



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

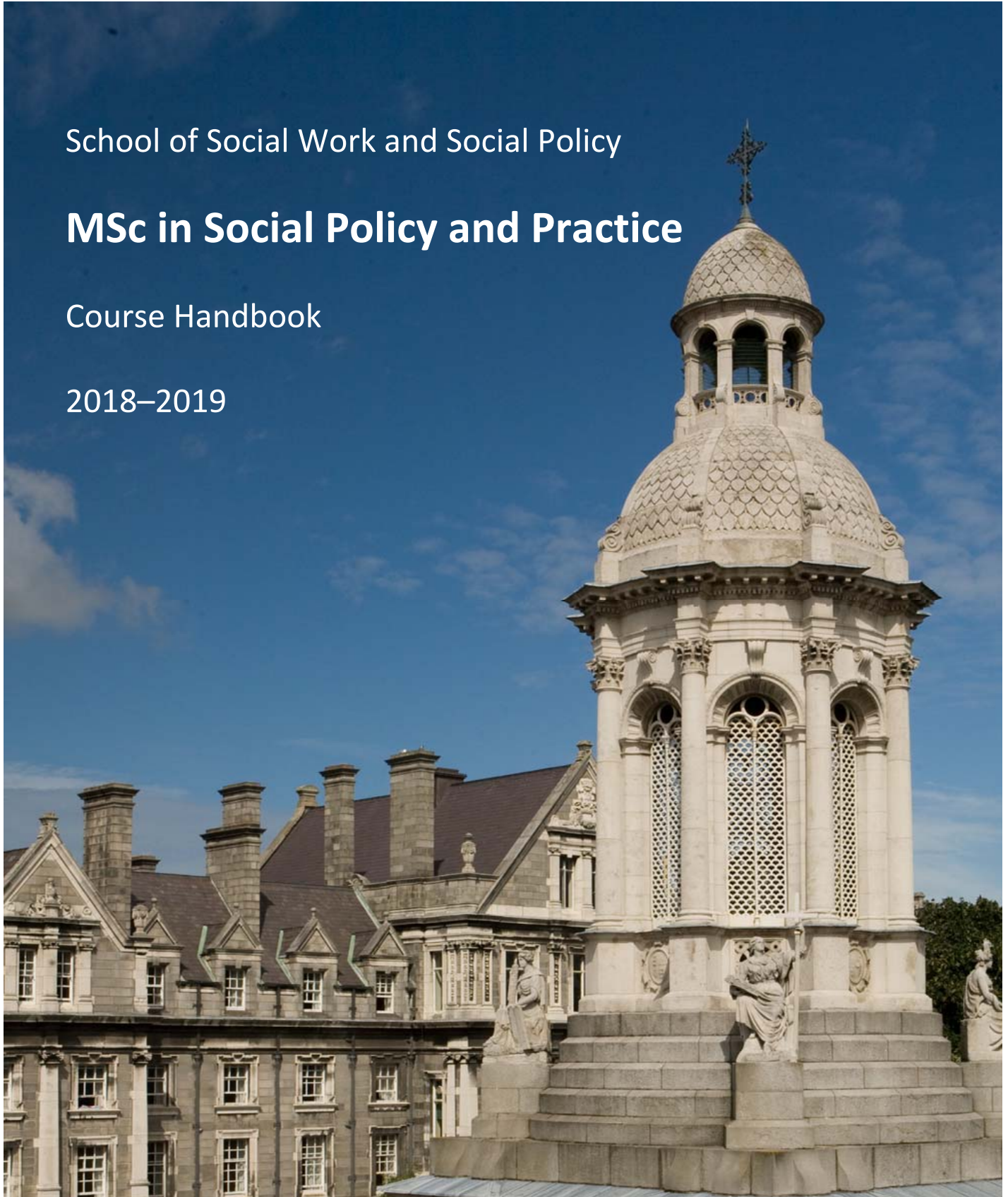
The University of Dublin

School of Social Work and Social Policy

# MSc in Social Policy and Practice

Course Handbook

2018–2019



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

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

Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws and have prepared a short guide at [https://www.tcd.ie/info\\_compliance/data-protection/student-data/](https://www.tcd.ie/info_compliance/data-protection/student-data/) to help you understand how we obtain, use and disclose student data in the course of performing University functions and services. This guidance note is intended to supplement the University's Data Protection Policy which can be found at [https://www.tcd.ie/info\\_compliance/data-protection/student-data/](https://www.tcd.ie/info_compliance/data-protection/student-data/).

## WELCOME MESSAGE

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I am delighted to welcome you back to the University, having successfully completed the Postgraduate Diploma to the standard required for entry into the Masters. This one year Masters allows you to build on your learning in the PG Dip year and work both together as a class and with your supervisor in completing a thesis for the award of Masters in Social Policy and Practice!

Postgraduate studies are both challenging and rewarding and provide an opportunity to develop new insights about the world and about yourself. We hope that your interactions with staff and fellow students on the Masters in Social Policy and Practice and conducting your own research will enhance your research and academic learning and skills, lead you to further opportunities, and help you contribute to change in society.

If we in the School can be of assistance along the way, please just let us know.

