are available online via your online portal <https://my.tcd.ie>. Formal communications from College will be sent to you via this portal which will give you access to an 'in-tray' of your messages. Fee invoices/payments, student levies, commencement fees and any payments will be processed via this portal. Examination results will be published to this portal also.

Online resources for all modules that students are enrolled in, including full module descriptors and compulsory reading lists, are stored in MyModule <http://mymodule.tcd.ie/>.

You are required to check your Trinity email address <http://myzone.tcd.ie> regularly as this is the primary mode of communication between staff and students outside of scheduled meetings.

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 may be useful. Please note that emails that require careful consideration may take longer to process.

### **Reference/Source:**

[My.tcd.ie](https://my.tcd.ie)

[MyModule](http://mymodule.tcd.ie/)

[MyZone](http://myzone.tcd.ie)

[Policy on Trinity Virtual Learning Environment](#)



## Scholarships

### Foundation scholarships

Each year, before Hilary Term begins, Senior Fresh students may present for the Scholarship Examination. The Scholarship Examination recognises and rewards exceptional academic ability. The Scholarship examination is a searching examination, suitable for the Senior Fresh level, of two papers. To be awarded a Scholarship a candidate must have an average mark of 70% or higher, and in addition the grade profile of the candidate should indicate a majority of first class marks. Please consult the Examinations Office webpage for information regarding applying to sit the Scholarship Examination. Students considering taking the Scholarship Examination may arrange an appointment with a member of staff to discuss the examination process.

#### **Reference/Source:**

[Calendar, Part II, Foundation and Non-Foundation Scholarships](#)

### Prizes, medals and other scholarships

Gold medals are awarded by the Board to candidates of the first class who have shown exceptional merit at the degree examination in honour or professional courses (see [www.tcd.ie/academicregistry/exams](http://www.tcd.ie/academicregistry/exams)).

Various studentships, scholarships, exhibitions, and other prizes are awarded to students on the results of honour and other examinations, provided that sufficient merit is shown. Monetary awards are sent directly to prizewinners unless otherwise stated under the regulations for the particular prize.

A book prize is awarded to each candidate obtaining an annual result of an overall first class honours grade in an honour course. These prizes are not awarded in the Senior Sophister or final year. Book prizes may be collected from the Academic Registry by the award holder in person.

#### **Reference/Source:**

[Calendar, Part II, General Regulations](#)

### Financial assistance

In addition to awards made from funds tied to schools or departments, the College assists undergraduate students in good academic standing who are in need by three main forms of financial assistance (benefactions, Student Hardship Fund and ESF Student Assistance Fund). Financial need is determined by reference to parental income and family circumstances.

#### **Reference/Source:**

[Calendar, Part II, Financial Assistance](#)

### Registration

Students in Year 1 of Film Single Honours pathway will be invited during the Trinity term to register their interest for taking up a new subject in Year 2.

Students will then be invited at a later date to register for other Year 2 modules, including Trinity Electives and Open Modules. Students will be advised of how to do this, and where they will find relevant module information several weeks before they are invited to register. Timetabling may restrict the availability of modules to individual students.

Students in Year 2 in all pathways will be invited during the Trinity term to indicate their preferences for Year 3 of their studies, including Trinity Electives and Open Modules as per their course structure.

Students will be advised of how they will do this and where they will find relevant module information several weeks before they are invited to register. Timetabling may restrict the availability of modules to individual students.

#### **Reference/Source:**

[Trinity Pathways website](#)

## Academic Writing

### Plagiarism and referencing guide

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one's own, without due acknowledgement.

Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

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

Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

The following actions are required of all students in the School of Creative Arts:

1. Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>.
2. Familiarise yourself with the declaration that you will be asked to sign when submitting course work at <http://tcd-ie.libguides.com/plagiarism/declaration>

All essays/assignments require a clear and coherent referencing system. It is essential that you provide evidence of the sources of any information you use in your essay/assignment that comes from elsewhere.

Two of the most common ways of doing this are by using footnotes or endnotes. Footnotes appear at the bottom of the page, and endnotes appear at the end of the document. Microsoft Word will automatically insert Footnotes and Endnotes for you using the “add reference” function.

Whichever system you choose to adopt you must ensure that your notes are as complete and consistent as possible. Pay particular attention to page numbers; the reader should be able to trace precisely the location of all quotations that you make in the essay, if required.

The official style guide for Film is the Chicago Manual of Style, which you will find online at: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) (Notes and Bibliography option).

