



**Trinity College Dublin**

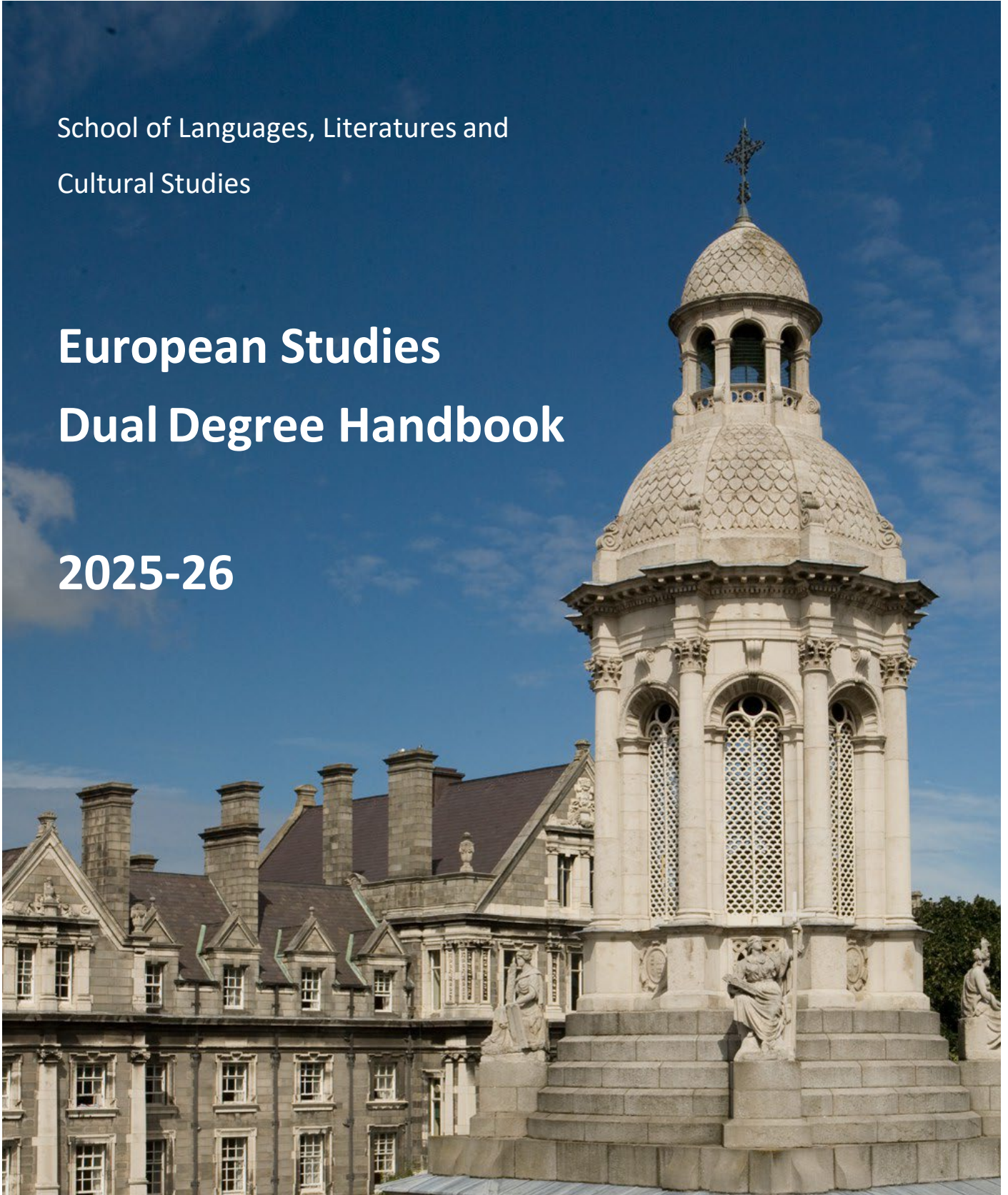
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Languages, Literatures and  
Cultural Studies

# European Studies Dual Degree Handbook

**2025-26**



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## A Note on this Handbook

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

This Handbook should be read in conjunction with the general [School of Languages, Literatures and Cultural Studies Handbook](#).