Eavan Brady  
Course Director



## 1. CONTACT DETAILS

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Head of School	Dr Stephanie Holt Email: <a href="mailto:sholt@tcd.ie">sholt@tcd.ie</a> Telephone: +353 1 896 3908
Director of Teaching and Learning Postgraduate	Dr Paula Mayock Email: <a href="mailto:pmayock@tcd.ie">pmayock@tcd.ie</a> Telephone: +353 1 896 2636
Course Director	Eavan Brady Email: <a href="mailto:bradye3@tcd.ie">bradye3@tcd.ie</a> Telephone: +353 1 896 2009
Course Administrator	Louise O'Brien Email: <a href="mailto:louise.obrien@tcd.ie">louise.obrien@tcd.ie</a> Telephone: +353 1 896 3593
Office Location	School of Social Work and Social Policy Room 3063, Arts Building Trinity College Dublin Dublin 2 Ireland
Web	<a href="http://www.tcd.ie/swsp/postgraduate/child-protection/index.php">http://www.tcd.ie/swsp/postgraduate/child-protection/index.php</a>

## 2. STUDENT SUPPORT SERVICES

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Students can see a full range of the services available to them at [www.tcd.ie/students/supports-services/](http://www.tcd.ie/students/supports-services/). This includes library services, careers advisory services and more. Four key student services for online postgraduate students are the Postgraduate Advisory Service, Student Learning and Development, Trinity Online Services and the Library. More detailed information about student services can be found [here](#).

### *Postgraduate Advisory Service*

The Postgraduate Advisory Service (PAS) is a unique and confidential service available to all registered postgraduate students in Trinity College. It offers a comprehensive range of academic, pastoral and professional supports dedicated to enhancing your student experience. The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgrad Support Officer will act as your first point of contact and a source of support and guidance regardless of what stage of Postgraduate study you are at. In addition, each Faculty has three members of Academic Staff appointed as Postgraduate Advisors who you can be referred to by the Postgrad Support Officer for extra assistance as needed.

The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information on college services and academic issues arising. Representation assistance to Postgrad students is offered in the area of discipline and/or academic appeals arising out of examinations or thesis submission, supervisory issues, general information of Postgrad student life and many others. All queries will be treated with confidentiality. For more information on PAS please see their [website](#).

### *Student Learning and Development*

Student Learning and Development (SLD) are here to help you achieve your academic potential while studying in Trinity. They have a range of online resources for postgraduate students. For more information on SLD please see their [website](#).

### *Trinity Online Services*

Trinity Online Services are responsible for the quality and the delivery of online content. They will also be the point of contact for resolving any issues relating to the online environment that arise throughout the running of the course. Issues that can arise include access to material, submission of assignments etc. The preferred way of contacting Trinity Online for issues regarding the use of the online learning environment is through the discussion forum dedicated for this purpose in *SS760 Course Information* module on Blackboard. They can also be contacted at [helponed@tcd.ie](mailto:helponed@tcd.ie). These channels are monitored regularly during College business hours.

## *Library*

The Library's history dates back to the establishment of the College in 1592 and it is the largest library in Ireland. Today it has over 6 million printed volumes with extensive collections of journals, manuscripts, maps and music reflecting over 400 years of academic development. The most famous of its manuscripts, the [Book of Kells](#) and the Book of Durrow, were presented by Henry Jones, Bishop of Meath and former vice-chancellor of the University, in the 1660s. The Library was endowed with Legal Deposit privilege in 1801 and continues to receive copies of material published in the United Kingdom and Ireland.

The Library supports the learning and research needs across all disciplines of the College; it is a major research library of international repute; it provides services to a wide range of external users and institutions. The subject librarian for the School of Social Work and Social Policy is [Siobhan Dunne](#).

## *Off Campus Access*

Access is available to licensed electronic resources (books, databases and journals) to registered students and staff, irrespective of where they are located. Off campus access is not available for UK electronic legal deposit, [eLD \(UK\)](#), material.

College members linking to an electronic resource from outside Trinity College Dublin campus locations will select a resource from Stella Search. When they click on the link to the resource, they will be directed to a secure login page to authenticate with their College username and network login password. Please see the website for more information [here](#).

## *Graduate Studies*

The Graduate Studies Office offers centralised information on admissions, assessment, progression and funding. For more information about their services please see their [website](#).

## *Co-Curricular Activities*

### *Central Societies Committee*

The Central Societies Committee (CSC) is the sole body on campus with the power to grant recognition to societies. As the governing body of societies the CSC represents their interests in dealings with College authorities. More information about College Societies and the CSC can be found at [here](#).

### *Dublin University Central Athletic Club*

Dublin University Central Athletic Club (DUCAC) is the governing body for Sport Clubs at Trinity. DUCAC is responsible for the overall administration of DU Sports Clubs in cooperation with Club Officers and for their interests and development in Trinity. More information about DUCAC can be found [here](#).

### TCD Graduate Student Union

The Graduate Students' Union (GSU) is an independent body which represent all postgraduate students in Trinity. Every postgraduate student is automatically a full member of the GSU upon entering their course. The GSU is available to assist you with academic and welfare issues and provides you with facilities including the 1937 Postgraduate Reading Room and the Postgraduate Common Room. They also schedule social events for postgraduate students. More information about the GSU can be found [here](#). For more information about student representation please see the [website](#).

### IT Services

IT Services is responsible for the planning, delivery and support of the University's main computing facilities. This includes the University's network systems, web infrastructure, email and calendaring, management services, research IT and student computing facilities. Students are provided with full IT support via the IT Service Desk and a wide range of IT training is also available either online or face to face. More information about the supports and services provided by IT Services can be found on their [website](#).



### 3. EMERGENCY PROCEDURE

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Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 869 1999) in case of emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance.

It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

For information on College Health and Safety please see the Estates and Facilities [website](#).

