



**Trinity College Dublin**

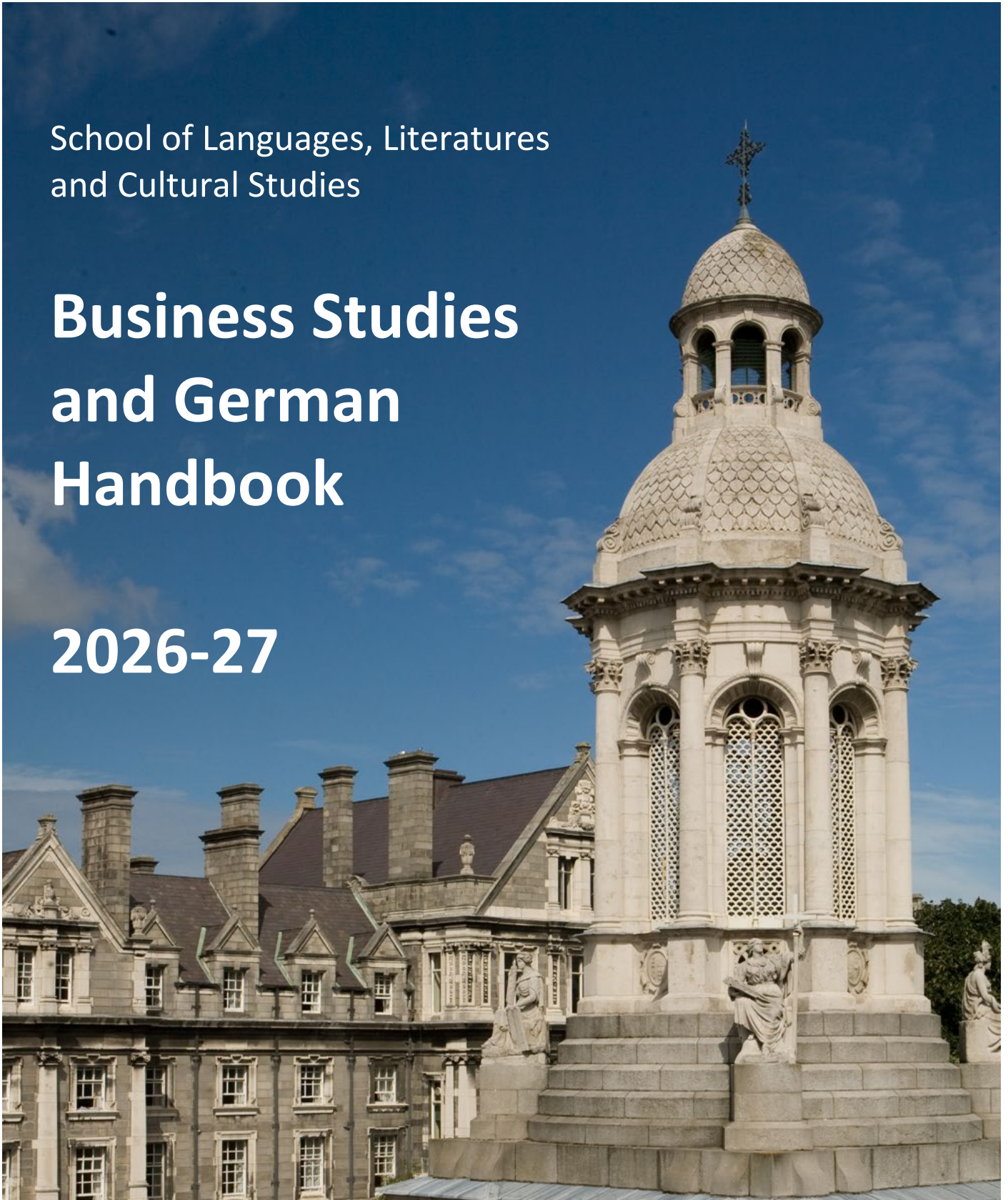
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Languages, Literatures  
and Cultural Studies

# **Business Studies and German Handbook**

## **2026-27**



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# 1. General Programme Information

## 1.1 Introduction

In this Handbook you will find information specific to the German modules of your degree in Business Studies and a Language (BSL). As this degree programme is taught and administered by both the Department of German and Trinity Business School, you must also consult the [Business Studies and a Language \(BSL\)](#) Handbook.

