



Trinity College Dublin

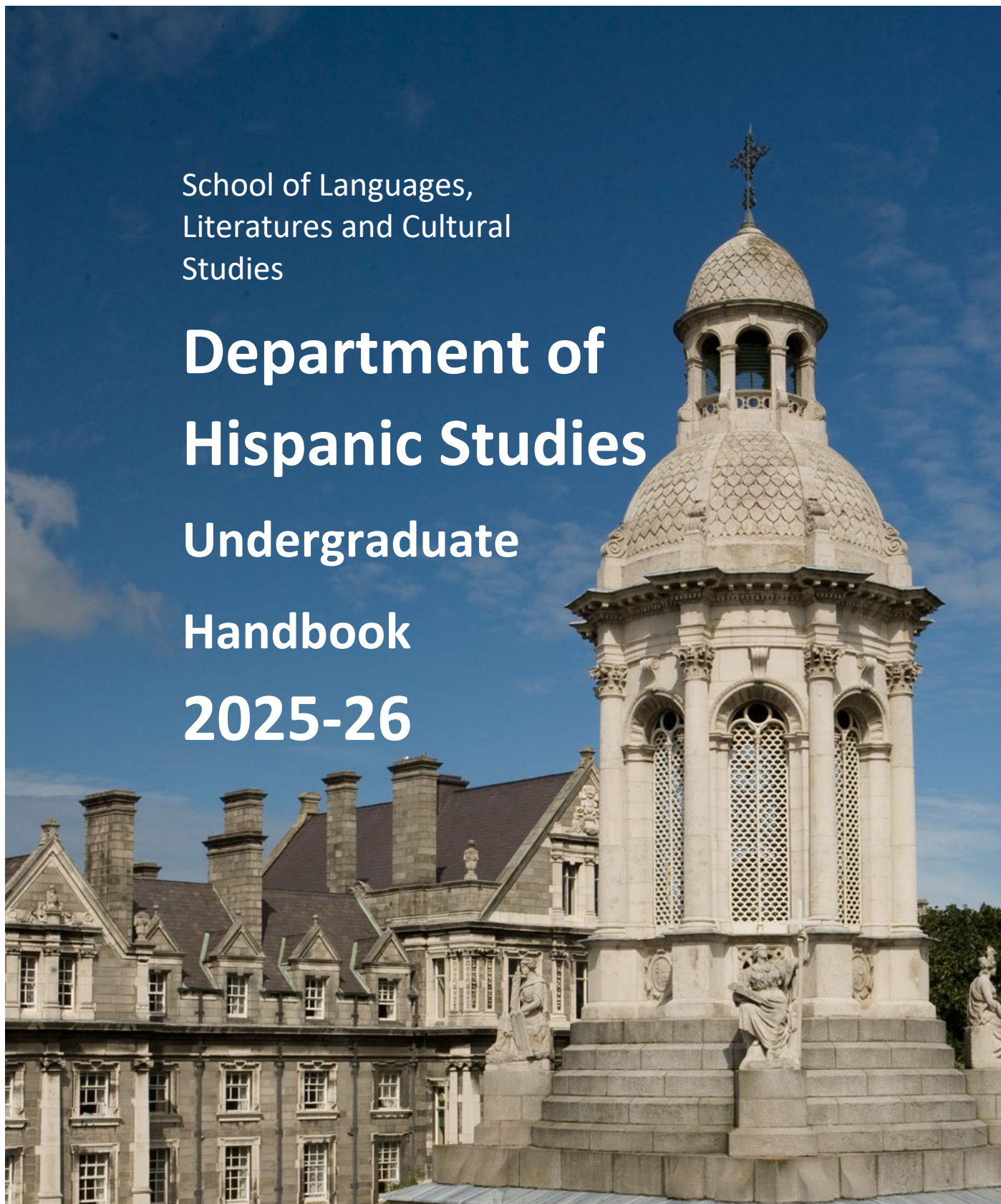
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Languages,
Literatures and Cultural
Studies

Department of Hispanic Studies

Undergraduate Handbook 2025-26



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1. GENERAL PROGRAMME INFORMATION

During the academic year the Department of Hispanic Studies expects you to:

1. Read this handbook carefully
2. Read your Trinity emails and [Blackboard](#) announcements regularly
3. Attend all classes
4. Revise, read around and ahead of the topic/theme, and come prepared for each class
5. Set aside at least 30 hours each week for academic work outside language classes, lectures and seminars
6. Hand in all homework pieces and required work by the deadline(s)
7. Speak to your lecturer, module coordinator or the Head of Department if you are in any doubt about your study programme or department requirements, or to your College Tutor if you are experiencing personal difficulties. Further information about the study programme is provided by the lecturers, on Blackboard and on the Departmental website.