## 4. COURSE COMMUNICATION

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On all course related matters we will communicate with you primarily using the Blackboard learning environment and your TCD email account.

In Blackboard we use the 'Announcement' and 'Discussion Forum' in the module *SS8503 Introduction to Social Research Methods* to interact with you about course issues.

From time to time other services in college may use your telephone number or postal address.

You can communicate with us using email, the 'Discussion Forum' channels and telephone. We will endeavour to reply to your communication promptly. Unless otherwise advised you can expect staff to respond to queries in normal business hours i.e. 9.00am – 5.00pm, Monday to Friday.

## 5. KEY LOCATIONS

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### *Programme Office*

The School Office is located in Room 3063, The Arts Building, Trinity College Dublin. The opening hours are Monday to Friday 09:00-13:00 and 14:00-16:00.

### *Online Learning Environment*

Blackboard Learn, which is located at [mymodule.tcd.ie](https://mymodule.tcd.ie), is the College's Virtual Learning Environment (VLE). You can use this to access lecture notes, online assignments and other activities through Blackboard. More information about Blackboard is available at <https://www.tcd.ie/CAPSL/resources/blackboard/>.

### *Berkley, Lecky, Ussher (BLU) Library*

The BLU Library can be accessed through the second floor of the Arts Building or from the Ussher Podium. Information about the opening hours is available at <https://www.tcd.ie/library/opening-hours/berkeley-lecky-ussher/>.

### *Academic Registry*

The mission of the Academic Registry is to provide key centralised administrative services to students and staff supporting the best possible Trinity experience. AR provides administrative support during a student's time in the University. Their vision is to be an integrated, flexible team with a professional service ethos supporting all stages of the student lifecycle. More information about the Academic Registry can be found on their [website](#)

## 6. COURSE AIMS AND LEARNING OUTCOMES

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The overall objective of this Masters programme is to provide graduates of the Postgraduate Diploma in Social Policy and Practice with an opportunity to apply their understanding of social studies and social policy to a societal issue or specific social service. On successful completion of the M.Sc. in Social Policy and Practice, the students should be able to:

- Identify a suitable topic for research and design a project proposal which will outline aims, objectives, methodology, outcomes and address ethical considerations within a suitable time frame
- Relate the specific research topic appropriately to wider issues, debates or concerns in the general fields of social studies and social policy
- Carry out a comprehensive literature review, critically evaluate previous studies carried out and use this information to enhance the project design
- Select and apply suitable research methods to carry out the data collection
- Collect and analyse data, using appropriate methods
- Interpret the research findings and draw appropriate conclusions based on the research outcomes, in response to the research question
- Present the research undertaken in the form of a written dissertation (and oral presentation where required) in accordance with scientific conventions
- Sustain a coherent argument that draws on an engagement with and critical appraisal of existing knowledge relevant to the research project

## 7. COURSE STAFF

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### **Assistant Professor Eavan Brady**

Eavan Brady is an Assistant Professor in Social Work in the School of Social Work and Social Policy. She holds a Masters in Social Work from Trinity College Dublin, a Higher Diploma in Psychology from Trinity College Dublin, and a Bachelor of Arts from Trinity College Dublin. Eavan is currently pursuing her PhD exploring the educational pathways of adults who were in out-of-home care as children. Prior to joining the School of Social Work & Social Policy, Eavan worked in the homelessness, housing, and mental health sectors in both Dublin and Toronto, Canada. Eavan also spent two years working with Practice and Research Together (PART) in Toronto – a knowledge mobilisation organisation – where she was heavily involved in supporting child welfare staff across Canada in using evidence-informed practices in their work. Eavan's research interests are located in the field of child welfare with a particular focus on the long-term well-being and outcomes of children in care, care leavers, and children experiencing disadvantage. In addition, Eavan is also interested in researching the role of research utilisation in social work practice.

### **Dr. Stephanie Holt**

Stephanie is an Associate Professor in Social Work at the School of Social Work and Social Policy and Course Director for the MSc. in Social Policy and Practice, and the Postgraduate Diploma/MSc in Child Protection and Welfare. Stephanie led in the introduction of online education to TCD, as Course Director for the University's first fully online programme – the Postgraduate Diploma in Social Policy and Practice which commenced in 2014. Her academic and research interests primarily focus on a range of issues pertinent to domestic violence, including: child contact, mothering and fathering capacity, intimate partner homicide and risk assessment. She has a particular interest in ascertaining and representing the voice of the child in research. Prior to coming to TCD in 2000, Stephanie practiced as a social worker with responsibility for a Family Support Service in West Dublin. She is currently Chair of the Irish branch of BASPCAN (British Association for the Study and Prevention of Child Abuse and Neglect).

## 8. COURSE STRUCTURE

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The M.Sc. comprises a designated Research Methodology module with materials on research methodology and regular contact with the student's assigned academic supervisor.

### 8.1 Research Methodology Module

This module aims to introduce students to the principles and methods of both quantitative and qualitative social research. The focus throughout is on providing students with the tools necessary to conduct their own research and to critically evaluate the work of others. Students learn how to formulate research questions and design a research project. They are introduced to the importance of ethical considerations when conducting research. A range of qualitative and quantitative data collection methods are discussed and students learn how to appropriately analyse data. Finally, students are taught how to present their own research findings in the form of a research report.

