



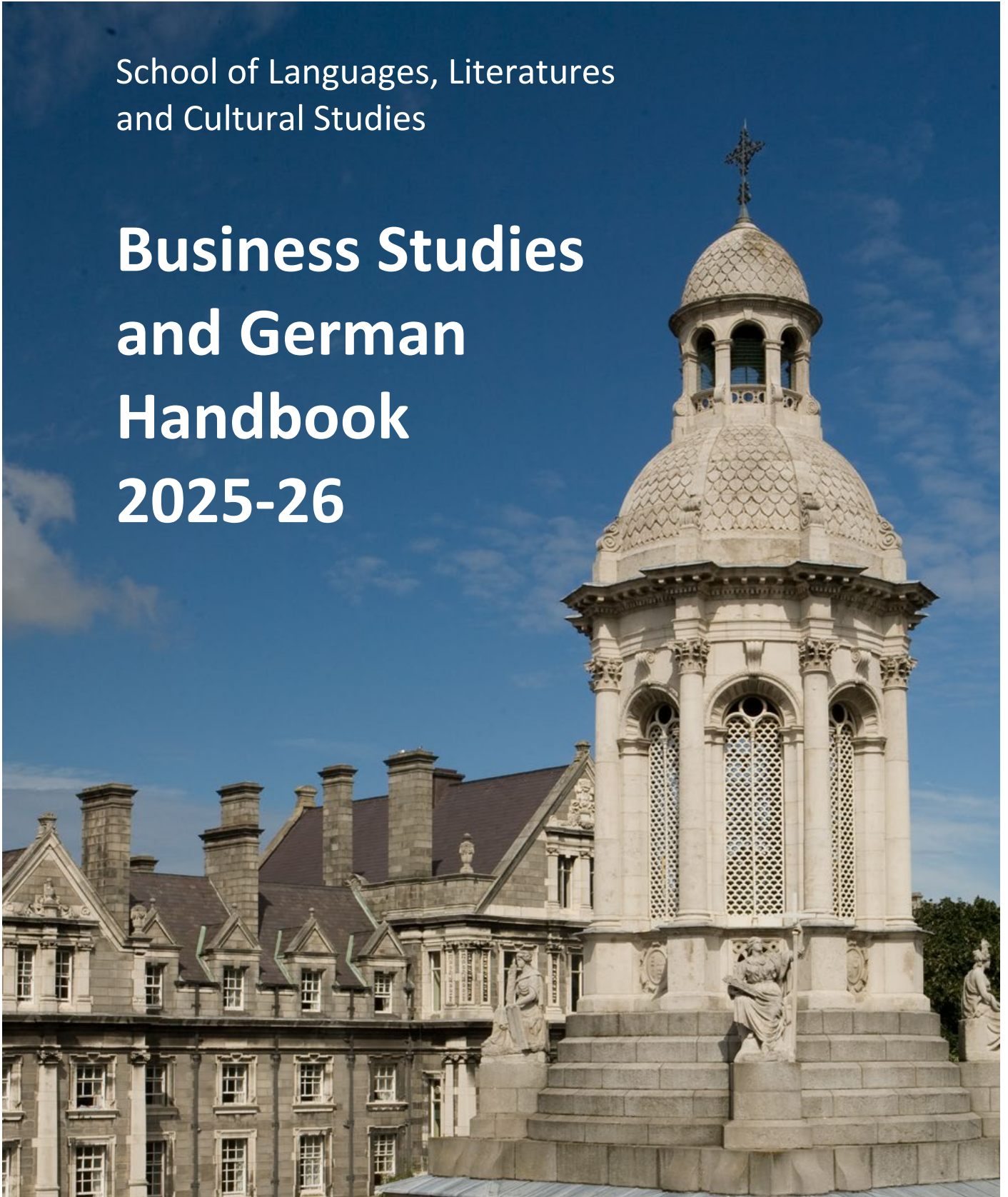
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Languages, Literatures
and Cultural Studies

Business Studies and German Handbook 2025-26



Handbook Contents

1. GENERAL PROGRAMME INFORMATION.....	3
1.1 Introduction	3
1.2 Key Contacts and Locations	3
1.3 Key Dates	5
1.4 Timetables.....	5
1.5 Erasmus and Study Abroad	5
2. FOUNDATION EXAMINATIONS	7
2.1 Foundation Scholarship Examinations.....	7
3. ACADEMIC WRITING	8
3.1 The Use and Referencing of Generative AI (Artificial Intelligence)	8
3.2 Academic integrity and referencing guide.....	8
4. TEACHING AND LEARNING	10
4.1 Programme Structure	10
4.2 Business Studies and German Modules.....	10
4.2.1. Junior Fresh.....	11
4.2.2. Senior Fresh	11
4.2.3 Junior Sophister	11
4.2.4. Senior Sophister	12
4.3 Learning Outcomes	13
4.4 Coursework Requirements	14
4.5 Marking Scheme	15
4.5.1 Marking Scale.....	15
4.5.2 Criteria for Awarding Marks	16
4.6 Submission of Coursework	16
4.7 Capstone Project.....	18
4.8 Attendance Requirements.....	19
4.9 Examination Requirements.....	20
4.10 Requests for Transcripts and Letters of Recommendation	20
4.11 External Examiner	21

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 the Trinity Business School, you must also consult the [Business Studies and a Language \(BSL\)](#) Handbook.