Film Studies specific requirements are:

- Film and book titles should be italicised.
- After the first mention of a film character, you should include the actor’s name in brackets.
- After the first mention of a film, you should provide the director’s name and date of release in brackets.

You should also include an alphabetical list of ALL films viewed or referred to in your essay as a filmography. This should follow your bibliography.

Example:

*Blade Runner* (Ridley Scott, 1982)

*Double Indemnity* (Billy Wilder, 1944)

*Paris, Texas* (Wim Wenders, 1984)

**References/Sources:**

[Calendar, Part II, General Regulations and Information, Section II, Items 95-102](#)

[Plagiarism Policy](#)

[Library Guides - Avoiding Plagiarism](#)

[Plagiarism Declaration](#)

[Chicago Manual of Style](#)

## Research ethics

The School of Creative Arts reviews research projects by staff and students to align with good practice in research ethics, following guidance detailed on <https://www.tcd.ie/research/dean/research-ethics/>. Ethics submissions for research in creative arts are rare but assessed by School/Faculty Research Ethics Committees. Ethic submissions are not usually necessary for undergraduate dissertations but if you believe any planned submission requires ethical approval, please discuss same with appropriate staff.

### **References/Sources:**

[Research Ethics](#)

[Policy on Good Research Practice](#)

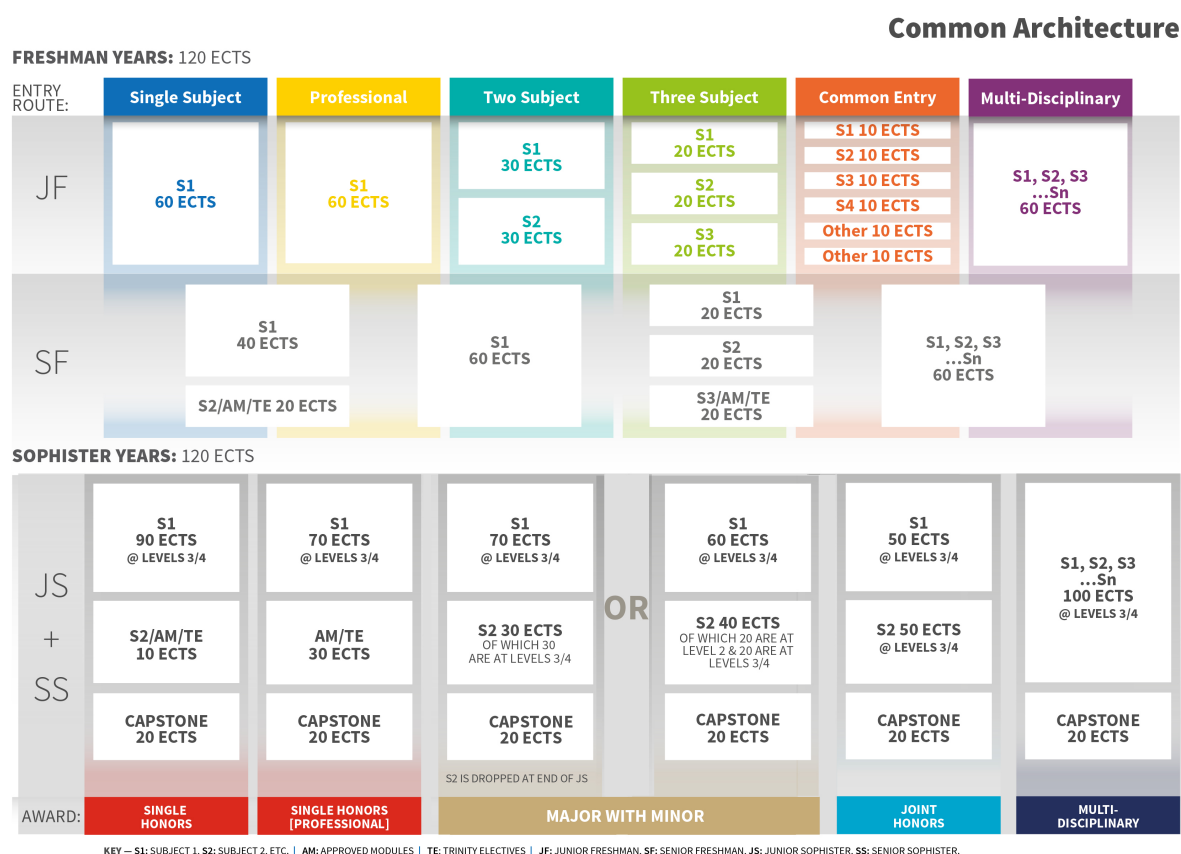
[Ethics Policy](#)

## Teaching and Learning

### Programme architecture

Available pathways are subject to change and may be dependent on results subject to capacity.