### 8.2 Dissertation

During this year, students complete a dissertation (17,000 - 20,000 words). It must include:

- A summary of the completed project
- Clear and appropriate research question(s) and aims
- A comprehensive literature review which maps the conceptual framework of the topic selected, relates the topic to wider issues, debates and concerns in the fields of social studies and social policy and critically evaluates previous studies
- A full and critical account of the methodology adopted, its theoretical and practical rationale and background to validated tools used to collect data
- A description and evaluation of the outcome/findings of the project and their implications for future research and practice in relation to the particular theme
- A complete and accurate bibliography
- Appendices as appropriate, including the tool(s) used to collect data

### 5.3 Supervision

Students will be allocated a research supervisor based on the research outline they submit as part of the application process. For direction and feedback purposes students will be required to submit written outlines and draft chapters to their supervisor. The supervisor will advise students of these requirements and the expected date for submission of written material and expected date for feedback. In addition to email feedback, supervisors may avail of the Collaborate software in Blackboard, which is equipped with microphone and webcam functionality, to conduct research meetings with their students.

## 5.4 Submission Deadlines

The MSc. in Social Policy and Practice is awarded on the basis of the Dissertation (30 ECTS).

1. The dissertation is due for submission on 6<sup>th</sup> May, 2019

Students undertaking research in the School of Social Work & Social Policy must successfully apply for ethical approval from the School's Research Ethics Committee:

2. The ethics form is due for submission on 22<sup>nd</sup> November, 2018 or 10<sup>th</sup> January, 2019

Students may also be required to seek ethical approval from organisations/institutions other than TCD, including applications to Tusla, the Child and Family Agency or medical boards within individual hospitals.

## 9. STUDYING ONLINE

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### Online Student Code of Conduct

As a student in a post-graduate course in Trinity College, you are expected to behave appropriately when communicating and interacting with colleagues and staff. This expectation applies to all students, including those completing their courses online. While the standards set out below will not be onerous for the vast majority of students, those who exhibit inappropriate behaviours when interacting with colleagues and staff are liable to face disciplinary measures. For information about the College's Dignity and Respect Policy please see <https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf>.

Two key elements to keep in mind when studying online are netiquette and privacy.

#### *Netiquette*

Netiquette is a term coined to describe the commonly accepted norms and behaviours used when communicating in online environments.

At one level, the same rules of regular communication apply when communicating online. By adopting the same respectful manner that you would expect in all communications, you are unlikely to encounter many issues.

That said, it has to be recognised that the online environment lacks the face-to-face element of regular discussions and interactions, where people can rely on body language and tone of voice to capture the full meaning. In the online environment, without these visual cues, miscommunications and misunderstandings can occur and some extra care when interacting can be warranted. Netiquette has slowly developed into an informal standard that helps transmit tone and emphasis when online and helps to address many of these communication issues.

Keeping the few simple rules of netiquette in mind will help ensure that what you say will be better understood by those listening and reading.

1. Typing in 'all caps' (all upper case letters) denotes anger when communicating online. A message delivered in all caps is likely to be read as if sent in an aggressive tone. When possible, refrain from using all caps, even when emphasising certain words in sentences (italics may be used as an alternative for emphasis).
2. Emoticons, also known as emojis, are commonly used in online communication to transmit the tone in which the message was sent. Emoticons/emojis can take the form of a series of characters or be little images of faces which aid in the transmission of the sender's facial expression when communicating. For example:
  - 'I got a great result in my first assignment. Yay! 😊'
  - 'I am unable to attend this evening due to work commitments, sorry. :-('

These can be more useful than it first seems to ensure messages are received in the spirit in which they were sent.



3. Be careful when using irony and sarcasm online. This can be easily misinterpreted by those receiving your message.
4. Conduct debates and discussions in a respectful manner. Do not attempt to provoke personal debates and remember that it's better to reply when calm should you ever feel provoked. If you feel angry it is often best to take a moment to think about what you are posting online. Keep all messages on the topic and aim never to get personal. Healthy disagreement can be very informative and lead to key learning but be constructive in any criticism you give and always aim to be respectful.

### *Other tips for effective online communication*

Some tips for engaging with other students online to have a healthy and engaging online classroom experience include:

- Participate! Interact with other students and don't just 'lurk' in the background. This helps create a community of learners and allows you to better get to know your class. This will be very useful in terms of support as you progress through your course.
- Thank other students for their comments. Be mindful of the time and effort that has gone into posting comments.
- Acknowledge other students before disagreeing with them.
- Help other students. Some students may not have as much experience in communicating online.
- Comment using your own perspective (i.e. It is my opinion) rather than being dogmatic ('it is a fact that').
- Quote other messages when replying to them. This helps other students follow the thread of conversation.
- Stay on topic. Don't post irrelevant links, comments or pictures.
- Read all of the comments in the discussion before replying. This helps avoid the same questions or comments being repeated.
- Write full sentences with correct spelling and grammar when communicating with other students and lecturers.
- Remember that online comments will shape how other students and lecturers will perceive you. Think about what you are going to post before submitting.

### *Privacy considerations*

Considerations of privacy are critical when completing your course online. Remember the permanence of online communications. It is for that reason and your own protection that we employ a strict line on privacy and anonymity. It is best practice to anonymise all those who you mention in any tasks or assignments that you complete. Please do not mention any real company names, or disclose the names of any real individuals in your course. Be mindful that you do not know the personal histories of all your classmates, and all your academics who may be in view of your communications.

Note that information presented or shared throughout the course, from the academics and fellow students, should not be used for any purpose other than the course itself. Do not present others' opinions as your own and also make sure not to present content shared on the course for any other

purpose outside of the course. Those deemed to have transgressed these privacy measures are liable to be disciplined by the School.