1.2 Key Contacts and Locations

Staff Name	Role/Title	Email	Room
Dr Gillian Martin	Programme Coordinator (for German modules)	gsmartin@tcd.ie	5071
Dr Radu Dimitriu	BSL Coordinator (for Business modules), Trinity Business School	Radu.Dimitriu@tcd.ie	
Dr Deirdre Crowe	Erasmus Exchange Coordinator, Trinity Business School	business.exchange@tcd.ie	

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 5th floor of the Arts Building, students are welcome to call in during office hours.

Nature of query	Office location	Email
Undergraduate Office: general undergraduate queries and transcript requests	Room 5080 5 th floor, Arts Building	undergraduate.sllcs@tcd.ie
European Studies		
Middle Eastern and European Languages and Cultures		
Undergraduate timetables	Room 5080	timetables.sllcs@tcd.ie
Erasmus and Study Abroad	Room 5080	erasmus.sllcs@tcd.ie
School Office: 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
Business Studies and a Language	Trinity Business School	Undergraduate.business@tcd.ie
<u>Trinity Joint Honours</u>	Room 3135, Arts Building (office hours)	joint.honours@tcd.ie
<u>TJH Open Modules</u>		open.modules@tcd.ie
<u>TJH Erasmus and Study Abroad</u>		tjh.erasmus-studyabroad@tcd.ie
SLCS Erasmus and Study Abroad Co-ordinator	Room 5080, Arts Building	erasmus.sllcs@tcd.ie
<u>Trinity Columbia Dual B.A.</u>	Room 3135, Arts Building	ColumbiaDualBA@tcd.ie
Dual B.A. Columbia University Officer		gsinternational@columbia.edu

<u>Law and a Language</u>	School of Law, House 39, New Square	<u>law.school@tcd.ie</u>
<u>Computer Science, Linguistics and a Language (CSLL)</u>	Room 4091, Arts Building	<u>clcsinfo@tcd.ie</u>

1.3 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 in the module at the beginning of the term.

1.4 Timetables

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

1.5 Erasmus/Study Abroad

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

In the first instance, students should contact the [Study Abroad Coordinator for German](#).

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

SH and TJH pathways

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 contact the Study Abroad Coordinator in the School of Business (business.exchange@tcd.ie).

2. FOUNDATION EXAMINATIONS

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 Trinity Business School website. For details of the content and format of the German papers in the Foundation Scholarship examinations, please contact your [programme coordinator](#).

3. ACADEMIC WRITING

3.1 The Use and Referencing of Generative AI

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 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

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](#).

The Coversheet must be included in every uploaded assignment and can be downloaded from GRU12345 in [Blackboard](#).

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.

[Avoiding Plagiarism](#)

It is a key responsibility of the author of any academic writing – including your University work – to ensure that they does not commit plagiarism.

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

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.

4. TEACHING AND LEARNING

4.1 Programme Structure

German Modules for BSL Students¹

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

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

In each year, students will 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

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

4.2 Business Studies and German Modules

The following pages outline which modules you will take in German.

For information on module assessment, please consult the student portal on SITS at my.tcd.ie.

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

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
GRU1102Y	Introduction to German Literature and Film	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	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 B2.2 or C1/ C2. Module descriptions for German language, including information on content and assessment procedures, must be submitted 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	Language Case Study	10	1&2

You should also consult [Blackboard](#) modules GRU44CSY and GRU12345 for the **Case Study Handbook 25-26**. It contains essential information for all BSL students in relation to the preparation and assessment of the case study 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 Learning Outcomes

Having successfully completed this 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.

4.4 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 soft or **transferable skills** such as planning, time management and multi-tasking so that you can manage your learning more effectively.

These skills 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 **Enhance your Language Learning** in GRU12345 (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 GRU12345 (General Information)

The Faculty of Arts, Humanities and Social Sciences has laid down guidelines for assigning classes to essay-type assignments. Students are strongly advised to download [detailed grade descriptors and guidelines](#) to understanding the awarding of marks from the departmental website.

Sources:

- [Student Learning Development](#)
- [Accessible Information Policy](#)

4.5 Marking Scheme

4.5.1 Marking Scale

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

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.

Full details of criteria for awarding marks and classes are provided on [Blackboard](#) module GRU12345.

4.5.2 Criteria for Awarding Marks

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.

4.6 Submission of Coursework

4.6.1 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 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) and you may be asked to deposit a hard copy in the locked mailbox beside Room 5065, Level 5, Arts Building, 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 GR12345 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 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.

4.7 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 6000-word case study which is written in the target language.

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

Students must consult the Case Study Guidelines 25-26 (available on Blackboard) for information on the content, format, and mandatory deadlines.

Details of College Policies and Procedures with regards to research guidelines and ethical practices are included on the [School website](#).

References:

- [Capstone website](#)
- [Policy on Good Research Practice](#)

4.8 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 these. As a minimum, in all years students are required to submit at least two-thirds of all the work set on any module and to attend two-thirds of all classes held.

If you are ill for more than a few days, you should give a copy of a clearly dated medical certificate to the Department. 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. Valid medical certs containing the dates of illness must be supplied to the Department within one week of an illness.

[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.

4.9 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](#)

4.10 Requests for Transcripts and Letters of Recommendation

If you wish to request a copy of your academic transcript, contact the Undergraduate Office (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**.

Letters of recommendation

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

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

4.11 External Examiner

Professor Janja Polajnar Lenarcic (University of Ljubljana).