New/repeating JS students registered in academic year 2023/24 are subject to the new Trinity Education Pathways under a Common Architecture system.



Information about the new academic structures, affecting students entering from 2019 onwards, may be found at <https://www.tcd.ie/courses/undergraduate/your-trinity-pathways/>.



In the first two years of your degree, you will take compulsory modules only. In your sophister years, you will take a mixture of compulsory and optional modules.

Final degree weighting	Common Architecture
JS result : SS result	30:70

The final degree result for students passing through Trinity under the new Common Architecture will be 30:70, JS:SS.

### Programme structure and workload

Module details including term, lecturer, duration and course materials are provided in full to students online in MyModule <http://mymodule.tcd.ie/>. Students are expected to complete additional self-directed learning/research appropriate to the ECTS weighting of the module as outlined below:

5 ECTS = 100-125 hours of student input

10ECTS = 200-250 hours of student input

20 ECTS (Capstone) = 400-500 hours of student input

Students will be guided through module choice via online module enrolment and can contact Convenors for guidance on module choices linked to pathways as they navigate their degree.

Module availability is subject to timetabling/resource constraints. The below represents modules that are scheduled for delivery in 2023/24 academic year:

	<b>Module Code</b>	<b>Module Title</b>	<b>ECTS Weighting</b>
<b>Year 1 Junior Freshman</b>	FSU11002	American cinema from the Silent Era to the 1930s	5
	FSU11004	American cinema from the 1930s to the 1950s	5
	FSU11005	Introduction to European cinema	5
	FSU11006	Introduction to non-Western cinemas	5
	FSU11007	Introduction to film analysis	5
	FSU11009	Editing (Single Honours)	5
	FSU11010	Fundamentals of film making: production and post	10
	FSU11011	Introduction to documentary theory and practice	10
	FSU11012	Sound and cinematography	10
	FSU11013	Editing (Joint Honours)	5

	<b>Module Code</b>	<b>Module Title</b>	<b>ECTS Weighting</b>
<b>Year 2 Senior Freshman</b>	FSU22001	Introduction to screenwriting	5
	FSU22002	European cinema	5
	FSU22003	Ireland and the cinema	5
	FSU22004	Introduction to digital media	5
	FSU22005	Non-Western cinemas	5
	FSU22010	Editing II	5
	FSU22011	Fundamentals of film practice	10

<b>Sophister</b>		
<b>MT</b>	<b>Name of Module</b>	<b>ECTs</b>
FSU33026	Editing 3	10
FSU44005	Writing for the Big Screen	10
FSU33016	Post Revolutionary Iranian Cinema	5
FSU44021	Experimental Practices	10
FSU33031	TV: Theory and Criticism	5
FSU33030	Contemporary Irish Cinema	5
FSU44016	Digital Theory and Practice	10
FSU44002	Research Skills - Senior Sophister Module Only	5
FSU33013	Melodrama	5
FSU33006	New Hollywood Cinema	5
<b>HT</b>		
FSU44010	Experimental film	10
FSU33032	Punk Cinema	5
FSU44004	Practical Documentary	10
FSU33018	Transnational cinemas	5
FSU44022	Film Writing	10
FSU44003	Writing for the Small Screen	10
FSU44019	Writing for Games	10
FSU33033	Japanese Cinema: Fantasy, Identity, Crisis	5
FSU44001/FSU44006	Dissertation/Dissertation with Practice - CAPSTONE	20

#### Reference/Source:

[MyModule](#)

[Policy on Trinity Virtual Learning Environment](#)

#### Content warnings

As part of the study of film, and acquiring the critical skills to decode screen media, students will experience a wide range of films and scholarship over the course of their degree. Some of these materials will represent or analyse content of a sensitive nature. In advance of required screenings, students are encouraged to research a film's content, as appropriate, using resources such as commonsensemedia.org and IMDb.com. If a student has a medical or personal reason why they should not watch or

discuss a specific topic then they can discuss this confidentially with their college tutor, who can liaise with lecturers or the Head of Department if necessary.

