

**UNIVERSITY OF DUBLIN
TRINITY COLLEGE**



**BUSINESS, ECONOMIC AND SOCIAL
STUDIES**

BUSINESS STUDIES AND A LANGUAGE

SOCIOLOGY AND SOCIAL POLICY

**PHILOSOPHY, POLITICAL SCIENCE,
ECONOMICS AND SOCIOLOGY**

DEGREE PROGRAMMES

**EXAMINATION REGULATIONS AND
CONVENTIONS
INFORMATION BOOKLET**

School of Business
School of Social Sciences and Philosophy
Course Office

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List of Contents

	Page no.
Introduction	3
1. General	5
1.1 Satisfactory completion of year	5
1.1.1 The right to take examinations	5
1.1.2 Freshman and Junior Sophister Years	5
1.1.3 Senior Sophister Year	5
1.2 Registering for and Sitting the Examinations	6
1.3 Excused absences	6
1.4 Inclusion/Exclusion of course work	6
1.5 Exclusion	7
2. Grading Conventions	8
2.1 Individual Papers	8
2.2 Overall grade: General	8
2.3 Overall grade: Freshman years and Junior Sophister	9
2.4 Scholarship Examination	11
2.5 Overall grade: Senior Sophister	12
2.6 Business Studies and a Language	14
2.7 Sociology and Social Policy	17
2.8 PPES	17
3. Publication, Recheck, Appeal and Transcript of Results	18
3.1 Publication	18
3.2 Rechecks	18
3.3 Appeals	19
3.4 Transcripts	19
4. Role of Examiners	20
Appendix I: Illustrative Grade Patterns & Final Marks	
(a) Freshman years and Junior Sophister	22
(b) Senior Sophister	23
(c) Business Studies and a Language Senior Sophister	24

Introduction

This booklet contains information about the regulations governing examinations, as well as the conventions determining the award of grades in examinations, in the following degree programmes:

Business, Economic and Social Studies (BESS) Programme.

Single Honors in Business Studies (Bachelor in Business Studies)

Single Honors in Economics, Political Science and Sociology

Joint Honors in Business and Economics, Business and Political Science, Business and Sociology, Economics and Sociology, Economics and Political Science, Political Science and Sociology

Business Studies and a Language (BSL) Programme

Business Studies and French

Business Studies and German

Business Studies and Russian

Business Studies and Polish

Business Studies and Spanish

Sociology and Social Policy (SSP) Programme

Philosophy, Political Science, Economics and Sociology (PPES) Programme

Single Honors in Philosophy, Political Science, Economics, Sociology

Joint Honors in Philosophy and Political Science, Philosophy and Economics, Philosophy and Sociology, Political Science and Economics, Political Science and Sociology, Economics and Sociology

The BESS Programme is governed by the **BESS Course Committee** which includes representatives from each of the four contributing Schools and Departments (Business Studies, Economics, Political Science and Sociology) under the BESS Course Director.

The BSL programme is governed by the **BSL Course Committee** which includes representatives from the School of Business Studies and the participating language departments and the Centre for Language and Communication Studies under the BSL Course Director.

The Sociology and Social Policy degree programme is governed by the **Sociology and Social Policy Course Committee** which includes representatives from the Department of Sociology and the School of Social Work and Social Policy, under the SSP Course Coordinator.

The Philosophy, Political Science, Economics and Sociology Programme is governed by the **PPES Course Committee** which includes representatives from the Department of Philosophy, Political Science, Economics and Sociology, under the PPES Course Director.

The **BESS Court of Examiners** (which for this purpose includes the Business and a Language programme, the Sociology and Social Policy degree programme and the PPES programme) meets twice a year for the purpose of confirming marks and awarding examination grades in the four degree programmes. It comprises all those teaching on the four degree programmes, including staff members

from outside the immediate Schools/Departments. In addition, the external examiners attend in the case of degree examinations in the third and fourth years. The role of the Court of Examiners in awarding examination grades is described in more detail below.

Section 1 gives an overview of the rules regarding students' right to rise with their class, regarding students' responsibilities to inform themselves about the dates and locations of exams, and regarding the circumstances in which an absence from an exam can be excused.

Section 2 contains the conventions used by BESS Courts of Examiners when awarding grades to students on the basis of their run of marks across modules. The main purpose of devising these conventions is to ensure that cases that are fundamentally similar are treated similarly, thus avoiding inconsistent treatment across different Courts of Examiners or even in the same Court of Examiners. In addition, the existence of a set of guidelines is designed to facilitate fair and efficient Courts of Examiners meetings by minimising the need for discussion of relatively straightforward cases. As is emphasised at the start of Section 2, the guidelines are conventions that codify the normal practice of the Court of Examiners, but the ultimate decision in each case rests with the Court of Examiners.

For these conventions to be valuable, it is essential that they be fair and as comprehensive as possible. Consequently, the rules in Section 2 are quite detailed and may seem overly complicated to those coming to this booklet for the first time. It may help in understanding these rules if two points are borne in mind:

(i) Students' performance is assessed on a "grade count" basis rather than by means of a numerical average of the marks obtained across modules. That is, in the first instance, the most important factor in determining a student's overall grade is the grade distribution of that student's marks – for example, if four of a student's six marks are II.1s (marks in the range 60–69 inclusive), and the remaining two are either a I or a II.2, then the student will always be awarded an overall II.1, whatever the numerical average of the six marks. The rationale for this is that the student's overall performance is solidly II.1. Only if this grade-count criterion does not point unequivocally to one outcome will the average mark be looked at, in circumstances that are specified in the detailed rules.

(ii) the practical effect of these rules as they apply to specific cases is shown in summary tabular form in Appendix 1 of the booklet.

Section 3 outlines the procedures for publishing exam results, for rechecking the marks, and for appealing against a decision of the Court of Examiners.

Section 4 outlines some additional responsibilities of examiners.

While every attempt has been made to ensure that the information presented in this booklet is accurate, the final word on all matters herein is the official College Calendar which takes precedence should a contradiction emerge.

1. General

1.1 Satisfactory completion of year

1.1.1 The right to take examinations

In many modules, grades in assessment and essay work done during the year are incorporated in varying ways into the annual examination mark. In other modules this is not so, but students nonetheless may be required to attend classes and submit assessment work in these modules. A student is deemed *non-satisfactory* in a term when more than a third of required work/attendance in that term is missed. Any student who is deemed *non-satisfactory* in each of the first two terms may be reported to the Senior Lecturer. In accordance with the regulations laid down by the University Council such students may be refused permission to take examinations in that year.

To be allowed to sit the ordinary examinations a student must have paid the relevant College annual fees and must not have been excluded by the Senior Lecturer on the basis of *non-satisfactory* reports from the relevant department. There is no examination fee payable and no notice is required of intention to take an examination (the Scholarship examination is an exception to this).

1.1.2 Freshman and Junior Sophister years

To rise with their class students must pass the Junior Freshman examination, the Senior Freshman examination and obtain an overall II.2 grade or higher in the Junior Sophister examination. The results of candidates at these examinations are published in student number order. Each successful candidate is, according to merit, awarded one of three grades: first class honors, second class honors (with two divisions, first and second) and pass. Where relevant, Junior Sophister results contain the information MP (meaning the candidate may proceed to SS year) or P (meaning the candidate is entitled to a Pass degree, but must take one or more supplemental examinations in order to reach the required standard to proceed to the SS year).

Candidates who are unsuccessful at the annual examinations may, *at the discretion of the BESS Court of Examiners*, be permitted to present themselves at the supplemental examinations (see section 1.3). Candidates who are unsuccessful at the supplemental examinations may, *at the discretion of the BESS Court of Examiners*, be permitted to repeat the year.

Candidates who have passed the Junior Sophister examination normally may have the ordinary degree of BA (pass) conferred if they do not choose, or have not qualified, to proceed to the Senior Sophister year.

Students are not permitted to repeat a year more than once or repeat more than two separate years.

1.1.3 Senior Sophister year

Candidates who proceed to the Senior Sophister year sit their degree examinations in the Trinity term. A student can sit these examinations only once and there are no supplemental examinations. The results of successful students in the degree examinations are published in student number order within three classes: first class honors, second class honors (two divisions, first and second) and third class honors.

Students unavoidably absent from these examinations may apply to the Senior Lecturer to present themselves for the equivalent examinations in the following year. If they are permitted to do so, without having to repeat lectures or course work, they must give notice of their intention of taking the examinations at least three weeks before the end of Hilary teaching term and pay the relevant examination fee.

1.2 Registering modules and sitting the examinations

Full time TCD students must register their module choices with the Course Office before the end of week 2 of Michaelmas term as otherwise their names will not appear on any examination lists. Students are required to take the annual examinations of all modules for which they are registered unless specially exempted by permission from the Senior Lecturer.

It is the responsibility of each student to ensure that they take sufficient modules to amount to 60 ECTS during an academic year, that their selected modules meet the programme requirements of the particular year of the degree course for which he or she is registered, and that he or she has included any prerequisites for modules he or she wishes to take in subsequent years.

The onus lies on each student to find out the dates of examinations by consulting the noticeboard. Examination timetables will normally be published about three weeks before the commencement of examinations. Students are advised to check the noticeboard the week before examinations commence to ensure that no changes have been made to the timetable. *No timetable or reminder will be sent to individual students by any office.*

1.3 Excused absences

A student who through illness, or some other unforeseen and exceptional circumstance, has cause to miss an examination must contact his/her tutor, or the Course Office, at the earliest possible opportunity but in any case not later than **three** days after the beginning of the period of absence from the examination in order to have that absence considered as 'excused'. In the case of illness, a medical certificate will be required. Medical certificates must state that the student is unfit to sit the examinations. Students may leave an examination if they are ill provided they go directly to the Student Medical Centre, and if a medical certificate is granted absence from that examination will be excused. Where an examination has been completed, subsequent withdrawal is not permitted and the mark awarded will stand. Medical certificates or other extenuating circumstances will not be accepted in explanation of poor performance.

1.4 Inclusion/Exclusion of course work

Where a student is permitted to present for supplemental examination(s) or to repeat a year off-books (i.e. *fail* followed subsequently by *off-books – exams only*), course work is not incorporated in the determination of the student's subsequent result(s). Students must be notified of any exception to this general principle; exceptions must be authorised by the Course Director of the degree programme in which the student is enrolled (see Introduction).