## 1.2 Business Studies and a Language Learning Outcomes

Having successfully completed the BSL programme, students should be able to:

- Identify, evaluate and synthesise the substantive business/management theories, frameworks and models
- Use appropriate business theories and frameworks to identify, formulate, analyse and solve business and management problems within national and international contexts
- Understand the business-society relationship in the context of business ethics, corporate social responsibility and corporate governance and apply this understanding to achieving effective management of the non-market environment
- Integrate general and professional target language competencies with business knowledge and skills so as to be able to occupy administrative or managerial positions in public or private sector organisations with international connections
- Communicate effectively in oral and written modes with competent speakers of the target language in professional and social settings
- Work effectively as an individual and in teams in multi-disciplinary and multi-cultural settings
- Demonstrate flexibility, adaptability and independence in order to engage productively with a changing social, cultural and technological environment and with a capacity to move effectively within and between cultures
- Demonstrate critical cultural and linguistic awareness together with the strategies for dealing creatively with challenges in intercultural communication

- Engage in the pursuit of knowledge in greater depth and over time in support of life-long learning, either as a practitioner or an academic.

### 1.3 Key Contacts and Locations

| Staff Name               | Role/Title                                                      | Email                                                                  | Office    |
|--------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------|-----------|
| <b>Dr Gillian Martin</b> | Programme Coordinator (for German Modules)                      | <a href="mailto:gsmartin@tcd.ie">gsmartin@tcd.ie</a>                   | Room 5071 |
| <b>Dr Radu Dimitriu</b>  | BSL Coordinator (for Business Modules), Trinity Business School | <a href="mailto:Radu.Dimitriu@tcd.ie">Radu.Dimitriu@tcd.ie</a>         |           |
| <b>Dr Isilay Talay</b>   | Study Abroad Coordinator, Trinity Business School               | <a href="mailto:business.exchange@tcd.ie">business.exchange@tcd.ie</a> |           |

### School of Languages, Literatures and Cultural Studies (SLLCS)

#### Office hours

Monday to Friday: 9.30am to 12.30pm, 2.30pm to 4.30pm.

#### Undergraduate Office

The SLLCS Undergraduate Office is located in Room 5080 on the 5<sup>th</sup> floor of the Arts Building, students are welcome to call in during office hours.

| Nature of query                                                                    | Office location                                   | Email                                                                      |
|------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------|
| Undergraduate Office: <b>general undergraduate queries and transcript requests</b> | Room 5080<br>5 <sup>th</sup> floor, Arts Building | <a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a> |
| <b>Undergraduate timetables</b>                                                    | Room 5080                                         | <a href="mailto:timetables.sllcs@tcd.ie">timetables.sllcs@tcd.ie</a>       |
| <b>School Office:</b> School operations, finance and HR                            | Room 5042                                         |                                                                            |

## Undergraduate Degree Programme Offices

Students wishing to visit the office are advised to make an appointment in advance, where possible. In the email subject line include your student number and course of study.

| Programme                       | Office location         | Email                                                                            |
|---------------------------------|-------------------------|----------------------------------------------------------------------------------|
| Business Studies and a Language | Trinity Business School | <a href="mailto:Undergraduate.business@tcd.ie">Undergraduate.business@tcd.ie</a> |

### 1.4 Key Dates

Students can access the [Academic Year Structure](#) on the College Calendar.

Key dates for each module you are studying will be made known on the module page in Blackboard at the beginning of the term.

### 1.5 Timetables

Student timetables are available through [MyTCD.ie](http://MyTCD.ie) and the [Trinity Live app](#). If students have timetable clashes concerning any German modules, please contact [timetables.slcs@tcd.ie](mailto:timetables.slcs@tcd.ie).

### 1.6 Erasmus/Study Abroad

Business Studies and German Students should consult the [Trinity Business School website for information on the current Erasmus destinations and on requirements for BSL students](#).

You will find information on how to plan for your year abroad and supports for students with disabilities. Students can also contact the [Study Abroad Coordinator in the School of Business](#).

## 2. Foundation Scholarship Examinations and Other Prizes

### 2.1 Foundation Scholarship Examinations

The Scholarship examinations are held in January of your Senior Fresh year. The Academic Registry provides [General Information](#) regarding the Foundation Scholarship examinations.

Further information can also be found on the [School website](#) and on the website of the School of Business. For details of the content and format of the German papers in the Foundation Scholarship examinations, please contact your [programme coordinator](#).

### 2.2 Other Prizes

**Kate Bird Prize:** This prize commemorates a deceased student of the department and is awarded annually to support a student who is going abroad as part of their studies. Details are circulated in Hilary Term.

## 3. Academic Writing

### 3.1 The Use and Referencing of Generative AI (Artificial Intelligence)

The School's guidelines on the use of Generative AI (GenAI) are [available on the School website](#).