## Study abroad/ERASMUS

Study abroad/visiting student co-ordinator 2023/2024 = Dr Conor O’Kelly  
[okellyco@tcd.ie](mailto:okellyco@tcd.ie)

The School of Creative Arts participates in a number of exchange schemes with other universities. It is possible for some students to take their JS year abroad. This possibility is dependent upon the course requirements for each of your subjects being fulfilled. Students should also be aware of the possibility that certain subject combinations can complicate the exchange procedure.

Students should contact your Year Convenor (JF/SF) for further information and advice. It is advisable to do this well in advance, as early in the SF year as possible.

Outgoing exchange students must have their academic programmes abroad approved by Dr O’Kelly and should stay in contact with Dr O’Kelly during their time abroad to ensure their academic programme satisfies Trinity requirements, particularly in relation to the number of credits (ECTS) earned..

Prerequisites include:

- Students must achieve an overall grade of 2.1 or higher in their JF year;
- Student exchanges are approved provisionally during Hilary Semester, but will not be finalised until marks have been published
  - Students given preliminary permission to study abroad who do not earn an overall course mark of at least 2.1 in SF year will not usually be allowed to take up their places in the planned exchanges.
- Where there are more applicants than places for a given exchange institution, priority will be given to students on the basis of highest Junior Fresh marks.
- Students who receive a Non-Satisfactory or fail to submit any piece of course work during their Fresher years may forfeit their eligibility to study abroad.

After studying abroad, students are responsible for ensuring their marks arrive in the Department of Film office (c/o Imogen Pollard) as soon as possible.

**Reference/Source:**

[Study Abroad website](#)

## Module descriptors & compulsory reading lists

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. Full module descriptors and reading lists are available on MyModule <http://mymodule.tcd.ie/>.

**Reference/Source:**

[MyModule](#)

## Learning outcomes

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

- Synthesise their comprehensive knowledge of film and digital media studies within a wider economic, industrial, aesthetic and socio-cultural context;
- Analyse current issues within film and digital media studies within the broader context of contemporary intellectual currents;
- Interpret film and digital media texts and related texts informed by up-to-date debates surrounding media and representation;
- Critically apply and appraise the principles of scriptwriting and digital video production in a practical and creative context;
- Pursue independent research and evaluate the relevance of that research to the current state of the art and discipline;
- Progress to further study and engage in research of an increasingly autonomous kind;
- Speak and write effectively in the discourse of the discipline.

## Graduate attributes

Learning outcome	Graduate attribute
Synthesise their comprehensive knowledge of film and digital media studies within a wider economic, industrial, aesthetic and socio-cultural context;	<ul style="list-style-type: none"> <li>➤ to think independently</li> <li>➤ to act responsibly</li> </ul>
Analyse current issues within film and digital media studies within the broader context of contemporary intellectual currents;	<ul style="list-style-type: none"> <li>➤ to think independently</li> <li>➤ to act responsibly</li> <li>➤ to communicate effectively</li> </ul>
Interpret film and digital media texts and related texts informed by up-to-date debates surrounding media and representation;	<ul style="list-style-type: none"> <li>➤ to think independently</li> <li>➤ to develop continuously</li> <li>➤ to communicate effectively</li> </ul>
Critically apply and appraise the principles of scriptwriting and digital video production in a practical and creative context;	<ul style="list-style-type: none"> <li>➤ to think independently</li> </ul>
Pursue independent research and evaluate the relevance of that research to the current state of the art and discipline;	<ul style="list-style-type: none"> <li>➤ to think independently</li> <li>➤ to develop continuously</li> </ul>
Progress to further study and engage in research of an increasingly autonomous kind;	<ul style="list-style-type: none"> <li>➤ to think independently</li> <li>➤ to communicate effectively</li> </ul>
Speak and write effectively in the discourse of the discipline.	<ul style="list-style-type: none"> <li>➤ to think independently</li> <li>➤ to develop continuously</li> <li>➤ to communicate effectively</li> </ul>



## Capstone project

The capstone project — though defined differently by different subjects — is the common element across all degree exit routes and is weighted at 20 ECTS. It 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. It should provide them with the opportunity to demonstrate their attainment of the four graduate attributes: to think independently, to communicate effectively, to develop continuously and to act responsibly.