Where inclusion of course work in a student's result for the year is the normal procedure for a given module, this will also apply to (i) Senior Sophister students who have been given permission to defer examinations for a year (i.e. *defer exams*); and (ii) Freshman and Junior Sophister students who have been given permission to withdraw from all, or part, of the annual examination and to sit, as a first attempt, a supplemental examination in that year.

1.5 Exclusion

Those who fail to appear at an examination and who fail to provide medical or other evidence which can justify an excused absence (see 1. 3 above) will normally be excluded from the BESS Programme (see section 2.2 for other grounds for exclusion).

2. Grading Conventions

The BESS programme conventions listed below (which also apply to examinations in the Business Studies and a Language, Sociology and Social Policy and Philosophy, Political Science, Economics and Sociology degree programmes with the modifications outlined in Section 2.6, 2.7, and 2.8 respectively) have been either adopted explicitly or used implicitly over many years. *The BESS Court of Examiners determines the overall grade awarded to a particular student taking into account whatever other evidence of an academic nature is deemed appropriate. These conventions codify the normal decisions of the Court as to a student's overall grade, given certain combinations of individual paper grades, and will be departed from only in exceptional circumstances. Should the Court of Examiners, in exceptional circumstances, decide to depart from the BESS programme conventions, all students who are deemed to be in equivalent positions will be treated equivalently.*

In this section, a mark of 30+ means a mark in the range 30–39 inclusive, 40+ means 40–49 inclusive, 50+ means 50–59 inclusive, 60+ means 60–69 inclusive, and 70+ means 70–100 inclusive.

2.1 Individual papers

Individual examination papers are graded using the following classifications.

I	70 - 100	F1	30 - 39
II.1	60 - 69	F2	< 30
II.2	50 - 59		
III	40 - 49		

It is important to realise that the marks in individual papers have limited arithmetic significance. They are essentially useful symbols for grading and ranking students in a module in a consistent and equitable manner. For example, a mark of 40 means that the examiner is definite that this student should pass and a mark of 38 or lower that the student should fail: if the examiner considers the paper to be marginal, a mark of 39 (which should be regarded as provisional) would be returned and it is then left to the discretion of the Court of Examiners, based on the overall examination performance of the student, to decide whether to raise the mark to 40, lower it to 38 or leave it as it is (see section 2.2 (ii) below). Examiners and students alike must accept that these marks, close though they may be in an arithmetic sense, symbolise very different things and will normally have very different consequences for an individual student's overall examination result.

While individual marks *are* used to calculate a student's overall arithmetic average the overall grade in an examination in either the Freshman or Sophister years is *never* determined by the arithmetic average of the individual paper marks alone.

2.2 Overall grade: General

Many conventions are specific to particular years. However, the following conventions apply to all years.

- (i) Students are *excluded* from the BESS, BSL, SSP and PPES programmes if they pass in two papers or fewer and receive a mark less than 20 in two or more papers. (For example, the following set of marks would lead to exclusion in any of the first three years: 54, 48, 36, 37,

15, 10).

- (ii) A mark of 69/59/49/39/29 is raised only when the arithmetic average (which can be rounded up from 69.5 etc) *before* the change is 70+/60+/50+/40+/30+. No more than one mark shall be raised in this way. For example, given the marks 56, 55, 49, 48, 40, 40 [average 48] the 49 would *not* be raised, but in the case of 55, 55, 49, 48, 46, 46 [average 49.8] the 49 should normally be raised to 50 leading to an overall II.2 result.
- (iii) If the raising of a mark of 69/59/49/39/29 by 1 would make a difference to the student's overall grade (such a '9' mark is referred to as a 'critical 9'), and if the Court of Examiners decides not to raise the mark, then it should be lowered to 68/58/48/38/28. (For example, in a run of marks such as 54, 52, 55, 49, 40, 40 [average 48] the 49 would be lowered to 48 and the overall result would be a III; in contrast, given 65, 64, 63, 61, 59, 57, the 59 would be left unaltered even though the average is above 60 because it is not critical to the overall II.1 class of this student's annual result.)
- (iv) Where a student sits an extra examination paper (i.e. an examination in a module for which the student is not registered), the Court of Examiners will determine the student's grade on the basis of the marks in the modules for which the student was registered.
- (v) Where students make up the equivalent of a 10 ECTS module by taking two 5 ECTS modules (currently only possible in the Senior Freshman year), then the results of those two modules will be averaged and the resulting average will be treated as a single observation for the purposes of applying the examination conventions.
- (vi) Where two 5 ECTS module marks are being combined for the purpose of applying these examination conventions, if one of the combined marks is an F2, this will, like all other F2s, be deemed a non-compensatable fail and the student will be asked to resit this examination at supplemental time. This will be the case regardless whether or not the overall combination of the two 5 ECTS modules results in a mark of 40+. For example, two 5 ECTS module marks of 27 and 59 would give an implicit mark result of 43 for the purposes of applying these conventions. This student would be required to resit and pass the 5 ECTS module in which he/she obtained the F2 result in order to proceed. If the result in both 5 ECTS modules is an F2, then the student would be asked to return in both 5 ECTS modules.
- (vii) Where two 5 ECTS module marks are being combined for the purpose of applying these examination conventions, if the result of combining the two 5 ECTS modules is an F1 mark, and the student has passed one of these 5 ECTS modules, but has obtained an F1 in the other 5 ECTS module, the compensation rule may apply. Where the compensation rule does not apply, (i.e. if there is another F1 module present in the run of marks) then the student will be required to resit the 5 ECTS module in which the F1 mark was obtained.