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

### Diversity and Inclusion Statement

In Italian, we welcome students from a range of diverse backgrounds and perspectives. We believe that diversity of ideas and knowledge enriches everyone's learning, provided we treat each other with dignity and respect. We strive to incorporate accessibility and inclusivity in our teaching and classrooms to ensure all students, regardless of disability, ethnicity, gender, sexuality, background or socio-economic status, have equitable opportunity to engage fully in their studies and achieve their learning goals.

We endorse [Trinity's Dignity and Respect Policy](#), [Accessible Information Policy](#) and other [disability-specific policies and procedures](#), and the [aims and objectives](#) of the Trinity Inclusive Curriculum Project. Suggestions and feedback on how we can improve our accessibility and inclusivity are encouraged and appreciated.

# 1. GENERAL PROGRAMME INFORMATION

## 1.1 Introduction

The objective of the European Studies programme is to achieve a high degree of linguistic competence, a firm intellectual grasp of several academic disciplines in the Humanities, and a detailed understanding of the European past and of present. In your European Studies programme, you will study two languages (French, German, Irish, Italian, Polish, Russian or Spanish), the history of ideas and the evolution of European thought, plus a choice of modules in History, Political Science, Sociology, and Economics.

Your third year has to be spent at a university in the country of your major language of choice. Students can consult the [European Studies programme website](#) for more information.

## 1.2 Staff Contact Details

Every department in SLLCS that is involved in European Studies (ES) has a dedicated ES Coordinator.

Staff Name	Role	Email	Room No.
Clemens Ruthner	Director of European Studies Programme	<a href="mailto:ruthnerc@tcd.ie">ruthnerc@tcd.ie</a>	5068
Dual B.A. Office	Trinity contact	<a href="mailto:ColumbiaDualBA@tcd.ie">ColumbiaDualBA@tcd.ie</a>	3135
Dual B.A. Officer (Columbia)	Columbia contact	<a href="mailto:gsinternational@columbia.edu">gsinternational@columbia.edu</a>	

## 1.3 Key Dates

The current [Academic Year Structure](#) is available on the Trinity website. Professors

will provide key assessment dates on Blackboard.

## 1.4 Key Locations

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 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 5 <sup>th</sup> floor, Arts Building	<a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a>
<b>European Studies</b>		
<b>Middle Eastern and European Languages and Cultures</b>		
<b>Undergraduate timetables</b>	Room 5080	<a href="mailto:timetables.sllcs@tcd.ie">timetables.sllcs@tcd.ie</a>
<b>Erasmus and Study Abroad</b>	Room 5080	<a href="mailto:erasmus.sllcs@tcd.ie">erasmus.sllcs@tcd.ie</a>
<b>School Office:</b> School operations, finance and HR	Room 5042	

## Undergraduate Degree Programme Offices

It is advised that students make an appointment in advance, where possible. In the email subject line include your student number and course of study.

Programme	Office location	Email
<u>Trinity Joint Honours</u>	Room 3135, Arts Building ( <a href="#">office hours</a> )	<a href="mailto:joint.honours@tcd.ie">joint.honours@tcd.ie</a>
<u>TJH Open Modules</u>		<a href="mailto:open.modules@tcd.ie">open.modules@tcd.ie</a>
<u>TJH Erasmus and Study Abroad</u>		<a href="mailto:tjh.erasmus-studyabroad@tcd.ie">tjh.erasmus-studyabroad@tcd.ie</a>
<u>SLLCS Erasmus and Study Abroad Co-ordinator</u>	Room 5080, Arts Building	<a href="mailto:erasmus.sllcs@tcd.ie">erasmus.sllcs@tcd.ie</a>
<u>Business Studies and a Language (BSL)</u>	Trinity Business School	<a href="mailto:business@tcd.ie">business@tcd.ie</a>
<u>Trinity Columbia Dual B.A.</u>	Room 3135, Arts Building	<a href="mailto:ColumbiaDualBA@tcd.ie">ColumbiaDualBA@tcd.ie</a>
Dual B.A. Columbia University Officer		<a href="mailto:gsinternational@columbia.edu">gsinternational@columbia.edu</a>
<u>Law and a Language</u>	School of Law, House 39, New Square	<a href="mailto:law.school@tcd.ie">law.school@tcd.ie</a>
<u>Computer Science, Linguistics and a Language (CSLL)</u>	Room 4091, Arts Building	<a href="mailto:clcsinfo@tcd.ie">clcsinfo@tcd.ie</a>

## 1.4 Timetable

Your lecture timetable is available through [My.tcd.ie](http://My.tcd.ie) and the [Trinity Live App](#). Clashes may occur in the initial weeks. For timetable queries email: [timetables.sllcs@tcd.ie](mailto:timetables.sllcs@tcd.ie)

## 1.5 Study Abroad/Erasmus

Information on the Junior Sophister year- abroad is available in [the ES Year Abroad handbook](#).