1.1 Introduction

In the Department of Hispanic Studies, 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.

1.2 Staff Contact Details

Staff Name	Role	Email	Office
Dr Catherine Barbour	<ul style="list-style-type: none"> - Head of Department - Assistant Professor in Hispanic Studies - School Director of Global Engagement 	barbourc@tcd.ie	5060
Dr Brian Brewer	<ul style="list-style-type: none"> - Assistant Professor in Hispanic Studies - TJH Erasmus Outgoing (Joint) - Non-EU Study Abroad Coordinator - Capstone Coordinator 	brewerb@tcd.ie	5059
Prof Omar García	<ul style="list-style-type: none"> - Head of School - 1926 Chair of Spanish - Director of Centre for Global Intercultural Communications and BSL (Business Studies and Spanish) 	omar.garcia@tcd.ie	5063
Dr Katerina García	<ul style="list-style-type: none"> - Assistant Professor in Hispanic Studies - TJH Erasmus Outgoing (Joint) - MEELC (Middle Eastern, European Languages and Cultures) Director 	kgarcia@tcd.ie	5058

Dr Catherine Leen	<ul style="list-style-type: none"> - Associate Professor in Hispanic Studies - Deputy Head of School - Exams Officer - Mature Student Coordinator 	leenca@tcd.ie	5062
Dr María Medina	<ul style="list-style-type: none"> - Assistant Professor in Hispanic Studies and Global Intercultural Communications 	mmedina@tcd.ie	
Dr Milica Djurdjevic-Flatley	<ul style="list-style-type: none"> - Teaching Fellow - Language Coordinator 	djurdjem@tcd.ie	5064
Ms Eva Barba	<ul style="list-style-type: none"> - Teaching Fellow - BSL (Business Studies and Spanish) Coordinator 	ebarba@tcd.ie	5054b
Ms Patricia González Bermúdez	<ul style="list-style-type: none"> - Teaching Fellow - European Studies Coordinator (Spanish) 	pgonzal@tcd.ie	5054b
Ms Carmen Sanjulián García	<ul style="list-style-type: none"> - Teaching Fellow - MEELC (Middle Eastern, European Languages and Cultures) Coordinator (Spanish) - CSLL (Computer Science, Linguistics and a Language) Coordinator (Spanish) 	carmens@tcd.ie	3037
Ms Virginia Segura González	<ul style="list-style-type: none"> - Teaching Fellow - TJH Erasmus Incoming Coordinator 	segurav@tcd.ie	5054b
Dr Paul Rankin	Teaching Fellow	rankinp@tcd.ie	5054b

Ms Paula Falcão	Language Assistant (Portuguese)	pfalcao@tcd.ie	5064
Ms Beatriz Rubio Martínez	Language Assistant (Spanish)	rubioma@tcd.ie	5064
Ms Cristina Barroso Durán	Adjunct Language Assistant (Spanish)	barrosoc@tcd.ie	
Mr Rafael Silva	Adjunct Language Assistant (Spanish)	silvar@tcd.ie	
Mr Michael McCaffrey	Adjunct Language Assistant (Spanish)	mccaffmi@tcd.ie	
Ms Katarzyna Stepień	Adjunct Language Assistant (Spanish)	stepienk@tcd.ie	
Ms Mariana Villegas Triay	Adjunct Language Assistant (Spanish)	mvillega@tcd.ie	

For more information see the [Department of Hispanic Studies website](#).

1.3 Key Locations

For all email communications, in the email subject line include your student number and course of study.

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
<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
<u>SLLCS Erasmus and Study Abroad Co-ordinator</u>	Room 5080, Arts Building	erasmus.sllcs@tcd.ie
<u>Business Studies and a Language</u>	Trinity Business School	business@tcd.ie

<u>Trinity Columbia Dual B.A.</u>	Room 3135, Arts Building	<u>ColumbiaDualBA@tcd.ie</u>
Dual B.A. Columbia University Officer		<u>gsinternational@columbia.edu</u>
<u>Law and a Language</u>	School of Law, House 39, New Square	<u>law.school@tcd.ie</u>
<u>Computer Science,</u> <u>Linguistics and a Language</u> <u>(CSLL)</u>	Room 4091, Arts Building	<u>clcsinfo@tcd.ie</u>

1.4 Key Dates

Please refer to the [Academic Year Structure](#) for key dates in the academic year. **Key assignment details will be shared on Blackboard.**

1.5 Timetable

Lecture timetables are published to [the student portal \(my.tcd.ie\)](http://my.tcd.ie) at least one week before the beginning of the academic year. Once a student is registered, they can view their timetable on their student portal or the [Trinity Live app](#).