The capstone will be expected to show scholarly output commensurate with time that would otherwise have been spent on the equivalent of two x 10 credit modules or four x 5 credit modules (400 - 500 hrs). The topic area is proposed before the summer preceding the SS year, and supervision will be allocated such that the student is supported across the range of assessments making up the independent research project.

FSU44001 Dissertation	FSU44006 Dissertation with Practice Option 1	FSU44006 Dissertation with Practice Option 2
10,000-word dissertation	Screenplay + 4,000-word critical analysis	5-10 min video essay + 4,000-word critical analysis

Due to the collaborative nature of film, students may sometimes be marked on a group basis for practical work. It is conceivable that two students may submit individual work on a practical project for assessment in two different modules. Any student seeking individual assessment credit for a collaborative project must fully disclose to the lecturer to what precise extent the work can be considered the student's own – issues of ethics (up to and including plagiarism) can come into play if clear parameters of intellectual and creative engagement are not established.

Students should refer to School and College Policies and Procedures with regards to Research guidelines and ethical practices.

**Last date for submission of draft material to supervisor:** 5pm Friday 23 February 2024  
(end of week 5 HT)

**End of supervision:** 5pm Friday 1 March 2024 (end of week 6 HT)

**Capstone submission deadline:** 5pm Monday 11 March 2024 (beginning of week 8 HT)

**Reference/Source:**

[Capstone website](#)

## Coursework requirements

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 and will be available through MyModule <http://mymodule.tcd.ie/>.

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

## Presenting coursework

There are formal requirements for the presentation and submission of assignments throughout your degree.

Presentation requirements:

- All essays/assignments must be word-processed
- Essays/assignments must be double-spaced
- Pages must be numbered on the bottom right-hand side
- Calibri, Arial or a sans-serif font size 12 must be used
- All submissions must have adequate margins at either side of the page

You must proofread your work carefully before submission.

Penalties will be applied to essays/assignments that do not adhere to specified word count or other specified requirements.

### 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 to keep copies of all work submitted. Film 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.

### Deadlines and Penalties

All assignments, presentations and capstone projects have deadlines for submission or set dates for performance. Coursework (including capstone projects) submitted after an assigned deadline without an approved extension will not be accepted. Non-submissions will be recorded as zero. This policy will be rigorously applied.

### Reference/Source:

[MyModule](#)

[Student Learning Development](#)



## Attendance requirements

Film is a full-time undergraduate course to which students are expected to commit between 1200 and 1500 hours annually (i.e. between 40 and 50 hours per week for 30 weeks).

Attendance at lectures, seminars and practice-based classes is compulsory.

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

If you feel that you may miss a lecture or seminar, please email your Year Convenor directly. If you are ill and unable to attend, please submit a medical certificate to the Film Office via SharePoint

[https://tcdud.sharepoint.com/:f:/r/sites/TCDFilmStudies/Shared%20Documents/Med%20certs%20\(2021-23\)?csf=1&web=1&e=PrbYq1](https://tcdud.sharepoint.com/:f:/r/sites/TCDFilmStudies/Shared%20Documents/Med%20certs%20(2021-23)?csf=1&web=1&e=PrbYq1) within 10 days of your illness. If you are ill, but have not attended a doctor, please ask your tutor to do this on your behalf.

All attendance registers are given to Year Convenors who oversee the deduction of marks for unexcused absences which exceed the limit set for the module. Any requests for waiving penalties should be sent to the Year Convenor (NOT the module lecturer) with relevant supporting documentation. Information or clarification about departmental policies may be sought through contact with the Year Convenor. It is often useful to alert your convenor to relevant personal issues in addition to contacting your Tutor.

Convenors for 2023/24 academic year:

<b>Junior Fresh</b>	Dr Conor O’Kelly
<b>Senior Fresh</b>	Dr Conor O’Kelly
<b>Junior Sophisters</b>	Prof. Ruth Barton
<b>Senior Sophisters</b>	Prof. Ruth Barton
<b>Visiting &amp; Study Abroad</b>	Dr Conor O’Kelly

## Absence from examinations

Trinity has specific procedures relating to absence from 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 which is held at the beginning of Michaelmas term. Students are assessed in all failed modules from both semesters during the reassessment session.

The University reserves the right to amend assessment methods and the timetable for assessments for any reason and at any stage during the academic year. All teaching and assessments are subject to public health advice and guidance as and when issued.