The [School's Study Abroad webpage](#) outlines comprehensive information relating to Erasmus/Study Abroad programmes, including the list of current Erasmus destinations for students, how to plan for your year abroad, the procedures for different pathways, and supports for students with disabilities.

**School Contacts**

For all queries and supports, students are welcome to contact the School's Erasmus and Study Abroad Coordinator ([erasmus.slcs@tcd.ie](mailto:erasmus.slcs@tcd.ie)) or by calling in to the Undergraduate Office during office hours.

**SH and TJH pathways**

Contact the TJH Erasmus and Study Abroad Coordinator by email ([tjh.erasmus-studyabroad@tcd.ie](mailto:tjh.erasmus-studyabroad@tcd.ie)), or by calling into the TJH [Programme Office during office hours](#)



## 2. Scholarships and prizes

### 2.1 Foundation Scholarships

The objective of the Scholarship examination is to identify outstanding academic potential in the complementary disciplines which make up the European Studies programme.

The Scholarship examination in European Studies includes material covered during the two semesters of the Junior Fresher year and the first semester of the Senior Fresher year. It consists of one General Paper in European Studies, two language (French, German, Italian, Polish, Russian, Irish, Spanish) competence papers (including a *Viva voce* examination) and one additional paper in this year from the list as follows:

- The World Wars
- The Making of Modernity
- Economics Paper 2
- Political Science Paper 1
- Sociology Paper 2

In Social Sciences students can only sit a Scholarship paper in the subject they have studied in JF year. The two language papers combined carry 1/3 of the overall marks. The General Paper and remaining paper each carries 1/3 of the overall marks.

### 2.2 Prizes

Students should consult the [College Calendar, under 'Prizes and other Awards'](#) for details of the prizes available for each of the languages studies.

## 3. Academic Writing

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

The School's guidelines on the use of Generative AI (Gen AI) [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 general consensus on how to acknowledge and reference it. This guidance will therefore continue to be reviewed and updated.

#### Resources

- The Library [guidelines on acknowledging and referencing GenAI](#).
- [Trinity's Generative Artificial Intelligence \(GenAI\) Hub](#).
- [College Statement on Artificial Intelligence and Generative AI in Teaching, Learning, Assessment & Research](#).

### 3.2 Academic Integrity and Referencing Guide

It is clearly understood that 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.

### 3.3 Plagiarism

Plagiarism is the act of presenting the work of others as one's own work without acknowledgement. As such, it is considered as academically fraudulent, and subject to the disciplinary procedures of the University. Plagiarism can arise from deliberate actions and/ or through careless thinking and methodology. The offence lies not in the attitude or intention of the author, but in the action and in its consequences.

It is the responsibility of the author of any work to ensure that they do not commit plagiarism. Students must therefore think carefully about their practices of essay-writing, translation, citation, and note-taking. In the event of any uncertainty students should seek advice ahead of submitting any work for assessment.

- For important information about this subject, students are also required to consult the [Library Plagiarism Guide](#).
- All students must complete the online tutorial on avoiding plagiarism, '[Ready, Steady, Write](#)', on the Library website.

The [Coversheet](#) that is submitted with all assignments 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, located at <https://libguides.tcd.ie/academic-integrity/ready-steady-write>.*

#### References:

- [Calendar Part II, B: General Regulations & Information, 'Academic Integrity'](#)
- [College Statement on Academic Integrity](#)
- [Academic Integrity Policy](#)
- [Library Guides - Academic Integrity](#)
- [Coversheet Declaration](#)

## 4. YOUR TRINITY DEGREE

### 4.1 European Studies Programme Architecture

Staff who teach on the [European Studies programme](#) are located across three Schools:

#### 1. School of Languages, Literatures and Cultural Studies

- [French](#)
- [German](#)
- [Hispanic Studies](#)
- [Near and Middle Eastern Studies](#)
- [Russian and Slavonic Studies](#)
- [Irish and Celtic Languages](#)
- [Italian](#)