Please contact timetables.slcs@tcd.ie if you have any timetable clashes.

1.6 Study Abroad/Erasmus

The Department of Hispanic Studies offers Junior Sophister students a variety of opportunities to study abroad. Trinity Joint Honours (TJH) students on a Single Honours pathway must complete a compulsory year abroad.

Students on a Joint Honours pathway or those majoring in Spanish may spend either one semester or a full year abroad. All students interested in applying to study abroad should first consult the [TJH Regulations for Study Abroad](#).

Please note that, to ensure academic success abroad, the Department of Hispanic Studies requires students to achieve a minimum mark of 58 in Spanish Language at the end of JF year in order to be eligible for an Erasmus placement in Spain.

Following successful nomination to a placement in Spain, a student's language mark will need to remain above 58 following the SF examination sessions.

Subject to academic performance, current Erasmus study abroad options for TJH students in Spanish are as follows:

- [Universidad de Almería](#)
- [Universidad de Barcelona](#)
- [Universidad de Burgos](#)
- [Universidad de Granada](#)
- [Universidad de Oviedo](#)
- [Universidad de Salamanca](#)
- [Universidad de Santiago de Compostela](#)
- [Universidad de Sevilla](#)

It is important to note that marks achieved abroad count towards the final degree result.

If you are a TJH student interested in participating in an Erasmus programme please [contact your relevant Study Abroad Coordinator](#).

1.7 Online Learning

Blackboard

[Blackboard is the College online learning environment](#) where students can access their study material like lecture notes and discussion forums. The use of Blackboard varies from module to module, and individual lecturers will speak to you about the requirements for their module. In

order to access a module on Blackboard you should be registered to the module by your programme administrator.

Student Portal

The my.tcd.ie portal allows students to view their own central student record containing all relevant information related to the course for which you are registered. To access the system, you will need your College username and network password.

Email and Email Etiquette

All official email correspondence will be sent to Trinity email addresses only. You should check your email on a regular basis.

When emailing lecturers and professional services staff, students should always include their TCD Student ID Number and degree pathway. Please ensure to be professional and courteous in your email correspondence.

2. SCHOLARSHIPS AND PRIZES

2.1 Foundation Scholarships

The Academic Registry provides general information regarding the [Foundation Scholarship examinations](#).

For details of the content and format of the Foundation Scholarship examinations in the Department of Hispanic Studies, please consult the [Departmental website](#).

2.2 Prizes, Medals and Other Scholarships

Four composition prizes are awarded each year to Junior and Senior Fresh students following Trinity Joint Honours, European Studies, Computer Science and a Language and Single Honours courses.

- [College Calendar: prizes and other awards](#)

3. ACADEMIC WRITING

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

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

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. [Examples of academic misconduct can be found on the Academic Integrity webpage](#) (College Calendar, Part II, General Regulations, § 95).

To ensure that you have a clear understanding of what academic misconduct is, how Trinity deals with cases of academic misconduct, and how to avoid it we ask you to take the following steps:

1. [Consult the online resources to inform yourself](#) about how Trinity deals with academic misconduct and how you can avoid plagiarism.
2. [Complete the 'Ready, Steady, Write' online tutorial on plagiarism](#). **Completing the tutorial is compulsory for all students.**
3. Familiarise yourself with the Department's cover sheet (declaration) that you are required to sign when submitting course work.
4. Read policy on the use of Artificial Intelligence (Chat GPT, etc) in the [School of Languages, Literatures and Cultural Studies handbook](#).
5. Contact your College Tutor or your Lecturer if you are unsure about any aspect of academic misconduct.

3.3 Assignment Cover Sheet

Assignment cover sheets can be downloaded from [the Blackboard portal](#).

4. TEACHING AND LEARNING

4.1 Programme Architecture¹

Students can access full module descriptors on their [MyTCD student portal](#) by clicking on:

Courses & Modules > View Course and Module Descriptive Information

4.2 Programme Structure and Workload

Spanish at Trinity is taught by a variety of methods to equip you with a comprehensive range of language skills. The Department offers intensive language teaching (four hours a week) for beginners.

First and second years

In the first two years, the course covers three main areas:

- Language: grammar and syntax, text analysis, and intensive practice in communication skills (speaking, listening, reading, and writing).
- Iberoamerican Cultures: an introduction to the history and cultural productions of the Iberoamerican world.
- Literature and cinema: close study of a range of Spanish and Latin American literary texts and films.

Third and fourth years

You will continue with language study, taking advanced classes that will consolidate your knowledge of grammar and syntax and provide practice in communication skills. You will also be able to deepen your knowledge of Hispanic cultures through the studying literature, theatre, and film.

¹ The School reserves the right to amend the list of available modules and to withdraw and add modules. Timetabling may restrict the availability of modules to individual students. See [Trinity Joint Honours webpages](#) for comprehensive and up-to-date information on pathways.

In fourth year, you will work more independently and with significant freedom of choice. As well as studying Spanish language, you will choose from a range of research-led modules on topics such as: Medieval and Golden Age Spanish Literature; Contemporary Spanish and Latin American Literature; Spanish and Latin American Film; Translation Studies and Spanish Linguistics. In your final year, you will research and write a Capstone project on a subject of your choice in consultation with a supervisor.

At all levels, you will be assessed by a combination of exams, essays, and continuous assessment. Language modules are assessed by continuous assessment, written and oral examinations

4.2.1 Junior Fresh

Joint Honours (TJH) – All Pathways

All JF TJH students take **30 ECTS** in Spanish and **30 ECTS** in a second subject.

Junior Fresh (Beginners Spanish)

Module Code	Module Title	ECTS	Semester
SPU1105Y	First Year Spanish (Beginners)	10	1 & 2
SPU11031	Introduction to Spanish & Latin American Cinema	5	1
SPU1108Y	Introduction to Iberoamerican Cultures	10	1 & 2
SPU11032	Introduction to Spanish & Latin American Literature	5	2

Junior Fresh (Non-Beginners Spanish)

Module Code	Module Title	ECTS	Semester
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SPU1107Y	First Year Spanish (Non-Beginners)	10	1 & 2
SPU11031	Introduction to Spanish & Latin American Cinema	5	1
SPU1108Y	Introduction to Iberoamerican Cultures	10	1 & 2
SPU11032	Introduction to Spanish & Latin American Literature	5	2

Registration of JF Students on SF Pathways

At the end of Junior Fresh, Joint Honours students will be invited during Trinity term to select their Senior Fresh pathway. Students will receive advice on how to register several weeks in advance of registration. Timetabling may restrict the availability of modules to individual students. Junior Fresh Joint Honours students must choose between the following options for their Senior Fresh year:²

- Continue to take both subjects that they currently take (20 ECTS + 20 ECTS) and 20 credits of Trinity Electives & Open Modules.
- Take more credits in Subject 1 (40 ECTS) than Subject 2 (20 ECTS).
- Take one Subject only (40 ECTS) and Trinity Electives & Open Modules (20 ECTS). Students who select this pathway for Senior Fresh will be on track to exit with a Single Honours degree and must spend a compulsory year abroad in their Junior Sophister year.

For further information on the choices and pathways available to Joint Honours students please visit the [Trinity Pathways website](#). Further information on Joint Honours pathways is available from the [Joint Honours Programme Office](#).

4.2.2 Senior Fresh (TJH)

1. Single Honours

² Please note that available pathways are subject to change and may be dependent on capacity.

- SF Single Honours students in Spanish take **40 ECTS** in **Spanish** and **20 ECTS** in Trinity **Electives/Open Modules**

Module Code	Module Title	ECTS	Semester	Compulsory / Optional
SPU2212Y	Second Year Spanish	10	1 & 2	Compulsory
SPU22101	Hispanic Texts 1	5	1	Compulsory
SPU22011	Contemporary Spanish Life & Culture 1	5	1	Compulsory
SPU2206Y	Portuguese Language (Beginners)	10	1 & 2	Optional
CPU22071*	The -isms: Past and Present	5	1	Optional
SPU22102	Hispanic Texts 2	5	2	Compulsory
SPU22012	Contemporary Spanish Life & Culture 2	5	2	Compulsory
CPU22062*	Into the Wild: Literature, Gender and Travel	5	2	Optional

*CPU22071 & CPU22062 are offered by staff from within the School of Languages, Literatures and Cultural Studies. Students may choose to take these modules instead of Portuguese Language (Beginners).

2. Senior Fresh Major [Spanish] with Minor

- SF students majoring in Spanish take **40 ECTS** in Spanish (Major) and **20 ECTS** in Subject 2 (Minor).

Module Code	Module Title	ECTS	Semester	Compulsory/ Optional
SPU2212Y	Second Year Spanish	10	1 & 2	Compulsory
SPU22101	Hispanic Texts 1	5	1	Compulsory
SPU22011	Contemporary Spanish Life & Culture 1	5	1	Compulsory
SPU2206Y	Portuguese Language (Beginners)	10	1 & 2	Optional
CPU22071*	The -isms: Past and Present	5	1	Optional
SPU22102	Hispanic Texts 2	5	2	Compulsory
SPU22012	Contemporary Spanish Life & Culture 2	5	2	Compulsory
CPU22062*	Into the Wild: Literature, Gender and Travel	5	2	Optional

3. Senior Fresh (Joint Honours Spanish)

- SF Joint Honours students take **20 ECTS in Spanish** and **20 ECTS in Subject 2** & **20 ECTS in Trinity Electives/Open Modules**

Module Code	Module Title	ECTS	Semester
SPU2212Y	Second Year Spanish	10	1 & 2
SPU22101	Hispanic Texts 1	5	1
SPU22102	Hispanic Texts 2	5	2

4. Minor Spanish

- SF Spanish Minor students take **20 ECTS in Spanish**

Module Code	Module Title	ECTS	Semester
SPU2212Y	Second Year Spanish	10	1 & 2
SPU22101	Hispanic Texts 1	5	1
SPU22102	Hispanic Texts 2	5	2

Registration of SF students on JS Pathway

At the end of Senior Fresh, Joint Honours students will be invited during Trinity term to select their Sophister pathway. This will define the award type you will graduate with. Students will receive advice on how to register several weeks in advance of registration. Timetabling may restrict the availability of modules to individual students.

Senior Fresh Joint Honours students must choose between the Sophister pathway options detailed below for their Junior Sophister year. The pathways available will depend on the structure chosen for your Senior Fresh year.³

4.2.3 Junior Sophister (TJH)

[The TJH Pathway Requirements can be accessed on the Departmental website.](#)

1. Single Honours Spanish – Year Abroad

³ Please note that available pathways are subject to change and may be dependent on capacity.

Single Honours students in Spanish must spend their third year abroad, subject to academic performance in Senior Fresh.

You can find [further details on Study Abroad](#) as well as details of partner institutions on the [Departmental website](#).

2. Major with Minor (Major Spanish)

JS Students majoring in Spanish take either:

- **Option A: 40 ECTS in Spanish and 20 ECTS in Subject 2**

or

- **Option B: 30 ECTS in Spanish and 30 ECTS in Subject 2**

[Note on Major/ Minor Options A & B:](#)

- Students who select a Major with Minor Option A for Junior Sophister will take 40 ECTS in their Major subject and 20 ECTS in their Minor subject and will continue studying their Minor Subject into SS (20 ECTS Capstone/20 ECTS in Major/20 ECTS in Minor subject).
- Students who select a Major with Minor Option B for Junior Sophister will take 30 ECTS in each of the Major and Minor subject in JS year and will only study their Major subject in SS (20 ECTS capstone/40 ECTS in Major subject).

3. Joint Honours Spanish

JS Joint Honours students take **30 ECTS in Spanish and 30 ECTS in Subject 2**.

4. Minor Spanish

JS students enrolled in Spanish as a minor take either:

- **Option A: 40 ECTS in Subject 1 and 20 ECTS in Spanish**

or

- **Option B: 30 ECTS in Subject 1 and 30 ECTS in Spanish**

Junior Sophister modules offered by the Department of Hispanic Studies must be selected according to pathway requirements:

Module Code	Module Title	ECTS	Semester	Compulsory/ Optional
SPU33081	Third Year Spanish 1	5	1	Compulsory
SPU33131	Character and Exemplarity in Cervantes's Novelas Ejemplares	5	1	Optional
SPU33133	Character and Exemplarity in Cervantes's Novelas Ejemplares	10	1	Optional
SPU33011	Spanish Linguistics	5	1	Optional
SPU33013	Spanish Linguistics	10	1	Optional
SPU33161	Voicing Conflict in Latin America: Theatre & Performance as Social Practices	5	1	Optional
SPU33064	Voicing Conflict in Latin America: Theatre & Performance as Social Practices	10	1	Optional
SPU33082	Third Year Spanish 2	5	2	Compulsory
SPU33182	Galicia On Screen: Territory, Rurality, Identity	5	2	Optional

SPU33184	Galicia On Screen: Territory, Rurality, Identity	10	2	Optional
SPU33092	Translation Theory & Practice	5	2	Optional
SPU33094	Translation Theory & Practice	10	2	Optional
SPU33202	Bordercrossers and Dreamers: Migration in Mexican and Chicanx Cultures	5	2	Optional
SPU33204	Bordercrossers and Dreamers: Migration in Mexican and Chicanx Cultures	10	2	Optional

4.2.4 Senior Sophister (TJH)

1. Single Honours Spanish

SS Single Honours students take:

- **40 ECTS in Spanish** and complete a **20 ECTS Capstone** in **Spanish**

2. Major With Minor (Major Spanish)

SS students majoring in Spanish (Option A) take:

- **20 ECTS in Spanish** and **20 ECTS in Subject 2** (Option A) and complete a **20 ECTS Capstone project in Spanish**

3. Joint Honours Spanish

SS Joint Honours students take:

- **20 ECTS in Spanish and 20 ECTS in Subject 2** and complete a **20 ECTS Capstone project** in **either** Spanish or Subject 2

4. Minor Spanish

SS students enrolled in Spanish as a minor (Option A) take:

- **20 ECTS in Spanish and 20 ECTS in Subject 2** and complete a **20 ECTS Capstone project in Subject 2**

Senior Sophister modules offered by the Department of Hispanic Studies must be selected according to pathway requirements:

Senior Sophister (TJH Spanish)

Module Code	Module Title	ECTS	Semester
SPU44CPY	Capstone	20	1 & 2
SPU4414Y	Final Year Spanish	10	1 & 2
SPU44221	The Politics and Poetics of Food in Mexican and Chicanx Culture	5	1
SPU44223	The Politics and Poetics of Food in Mexican and Chicanx Culture	10	1
SPU44091	Screening Cuba: National & Transnational Perspectives	5	1
SPU44171	Screening Cuba: National & Transnational Perspectives	10	1
SPU44201	Dissident Voices: Indigenous Activism and Cultural Politics in Contemporary Mexico	5	1

SPU44211	Dissident Voices: Indigenous Activism and Cultural Politics in Contemporary Mexico	10	1
SPU44192	Don Quijote: Cervantes's Epic Comedy	5	2
SPU44182	Don Quijote: Cervantes's Epic Comedy	10	2
SPU44072	Spanish Medieval Literature	5	2
SPU44162	Spanish Medieval Literature	10	2

4.3 Learning Outcomes

On successful completion of this programme students should be able to:

- Demonstrate a high level of understanding of oral and written forms of Spanish;
- Deploy an appropriate range of vocabulary, structures and registers in Spanish;
- Show a comprehensive understanding of grammatical structures in Spanish and in comparison with English;
- demonstrate a knowledge of the complex realities of communication, particularly when a language is spoken across a wide range of regions and countries;
- Interact and mediate effectively using Spanish;
- Critically evaluate the cultural products analysed through the medium of Spanish;
- Understand, analyse and critically evaluate a wide variety of Spanish and Latin American linguistic and literary texts and/or films from a wide variety of historical periods and genres;
- Synthesise ideas and organise material into coherent and well substantiated arguments, both orally and in writing;
- Identify and formulate appropriate research questions;
- Work autonomously, as evidenced by their ability to conceptualise, design and implement an independent research project.

4.4 Coursework Requirements

The Department of Hispanic Studies uses a variety of modes of assessment. Detailed information concerning the assessment and reassessment of modules is included in module descriptors available through the student portal.

Your lecturer will also provide details of submission dates for assessed coursework and oral presentations at the beginning of each term. If you have any questions regarding the assessment arrangements for a specific module, you should contact your module coordinator.

Students are required to submit all essays through Turnitin on Blackboard. All essays must also be accompanied by a signed coversheet provided on Blackboard. Essays must adhere to a recognised referencing system. Your module instructor will inform you if a specific referencing system is to be used. It is essential that all coursework is submitted on time.

Essay Guidelines

Presentation of essays

1. The essay must engage with the theme of the essay question: if a question is being asked then that question must be answered; if it asks for discussion on topic A, the essay cannot be about topic B.
2. Make sure you write grammatical English sentences. Capitalise and punctuate properly. Marks will be lost for poor presentation and expression. Pay special attention to the possessive apostrophe, and also distinguish between “it's” as an abbreviation for ‘it is’ and 'its' as a possessive adjective (I have given the cat its dinner).

3. Writing in note form, or using conversational abbreviations of ordinary English or Spanish words, are not acceptable (e.g., do not write “can’t” for cannot/can not).
4. When typing in Spanish, please ensure that you insert all Spanish accents and other orthographical signs.
5. A change of theme or a new stage in the argument demands a new paragraph. Each paragraph should develop, expand, clarify or exemplify your argument(s). While paragraphs should not be excessively long, avoid one-sentence paragraphs.
6. Number all pages.
7. Italicise the titles of books and complete works like plays, stories, novels and (usually) poems:
e.g. *La vida es sueño*, *Bodas de sangre*, *Don Quijote*. Do not use inverted commas for the titles of extended written works. Note that in Spanish book titles, only the first letter is capitalized, except for proper names and words that always have a capital letter, as for example in the following novels: *Cinco horas con Mario*, and *Su único hijo*.
8. Titles of chapters, articles in periodicals, essays in collections (and sometimes shorter poems) are given in quotation marks: for example, ‘The Dehumanisation of Lorca’s *Poeta en Nueva York*’. The name of the periodical is italicised, and identified thus: *Bulletin of Hispanic Studies*, 21 (2001), pp. 150-151 – that is, vol. no., (year), page reference(s).
9. **Quotations** from a literary work should be identified: number or line-numbers of poem; chapter and page-number of novel or play. Indicate which edition you are using. Subsequent references can be put in your text in brackets and need not be

relegated to footnotes or endnotes. Avoid a string of footnotes or endnotes referring only to the work that you are chiefly discussing.

Quotations of less than four lines should be run on in the text. This includes poetry, the lines of which are then separated by forward slashes. Longer quotations (over about 40 words), whether in verse or prose, are given their own lines of text, and should be indented and single spaced without single inverted commas.

Your quotations should make sense either as part of your own sentence or as complete sentences in their own right.

10. **Footnote/Endnote numbers** should be placed at the end of a sentence after the punctuation.
11. If you use someone else's ideas – whether quoted or paraphrased – you must attribute the borrowing to the author. To not do so constitutes plagiarism. A reference in the Bibliography is not enough. Your indebtedness to the writer must be acknowledged at the point of borrowing.
12. You can use some of the standard conventions to attribute borrowings to an author; for example:
 - a. **According to F. Caudet ... (p. 5); Paul Preston argues that ... (p. 25); As J. H. Elliot points out, ... (p. 89).**
13. Even if you do not incorporate quotations from or references to books or articles in the body of your essay, you must, on a separate page entitled Bibliography, give a list of the sources you have used in the preparation of the essay.

14. You must follow the same conventions and appropriate referencing when accessing material on the web, and in brackets add the date you accessed the website; for example, <http://www.tcd.ie/Local/> [accessed 1 January 2023].

15. **Basic principles:** be clear and consistent; in general, it is sound practice to let the introduction briefly outline what you intend to deal with, discuss, describe etc.; the body of the essay should fulfill the expectations prompted by the introduction; the essay should be rounded off with a brief conclusion of the arguments and themes.

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

Penalties

Essays submitted after the due date without permission will be subject to the [penalties set out in the School handbook](#) – **a point will be deducted for each day late**. Please note that these penalties have been agreed and are applied throughout the School of Languages, Literatures and Cultural Studies.

Extensions

If you need to request an extension on an assignment, you must write to your tutor in the first instance presenting evidence. Extensions may be granted only where there is a medical certificate or evidence of other mitigating circumstances.

It is each student's personal responsibility to comply with the assessment requirements and submission.

4.5 Capstone Project

The [Capstone project](#) 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 the four years of study

- result in the production of a significant piece of original work by the student
- provide students 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 project in the Department of Hispanic Studies is an independent research project on a topic chosen in consultation with a departmental staff member who will act as supervisor.

It is assessed by an extended essay of 6,000 words, including all notes, references and bibliography; which answers an original research question or develops an original thesis; and which contains an authoritative critical bibliography. Detailed guidelines on the Capstone project will be circulated to students during the Trinity term of their JS year.

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

4.6 Marking Scale

70-100 I (First)	40-49 III (Third)
60-69 II.I (Upper Second)	30-39 F1 (Fail)
50-59 II.II (Lower Second)	0-29 F2 (Fail)

First class (excellent)

- Written work will demonstrate consistent evidence of:
- An excellent knowledge and understanding of appropriate texts and critical engagement with scholarship/criticism/theory.

- Highly skilful deployment of a wide range of relevant information in a well-crafted structure.
- Arguments that manifest independent/original thought.
- Critical evaluative ability with a keen awareness of key issues.
- Exemplary use of accepted scholarly conventions relating to the attribution of sources, footnoting, and bibliography.
- An exceptional ability to express ideas cogently in written English.

Upper Second class (very good)

Written work will show consistent evidence of:

- A very good knowledge and understanding of appropriate texts and scholarship/criticism/theory.
- A notable ability to present relevant information in a clear and well thought out structure; arguments that show a very good degree of evaluative thought.
- Competent use of accepted scholarly conventions relating to the attribution of sources, footnoting, and bibliography.
- An extremely good command of written English.

Lower Second class (good)

Written work will give consistent evidence of:

- A competent knowledge and understanding of relevant texts and scholarship/criticism/theory.
- Engagement with the question being asked.
- good overall organization of ideas.
- Proper use of scholarly conventions relating to the integration and attribution of sources, footnoting, and bibliography.
- A good command of written English, with accuracy in grammar and spelling, and an appropriately academic lexical range.

Third class (acceptable)

Written work will normally give evidence of:

- Competence in relation to relevant texts and scholarship/criticism/theory.
- An approach to the question being asked which is not merely superficial/derivative/uncritical. No more than a minor tendency to repetition and description.
- Awareness of scholarly conventions concerning the proper integration and attribution of sources, footnoting, and bibliography.
- Appropriate grammar, spelling, and lexical range.

Fail I (not acceptable)

Written work in the F1 range will normally show:

- Only a superficial knowledge of the topic and/or fail to display acceptable competence in constructing an answer to the question posed.
- It will be disjointed and derivative, with an unclear structure.
- It will show difficulty in following its own arguments.
- Even work which otherwise reveals basic competence may fall into the F1 category for the following deficiencies: lack of in-depth engagement with the texts; failure to observe the scholarly conventions concerning the proper integration and attribution of sources, footnoting, and bibliography; an accumulation of errors in grammar/spelling/vocabulary.

Fail II (inadequate)

Written work in the F2 range will reveal an inadequate knowledge of the topic, and/or an inability to display basic competence in constructing an answer to the question posed. Such work is also most likely to give more serious evidence of the weaknesses noted under F1. ~

More information: [Calendar II, Part B: General Regulations and Information](#)

4.7 External Examiner

- Professor Antonio Martínez-Arboleda (University of Leeds).

4.8 Attendance Requirements

Attendance at all lectures, tutorials and language classes, whether in person or online, is compulsory for students in all years. In the case of absence of more than three consecutive days, a medical certificate or other relevant supporting evidence should be provided to the appropriate lecturer(s).

In accordance with the [regulations laid down by the University Council](#), students may be returned for the semester as non-satisfactory if they have been absent for more than a third of their course of study in any term. Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their semester two assessment or examinations and may be required by the Senior Lecturer to repeat the year.

4.9 Absence from Examinations

Links and information regarding examinations are available on the [Academic Registry website](#). There are a number of links available on this webpage which you may find helpful, including links to past papers for Hispanic Studies.

College General Regulations and information is available in the [College Calendar](#). TJH assessment and progression regulations can be found on the [Trinity Joint Honours](#) webpages.

It is each student's personal responsibility to access their portal ([my.tcd.ie](#)) or the [Examinations Office website](#) in relation to examination dates, times and venues. No timetable or reminder will be sent to individual students by any office.

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.

For full information please refer to [Calendar Part II, B: General Regulations and Information, 'Absence'](#).

4.10 Awards

Degree options available to students on the undergraduate programme.

Spanish is open to complete beginners in the following degree programmes:

Degree	Award
Joint Honours (JH)	B.A. Honours Bachelor Degree (NFQ Level 8)
European Studies (ES)	B.A. Honours Bachelor Degree (NFQ Level 8)
Middle Eastern and European Languages and Cultures (MEELC)	(NFQ Level 8)

Please note: Spanish with Business (BSL) can only be studied as a non-beginner.

4.11 Requests for Transcripts

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**.