2.3 Overall grade: Freshman years and Junior Sophister

- (i) Students who get a mark of 70+/60+/50+ in four papers and a mark in the next lower class of 60+/50+/40+ in the other two papers are awarded an overall I/II.1/II.2.
- (ii) Students who get a mark of 70+/60+/50+ in four papers and (provided there is not more than one fail mark, and at 30+) an arithmetic average of 70+/60+/50+, are awarded an overall I/II.1/II.2.
- (iii) Students who get a mark of 70+/60+/50+ in three papers and a mark in the next lower class of 60+/50+/40+ in the other three papers are awarded an overall I/II.1/II.2, provided

- that the arithmetic average (which can be rounded up from 69.5 etc.) is 70+/60+/50+.
- (iv) Students who get a mark of 70+/60+ in one paper, a mark in the next lower class of 60+/50+ in two papers and a mark of 50+/40+ in the other three papers are awarded an overall II.1/II.2.
 - (v) Students who get a mark of 50+ in one paper, a mark of 40+ in four papers and a mark of 30+ in the other paper are awarded an overall III.
 - (vi) Students who obtain a mark of 30+ in one paper, and have no mark of 50+ in another paper, or who obtain a mark of 30+ in two or more papers, are deemed to have failed overall.
 - (vii) Students are permitted to sit supplemental examinations only in modules failed in the annual examinations, except in cases where they are required to sit all examinations.

Freshman year-specific rules

- (viii) Students in the Freshman years must repeat only those subjects in which they failed, provided there are not more than two grades of F2, in which case the student must repeat in all papers. (For example, the following set of results would mean that all papers must be repeated: 56, 54, 48, 28, 25, 25; whereas with a run of marks such as 56, 54, 48, 34, 25, 25 only the three failed papers need be repeated.)
- (ix) The marks of the papers passed in the summer examinations in the Freshman years are considered together with those obtained in the autumn examinations. The only overall grade awarded in this case is a pass or fail, but compensation is allowed, an F1 in one paper being compensated by a mark of 50+ in two other papers. The usual exclusion rules apply to this combined set of results.
- (x) In the case of students who have been given permission to withdraw from or defer all or part of the annual examinations and to sit a supplemental examination in that year, the overall result in the autumn will be graded.

Junior Sophister-specific rules

- (xi) In the Junior Sophister year, students must obtain an overall II.2 grade to be allowed to proceed to the Senior Sophister year.
- (xii) Students in the Junior Sophister year may repeat only one paper in the autumn examinations in order to attain an overall II.2/pass, *provided* they only require a mark of 40+/30+ in the paper in question to do so. In all other cases students must repeat the whole examination.
- (xiii) Students in the Junior Sophister year who obtain four II.2 grades or better and two F1 grades are required only to resit the two failed papers. Students failing two papers, with one or both at the F2 level, are required to resit all papers. Students who fail three or more papers in the annual examination are required to resit all papers. In order to achieve an overall II.2 in the supplementals a mark of 30+ in the supplemental examination can only be compensated when the student gets 50+ in at least *four* papers and an arithmetic average of 50+.

2.4 Scholarship Examination

Candidates are examined in four papers drawn from the modules of their course up to the end of Michaelmas term of the Senior Freshman year. The scope of each paper is described in the examination section of the relevant Course website. The general structure of the Scholarship examination in each degree programme is described below.

Business, Economic and Social Studies

The examination consists of four 2¼ hour papers, where candidates will be asked to choose any four papers from the list as follows:

- Business I and II
- Economics I and II
- Political Science I and II
- Sociology I and II
- Quantitative Methods

All papers carry equal weight.

Recommendations for scholarship will be based on all four papers, subject to all four papers being passed.

Business Studies and A Language

The examination consists of four 2¼ hour papers (or equivalent) as follows:

- Business I and II
- Language 1 (Language Fluency inc. Oral)
- Language 2 (Business Environment)

All papers carry equal marks.

Recommendations for scholarship will be based on all four papers, subject to all four papers being passed.

Sociology and Social Policy

The examination consists of four 2¼ hour papers as follows:

- Sociology I and II
- Social policy I and II

All papers carry equal marks.

Recommendations for scholarship will be based on all four papers, subject to all four papers being passed.

Philosophy, Political Science, Economics and Sociology

The examination consists of four 2¼ hour papers as follows:

Candidates are examined in at least three of the constituent disciplines of the degree programme. Candidates will be asked to choose four papers from

Philosophy I and II
Political Science I and II
Economics I and II
Sociology I and II
Quantitative Methods

Candidates should take at least one paper in each of the three disciplines they pursue in the Senior Freshman year.

All papers carry equal marks.

Recommendations for scholarship will be based on all four papers, subject to all four papers being passed.

With four papers in the Scholarship examination, a student's overall mark in the BESS, Sociology and Social Policy and PPES degree programmes is determined according to the Senior Sophister conventions set out in Section 2.5. The Scholarship examination rules for the Business Studies and a Language degree programme are outlined in Section 2.6.2.

2.5 Overall grade: Senior Sophister

Only one attempt at the Senior Sophister examination is permitted. The following are the overall grading conventions/rules that apply in this year.