### Reference/Source:

[Calendar, Part II, General Regulations and Information, Section II, Item 35](#)

[Assessment: procedures for the non-submission of coursework and absence from examinations](#)



## Marking scale

The following institutional marking scale has been adopted for undergraduate degree and diploma courses:

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

The following criteria are a useful guide for the examination of undergraduate work:

### First Class Honours (I) (70-100)

- Excellent knowledge
- Exemplary structure and presentation
- Critical use of secondary material
- Independence of mind/imagination
- Consistent performance

85-100: work of exceptional merit, far in excess of what is expected of an undergraduate.

75-85: work of outstanding merit showing insight, profundity, and creative invention, characterised by involvement with subject matter, breadth of appropriate reference, and both conceptual and stylistic ability.

70-74: work of clearly superior standard that reveals a very high degree of understanding and exposition.

### Second Class Honours (II.1) (60-69)

- Aware of full implications of the question
- Thorough knowledge of subject/text
- Analytic ability
- Good structure and presentation
- Good use of secondary sources

60-69: very good work characterised by coherence and relevance, soundness of argument, appropriateness of reference, depth of background knowledge and discrimination. Some qualities of First Class work may be in evidence but the difference will be in degree or realisation.

### Second Class Honours (II.2) (50-59)

- Aware of implications of question
- Effective structure and presentation
- Solid and reliable/Sound knowledge

50-59: consistently solid work reflecting honest application and satisfactory achievement without completely attaining the creative invention or analytic depth associated with the higher grades. The work may be characterised by an over-reliance on secondary sources at the expense of personal involvement, confining itself to a narrow or predictable line of argument with a tendency to description rather than interpretative engagement.

### Third Class Honours (III) (40-49)

- Understanding the question
- Satisfactory engagement with question
- Relevant knowledge
- Adequate presentation and capacity to articulate

40-49: work which demonstrates an adequate background knowledge but no consistent ability to investigate it in depth; an ability to sustain only a basic argument without sufficient analysis to achieve insight or coherence; repetitiveness, excessive reliance on secondary sources, imprecise expression or descriptive generalisation.

### Fail (F1) (30-39)

- Serious misunderstanding of question
- Minimal knowledge
- Incoherence.

The potential of the candidate to proceed to the next year is an important consideration in this grade. 30-39: a minimal level of attainment just below that of honours level indicating a failure to demonstrate most of the standards set out above.

### **FAIL (F2) (1-29)**

Written work in the F2 range will reveal some or all of the weaknesses noted under F1, but to a greater, perhaps extreme, extent.

1-29: insufficient level of attainment.

### **Non-Submission**

0 - non-submission.

### **Reference/Source:**

[Calendar, Part II, General Regulations & Information, Section II, Item 30](#)

## **Progression regulations**

Film courses conform with standard progression regulations as outlined in the University Calendar.

### **Reference:/Sources:**

[Calendar, Part II, General Regulations & Information](#)

[Calendar, Part II, Part C](#)

[National Framework for Qualifications](#)

[Trinity Courses](#)

## **Awards**

Students who complete undergraduate study in Film are awarded a Bachelors in Arts (Hons). Bachelor degrees completed over 4 years in Trinity correspond with a Level 8 qualification in the Irish National Framework of Qualifications (QQI) and is accredited by Quality and Qualifications Ireland.

### **References/Sources:**

[National Framework for Qualifications](#)

[Trinity Pathways](#)

[Trinity Courses](#)

## Transcripts

If you need a copy of your transcript, please email [filmstds@tcd.ie](mailto:filmstds@tcd.ie) with your student number, full course title, year of graduation and whether you need a paper or electronic copy. Please allow 3 weeks to generate this transcript and note that we are unable to courier transcripts so please allow enough time for the transcript to reach its destination by ordinary post.

Similarly, students who require references from lecturers should allow two to three weeks' notice when asking staff members to serve as referees. You are urged to supply all information needed to fill in any forms and provide a description of the course/job you are applying to.

## External examiner

The undergraduate external examiner for academic year 2023/24 is Professor Catherin Grant, Professor of Digital Media and Screen Studies at Birkbeck, University of London. All precautions will be taken with personal data in the transfer of documentation to Prof Grant in compliance with GDPR regulations for transmission of data from ROI to UK.

### **Reference/Source:**

[Procedure for the transfer of students assessed work to external examiners](#)

## Student feedback and evaluation

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>.

### **References/Sources:**

[Student Evaluation and Feedback](#)

[Student Partnership Policy](#) | [Procedure for the conduct of Focus Groups](#)