#### 2. School of Histories and Humanities

- [History](#)

#### 3. School of Social Sciences and Philosophy

- [Sociology](#)
- [Political Science](#)
- [Economics](#)

Students can access full Module Descriptors on their student [my.tcd.ie](http://my.tcd.ie) portal by clicking on:

**Courses & Modules -> View Course and Module Descriptive information**

### 4.2 Junior Fresh Year

In their Junior Fresher year students take modules worth **60 ECTS** in total:

1. **Two languages** (2 x 10 ECTS): French, German, Irish, Italian, Polish, Russian and Spanish.

- i. No student may take more than one language as a beginner.
- ii. Spanish and Irish cannot be combined.
2. **Two 5 ECTS “area studies”** modules in their languages (one in each language, one in each term).
3. **ES core module** ‘Introduction to the History of Ideas’ (EUU11001, 10 ECTS).
4. **The World Wars 1914-1945** (HIU12043, 5 ECTS).
5. One **optional** 5 ECTS History module in in HT.
6. **Two optional** 5 ECTS modules (one in each term) in **one** of the disciplines (Economics, Sociology or Politics) in Social Sciences.

A place on any particular module cannot be guaranteed for timetabling and other reasons.

In 2025-2026 the following modules are available:

- ECU11011 Introduction to Economics A **AND** ECU11012 Introduction to Economics B
- **Or** ECU11031 Introduction to Economic Policy A **AND** ECU11032 Introduction to Economic Policy B
- **Or** POU11033 Politics and Popular Culture A **AND** POU11034 Politics and Popular Culture B
- **Or** SOU11011 Introduction to Sociology 1 **AND** SOU11012 Introduction to Sociology 2

**Students cannot take a social science module in SF and subsequent years, if they have not studied that discipline in JF.** Choosing your discipline is thus an important choice for your subsequent academic pathway. If you choose Political Science, Sociology or Economics in first year, you will follow through with modules in that same discipline in SF and SS.

### 4.3 Senior Fresh Year

In their Senior Fresher year, students take:

1. The **two languages** studied in the Junior Fresher year are continued throughout the Senior Fresher year (2x10 ECTS). By the end of the first semester, students will be

asked to designate one of the two languages as their major language. This determines the country to which they will go in the Junior Sophister year.

2. Students will also choose two, one-term, 5 ECTS “**area studies**” modules in their two languages.
3. The SF 10 ECTS core module ‘The making of modernity, 1750-1820’ (EUU22002) in HT
4. **Two** 5 ECTS modules in History in Michaelmas Term
5. Options in Social Sciences and other disciplines. Apart from the compulsory modules and area studies options, students are required to choose two 5ECTS optional modules in Social Sciences, or History. Students may combine a 5 ECTS history option with an additional “area studies” module. In 2025-2026 the following modules are available. A place on any particular module cannot be guaranteed for timetabling and other reasons.

Module code(s)	Module title	ECTS	Semester
ECU22041 & ECU22042	Economics Issues A&B	5 + 5	1 & 2
HIU12030	The Hundred Years War	5	2
HIU12050	Northern Ireland since 1921	5	2
HIU12051	Debating Modern Britain: conflict, change and society in the Long Eighteenth Century	5	2
HIU22010	Writing History	5	1
HIU12048	Modern Eastern Europe, 1890-1990	5	1
HIU12046	Thinking about thought: Ideas in History	5	1

HIU12045	Across the sea: Ireland and its neighbours in the Early Middle Ages	5	1
HIU12049	Humans and the environment in Modern History	5	1
POU22031 &POU22032	Comparative Politics A & B	5 + 5	1 & 2
POU22021 &POU22022*	International Relations A & B	5 + 5	1 & 2
SOU22061 & SOU22062	Social Theory 1 & 2	5 + 5	1 & 2
SOU22021 & SOU22032	Gender, Work and Family 1 & 2	5 + 5	1 & 2
SOU22041 & SOU22052	Power, State and Social Movements 1& 2	5 + 5	1 & 2
NMU22032	Islam in Europa	5	2
NMU22212	Early Jewish History and Literature	5	2
NMU22252	International Relations of North Africa: regional unification & new challenges	5	2
NMU22261	Travel Writing in the Middle East	5	1
NMU22221	Jews and European Society	5	1
NMU22112	History of the Ottoman Empire	5	2

\*In order to take any Political Science modules in the Senior Sophister year, students must pass one of the Senior Fresher modules offered in that subject area with a minimum mark of 40.