#### Acknowledging and referencing AI

The Library of Trinity College Dublin has developed [guidelines on acknowledging and referencing GenAI](#). GenAI is evolving rapidly and there is not yet a general consensus on how to acknowledge and reference it. This guidance will therefore continue to be reviewed and updated.

### 3.2 Academic Integrity and Referencing Guide

All members of the academic community use and build on the work and ideas of others. However, it is essential that we do so with integrity, in an open and explicit manner, and with due acknowledgement.

Any action or attempted action that undermines academic integrity and may result in an unfair academic advantage or disadvantage for any member of the academic community or wider society may be considered as academic misconduct.

For more information students can access [the Library Guide on Academic Integrity](#) and the related [College Statement](#).

#### Avoiding Plagiarism

In academic writing, it is a key responsibility of the author to ensure that they do not commit plagiarism.

Crucial to this is accurate note-taking. Whenever you take notes, you should ensure, through due use of quotation marks and referencing, that it is clear what information and ideas you have taken from where and from whom. That means that when you come back to your notes some days later, you don't incorporate them into your work without due acknowledgement that the words and/or ideas came from someone else.

The Library has a general set of guidelines for students on [avoiding 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.

All students must complete the [Ready Steady Write plagiarism 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.

When you are submitting an assignment, you must also include a coversheet which can be downloaded from GRU12341 or from the relevant module page in [Blackboard](#).

The coversheet declares the following:

*I have read and understood 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 read and understood the guide and completed the 'Ready Steady Write' Tutorial on avoiding plagiarism.*

## 4. Teaching and Learning

### 4.1 ECTS

**The European Credit Transfer and Accumulation System (ECTS)** is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study.

The ECTS weighting for a module is a **measure of the student input or workload** required for that module. Students will undertake modules adding up to 60 ECTS each Academic Year. The Trinity academic year is 40 weeks from the start of Michaelmas Term to the end of the annual examination period. 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 and assessments.

ECTS credits are awarded to a student only upon successful completion of the course year.

Progression from one year to the next is determined by the course regulations. Students who fail a year of their course will not obtain credit for that year even if they have passed certain component courses.

### 4.2 German Modules for BSG Students<sup>1</sup>

Please note that full module descriptions and details of assessment are available via [My.tcd.ie](https://my.tcd.ie).

You can also obtain information on your language modules from the module [Blackboard](#) page.

Each year students undertake 60 credits, **totalled from the modules they enrol in.**

| Year                           | Name     | ECTS |
|--------------------------------|----------|------|
| Junior Fresh                   | German   | 30   |
|                                | Business | 30   |
| Senior Fresh                   | German   | 20   |
|                                | Business | 40   |
| Junior Sophister (year abroad) | German   | 30   |
|                                | Business | 30   |
| Senior Sophister               | German   | 30   |
|                                | Business | 30   |

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<sup>1</sup> The School reserves the right to amend the list of available modules and to withdraw and add modules.

The Junior Sophister year contributes 30% toward your degree result. The Senior Sophister year contributes 70%.

The following sections outline the modules which you will take in German. **For information on module assessment, please consult the student portal on SITS at [my.tcd.ie](http://my.tcd.ie).**

#### *4.2.1. Junior Fresh German Modules*

Course Structure: **30 ECTS** in German

| Code     | Name                              | ECTS | Semester |
|----------|-----------------------------------|------|----------|
| GRU1100Y | German Language 1                 | 10   | 1&2      |
| GRU11011 | German Area Studies               | 5    | 1        |
| GRU11512 | German Business Studies 1         | 5    | 2        |
| GRU110Y  | Introduction to German Literature | 10   | 1&2      |

#### *4.2.2. Senior Fresh German Modules*

Course Structure: **20 ECTS** in German

| Code     | Name                      | ECTS | Semester |
|----------|---------------------------|------|----------|
| GRU2208Y | German Language 2         | 10   | 1&2      |
| GRU2251Y | German Business Studies 2 | 10   | 1&2      |

#### *4.2.3 Junior Sophister German Modules*

The Junior Sophister Year is spent abroad on an approved Erasmus programme. The universities that are currently part of the Erasmus network are Trier, Koblenz (WHU), Düsseldorf, Mannheim, Regensburg, Linz and Innsbruck.

[Students should contact the School of Business Erasmus coordinator for further information.](#)

Erasmus information sessions are held during Michaelmas and Hilary Terms.

The grade which you obtain during your year abroad contributes **30%** to your degree result. The remaining **70%** comes from your Senior Sophister year in Trinity.

At the partner university, you are expected to take **30 ECTS** in German and **30 ECTS in Business** totalling 60 ECTS. Language modules must be taken at - B2-level or above, i.e., C1/ C2. Module descriptions for German language, including information on content and assessment procedures,

must be submitted via the PAM (Pre-approved module form) and approved prior to inclusion in your Learning Agreement.

In fourth year, you are required to write an extensive case study in German, so you should endeavour to attend advanced writing courses in German. Modules in translation are also recommended.

Students must obtain a **minimum of 45 ECTS during their year abroad** in order to rise to the Senior Sophister year. Information on credit requirements is in the information pack, which you will receive from the **Trinity Business School**.

**Only ‘Leistungsscheine’** (i.e., **not ‘Teilnahmescheine’**) will be **accepted** for the purposes of credit calculation. You will **only** receive credit for **passed modules**. TCD can only recognise credits that are awarded by the host institution, e.g. in some universities and courses, the pass mark is 4,0 meaning that if you obtain a mark below this, you will **not** receive credits for the module. Also, you will **only receive credit for graded modules, not for Pass/Fail modules**.

Students on Erasmus exchange may be reassessed in accordance with the practice of the host university. Subject to the discretion of the Court of Examiners, arrangements will normally be made for students who fail the year abroad to repeat the year in Trinity College. If they are given permission to repeat the year, they must take 30 credits in business and 30 in language.

It is your responsibility to [provide your coordinators in the Business School and the Department of German](#) with contact details during the year abroad and to keep in regular contact.

#### *4.2.4. Senior Sophister*

Course Structure: **30 ECTS** in German

| Code     | Name                                 | ECTS | Semester |
|----------|--------------------------------------|------|----------|
| GRU4400Y | German Language 4                    | 10   | 1&2      |
| GRU4452Y | Intercultural Business Communication | 10   | 1 &2     |
| GRU44CSY | Case Study                           | 10   | 1&2      |

You should also consult the module page on [Blackboard](#) for the **Case Study Guidelines 26-27**. It contains essential information for all BSL students in relation to the preparation and assessment of the case study project (see 4.3 Capstone Project).

Senior Sophister Exams are set [with the approval of the external examiner](#). Assessment and examination work is double-marked by two internal examiners and also subject to review by the external examiner. In order to allow external examiners to survey any candidate's entire performance, all assessed work is retained in the Department and not returned to students after marking.

### 4.3 Capstone Project

The Capstone project is an independent research project on a topic chosen in consultation with a departmental staff member who will act as supervisor.

The Capstone project for BSL students is a 6.000-word case study which is written in the target language.

It is worth **20 ECTS** (10 ECTS Strategy module in Business + 10 Case Study module in Language).

Students must consult the Case Study Guidelines (available on Blackboard) for information on the content, format, and mandatory deadlines.

### 4.4 Attendance Requirements

Attendance at all the modules described in this Handbook is compulsory. Weekly homework is given in the Freshman years, and you are expected to complete this. As a minimum, in all years students are required to attend two-thirds of all classes and submit at least two-thirds of all the work set on any module.

[The College Calendar](#) states the following: "24 All students must fulfil the course requirements of the school, department or programme, as appropriate, with regard to attendance."

At the end of the teaching term, students who have not satisfied the school, department or programme requirements, as set out in Sections 19 and 24 above, may be reported as non-satisfactory in their attendance for that term.”

The consequences of being reported as non-satisfactory can be very serious, including having to repeat the year.

If you are ill for more than a few days, you should submit to the Department a valid medical cert within one week, containing the dates of illness. You should also inform your College tutor. If you are absent for other reasons such as family illness, bereavement, etc., you are also advised to see your tutor.

## 4.5 Coursework Requirements

### Developing Study Skills

To keep on top of your work you need to develop good study skills. As part of your undergraduate study, we will be helping you to develop important **transferable skills** such as planning, time management and multi-tasking so that you can manage your learning more effectively.

These are life skills and are as critical for study as they are for the world of work. When you are planning your study time, try to remember that for every hour of class, you should be doing at least two to three hours of private study. Look at the documents **Study Skills** and **Language Skills** in GRU12341 (General Information) on [Blackboard](#).

**Writing Essays and Assignments:** For advice on researching, planning and writing essays please see the document How to write an essay on the departmental website in GRU12341 (General Information).

#### *4.5.1 Procedures for submitting coursework and penalties for late submission*

- All students complete assignments during the year that count toward their end-of-year mark. The assignments and deadlines relating to your programme of study are provided in

the module description available at [my.tcd.ie](http://my.tcd.ie) and in the module information provided by your lecturer.

- You must submit assessed coursework via Turnitin (available through the [Blackboard](#) Assessment page for each module) by the specified time.
- All submitted work should be in a sans serif font, e.g., Calibri, Arial, 11 or 12 point.
- In case of accident or loss, you should keep hard and soft copies of all assessed work.
- Assignment extension forms are available from GR12341 in Blackboard. If you are granted an extension, a form must be completed and signed by the appropriate lecturer and then attached to your work.

All students must fulfil the requirements of attendance (see above Attendance Requirements) 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 marks will be deducted from the final mark for each twenty-four hour period, or part thereof, that an assignment is late;
- After 14 twenty-four hour periods 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.

For your business modules you need to consult the Business School policy on late submission of coursework. You will find this in the [Trinity Business School Undergraduate Handbook](#).

After you have received semester 1 results and semester 2 results, you are encouraged to view your scripts and coursework as a way of obtaining feedback on your performance. For work completed during semester 1, you should note that all results are provisional until moderated by the Court of Examiners in Trinity term. In Trinity term, your performance cannot be discussed until after the publication of the end-year results.

For information on progression, please consult the [College Calendar](#). The progression regulations are set out under Progression Regulations Bachelor Programmes, Paragraphs 59 and following.

Where a student has to be **reassessed**, it is the **student's responsibility to inform themselves fully** of all the **examinations** which they have to take and/or **coursework** that must be submitted.

Please note that the format of reassessment for a module may differ from that of the annual assessment. Consult the Module Coordinator if in doubt as to requirements.

#### 4.6 Examination Requirements

Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their tutor, permission from the Senior Lecturer in advance of the assessment session to defer the examination(s) to the reassessment session.

Students who have commenced the assessment session and are prevented from completing the session due to illness should seek, through their tutor, permission to defer the outstanding examination(s)/assessment(s) to the reassessment session. In cases where the assessment session has commenced, requests to defer the outstanding examination(s) on medical grounds, should be submitted by the tutor to the relevant school/departmental/course office. If non-medical grounds are stated, such deferral requests should be made to the Senior Lecturer, as normal.

**Source:**

- [Calendar Part II, B: General Regulations and Information, 'Absence'](#)
- [Academic Policies](#)

## 4.7 Marking Scheme

The Department of German uses the full marking scale between 0% and 100%. This scale is subdivided into 6 classes, which can be glossed as follows:

|      |         |                                           |
|------|---------|-------------------------------------------|
| I    | 70% +   | distinction – work of exceptional quality |
| II.1 | 60%-69% | very good – merit                         |
| II.2 | 50%-59% | average – good                            |
| III  | 40%-49% | passable – adequate                       |
| F1   | 30%-39% | redeemable fail                           |
| F2   | 0%-29%  | not a serious attempt                     |

Full details of criteria for awarding marks and classes for different types of assignments are provided in the [Blackboard](#) module GRU12341.

In the case of objective tests you should note the following. Objective tests are correct answer tests / items which have unequivocal answers. These may be useful in the assessment of discrete linguistic skills and/or knowledge. Objective items can be designed to focus on specific knowledge and skills and can be set at any required level of difficulty.

### Objective test types

- Gap/cloze tests of various kinds
- Comprehension exercises (True/False; Multiple choice; questions requiring students to locate specific information in the source text)
- Matching questions + answers/beginnings + ends of sentences; Sentence completion

The main strength of objective tests is the fact that they can be marked with complete reliability, thus eliminating the possibility of marker subjectivity or bias. The assessment of objective tests may also present a problem because of possible confusion arising from (a) marks as symbolic representations of attainment and (b) marks as raw scores, without reference to standard/scale.

In the Department of German the top mark for objective tests is normally 80. This is an indication of a very high I class mark. Exceptional performances may, however, be awarded a mark in excess of 80.

## 4.8 Transcript Requests

If you wish to request a copy of your academic transcript, contact the Undergraduate Office ([undergraduate.sllcs@tcd.ie](mailto:undergraduate.sllcs@tcd.ie)).

**Include the following information in your email:**

- Full name (as it appeared during your time as a student)
- Student number
- Programme of study
- Years of attendance at Trinity College Dublin

**For older transcripts**, the following details may not be available:

- Module or course descriptions for each academic year
- Module names corresponding to results listed on transcripts
- Descriptions of module content or learning outcomes
- ECTS credits, contact hours, or workload per module

Transcript processing requires a **minimum of 10 to 14 working days**.

## 4.9 Letters of Recommendation

Letters of recommendation will normally be written by your tutor and/or lecturers. They are usually confidential (i.e., the referee sends the reference directly to the institution or corporation which requested it, and the person the reference is about does not see it).

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

#### 4.10 External Examiner

Professor Dr. Janja Polajnar Lenarčič.