## 10. COURSE SCHEDULE

<b>SEMESTER 1</b>				
<b>Activity</b>	<b>Detail</b>	<b>Material Release Date</b>	<b>Collaborate Session</b>	<b>Led by</b>
Online Learning Induction	Blackboard & Collaborate	N/A	03 September 2018 7.15pm – 8.15pm	Trinity Online
In-person Induction	Handbook, Schedule and Supervisor Allocation	N/A	04 September 2018 10am – 1pm (Room 2.16 Foster Place)	Eavan Brady
Research Methods	Session 1: What is social research?	07 September 2018	13 September 2018 6.30pm – 7.30pm	Eavan Brady
Research Methods	Session 2: Key concepts in social research	21 September 2018	27 September 2018 6.30pm – 7.30pm	Eavan Brady
Contact with supervisor	First meeting	by 19 October 2018		
Research Methods	Session 3: Choosing your research topic and developing research questions	05 October 2018	11 October 2018 6.30pm – 7.30pm	Eavan Brady
Research Methods	Session 4: Ethical research	19 October 2018	25 October 2018 6.30pm – 7.30pm	Eavan Brady
Call in Day	Library information and Ethics	N/A	23 <sup>rd</sup> October 2018 10:30 – 16:00 Room 3080, Arts Building	Siobhan Dunne (Subject Librarian) Gloria Kirwan (Chair, School Research Ethics Committee) Angela Feeney (Tusla – the Child and Family Agency Ethics Review Group)
Research Methods	Session 5: Reviewing the Literature	02 November 2018	08 November 2018 6.30pm – 7.30pm	Eavan Brady
<b>END OF SEMESTER 1</b>				

SEMESTER 2				
Activity	Detail	Material Release Date	Collaborate Session	Led by
Research Methods	Session 6: Qualitative data Collection	04 January 2019	10 January 2019 6.30pm – 7.30pm	Eavan Brady
Call in Day	TBC	N/A	16 January 2019 11:00-16:00 Room 3080, Arts Building	TBC
Research Methods	Session 7: Quantitative Data Collection	18 January 2019	24 January 2019 6.30pm – 7.30pm	Eavan Brady
Research Methods	Session 8: Documents as Data	01 February 2019	07 February 2019 6.30pm – 7.30pm	Eavan Brady
Research Methods	Session 9: Qualitative data Analysis	15 February 2019	21 February 2019 6.30pm – 7.30pm	Eavan Brady
Research Methods	Session 10: Writing up and dissemination	01 March 2019	07 March 2019 6.30pm – 7.30pm	Eavan Brady
Call in Day	Presentations	N/A	13 March 2019 11:00-16:00 Room 3080, Arts Building	Eavan Brady

Activity	Detail	Date
Submission Deadline	Research Proposal due	09 November 2018
Contact with supervisor	Draft ethics form to supervisor	25 October or 10 December 2018
Submission Deadline	Ethics form submitted	22 November of 10 January 2019
Submission Deadline	Dissertation submitted	06 May 2019

## 11. MODULE DETAILS

<i>MODULE TITLE</i>	<i>INTRODUCTION TO SOCIAL RESEARCH METHODS</i>
<b>Module Coordinator</b>	<b>Ms. Eavan Brady</b>
<b>Module Code</b>	SS8503
<b>Module Description</b>	This module provides an introduction to the theory, knowledge, and skills of social research. During this module students will be introduced to the planning, design, and implementation of research projects. In so doing, the module aims to equip students with knowledge of what each stage of the research process consists of and will support students in developing skills to undertake their own research projects. There will be an emphasis on qualitative research methods however, quantitative approaches will also be addressed. Students will produce a final report of their research project, in the form of a Masters dissertation, which will document each stage of the research project and interweave findings with the established evidence base.
<b>Module Learning Outcomes</b>	<p>After completing this module, you should be able to:</p> <ul style="list-style-type: none"> <li>• Undertake a critical appraisal of social research and evidence</li> <li>• Explain the key concepts of the research process</li> <li>• Demonstrate knowledge of a variety of data collection methods including interviewing and surveys</li> <li>• Appraise the suitability of employing different methodologies and data collection methods dependent on research needs</li> <li>• Develop a viable research proposal based on existing research literature</li> <li>• Apply fieldwork skills so as to undertake a small-scale research project</li> <li>• Undertake a literature review</li> <li>• Carry out an analysis of data gathered for a small-scale research project</li> <li>• Write-up the process, findings, and conclusions of this research project in the form of a Masters dissertation</li> </ul>
<b>Start Date</b>	Semester 1
<b>Length</b>	10 sessions delivered over Semester 1 (x5) and Semester 2 (x5)
<b>Assessment</b>	The module will be assessed by the dissertation (100%).
<b>Indicative Bibliography</b>	Bell, J. (2014). <i>Doing Your Research Project: A Guide for First-time Researchers</i> . Berkshire: Open University Press.