In addition, students intending to take the *Contemporary International Relations* module in the Senior Sophister year (if available) must pass the Senior Fresher International relations modules POU22021 and POU22022 with a minimum mark of 40.

## 5. TRINITY SOPHISTER PROGRAMME OF STUDY

From the end of their second year of study at Trinity students will complete additional Trinity modules to the value of 30 ECTS studied through the Centre for European Studies. This programme of study is complementary to the programme at Columbia, builds on the Fresher programme at Trinity, and takes into consideration the individual skills, abilities and circumstances of students. The sophister study programme will be the basis for the calculation of the degree awarded by Trinity. The calculation of the degree is based on 50% of marks from Columbia and 50% marks from the 30 ECTS sophister study programme.

The programme consists of one compulsory and three optional modules. All students are required to complete a capstone project (20 ECTS) in their final year, as well as completing:

1. An internship (10 ECTS)
2. Taught module 'Ideas and Perceptions of Europe' (10 ECTS)
- or**
3. A study abroad programme (10 ECTS).

Students must complete their 10 ECTS optional module in the Junior Sophister year.

### 5.1 Research Project (20 ECTS)

The research project or dissertation is to be completed in year 4. The dissertation will provide the capstone element to the degree. This project must be based on original research to produce an extended piece of writing that analyses sources and is written according to the appropriate methodology of the discipline involved. The aim of this capstone research project is to enable students to devise, develop and complete an original piece of research in a defined time frame which draws on the insights, skills and knowledge acquired during their study programme. Students will complete an extended piece of writing which is based on independent research, involving critical study of primary sources.



The capstone project will be assessed by a research proposal (700 words), a written element of 4-5,000 words and an oral component (viva) at the end of the academic year. The character of the work completed will be determined by the chosen discipline from the available major subjects of study available for European Studies students at Columbia. The character of the writing will be agreed by supervisor(s) in relevant disciplines in line with the students' learning objectives to ensure it is an intellectual exercise that reflects on the range of skills and knowledge developed by the student to provide an exceptional capstone project for students in this programme. It might also be written in the major language of the candidate.

## *5.2 Ideas And Perceptions of Europe Module (10 ECTS)*

The aim of this team-taught module is to explore ideas, perceptions and representations of Europe over the ages—from antiquity to the present—from a cultural and historical perspective. The module will discuss ideas and representations of Europe as expressed in texts, discourses, material culture, visual sources and other forms media, relying on disciplinary approaches used in classics, art history, cultural history, film, and literary studies.

The module will be delivered by colleagues from a range of humanities disciplines, including: European Studies, Near and Middle Eastern Studies, Classics, Art History, Film Studies, and English.

Students will participate in three, two-hour workshops at TCD at the end of the SF year (HT). Students will consult with colleagues online in the first semester of the JS year and will submit a research essay that draws upon relevant material discussed in the lectures.

## *5.3 Study Abroad Programme*

During the summer of the second-, or third-year students may complete an intensive and

extended programme of study based at an approved university in Europe or in a country where the main language of instruction is the student's chosen foreign language. Each student will normally spend around four weeks of formal study in a pre-agreed and formal environment and approved programme through a designated modern European language, organised by the student with the prior agreement and approval by the Dual Degree Academic Advisor in European Studies.

It is the responsibility of students to cover the costs of the study abroad programme. Students are required to complete a range of modules in their chosen language as well as in disciplines from European Studies, such as European culture, society, politics, literature and history. Programmes of study will be approved in the context of the learning objectives and levels of linguistic competence of individual students. Students may complete their programme in two (or more) instalments and in different institutions.

The components of the study abroad programme will be assessed by examinations, essays and tests by the host institutions. Credits gained through study abroad in a foreign language will be certified by the host institution and converted to domestic credits and marks under TCD Erasmus/study abroad rules. Students will normally be expected to achieve 10 ECTS through the agreed programme. Any reasonable shortfall in credits may be achieved by completion of a complementary essay submitted to the Centre for European Studies.