- (i) Students who get a mark of 70+/60+/50+ in *three* papers and a mark in the next lower grade of 60+/50+/40+ in the fourth paper are awarded an overall I/II.1/II.2.
- (ii) Students who get a mark of 70+/60+/50+ in *three* papers, a mark of 50+/40+/30+ in the fourth paper, and an arithmetic average of 70+/60+/50+, are awarded an overall I/II.1/II.2.
- (iii) Students who get a mark of 70+/60+/50+ in *two* papers and a mark in the next lower grade of 60+/50+/40+ in the other two papers, and an arithmetic average of 70+/60+/50+, are awarded an overall I/II.1/II.2.
- (iv) Students who get a mark of 70+/60+ in *two* papers, one mark in the next lower grade of 60+/50+ and one mark in the remaining paper of 50+/40+, are awarded an overall II.1/II.2.
- (v) Students who get a mark of 70+/60+ in *two* papers, and the other two marks in the grade 50+/40+, are awarded an overall II.1/II.2.
- (vi) Students who get a mark of 70+/60+/50+ in *one* paper and a mark in the next lower grade of 60+/50+/40+ in *three* papers are awarded an overall II.1/II.2/III.
- (vii) Students who get a mark of 70+/60+/50+ in *one* paper, a mark of 60+/50+/40+ in two papers and a mark of 50+/40+/30+ in the fourth paper are awarded an overall II.1/II. 2/III.
- (viii) Students who get a mark of 70+/60+ in *one* paper, a mark of 60+/50+ in one paper and a mark of 50+/40+ in the remaining two papers and an arithmetic average of 60+/50+ are awarded an overall II.1/II. 2.
- (ix) Students who obtain a mark of 60+/50+/40+ in three papers and a mark in the next higher grade of 70+/60+/50+ in the remaining paper are awarded a II.1/II.2/III.

- (x) Students who obtain a mark of 30+ in *one* paper, and have no mark of 50+ in another paper, or who obtain a mark of less than 30 in one or more papers, or who obtain a mark of 30+ in *two* or more papers, are deemed to have failed overall.
- (xi) For students who obtain a wider distribution of grades that in the above paragraphs, the overall grade will be determined by the basis of grade averaging, using the arithmetic average when grade averaging leads to a 2/2 split. By grade averaging is meant that a higher grade can compensate a lower grade, i.e. two marks of 70+/50+ are equivalent to two marks of 60+/60+ for the purposes of applying the above conventions.

2.6 Business Studies and a Language

2.6.1 Junior Freshman

BSFrench / BSGerman / BSPolish /BSRussian /BSSpanish

- Six grades are considered - three/four BESS grades, one/two Language grade/s, and one Civilisation I/Landeskunde I/Russian & Eastern European Area Studies I/Polish Area Studies I/Spanish Politics, Society and Culture I. Students must choose their sixth subject from the list of approved and available BESS/Language options. This choice will determine the BESS/Language subject balance.
- All grades carry equal weight.
- In the language area, students must satisfy the examiners with respect to both oral/aural assessments and written examinations.
- Grading and other conventions (e.g. re exclusion) as per JF BESS, except that the result for French Writing Skills I/German Language Fluency I /Russian Language Fluency I/Polish Language Fluency I /Spanish Language Fluency I may not be compensated.

Where the result of an annual examination in French Writing Skills I/German Language Fluency I /Russian Language Fluency I/Polish Language Fluency I /Spanish Language Fluency I or Civilisation I/Landeskunde I/Russian & Eastern European Area Studies I/Polish Area Studies I/Spanish Politics, Society and Culture I or German Cultural Studies, Russian Cultural Studies I/Introduction to Spanish and Spanish-American Literature is a fail, the normal requirement is that a supplemental examination must be taken in all components of that examination. Students may be required to submit failed or outstanding assessed work by the beginning of the supplemental examination period. In the case of Russian the Russian & Eastern European Area Studies I component is assessed by submitted work. If students fail this component they are required to resubmit failed work by the beginning of the Supplemental Examination period.¹

2.6.2 Senior Freshman

BSFrench / BSGerman / BSPolish /BSRussian /BSSpanish

Six grades are considered – four BESS grades and two Language/Area Studies grades (i.e. French Writing Skills II/German Language Fluency II/Russian Language Fluency II /Polish Language Fluency II /Spanish Grammar and Syntax II ; Civilisation II/Landeskunde II/Russian Area Studies II / Polish Area Studies II / Spanish Politics, Society and Culture II

- All grades carry equal weight.
- In the language area, students must satisfy the examiners with respect to both oral/aural assessments and written examinations.
- Grading and other conventions (e.g. re exclusion) as per SF BESS, except that the French

¹ Language course handbooks should be consulted for further details of these requirements.

Writing Skills II/German Language Fluency II/Russian Language Fluency II /Polish Language Fluency II /Spanish Grammar and Syntax II result may not be compensated.

Where the result of an annual examination in French Writing Skills II/German Language Fluency II/Russian Language Fluency II /Polish Language Fluency II /Spanish Grammar and Syntax II or Civilisation II/Landeskunde II/Russian Area Studies II / Polish Area Studies II / Spanish Politics, Society and Culture II is a fail, the normal requirement is that a supplemental examination must be taken in all components of that examination. Students may be required to submit failed or outstanding assessed work by the beginning of the supplemental examination period.

Scholarship Examination

Business Studies and A Language

The examination consists of four 2¼ hour papers (or equivalent) as follows:

Business I and II
Language 1 (Language Fluency inc. Oral)
Language 2 (Business Environment)

All papers carry equal marks.

Recommendations for scholarship will be based on all four papers, subject to all four papers being passed.

2.6.3 Junior Sophister

BSFrench / BSGerman / BSPolish /BSRussian /BSSpanish

The Junior Sophister year is spent studying abroad. Progress to the Senior Sophister year is only by permission of the TCD Court of Examiners. This is granted on the basis of assessments and/or examinations during the first two years of the programme in Trinity and during the year abroad. Students will not normally receive this permission unless they obtain the equivalent of an overall grade of second class (second division) or better in respect of the year abroad. They must also acquire a minimum of 45 ECTS credits.

2.6.4 Senior Sophister

BSFrench / BSGerman / BSPolish /BSRussian /BSSpanish

2.6.4.1 Structure

2.6.4.1(a) Structure of the Senior Sophister year of the BBS (Lang) programme

The final year BBS (Lang) examination consists of five elements which are weighted as follows:

• Two BESS examinations @ 25% each (15 ECTS)	= 50 %
• Two language components @ 16.66% each ⁱ (10 ECTS)	= 33.33 %
• Case Project (10 ECTS)	= 16.66 %
	Total 100.00 %

2.6.4.2 Determination of Overall Grades

2.6.4.2 (a) Overall grades are determined by reference to grades achieved in individual examinations, the overall weighted average and the ECTS distribution across various grades. In marginal cases, the average mark for the two business subjects, the average mark for the two language examinations and / or the mark achieved in the case examination may, at the discretion of the Examination Committee, be taken into account to determine the overall grade.

2.6.4.2 (b) To achieve a particular overall grade, the normal requirement is that a mark of that class should be achieved in three of the five examinations and a mark of not less than one class lower should be achieved in the remaining two papers. This convention is subject to the requirement specified in 2.6.4.2 (c) below, and – in some instances – it is also subject to achieving an overall weighted average in the upper class.

2.6.4.2 (c) To achieve a particular overall classification a candidate must obtain at least one mark of that class (or higher) in both the Business and Language examination sets. The mark achieved in the case Project may be used to fulfill *either* the Business or the Language requirement.

2.6.4.2 (d) The Case Project must be passed. A fail in this examination, even at the F1 level, may not be compensated.

2.6.4.2 (e) A ‘critical 9’ may be raised either by its area average or by the overall weighted average.

2.6.4.2 (f) A schedule of illustrative mark patterns is shown in Appendix x

2.6.4.3 Compensation Conventions

2.6.4.3 (a) One F1 in a business examination may be compensated by a II.2 or higher in the other business subject or the Case Project.

2.6.4.3 (b) One F1 in a language examination may be compensated by a II.2 or higher in the other language examination or the Case Project.

2.6.4.3 (c) Only one F1 may be compensated.

2.6.4.3 (d) An F2 grade may not be compensated.

2.7 Sociology and Social Policy

The Sociology and Social Policy Course Committee have adopted the BESS examination regulations and conventions for the JF, SF, JS, SS and scholarship examinations for the BA Sociology and Social Policy Degree.

2.8 Philosophy, Political Science, Economics and Sociology

The Philosophy, Political Science, Economics and Sociology Course Committee have adopted the BESS examination regulations and conventions for the JF, SF, JS, SS and scholarship examinations for the BA Philosophy, Political Science, Economics and Sociology Degree.

3. Publication, Recheck, Appeal and Transcript of Results

3.1 Publication

Overall results will be published on the noticeboards on the third floor of the Arts Building. Candidates whose names do not appear on the noticeboard should contact their tutor immediately, as should those students specifically requested via the noticeboard to do so.

A breakdown of each student's overall result will be sent by mail following publication of the examination results. Results will not be provided over the telephone. All tutors (or their nominees) are expected to be available at specified and convenient periods for students in the days following the publication of results.

Students have a right to discuss examination scripts privately with examiners. A student who wishes to do so should consult the appropriate examiners within a reasonable time after the results have been announced.

Examination scripts shall be held by examiners, or departmental offices for a period of 13 months. This period of 13 months begins on the day of publication of the relevant examination results. Scripts cannot be released to students, but students may read their own scripts in the presence of the relevant examiner.

3.2 Rechecks

Students are entitled to discuss their performance with examiners after examination results have been published. If a student has reason to believe that the grade/mark awarded in a particular module is incorrect, he/she, acting through his or her tutor, may formally request that the mark in question be re-checked. This request should be directed by the tutor to the Director/Coordinator of the appropriate degree programme (BESS, BSL, SSP or PPES). If the mark is revised the Director/Coordinator will, by reference to the BESS Programme conventions, amend the overall grade as appropriate and inform the tutor, Head(s) of Department, Director of Undergraduate Teaching and Learning of the School, and the Senior Lecturer.

Having discussed their performance with the examiner(s) and ascertained that the mark in question was correctly calculated, students may ask that their results be re-considered if they have reason to believe

- (a) that the examination paper contained questions on modules which were not part of the module prescribed for the examination, or
- (b) that bias was shown by an examiner in marking the script.

Through their tutor, students may request that the Director/Coordinator of their degree programme reconsider their results. In submitting their case, students should state under which of (a) or (b) above the request is being made. Such requests must reach the Director/Coordinator no later than the end of the second week of the Michaelmas lecture term following the examination session in question.

The Director/Coordinator would not normally arrange for an examination to be re-marked in cases where an improved mark in that module would make no difference to the student's overall grade. If the mark is revised, the Director/Coordinator will, by reference to the BESS Programme conventions, amend the overall grade as appropriate. The outcome of the re-mark will be communicated to the tutor and the Senior Lecturer.

3.3 Appeals

Students may appeal a decision of the Court of Examiners. The grounds for appeal must fall under *one or more* of the following categories: (i) the case of the appellant is not adequately covered by the ordinary regulations of the College, (ii) the regulations of the College were not properly applied in the appellant's case, or (iii) the appeal is *ad misericordiam*.

Appeals in the first instance must be made to the Dean of the Faculty of Arts, Humanity & Social Sciences. *As the Appeal Committee meets to hear these appeals within one week of the publication of results, it is imperative that students, or authorised and adequately briefed deputies, are present to obtain and consider results as soon as they become available.*

Appeals should be made via electronic form by a student's tutor or, if the tutor is unavailable to act, by the Senior Tutor. (See *Calendar* for further details regarding the College's Academic Appeals procedures.)

3.4 Transcripts

Transcripts of grades received, both by individual module and overall, can be obtained from the Course Office, either during a student's time in College and/or on completion of the degree.

Transcripts will include the set of grades that permit students to rise with their year and the set of grades that form the basis of the award of the degree. The transcript will make explicit whether or not one or two sittings were required (supplemental in a paper for which there was an excused absence is not a separate sitting) and whether or not a year is repeated. The grades achieved on the second sitting will be indicated clearly. Where more than one sitting was required the overall grade will always be recorded as a pass/fail.

The Scholarship Examination is an exception to the above. This examination will not be reflected on the student transcript unless the student has obtained Scholarship, in which case such information shall appear (by way of asterisk and explanation) below the grades for Senior Freshman year.

4. Role of Examiners

Apart from the duties described above, examiners have a number of other important responsibilities in relation to examination procedures. The main ones are as follows.

- (i) Where a test/essay/project counts towards the final mark, this fact must be made known to students before the end of the second week of the teaching module in question. The extent to which it is taken into account, the arrangements should students have legitimate reasons to be excused from doing the relevant work at the appropriate time, and the penalties that attach to non-submission or unexcused late submission of such work should all be made clear to the students as early as possible, and not later than the end of the second week of the teaching module in question. Students required to submit essays, assignments or other projects counting towards their final or end-of-year result must be given advance notice of how (e.g. the appropriateness, or otherwise, of electronic submission), where and to whom the work is to be submitted. Following the due submission date, and as soon as practicably possible, a list of names of students from whom work has been received should be published on the departmental noticeboard and/or emailed to all students registered as taking the relevant module. Beyond these requirements, it is not the examiner's responsibility to follow up on missing (i.e. non-submitted) coursework.
- (ii) Tests/essays/projects should be handed back to students as quickly as the marking process will allow, and only in very exceptional circumstances should the gap between submission and return of work ever exceed six weeks.
- (iii) To avoid disruption to lectures/classes in other modules and to provide adequate time for students in their study preparations, no tests/examinations should be held in a teaching week.
- (iv) The examination paper must be a fair and reasonable reflection of the module content. Guidelines concerning the broad format of the paper and the type of question to be set must be provided to students, as early as possible and certainly not later than the end of the second week in the Trinity teaching term.
- (v) Examiners or competent deputies must be present at examinations during the first fifteen minutes of an examination so that difficulties arising from examination papers may be resolved expeditiously. If examiners are unable to be present at the examination, they must be readily contactable by telephone.
- (vi) Where more than one internal examiner is involved in a paper, the mark recorded must be agreed by *all* examiners concerned. In the case of a paper being graded by an external examiner (applies normally only in Sophister years), the judgement of the latter is communicated to the relevant examiner(s) and is normally accepted as final.
- (vii) A second opinion on scripts for which a borderline fail is being proposed is, where practicable, advised. In the case of the Sophister years this would normally be provided by the external examiner.

- (viii) Examiners must return *numerical* results to the relevant Department and these are then forwarded to the Course Office, usually to reach that office at least four working days before the meeting of the Court of Examiners. Marks agreed with the external examiner must where possible be submitted not later than the morning prior to the relevant Court of Examiners' meeting.
- (ix) Marks of 69/59/49/39/29 returned by examiners are taken to indicate that the examiners are willing to have the mark adjusted by the Court of Examiners in the light of the candidate's performance in all papers, in particular the arithmetic average achieved (see sections 2.1 and 2.2 above).
- (x) Where practicable, all cases where a student is likely to be excluded from the Programme are drawn to the attention of tutors by the Course Office prior to the meeting of the Court of Examiners.
- (xi) Examiners or adequately briefed deputies must attend examiners' meetings.

Appendix 1: Illustrative Grade patterns and final marks

These charts demonstrate the *minimum* requirements in many cases for a particular mark. They are not intended to be exhaustive.

(a) Freshman years and Junior Sophister

Overall grade

Grade in individual papers

	Convention	I	II.1	II.2	III	F1	F2	Average
First	2.3(i)	xxxx	xx					na
	2.3(ii)	xxxx	x	x				70+
	2.3(ii)	xxxx	x		x			70+
	2.3(ii)	xxxx	x			x		70+
	2.3(ii)	xxxx		xx				70+
	2.3(ii)	xxxx		x	x			70+
	2.3(iii)	xxx	xxx					70+
Upper Second	2.3(i)		xxxx	xx				na
	2.3(ii)		xxxx	x	x			60+
	2.3(ii)		xxxx	x		x		60+
	2.3(ii)		xxxx		xx			60+
	2.3(ii)		xxxx		x	x		60+
	2.3(iii)		xxx	xxx				60+
	2.3(iv)	x	xx	xxx				na
Lower Second	2.3(i)			xxxx	xx			na
	2.3(ii)			xxxx	x	x		50+
	2.3(iii)			xxx	xxx			50+
	2.3(iv)		x	xx	xxx			na
Third	2.3(v)			x	xxxx	x		na
Fail	2.3(vi)				xxxxx	x		na
	2.3(vi)	xxxx				xx		na

(b) Senior Sophister

Overall grade

Grade in individual papers

	Convention	I	II.1	II.2	III	F1	F2	Average
First	2.5(i)	xxx	x					na
	2.5(ii)	xxx		x				70+
	2.5(iii)	xx	xx					70+
Upper Second	2.5(xi)	xxx			x			na
	2.5(xi)	xxx				x		na
	2.5(iv)	xx	x	x				na
	2.5(v)	xx		xx				na
	2.5(i)		xxx	x				na
	2.5(ii)		xxx		x			60+
	2.5(iii)		xx	xx				60+
	2.5(ix)	x	xxx					na
	2.5(xi)	x	xx	x				na
	2.5(xi)	x	x	xx				na
	2.5(xi)	x		xxx				60+
	Lower Second	2.5(xi)		xxx			x	
2.5(iv)			xx	x	x			na
2.5(v)			xx		xx			na
2.5(i)				xxx	x			na
2.5(ii)				xxx		x		50+
2.5(iii)				xx	xx			50+
2.5(ix)			x	xxx				na
2.5(xi)			x	xx	x			na
2.5(xi)			x	x	xx			Na
2.5(xi)			x		xxx			50+
2.5(xi)		x			xxx			na
Third	2.5(xi)			x	xx	x		na
	2.5(xi)			x	xxx			na
Fail	2.5(x)				xxx	x		na
	2.5(x)	xx				xx		na
	2.5(x)	xxx					x	na
	2.5(x)			xx		xx		na

(c) BS & L Senior Sophister Illustrative mark patterns and final grades

This chart provides examples of the minimum requirements for obtaining a particular overall grade. It also illustrates grade combinations which will qualify for compensation and those that will result in an overall Fail. The examples shown illustrate the application of the general conventions and are not intended to be exhaustive. As with the BESS chart, however, many of the examples may be extended to a lower or higher class to cover a set of lower / higher marks.

Overall Grade	Example	B1	B2	Bus Av	L1	L2	Lang Av	Case	W. Av.	
ECTS per module	None	15	15		10	10		10		Total ECTS = 60 [30 Business; 20 Language; 10 Case]
First	1	I	I		I	II.1		II.1	n.a.	
	2	I	II.1		I	II.1		I	n.a.	35 ECTS in I class / 25 in II.1 class
	3	I	II.1		I	II.1		II.1	70+	Only 25 ECTS in I class; but overall I if W.Av. and either Bus Av or Lang Av 70+
	<i>Sample marks for previous row</i>	76	60	68	80	67	73.5	66	69.5	
	4	II.1	II.1		I	I		I	70+	30 ECTS in I class / 30 in II.1 class
Upper Second	5	II.1	II.2		II.1	II.2		II.1	n.a.	35 ECTS in II.1 class / 25 in II.2 class
	6	II.2	II.2		II.1	II.1		II.1	60+	30 ECTS in II.1 class / 30 in II.2 class
Lower Second	7	II.2	III		II.2	II.2		III	n.a.	35 ECTS in II.2 class / 25 in III class
	8	II.1	II.1		II.2	F1		III	50+	40 ECTS in II.1/II.2 class; 10 in III class; 10 in F1 class
	<i>Sample marks for previous row</i>	60	60	60	50	35	42.5	45	51.16	
	9	II.2	II.2		II.2	F1		III	50+	40 ECTS in II.1/II.2 class / 10 in III class / 10 in F1
	<i>Sample marks for previous row</i>	57	57		57	37		47	51.00	
Third Class	10	III	III		II.1	II.2		III	n.a.	No II.2 in business area
	11	II.1	II.2		III	III		III	n.a.	No II.2 in language area
	12	III	III		III	III		III	n.a.	Five passes
Fail	13	I	I		I	I		F1	n.a.	Fail in Case Project not compensatable
	14	II.1	F1		II.2	F1		III	n.a.	Two F1s not compensatable
	15	II.2	II.2		III	F1		III	n.a.	No language or Case II.2 to compensate F1
	16	III	F1		II.2	II.2		III	n.a.	No business or Case II.2 to compensate F1

ⁱ See language departments' handbooks for further details