	<p>Bryman, A. (2012). <i>Social Research Methods</i> (4th Edition). Oxford: Oxford University Press.</p> <p>Carey, M. (2013). <i>The Social Work Dissertation: Using Small-scale Qualitative Methodology</i>. Berkshire: Open University Press.</p> <p>Flick, U. (2015). <i>Introducing Research Methodology: A Beginner's Guide to Doing a Research Project</i>. London: Sage Publications.</p> <p>Gray, D. E. (2014). <i>Doing Research in the Real World</i>. London: Sage Publications.</p> <p>Hart, C. (1998). <i>Doing a Literature Review: Releasing the Social Science Research Imagination</i>. London: Sage Publications.</p> <p>O'Leary, Z. (2017). <i>The Essential Guide to doing your Research Project</i>. London: Sage Publications.</p> <p>Robson, C. (2016). <i>Real World Research: A Resource for Social Scientists and Practitioner-researchers</i> (4th Edition). Oxford: Blackwell Publishers Ltd. (Earlier editions also fine)</p> <p>Thomas, G. (2013). <i>How to do your Research Project: A Guide for Students in Education and Applied Social Sciences</i>. London: Sage Publications. (Available as E-book)</p> <p>Whittaker, A. (2012). <i>Research Skills for Social Work</i>. London: Sage Publications.</p> <p><b>Additional readings and references will be given for each session and posted on Blackboard</b></p>
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## 12. ETHICAL CONSIDERATIONS

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The School of Social Work and Social Policy has a Research Ethics Committee (REC) which meets at regular points to consider all relevant research being undertaken at Trinity whether by staff or students. You will, as part of the course, be asked to submit a formal application to REC prior to any formal contact being made or data gathered for your projects. In conducting the research for your dissertation, you should follow the [British Sociological Association's Statement of Ethical Practice](#). You should also refer to the [School of Social Work and Social Policy](#) ethical procedure. Ethical approval forms can be downloaded from this site.

Teaching will be given on the subject of research ethics and some time will be available in class to consider how such issues apply to your projects. However, you must take the lead in ensuring that the School's ethical procedures are adhered to.

You must download and complete an Ethical Approval form. This should be done in consultation with your supervisor and must be signed by him/her no later than 22<sup>nd</sup> November 2018 or 10<sup>th</sup> January 2019 if necessary (but students are advised to do their best to make the November deadline). It must be approved before your research gets underway.

To apply for ethical approval from the REC, completed application forms, together with supporting documentation, should be submitted by 4pm in **hardcopy** for the attention of Ms Noreen O'Sullivan, to the School's submission drop box facility which is located between Arts Room 3077 and Arts 3080. The box is labelled Ethics and will be emptied at 4.30pm on the day of the deadline. An **electronic copy** must also be e-mailed to Noreen at [swsprec@tcd.ie](mailto:swsprec@tcd.ie). Students living outside of Ireland are permitted to submit an electronic copy of the application only; the student's supervisor must be copied on the email submission in such instances.

## 13. ASSESSMENT

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This course is assessed by a 17,000-20,000 word dissertation. It is expected that this is based on a research project undertaken by the candidate. The dissertations are assessed by two examiners, the secondary of which will be your supervisor, while the main and primary examiner is identified from the staff team within the School. All dissertations are also read by the External Examiner. The External Examiner for the 2017-2020 academic period is Dr Fred Powell from University College Cork.

Extensions are not normally granted. If you are seeking an extension you must do so, in writing, to Ms Eavan Brady. In addition, appropriate documentation, e.g. a medical certificate, must be submitted. You must also discuss your extension request with your supervisor who will be asked for their view. Students will be notified of their progress following this.

### *Blackboard Submission*

All written assignments should be submitted electronically via Blackboard. Please refer to your induction material for detailed information on the Blackboard submission procedure and ensure that you are familiar with the procedure.

**It is your responsibility to learn how to accurately submit your course work via Blackboard. We will not accept submissions via email, post or hand delivery.**

You are strongly advised to give yourself an adequate margin of time when you are submitting via Blackboard.

If you submit the incorrect version of your project, you may request a second attempt by emailing the Course Administrator. However, please be aware of the penalty policy for late submission of course work. If you request a second attempt after the deadline has passed, the appropriate penalty will be applied to your mark.

Course work can be read by the lecturer, any moderators, staff on the course and the External Examiner. The course work of all students is held by the Course Administrator to be read by the External Examiner.

Please include a cover sheet on each assignment with your name, student number and assignment details (you may choose your own format). **You must also include the coursework declaration document (see Appendix A) when submitting coursework, thesis, placement reports and/or group work projects. Assignments will not be accepted without a copy of the signed declaration.**



## *Guidelines for Presentation of Dissertation*

You are required to consult your supervisor about the precise format for your dissertation, as this will vary according to the nature of the project. Typical section headings, however, might be: Introduction; Literature Review; Methodology; Analysis; Findings/Outcomes; Discussion/Evaluation; Recommendations; References; Appendices. For examples of how previous graduates have formatted dissertations please review the *Dissertation Library* available on the 'Local Access' page on the School website. You will need your username and password to access this page.

**Length** - There is a limit of between 17,000 and 20,000 words, and students are strongly urged to keep to this.

**Presentation** - The thesis should be word processed/typed on A4 pages, in 1.5 spacing, leaving a 1 inch margin on all sides. Pages should be numbered consecutively at the centre of the bottom page, with page 1 commencing after the table of contents. The report should be divided into sections which are numbered 1, 2, etc., with a section heading.

**Layout** - The thesis should start with a title page, followed by an abstract, preface/acknowledgments and table of contents in that order. The table of contents should list the chapters with page numbers.

**Abstract** - The abstract should contain no more than 200 words and should provide a succinct summary of the aims and results of the study.

**References** - Harvard Referencing style is commonly used in college and it is recommended that students follow this referencing style when writing up their dissertation. A guide to the Harvard Referencing System is available [here](#).

Only items referred to in the text of the dissertation should be included as references.

**Appendices** - Background material, which would not be appropriate in the text of the report such as sample questionnaires used, should be placed in appendices, labelled A... to Z. The appendices should follow the list of references at the end of the report.