The parameters of the essay must be approved in advance by the Dual Degree Academic Advisor in European Studies. In cases of failure, without opportunity for supplemental assessment, the Centre for European Studies will set appropriate supplemental assessments based on aspects of the study abroad programme.

## 5.4 Internship

The internship introduces students to practical work experience. Those students who

choose this module will be required to spend around 3-4 weeks under the direction of a professional at an approved place of work. The internship is normally to be taken during the summer following the third year of study, but it can also be completed during the academic year in Columbia as a part-time internship.

The placement must be related to the academic disciplines and objectives of the European Studies degree and must be agreed in advance with the Dual Degree Academic Advisor in European Studies. Students are encouraged to take the initiative in organising placements of relevance and interest to their programme of study (embassies, NGOs, think- tanks, international institutions, cultural institutions, etc.), but will receive assistance from their advisors at Trinity College Dublin and in Columbia University.

The module is assessed by an essay/report reflecting on the experience of the internship and the development of professional and other skills after the end of the period of work.

The [Dual Degree Academic Advisor in European Studies](#) will provide guidance for the student to produce the assessment on the internship. The essay is to be submitted to the Centre for European Studies. A short report will also be received from the institution or work professional about the intern to ensure satisfactory completion of the criteria of the internship.

Students who wish to complete their internship during the academic year while enrolled at Columbia University must also consult with the [Columbia International Students and Scholars Office \(ISSO\)](#), to ensure that they remain in compliance for all student visa regulations.

## 6. COURSEWORK REQUIREMENTS AND ASSESSMENT

### 6.1 Attendance requirements

In some modules and departments students must satisfy an attendance requirement. In some modules and departments students must complete non-examined written work. Students are responsible for ensuring that they understand and meet the criteria required in all modules they study. Please consult your module coordinator/tutor if you are uncertain about what is expected. In case of illness, submit a copy of medical certificates in support of absence requests via email.

#### Reference:

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

### 6.2 Assessment and Examinations

There are varied modes of assessment in different modules in your programme. Please consult information provided by module coordinators to understand precisely what is required of you in assessed exercises and in examinations. Please also note that it is the responsibility of each student to establish the time and date of examinations and be aware of examination regulations by consulting the [College Examination Office website](#).

#### References:

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

Each year at Trinity you must take modules with a total value of 60 credits (ECTS). You must make sure that you have a balanced credit-load across the two teaching terms therefore, you should aim to obtain 30 credits in each semester, if possible. To progress

each year in College you need to secure an overall mark of 40 minimum and to obtain 60 credits, either by passing all modules, or by compensation. To pass a year by compensation, you must achieve the pass mark in modules carrying a minimum of 50 credits and obtain a module mark of at least 35 in any remaining module(s).

Students who have not passed their year are required to present for reassessment when:

1. they obtain in excess of 10 credits at qualified pass;
2. they fail any module (i.e. achieving marks below 35);
3. they do not obtain an overall pass mark for the year;
4. any combination of (1) - (3) occurs.

If a student has achieved both fail and qualified pass grades at the first sitting or has exceeded the 10-credit limit allowed for compensation and is not permitted to rise with their year, they must present for reassessment in all failed components of all modules for which they obtained a fail and/or a qualified pass.

For the purpose of calculating the Trinity degree, the GPA recorded on the transcript provided by Columbia University will be combined with the aggregate mark from the additional modules required by Trinity (30 ECTS) on a 50%-50% basis.

## 6.3 Marking Scale

The marking scheme used is based on the following grade descriptors:

- First / I = 70 - 100 marks;
- Upper Second Class / II.1 = 60 - 69 marks
- Lower Second Class / II.2= 50 - 59 marks
- Third / III= 40 - 49 marks
- Fail / F.1= 30 – 39 marks

- Fail /F.2= 0 - 29 marks.

In cases of failure to submit an assessed work component, 0% is awarded.

Students should consult module and relevant departmental handbooks for specific criteria relating to each of these grades. Please also see the essay-writing guidelines below.

## 6.4 Essay Submissions

Every Junior Fresher, Senior Fresher and Senior Sophister essay for an EU-coded module must be accompanied by the appropriate coversheet on Blackboard. A copy of all assessed work must be uploaded to the Blackboard platform of the respective module, using the link provided by the module coordinators; it might be advisable to submit a softcopy of essays via email as well.

For assessed work for EU-coded modules please note that work submitted after the deadline, unless an extension has been agreed in advance, will be assessed to a maximum. In cases of failure to submit assessed work, no marks will be awarded. For details on submission on work in other modules please consult the information provided by the relevant department.

Students are reminded of [Trinity's Accessible Information Policy](#): all written material (e.g. theses, essays) should use sans serif font (e.g. Calibri, Arial), minimum size 11/12.

## 6.5 Essay-writing guidelines

European Studies students have to adapt their writing skills to different disciplines. These guidelines on essay-writing should be read in conjunction with specific advice offered by module coordinators/tutors in different disciplines.

- An essay should provide a structured analysis of evidence in order to answer a specific research question or set of interlocking questions. Essays should not merely

provide information about a topic.

- You should therefore prepare to write by reading books and articles from reading lists provided by your module coordinator/tutor.
- These texts should be directly related to the subject under discussion. You are not reading merely to accumulate information but to understand arguments about how to interpret processes, ideas, texts and events.
- Before writing, you should read carefully through your notes and devise a structure for your writing around relevant arguments.
- Essays should be structured around points of analysis, not structured around blocks of information. An essay which simply narrates will never receive high marks no matter how well written and presented.
- In assessing essays, markers take account of attributes such as quality of analysis, depth and range of understanding of relevant issues, accuracy, structure, expression, presentation and originality of thought.
- The mark represents a composite evaluation of these factors. An interesting, provocative, but poorly-informed piece of writing might then receive the same grade as one which is clearly presented but reliant on repetition of basic narrative information.
- The introduction is a vital element of a successful essay. It should define how the author intends to treat and analyse the question asked. Any terms or concepts in the title requiring definition should be considered in the introduction.
- The main part of an essay should consist of several main points, which deal with individual aspects of the question posed and lead up to an
- answer to the question. A clear structure will ensure that the argument is coherent and easy to follow.
- The conclusion should summarise the argument and supply an answer to the exact question posed in the introduction.
- Paragraphs should be limited to less than a typed page and develop a single point. Single sentence paragraphs should be avoided.

- Think carefully about your style of writing to deliver clear, accurate and sophisticated ideas. The first person should be sparingly used.
- Elisions, contractions, as well as slang, jargon, colloquial expressions, and an excessive use of metaphors should be avoided.
- A frequent error of grammar is around the use of 'its' (a possessive pronoun). 'It's' (a contraction of it is) cannot be used in its place.
- On dates, you should write the 1850s (as a plural) not the 1850's. When you use 'twentieth century' as a noun no hyphen is needed, but as an adjective a hyphen is required ('twentieth-century Ireland').
- You are taking a programme of study involving language learning.
- Please take care to spell place names, personal names and concepts accurately. Read your work carefully before submitting it.
- Some people find it helpful to read their work aloud to themselves to check whether sentences make sense or are too long and confusing.
- Every essay must contain a bibliography, at the end of the essay, listing works consulted in alphabetical order of the author's last name.
- Only works actually consulted should be listed. There are different methods of listing publications; it is crucial to be consistent and ensure that sufficient information is supplied to allow the reader to trace the publication used.
- All direct quotations, as well as the ideas or opinions of others, must be referenced. Indirect quotations must be extensively reworded, reordered and their contents analysed.
- This is important not only to demonstrate quality of analysis but in order to avoid plagiarism.
- As a general rule, any information taken from a book or article must be sourced.
- However, it is not necessary to source general information or well-known facts which are common knowledge or can be easily verified.
- References should be inserted as consecutively numbered footnotes after the relevant text passage.
- References should be consistent in style and contain precise page reference



## 6.7 Absence from Examinations

There are varied modes of assessment in different modules in your programme. Please consult information provided by module coordinators to understand precisely what is required of you in assessed exercises and in examinations. Please also note that it is the responsibility of each student to establish the time and date of examinations and be aware of examination regulations by consulting the [College Examination Office website](#).

### References:

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

## 6.8 External Examiner

The external examiner (Extern) oversees the assessments and marking of assignments and exams for the JS and SS years. S/he moderates marks and gives feedback on the whole procedure in the two Court of Examiners (in May and September) that finalise all marks.

- Filipe Ribeiro de Meneses, Professor in History at Maynooth University

## 6.9 Transcript Requests

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