## *General Guidelines for the Presentation of Written Work*

Care should be taken with referencing: cite author's name, publication date and page numbers in brackets in the text: e.g. (Parton, 1991: 27) or in a footnote. Your bibliography should be consistent in format. Loose generalisations such as "research shows that" should be avoided. Refer specifically to an author or source to back up your statements.

Recommended work lengths should be observed. Very short work or work that exceeds the recommended length by more than 20% may be returned for revision. All written work should be proof-read before submission to avoid mistakes in spelling, grammar and referencing. Careless presentation reduces the impact of the content and loses marks.

**As all written work is retained by the School for the External Examiner, students are advised to keep their own copy to follow markers' comments.**

### *Award of a M.Sc. in Social Policy and Practice*

To qualify for the award of the Masters degree students must, as a minimum:

- have successfully completed the Postgraduate Diploma at 60% or higher, and
- achieve a pass mark of 50% in the research dissertation
- Where a fail grade is being considered, students are entitled to an oral examination via collaborate with webcam functionality. Students whose dissertations have been awarded a fail grade have two options: re-register on the course as a continuing student to resubmit a dissertation for consideration for the award of M.Sc. in Social Policy and Practice; or exit with the Postgraduate Diploma in Social Policy and Practice.

## 14. ACADEMIC WRITING

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### *The Skill of Academic Writing*

As a postgraduate student, you will have to demonstrate your ability to produce essays and assignments based on investigative research, critique and analysis. It can be challenging to produce written work for academic purposes, particularly if it has been a while since you last had to do so. However, academic writing is a skill that is worth mastering. There is a common form to academic writing that can be used across multiple assessment types. It is worth getting to know this form and reproducing it in your own work. There are many resources available to help and guide you on writing at a postgraduate level. Please explore this resource:

[http://www.tcd.ie/Student\\_Counselling/student-learning/postgraduate/topics/writing/index.php](http://www.tcd.ie/Student_Counselling/student-learning/postgraduate/topics/writing/index.php).

### *Plagiarism*

Plagiarism of any kind is unacceptable in academic work and is penalised. To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at <http://tcd-ie.libguides.com/plagiarism>

We ask you to take the following steps:

- i. Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at <http://tcd-ie.libguides.com/plagiarism>. You should also familiarize yourself with the 2018-19 Calendar entry on plagiarism and the sanctions which are applied which is located at <http://tcd-ie.libguides.com/plagiarism/calendar> (also set out below).
- ii. Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>. Completing the tutorial is compulsory for all students.
- iii. Familiarise yourself with the declaration that you will be asked to sign when submitting course work at <http://tcd-ie.libguides.com/plagiarism/declaration>
- iv. Contact your Course Director, or your Supervisor if you are unsure about any aspect of plagiarism.

## **Calendar Statement on Plagiarism for Postgraduates - Part III, 1.32**

### **General**

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one's own, without due acknowledgement.

Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.

Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

### **Examples of Plagiarism**

Plagiarism can arise from actions such as:

- (a) copying another student's work;
- (b) enlisting another person or persons to complete an assignment on the student's behalf;
- (c) procuring, whether with payment or otherwise, the work or ideas of another;
- (d) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;
- (e) paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

- (i) fail to distinguish between their own ideas and those of others;
- (ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
- (iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
- (iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

### **Plagiarism in the context of group work**

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism.

When work is submitted as the result of a Group Project, it is the responsibility of all students in the Group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

### **Self-Plagiarism**

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.

### **Avoiding Plagiarism**

Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding plagiarism is available at <http://tcd-ie.libguides.com/plagiarism>.

If plagiarism as referred to in paragraph (1) above is suspected, the Director of Teaching and Learning (Postgraduate) or his/her designate will arrange an informal meeting with the student, the student's Supervisor and/or the academic staff member concerned, to put their suspicions to the student and give the student the opportunity to respond. Students may nominate a Graduate Students' Union representative or PG advisor to accompany them to the meeting. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for them to attend. If the student does not in this manner agree to attend such a meeting, the Director of Teaching and Learning (Postgraduate), or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to in Section 5 (Other General Regulations).

If the Director of Teaching and Learning (Postgraduate) forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties noted above must be in agreement and must state their agreement in writing to the Director of Teaching and Learning (Postgraduate) or designate. If one of the parties to the informal meeting withholds his/her written agreement to the application of the summary procedure, or if the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate) feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures set out in Section 5 (Other General Regulations).

If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Postgraduate) will recommend one of the following penalties:

- (a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;
- (b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;
- (c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

Provided that the appropriate procedure has been followed and all parties in (6) above are in agreement with the proposed penalty, the Director of Teaching and Learning (Postgraduate) should in the case of a Level 1 offence, inform the Course Director and, where appropriate, the Course

Office. In the case of a Level 2 or Level 3 offence, the Dean of Graduate Studies must be notified and requested to approve the recommended penalty. The Dean of Graduate Studies will inform the Junior Dean accordingly. The Dean on Graduate Studies may approve or reject the recommended penalty, or seek further information before making a decision. If he/she considers that the penalties provided for the summary procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under conduct and college. Notwithstanding his/her decision, the Dean of Graduate Studies will inform the Junior Dean of all notified cases of Level 2 and Level 3 offences accordingly. The Junior Dean may nevertheless implement the procedures as set out in Section 5 (Other General Regulations).

If the case cannot normally be dealt with under summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

See [here](#) for more information on avoiding plagiarism.

## 15. COURSE REGULATIONS

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### College Calendar

As well as containing key dates, part 3 of the College Calendar contains all information concerning graduate studies in Trinity College, Dublin including all general regulations. See <http://www.tcd.ie/calendar>.

### College Policies

Students are expected to familiarise themselves with and adhere to the College's policies. Details available at <http://www.tcd.ie/about/policies/>.

### Attendance

Attendance is expected at all tutorials. When students are not able to attend they should inform [Louise O'Brien](#) via email as early as possible.

### Participation

It is well established in educational research, especially involving adult learners, that members of a group learn a great deal from their peers. Without physical interaction it can require extra effort for members of an online class to feel like members of a group. To build an effective group and enhance everyone's learning it's important that each individual makes an effort to participate in group discussions whether on the discussion forum or during tutorials. This will involve sharing your experiences and opinions. Students are encouraged to be prepared for group interactions by studying the relevant materials and thinking about their contributions and those of others. Fulfilling these commitments will enhance the learning experience.

### Peer Support and Respect

Along with academic staff, every student shares the responsibility to help create a supportive and respectful learning environment. This involves accepting that there will be different learning needs in every group, allowing peers to contribute and treating colleagues and lecturers with respect. For effective group learning, class members need to know that interactions will be conducted in a safe and confidential environment. Please be respectful of others' contribution and don't discuss individual details outside of the class. Refer to section 9 of the handbook for information on netiquette and privacy.

### Non – Satisfactory Report

Students are expected to attend scheduled tutorials and to complete all course work assignments on time. All students must fulfil the course requirements as communicated in this handbook and on Blackboard with regards to course work and attendance. Where specific requirements are not

stated, students may be deemed non-satisfactory if they miss more than a third of their course of study or fail to submit more than a third of the required course work in any term.

At the end of the teaching term, students who have not satisfied the School requirements may be reported as non-satisfactory for that term. This may mean that the student is required to repeat some or all of the term. If illness or severe domestic upheaval are affecting your participation on the course you should inform the Course Director.

## Problems, Complaints and Grievances

If you have an academic-related problem you should discuss it first with the lecturer or supervisor concerned. General issues affecting the class should be channelled through your student representative to the Course Director. If you have a course related problem you should contact the Course Administrator who may refer it to the relevant service. If you have a problem with a Trinity service, you should contact the relevant service.

If you have a complaint which discussion with the relevant academic, Course Administrator or Trinity Service cannot resolve, you should contact the Course Director. If the problem remains, you should consult the Head of School or the Dean of Graduate Studies.

## Assessments

### *Award of a M.Sc. in Social Policy and Practice*

To qualify for the award of the Masters degree students must, as a minimum:

- have successfully completed the Postgraduate Diploma at 60% or higher, and
- achieve a pass mark of 50% in the research dissertation
- Where a fail grade is being considered, students are entitled to an oral examination via collaborate with webcam functionality. Students whose dissertations have been awarded a fail grade have two options: re-register on the course as a continuing student to resubmit a dissertation for consideration for the award of M.Sc. in Social Policy and Practice; or exit with the Postgraduate Diploma in Social Policy and Practice.

### *Marking Conventions*

The Court of Examiners is composed of the Course Director, Head of the School of Social Work and Social Policy, the Director of Teaching and Learning (Post-Graduate), the teaching staff on the Postgraduate Diploma in Social Policy and Practice and the External Examiner. Marks given throughout the course are provisional marks only until such time as the external examiner has approved them at the corresponding Exam Board. Under the regulations of the University, the external examiner can raise or lower the marks of students.

For the purpose of assessment feedback, lecturers may use the following grading scheme:

Pass: 50-100%

Fail: 0-49%



Information about Progression Regulations can be found in the [College Calendar, Part III, Section 3.8](#).

The Dissertation is worth 30 ECTS.

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year is 60 credits. 1 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, assessments and examinations.

ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain components. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

## 16. COMMENCEMENTS

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All candidates for conferral of degree must make application by completing a Notice of Candidature form, and submitting it to the [Student & Graduate Records](#) Team by the specified closing date.

Candidates are advised that closing dates are very strictly adhered to, and late applicants will not be admitted to the selected ceremony; however, they may be admitted to the next available commencement session.

## APPENDIX A

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I hereby declare that all submissions made for the duration of the programme I am undertaking is entirely my own work, free from plagiarism and has not been submitted as an exercise towards a degree at this or any other university

I have read and I understand 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 completed the Online Tutorial on avoiding plagiarism 'Ready Steady Write', located at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Course

\_\_\_\_\_  
Date

### **Note to Students**

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at <http://tcd-ie.libguides.com/plagiarism>

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- (ii) Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>. Completing the tutorial is compulsory for all students.
- (iii) Familiarise yourself with the declaration that you will be asked to sign when submitting course work at <http://tcd-ie.libguides.com/plagiarism/declaration>;
- (iv) Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.

**MARKING SHEET FOR DISSERTATIONS:**

**MASTERS IN SOCIAL POLICY AND PRACTICE, 2018-19**

<b>Student Name:</b> <b>Dissertation Title:</b>	<b>Marks</b>
1. Topic, title, abstract & references (10 max)	
2. Coverage of background to research (literature review and context of the research, including rationale and background for the research) (20 max)	
3. Research design and methodology (20 max)	
4. Quality and extent of the data analysis (including presentation of findings)(20 max)	
5. Evaluation of findings in terms of relevant theories and previous research (20 Max)	
6. Overall Structure and presentation (10 max)	
<b>FINAL OVERALL MARK AND COMMENT</b> (out of 100)	

Signed:

Date: