



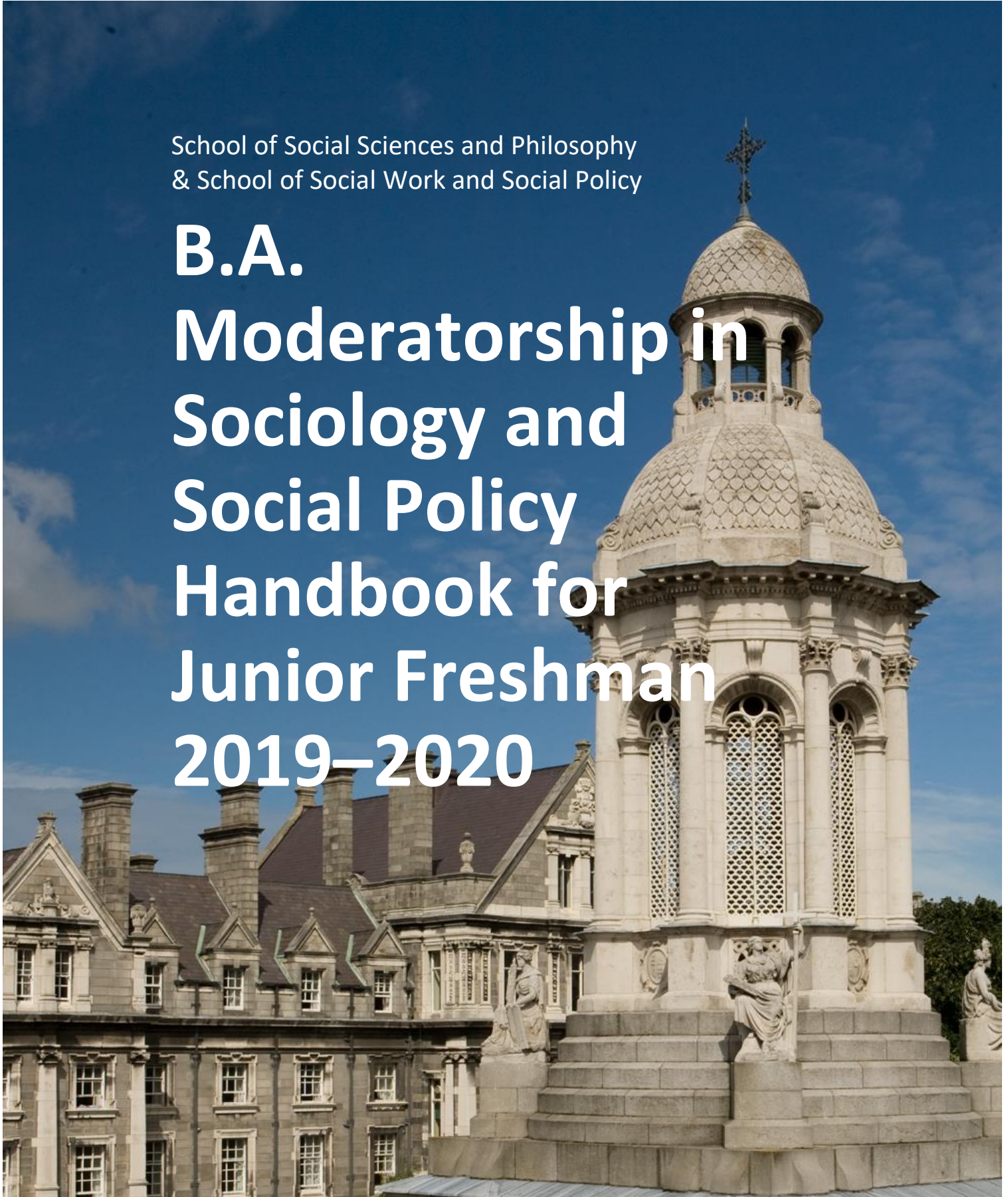
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Social Sciences and Philosophy
& School of Social Work and Social Policy

B.A. Moderatorship in Sociology and Social Policy Handbook for Junior Freshman 2019–2020



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A Note on this Handbook

This handbook applies to all students on the Sociology and Social Policy programme. It provides a guide to what is expected of you on this programme,

and the academic and personal support available to you. Please retain for future reference.

The information provided in this handbook is accurate at the time of preparation. Any necessary revisions will be notified to students via email and the website.

Please note that, in the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in the programme handbook, the provisions of the General Regulations in the Calendar will prevail.

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

The Programme Handbook is divided into four sections:

Section 1 – provides general College information, e.g. Student Services and Supports, Co-curricular Activities, Student Union, Data Protection, Emergency Procedures.

Section 2 – provides general information on the Sociology and Social Policy programme, e.g. Contact Details, Key Dates, Academic Year Structure, Module Registration, Student Portal, Blackboard.

Section 3 – focuses on Teaching and Learning, e.g. Programme Architecture, Plagiarism, Programme Structure and Workload, Study Abroad, Progression Regulations, Module Descriptors, Absence from Examinations, University Regulations etc.

Section 4 – provides information on Scholarship and Prizes

Section 1 – General College Information

Student Services and Support

The Programme Administrator is your first port of call for all general queries. College also provides a range of administrative, academic and wellbeing supports and services to help smooth your route through college, these include the College Tutorial Service, Student-2-Student, College Health, the Disability Service and a range of other activities. You can find further information at the links below:

- Careers Advisory Service - <http://www.tcd.ie/Careers/>
- Graduate Studies Office - <http://www.tcd.ie/graduatestudies/>
- Mature Student Office - <https://www.tcd.ie/maturestudents/>
- Student Services Website and Information booklet –
www.tcd.ie/studentservices,
[http://www.tcd.ie/students/assets/pdf/Student Services Booklet \(web version\).pdf](http://www.tcd.ie/students/assets/pdf/Student_Services_Booklet_(web_version).pdf)
- Senior Tutor and Tutorial Service - <https://www.tcd.ie/seniortutor/>
- Trinity Disability Service - <http://www.tcd.ie/disability/>

Tutors

All undergraduate students are assigned a tutor when they are admitted to College. Your tutor, who is a member of the teaching staff, will give confidential advice on courses, discipline, examinations, fees and other matters and will represent you before the College authorities should the need arise. For more information please see [https://www.tcd.ie/Senior Tutor/faq/](https://www.tcd.ie/Senior_Tutor/faq/)

Co-curricular Activities

TCD Sports Clubs

College has 50 sports clubs in a range of disciplines, from Basketball to Archery, you can find information on all of the clubs on the Trinity Sport website, here: <https://www.tcd.ie/Sport/student-sport/clubs/>

TCD Societies

College offers over 100 societies across the University. From arts, culture, politics and debating to gaming, advocacy and music, you're sure to find your niche. You can find a list of all of the societies here: <http://trinitysocieties.ie/>

Student Union

TCDSU

The Trinity College Students Union is a union for students, by students. They represent the undergraduate student body at College level. You can find further information about the union, and how to get involved, on their website, here: <https://www.tcdsu.org/> and can find information on the student representation structures here: <https://www.tcdsu.org/aboutus>

Emergency Procedure

In the event of an emergency, dial Security Services on extension 1999 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 1 896 1999) in case of an 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).

Data Protection

Please note that due to data protection requirements Staff in the School of Social Sciences and Philosophy cannot discuss individual students with parents/guardians or other family members.

As the University considers students, even if they are not yet 18, to have the maturity to give consent for the use of their data, in normal circumstances, the University will not disclose personal data to the parents, guardians or other representatives of a student without the student's consent. The University's preference is to receive written consent by way of email from the student where possible. Without such consent the University will not release any details

regarding students including details of their registration, attendance, results, fee payments etc.

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, you can find further information on how we obtain, use and disclose student data here: https://www.tcd.ie/info_compliance/data-protection/student-data/

Section 2 – General Programme Information

Welcome from the Programme Director



Dear Student,

We are delighted to welcome both incoming and returning students to a new year of the Sociology and Social Policy programme, one of the flagship programmes offered by the School of Social Work and Social Policy and the School of Social Sciences and Philosophy, Trinity College. Congratulations to first year students for choosing this programme and university, we hope you enjoy Fresher's Week and will flourish during your time here.

The four years of the degree programme in Trinity is both a challenging and rewarding time focused on developing Trinity Graduate Attributes in each of you of thinking independently, acting responsibly, developing continuously and communicating effectively. Alongside your academic programme of study, Trinity College offers an array of opportunities for student life beyond the classroom with [170 clubs and societies](#) and we encourage you to embrace the opportunities and make the most of your time here.

This course handbook gives you all the information you need about the programme structure, your module options, assessment procedures and the associated college regulations. Your individual timetable, containing both your lecture and tutorial group information, will be available to you via your online student portal at mytcd.ie when you complete your programme registration. This will be an important source of information to you throughout your time here and you should refer to it regularly.

University life can be bewildering – and not simply for incoming students. There are always new challenges in every new academic year. College emphasises student well-being and offers a range of supports incorporating health centre, student counselling, student learning supports, disability service, sports facilities and nursery. Get to know about them in the [Student Services Handbook](#) and reach out to them for whatever help you need, whenever you need it at the earliest opportunity. Every student is assigned a College Tutor who is there for support and advice on academic and personal issues so be sure to link in with your tutor early on. [S2S](#), the student led mentoring service provides peer support to all incoming students, who know very well themselves what embarking on college life entails. On the programme, Catherine and Richard as well as staff in the administrative office will be always happy to hear from you with any queries you have so please never hesitate to get in touch.

Wishing you all the best of the Trinity Student experience!

A handwritten signature in blue ink that reads "Catherine Conlon". The signature is written in a cursive style and is positioned above a horizontal line.

Dr Catherine Conlon

Welcome from the Programme Administrator

Welcome to a new Academic year.

My name is Jason O'Callaghan and I am the Programme Administrator for the Sociology and Social Policy programme. You can contact me by email - socpol@tcd.ie or drop in to me in the office (room 3063, Arts Building) during my office hours to discuss any administrative queries.

You should read this handbook carefully as it will explain many important details and deadlines that will arise during this academic year. You will also find lots of relevant information on the [Sociology and Social Policy](#) website, so do spend some time looking through these pages.

Keep an eye out for emails from me during the year as I will be alerting you to various administrative deadlines and announcements. In the meantime, enjoy the start of term and please do make contact if you have any queries.

Best wishes

Jason O'Callaghan

Programme Administrator, Sociology and Social Policy

Contact Details

Programme Director

Assistant Professor Catherine Conlon is the Programme Director for the Sociology and Social Policy programme. Her office is located in room 3060 Arts Building and her office hours in term time are:

Tuesday 11-1pm

Email: conlonce@tcd.ie

Administration

Jason O'Callaghan is the Programme Administrator for the Sociology and Social Policy programme, his office is located in Room 3023, Arts Building and her office hours are:

Monday – Friday: 09.00 – 17.00

Email: socpol@tcd.ie

Telephone: +353 1 896 3593

General

Website: <https://www.tcd.ie/swsp/index.php>

School of Social Work and Social Policy: www.tcd.ie/ssp/contact/

Key Dates

09 Sept 2019	Teaching commences for the Michaelmas Term
14 September 2019	Deadline for changing Module Choices - No further changes allowed
Week of 21 Oct 2019	Study/Review Week
15 October 2018	Applications forms available to apply for Foundation Scholarship
29 October 2019	Deadline for applications to sit Foundation Scholarship
Week of 29 Oct 2019	Michaelmas Term Tests (if applicable)
Week of 2 Dec 2019	Revision Week
Week of 06 January 2020	Foundation Scholarship Examinations
20 Jan 2020	Teaching commences for the Hilary Term
Week of 09 March 2020	Hilary Term Tests (if applicable)
06 April 2020	Return of Module Choice Form for 2019-2020 Academic Year
Week of 13 April 2020	Revision Week
20 April 2020	Publication of Foundation Scholarship Examination Results – 10am

Programme Governance

The Sociology and Social Policy programme is governed by the Sociology and Social Policy Programme Management Committee which is a sub-committee of the School of Social Sciences and Philosophy and School of Social Work and Social Policy Undergraduate Teaching and Learning Committees. Membership of the Sociology and Social Policy Programme Management Committee includes the Academic Director (Chair), Programme Administrator (Secretary), an academic representative from each of the two constituent Disciplines and a Sociology and Social Policy student representative.

Academic year Structure

Cal. Wk.	Dates 2019/20 (week beginning)	2019/20 Academic Year Calendar	Term / Semester	
1	26-Aug-19	Reassessment (Semesters 1 & 2)	←Michaelmas Term begins/Semester 1 begins	
2	02-Sep-19	Orientation (undergraduate); Marking/Results		
3	09-Sep-19	Teaching and Learning	←Michaelmas teaching term begins	
4	16-Sep-19	Teaching and Learning		
5	23-Sep-19	Teaching and Learning		
6	30-Oct-19	Teaching and Learning		
7	07-Oct-19	Teaching and Learning		
8	14-Oct-19	Teaching and Learning		
9	21-Oct-19	Study/Review		
10	28-Oct-19	Teaching and Learning		
11	04-Nov-19	Teaching and Learning		
12	11-Nov-19	Teaching and Learning		
13	18-Nov-19	Teaching and Learning		
14	25-Nov-19	Teaching and Learning		
15	02-Dec-19	Revision		
16	09-Dec-19	Assessment		←Michaelmas term ends Sunday 16 December 2019/ Semester 1 ends
17	16-Dec-19	Christmas Period - College closed 24 December 2019 to 1 January 2020 inclusive		
18	23-Dec-19			
19	30-Dec-19			
20	06-Jan-20	Foundation Scholarship Examinations[^]		
21	13-Jan-20	Marking/Results	←Hilary Term begins/Semester 2 begins	
22	20-Jan-20	Teaching and Learning	←Hilary teaching term begins	
23	27-Jan-20	Teaching and Learning		
24	03-Feb-20	Teaching and Learning		
25	10-Feb-20	Teaching and Learning		
26	17-Feb-20	Teaching and Learning		
27	24-Feb-20	Teaching and Learning		
28	02-Mar-20	Study/Review		
29	09-Mar-20	Teaching and Learning		
30	16-Mar-20	Teaching and Learning (Monday, Public Holiday)		
31	23-Mar-20	Teaching and Learning		
32	30-Mar-20	Teaching and Learning		
33	06-Apr-20	Teaching and Learning		
34	13-Apr-20	Revision (Monday, Easter Monday)		←Hilary Term ends Sunday 21 April 2020
35	20-Apr-20	Trinity Week		←Trinity Term begins
36	27-Apr-20	Assessment*		
37	04-May-20	Marking/Results (Monday, Public Holiday)	←Statutory (Trinity) Term ends Sunday 2 June 2020/ Semester 2 ends	
38	11-May-20	Marking/Results		
39	18-May-20	Marking/Results		
40	25-May-20	Research		
41	01-Jun-20	Summer Research (Monday, Public Holiday)		
42	18-Jun-20	Research		
43	15-Jun-20	Research		
44	22-Jun-20	Research		
45	29-Jun-20	Research		
46	06-Jul-20	Research		
47	13-Jul-20	Research		
48	20-Jul-20	Research		
49	27-Jul-20	Research		
50	03-Aug-20	Research (Monday, Public Holiday)		
51	10-Aug-20	Research		
52	17-Aug-20	Research		
53	24-Aug-20	Research		

[^] Note: it may be necessary to hold some exams in the preceding week.

Module Registration and Timetable

Module Registration



It is your responsibility to ensure that you:

- take modules amounting to 60 ECTS during an academic year;
- that your selected modules meet the programme requirements;
- and that you meet the prerequisites for your chosen modules

This handbook outlines your module requirements for each year, and gives details of module prerequisites and programme requirements. Some of your modules may be core (you have to take them) and others are optional/ approved. You register your choice for the following academic year in May, but you can change your mind in the first teaching week of Michaelmas term, bear in mind that lecturers will not be able to make special arrangements for you if you turn up to lectures for the first time in week two: if you have doubts, attend all modules you are thinking about for the first week.

All module choices must be registered with the Programme Administrator so that you will be included on examination lists. You should note that module changes will be subject to availability of places and timetable constraints.

Module Choices – Change of Mind

Students who wish to change their options may do so up to the end of the first week of Michaelmas Term (first week of Hilary Term if the student has been away on Erasmus in their Michaelmas Term). All module choices must be registered with the School Office by this time so that students will be included on examination lists. Students should note that module changes will be subject to availability of places and timetable constraints.

Lecture Timetable

Lecture Timetables are published to student portals my.tcd.ie at least one week before the beginning of the academic year. Once students have registered, they can view their timetable on the student portal. The onus is on students to check their timetable at regular intervals to identify any changes to venues or lecture

times. It is imperative that students, at the beginning of the Academic year, check for any clashing of modules that may be occurring, not just in the Michaelmas term, but through into the Hilary term.

Key Locations

	Contact Name	Location
School of Social Work and Social Policy	Jason O'Callaghan	Room 3063, Arts Building
Sociology Department	Fiona McIntyre	Room 3.01, 3 College Green

Blackboard

Blackboard is the College online learning environment, where lecturers will give access to material like lecture notes and discussion forums. The use of Blackboard varies from module to module and individual lecturers will speak to you about the requirements for their module.

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

Blackboard can be accessed via <https://tcd.blackboard.com/webapps/login/>

Email

All official email correspondence will be sent to TCD email addresses only. You should check your email on a regular basis. When emailing the Administration students should include their TCD Student ID Number at all times.



Student Portal

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



If your personal student information is incorrect you should contact the Academic Registry (via email – academic.registry@tcd.ie) stating your full name and student ID number. If your timetable module list is incorrect then you should notify the Programme Administrator.

Health and Safety Statements

The College Safety Statements can be accessed here:

<https://www.tcd.ie/estatesandfacilities/health-and-safety/>

Section 3 – Teaching and Learning

Programme Structure and Workload

The following modules are available for the 2019-2020 Academic year. The titles for each module or code are linked to a brief description of the module content, its learning outcomes, taught hours and required texts etc.

Junior Fresh

Students must take 60 ECTS during their Junior Fresh (first) year, 30 ECTS in Michaelmas Term and 30 ECTS in Hilary Term. The following modules are mandatory:

Full Year

- SSU11020 [Introduction to Social Policy](#) 10 ECTS

Michaelmas Term

- POU11011 [Introduction to Political Science 1](#) 5 ECTS
- SOU11011 Introduction to Sociology 1 5 ECTS

Total ECTS 10 ECTS

Hilary Term

- POU11012 [Introduction to Political Science 2](#) 5 ECTS
- SOU11012 Introduction to Sociology 2 5 ECTS

Total ECTS 10 ECTS

Optional Modules - Choose **10 ECTS** from the following, **5 ECTS** from MT and

5 ECTS from HT:

Michaelmas Term (MT)

Module Code	Module Name	ECTS	Co-requisite	Notes
ECU11011	Introduction to Economics A	5	ECU11012	ECU11011 & ECU11012 are for students who wish to have the option of taking an Economics module in the SF year.
ECU11031	Introduction to Economic Policy A	5	ECU11032	We advise that this module be taken by JF Students who do not intend to pursue further study of Economics.

Hilary Term (HT)

Module Code	Module Name	ECTS	Pre-requisite	Notes
ECU11012	Introduction to Economics B	5	ECU11011	ECU11011 & ECU11012 are for students who wish to have the option of taking an Economics module in the SF year.
ECU11032	Introduction to Economic Policy B	5	ECU11031	We advise that this module be taken by JF Students who do not intend to pursue further study of Economics.

Optional Modules - Choose **20 ECTS** from the following:

Full Year

Module Code	Module Name	ECTS	Notes
LA1240	Introduction to Law	10	Prerequisite for JS Law modules
FRU1151Y	French Language and Civilisation 1 (French Society and Economy)	10	Minimum entry requirement H4 Honours Leaving Certificate or C at A-Level
GRU1150Y	German Language 1	10	Minimum entry requirement H4 Honours Leaving Certificate or C at A-Level
RUU1100Y	Russian Language 1 (Beginners)	10	Native speakers not permitted as this is a beginners class only
PLU1100Y	Polish Language 1 (Beginners)	10	Native speakers not permitted as this is a beginners class only
SSU11010	Introduction to Psychology	10	

Michaelmas Term

Module Code	Module Name	ECTS	Co-requisite
ECU11021	Mathematics & Statistics A	5	ECU11022
RUU11031	Introduction to Central, Eastern European and Russian Area Studies (through English)	5	RUU11032

Hilary Term

ECU11022	Mathematics & Statistics B	5	ECU11021
RUU11032	Introduction to Central, Eastern European and Russian Area Studies (through English)	5	RUU11031

Plagiarism and Referencing Guide

If you copy another student's essay, engage someone to write your work, quote material from any published or electronic source without acknowledgement, or extensively paraphrase such material without acknowledgement, you have committed the offence of plagiarism. A mark of zero may be awarded.

The College's definition of plagiarism and specification of its consequences can be viewed here <http://tcd-ie.libguides.com/plagiarism>. These webpages are designed to help you to understand what plagiarism is and to employ the principles of academic integrity so as to avoid plagiarising. They also set out the regulations in Trinity relating to plagiarism offences and how they are dealt with. The College Calendar defines plagiarism, gives examples of the kinds of actions that are deemed to constitute plagiarism, and elaborates on the procedures for dealing with plagiarism cases. It is essential that you read the Calendar entry that is relevant to you as an undergraduate or postgraduate student.

The webpages also contain materials and advice on [citation styles](#) which are used to reference properly. You should familiarise yourself with the content of these pages. Your course handbook may also contain specific examples of referencing conventions in your discipline.

All students must complete our [Ready Steady Write plagiarism tutorial](#) and sign a declaration when submitting course work, whether in hard or soft copy or via Blackboard, confirming that you understand what plagiarism is and have completed the tutorial. If you read the information on plagiarism, complete the tutorial and still have difficulty understanding what plagiarism is and how to avoid it, please seek advice from your College tutor, your Course Director, your supervisor, or from [Student Learning Development](#).

Plagiarism Declaration

Each coversheet that is attached to submitted work should contain the following completed declaration:

"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>."

Please refer to your relevant School/ Department for the format of essay submission coversheets.

Plagiarism Policy

If plagiarism, as referred to in the Calendar (www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf) is suspected, the lecturer informs their HoD and Director of Teaching and Learning (Undergraduate) (DUTL). The DUTL, or their designate, will write to the student, and the student's tutor advising them of the concerns raised. The student and tutor (or representative from the Students' Union) will be invited to attend an informal meeting with the DUTL, or their designate, and the lecturer concerned, in order to put their suspicions to the student and give the student the opportunity to respond. 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 agree to attend such a meeting, the DUTL, or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under conduct and college regulations.

If the DUTL, or designate, 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

attending the informal meeting above must state their agreement in writing to the DUL, or designate.

If the offence can be dealt with under the summary procedure, the DUTL, or designate, will recommend one of the following penalties:

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. The DUTL should inform the course director and where appropriate the course office. The offence is recorded.

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. In the case of a Level 2 offence, the Senior Lecturer must be notified and requested to approve the recommended penalty. The DUTL should inform the course director and where appropriate the course office. The offence is recorded.

Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission, with corrections. Instead, the student is required to submit a new piece of work as a reassessment during the next available session. Provided the work is of a passing standard, both the assessment mark and the overall module mark will be capped at the pass mark. Discretion lies with the Senior Lecturer in cases where there is no standard opportunity for a supplemental assessment under applicable course regulations. In the case of a Level 3 offence, the Senior Lecturer must be notified and requested to approve the recommended penalty. The Senior Lecturer will inform the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as referred to under conduct and college regulations. The DUTL should inform the course director and where appropriate the course office. The offence is recorded.

Level 4: If the case cannot normally be dealt with under the 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.

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 fulltime 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 component. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

Coursework Requirements

Marking Scale

The Institutional marking scale can be referenced in the College Calendar, here: <http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf>

School of Social Work and Social Policy Marking Scale

First class honors I 70-100

First class honors in the School of Social Sciences and Philosophy and the School of Social Work and Social Policy is divided into grade bands which represent excellent, outstanding and extraordinary performances.

A first class answer demonstrates a comprehensive and accurate answer to the question, which exhibits a detailed knowledge of the relevant material as well as a broad base of knowledge. Theory and evidence will be well integrated and the selection of sources, ideas, methods or techniques will be well judged and appropriately organised to address the relevant issue or problem. It will demonstrate a high level of ability to evaluate and integrate information and ideas, to deal with knowledge in a critical way, and to reason and argue in a logical way.

70-76 EXCELLENT

First class answers (excellent) demonstrate a number of the following criteria:

- comprehensiveness and accuracy;
- clarity of argument and quality of expression;
- excellent structure and organization;
- integration of a range of relevant materials;
- evidence of wide reading;
- critical evaluation;
- lacks errors of any significant kind;
- shows some original connections of concepts and theories;
- contains reasoned argument and comes to a logical conclusion.

This answer does not demonstrate outstanding performance in terms of independence and originality.

77-84 OUTSTANDING

In addition to the above criteria, an outstanding answer will show frequent original treatment of material. Work at this level shows independence of judgement, exhibits sound critical thinking. It will frequently demonstrate characteristics such as imagination, originality and creativity.

This answer does not demonstrate exceptional performance in terms of insight and contribution to new knowledge.

85-100 EXTRAORDINARY

This answer is of a standard far in excess of what is expected of an undergraduate student. It will show frequent originality of thought, a sophisticated insight into the subject and make new connections between pieces of evidence beyond those presented in lectures. It demonstrates an ability to apply learning to new situations and to solve problems.

What differentiates a first class piece of work from one awarded an upper second is a greater lucidity, a greater independence of judgement, a greater depth of insight and degree of originality, more evidence of an ability to integrate material, and evidence of a greater breadth of reading and research.

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Second Class, First Division II.1 60-69

An upper second class answer generally shows a sound understanding of both the basic principles and relevant details, supported by examples, which are demonstrably well understood, and which are presented in a coherent and logical fashion. The answer should be well presented, display some analytical ability and contain no major errors of omissions. Not necessarily excellent in any area.

Upper second class answers cover a wider band of students. Such answers are clearly highly competent and typically possess the following qualities:

- accurate and well-informed;
- comprehensive;
- well-organised and structured;
- evidence of reading;
- a sound grasp of basic principles;
- understanding of the relevant details;
- succinct and cogent presentation; and
- evaluation of material although these evaluations may be derivative.

One essential aspect of an upper second class answer is that it must have completely dealt with the question asked by the examiner. In questions:

- all the major issues and most of the minor issues must have been identified;
- the application of basic principles must be accurate and comprehensive; and
- there should be a conclusion that weighs up the pros and cons of the arguments.

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Second Class. Second Division II.2 50-59

A substantially correct answer which shows an understanding of the basic principles.

Lower second class answers display an acceptable level of competence, as indicated by the following qualities:

generally accurate;

- an adequate answer to the question based largely on textbooks and lecture notes;
- clearly presentation; and
- no real development of arguments.

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Third Class Honors III 40-49

A basic understanding of the main issues if not necessarily coherently or correctly presented.

Third class answers demonstrate some knowledge of understanding of the general area but a third class answer tends to be weak in the following ways:

- descriptive only;
- does not answer the question directly;
- misses key points of information and interpretation
- contains serious inaccuracies;
- sparse coverage of material; and
- assertions not supported by argument or evidence.

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Fail F1 30-39

Answers in the range usually contain some appropriate material (poorly organised) and some evidence that the student has attended lectures and done a bare minimum of reading. The characteristics of a fail grade include:

- misunderstanding of basic material;
- failure to answer the question set;
- totally inadequate information; and
- incoherent presentation.

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Bad Fail F2 0-29

Answers in this range contain virtually no appropriate material and an inadequate understanding of basic concepts.

Progression Regulations

For College progression regulations please reference the College Calendar at:

<http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf>

Publication of Results

Publication of results take place on dates as specified and agreed by the Programme Committee and are advised under 'Important Dates' of the Handbook and on the Sociology and Social Policy website. Results are published to your Student Portal my.tcd.ie.

Re-checks

You are entitled to discuss your performance with examiners after your results have been published. Having discussed your performance with the examiner(s) and ascertained that the mark in question was correctly calculated, you 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 your tutor, you may appeal to the Senior Lecturer. In submitting your case, you should state under which of (a) or (b) above the request is being made. If a mark is revised, the Director of the Sociology and Social Policy programme will be notified of the mark change by the relevant Director of Undergraduate Teaching and Learning of the School. The Director will, by reference to the Sociology and Social Policy Programme conventions, and with the permission of the Senior Lecturer, amend the relevant module result(s) and overall grade as appropriate.

Appeals

Please see the College Appeals Policy at: <http://www.tcd.ie/teaching-learning/assets/pdf/academicpolicies/Appeals%20Policy.pdf>

You 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 you 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.

Transcripts

Transcript requests may be made by applying on-line via the Sociology and Social Policy [website](#).

Transcripts will include the set of grades that permit students to rise with their year and the set of grades that forms the basis of the award of the degree. The transcript will make explicit whether or not one or two sittings were required (however supplemental in a paper for which there was a deferral permitted from the annual session is not considered a separate sitting) and whether or not a year is repeated. The grades achieved on the second sitting will be clearly indicated.

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

Transcripts are never issued to a third party, such as a parent or prospective employer without the consent of the person named on the transcript.

Awards

After successful completion of the course, students are awarded a single honors BA degree in Sociology and Social Policy. Students also have the option of an ordinary BA degree in Sociology and Social Policy if they exit the course at the end of their Junior Sophister year.

External Examiners

External examiners review the results on a module basis. Please contact the relevant department for further details.

Careers Information & Events

In their Junior Sophister year (3rd year) students receive structured information and a talk from Trinity Career Guidance Services targeted specifically on the career options which are common among graduates of Sociology and Social Policy.

The College [Careers Advisory Service](#) is available to offer advice on internships, career prospects etc.

Learning Outcomes

By the end of this degree programme students will have demonstrated ability to:

- apply social science theories and social research evidence to the critical analysis and evaluation of contemporary social issues and policies.
- implement documentary, quantitative and qualitative research techniques and methods in the analysis of social issues, policies and problems.
- adopt a comparative, research-informed approach to academic essays and project work
- undertake and complete a research dissertation
- monitor and evaluate interventions by the state and civil society to address social problems
- participate in the delivery of social and public services and voluntary sector social service activities.
- bring to bear an equality / social justice perspective on public policy formulation
- undertake advanced postgraduate or professional training in sociology, social policy, social research, social work, education, youth work and addiction studies.

Graduate Attributes

The Trinity Graduate Attributes represent the qualities, skills and behaviours that you will have the opportunity to develop as a Trinity student over your entire university experience, in other words, not only in the classroom, but also through engagement in co- and extra-curricular activities (such as summer work placements, internships, or volunteering).

The four Trinity Graduate Attributes are:

- To Think Independently
- To Act Responsibly
- To Develop Continuously
- To Communicate Effectively



Why are the Graduate Attributes important?

The Trinity Graduate Attributes will enhance your personal, professional and intellectual development. They will also help to prepare you for lifelong learning and for the challenges of living and working in an increasingly complex and changing world.

The Graduate Attributes will enhance your employability. Whilst your degree remains fundamental, also being able to demonstrate these Graduate Attributes will help you to differentiate yourself as they encapsulate the kinds of transversal skills and abilities, which employers are looking for.

How will I develop these Graduate Attributes?

Many of the Graduate Attributes are 'slow learned', in other words, you will develop them over the four or five years of your programme of study.

They are embedded in the curriculum and in assessments, for example, giving presentations and engaging in group work.

You will also develop them through the co-curricular and extra-curricular activities. If you help to run a club or society you will be improving your leadership skills, or if you play a sport you are building your communication and team-work skills.

Attendance Requirements

Examination Regulations - General

This section supplements examination information available in the University calendar <http://www.tcd.ie/calendar/>

In the event of conflict or inconsistency between the General Regulations and information provided in this handbook, the College General Regulations prevail.

Registering Modules and Sitting Examinations

You must register your final module choices with the Programme Administrator before the end of the first week of the Michaelmas term in order to appear on module listings for examination purposes. You are required to take examinations of all modules for which you are registered unless specially exempted by permission from the Senior Lecturer.

Coursework and Attendance at Classes

You are required to attend classes and submit assessment work in all 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 two terms may, in accordance with the regulations laid down by the University Council, be refused permission to take examinations in that year.

To be allowed to sit the ordinary examinations you must have paid the relevant College annual fees and must be in good standing. There is no examination fee

payable. There is no notice required of intention to take an examination (the Scholarship examination is an exception to this).

Absence from Examinations

Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their tutor, permission from the Senior Lecturer in advance of the examination session to defer the examination/s to the reassessment session. Students who have commenced the examination session, and are prevented from completing the session due to illness should seek, through their tutor, permission from the Senior Lecturer to defer the outstanding examination/s to the reassessment session.

Where such permission is sought, it must be appropriately evidenced:

- a) For illness: medical certificates must state that the student is unfit to sit examinations/ complete assessment and specify the date(s) of the illness and the dates on which the student is not fit to sit examinations/complete assessment. Medical certificates must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.
- b) For other grave cause: appropriate evidence must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

Where illness occurs during the writing of an examination paper, it should be reported immediately to the chief invigilator. The student will then be escorted to the College Health Centre. Every effort will be made to assist the student to complete the writing of the examination paper.

Where an examination/assessment has been completed, retrospective withdrawal will not be granted by the Senior Lecturer nor will medical certificates be accepted in explanation for poor performance.

If protracted illness prevents students from taking the prescribed assessment components, so that they cannot rise into the next class, they may withdraw from College for a period of convalescence, provided that appropriate medical

certificates are submitted to the Senior Lecturer. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class. Where appropriate please see the regulations governing fitness to practice.

Where the effects of a disability prevent a student from taking the prescribed assessment components, so that they cannot rise into the next class, the Senior Lecturer may permit the student to withdraw from College for a period of time provided that appropriate evidence has been submitted to the Disability Service. If they return to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class.

The nature of non-standard examination accommodations, and their appropriateness for individual students, will be approved by the Senior Lecturer in line with the Council-approved policy on reasonable accommodations. Any reports provided by the College's Disability Service, Health Service or Student Counselling Service will be strictly confidential.

[Off-Books Regulations](#)

The Senior Lecturer may permit students who are in good standing to go 'off-books'. This may be for personal reasons or on medical grounds where to do so would be in the best interests of the student. 'Off-Books' students can be re-admitted to the College in a subsequent year only at the discretion of the Senior Lecturer. 'Off-Books' students suffering from ill-health who have allowed their names to go off the books can only be readmitted, even in the current academic year, at the discretion of the Senior Lecturer who may require a satisfactory certificate from a nominated medical referee. For further information please revert to the [College Calendar](#).

[Repeat Years](#)

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

Examinations Timetables

Annual, Supplemental and Foundation Examination timetables are generated by the Examinations Office, situated within the Academic Registry, and made available to students approximately three weeks before the commencement of examinations. Once available, a personalised examination timetable will be available to you via your student portal my.tcd.ie under the 'My Exams' option menu. If you do not have access to the my.tcd.ie student portal, module timetables are available on the [Examinations Office website](#). You must ensure that you are available for examinations for the duration of the examination session (see dates to remember). The onus lies with each student to establish the dates, times and venues of examinations.

Examination Venues

[Maps](#) are available advising examination venues and their location within the College.

Academic Progress

The Sociology and Social Policy Court of Examiners meets twice a year for the purpose of confirming marks and awarding examination grades in the Sociology and Social Policy programme. It comprises all those teaching on the Sociology and Social Policy programme, including staff from outside the immediate Schools/Departments. In addition the external examiners attend in the case of degree examinations in the Junior and Senior sophister years.

All examination papers are marked anonymously. All work contributing to Moderatorship is subject to review by an external examiner.

To rise with their class students must pass the relevant examinations. 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. Students who are unsuccessful at the annual examinations are permitted to present themselves at the supplemental examinations. Supplemental examinations will normally be granted only to students who are considered to have made a serious attempt at the annual examinations.

Candidates who have passed the Junior Sophister examination 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.

Junior Sophister Year - Erasmus/Exchange

Work examined abroad will not be examined in Trinity College and students studying abroad will not be expected to be examined in work taught in Trinity College during their absence.

Students studying abroad for a full academic year must obtain not less than 45 ECTS credits, or equivalent, from the host university in order to rise with their year. Students studying abroad for half an academic year must obtain not less than 22.5 ECTS credits, or equivalent, from the host university and 30 credits from Trinity College in order to rise with their year.

Students on Erasmus and other exchange programmes may take supplemental examinations in accordance with the practice of the host university.

Examination results are sent through from the host universities to the relevant Erasmus/ Exchange Coordinators in Trinity College who, in turn, weight results according to Trinity College norms. These results are presented to the Supplemental Court of Examiners as Annual results and published thereafter, as Annual results, along with all other results published at this time.

Subject to the discretion of the Court of Examiners, arrangements will normally be made for students who fail the year abroad to repeat the year in Trinity College.

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 in general is not incorporated in the determination of the student's subsequent result(s). Students must be notified of any exceptions to this general principle.

Where inclusion of course work in a student's result for the year is the normal procedure for a given module, this will 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 examinations to sit, as a first attempt, a supplemental examination in that year.

Grading Conventions

The Sociology and Social Policy 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. The detailed marking scale is available [here](#).

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		

A mark of 30+ means a mark in the range 30–39 inclusive, 35+ means a mark in the range 35-39 inclusive, 40+ means 40–49 inclusive, 50+ means 50–59 inclusive, 60+ means 60–69 inclusive, and 70+ means 70-100 inclusive. You can see what each of these classifications mean in the School of [Social Work and Social Policy Marking scale](#)

Overall grade: General

The following conventions apply to all years.

- I. The overall mark (and associated grade) for a year is the weighted average of all module results, using the ECTS credit rating for the weighting of each module.

- II. 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.
- III. In order to rise with their year, a student must pass all modules worth in total 60 credits or pass by compensation. In order to pass by compensation a student must have an overall arithmetic mean of 40+ and pass modules totalling 50 credits and get a mark of 35+ (Qualified Pass) in any failed module(s).
- IV. If a student has achieved both Fail and Qualified Pass marks in the annuals, they must present in the supplemental session for reassessment in all failed components in all modules for which they obtained a Qualified Pass or Fail.
- V. The marks of the papers passed in the Semester 1 and 2 examinations are considered together with those obtained in the Supplemental examinations. The standard compensation rules apply to this combined set of results.

University Regulations

Please reference the links below for College regulations, policies and procedures:

- Academic Policies - <http://www.tcd.ie/teaching-learning/academic-policies/>
- Student Complaints Procedure - https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf
- Dignity and Respect Policy- <https://www.tcd.ie/equality/policy/dignity-respect-policy/>

Feedback and Evaluation

School of School of Social Sciences and Philosophy

Evaluation of courses and their constituent modules is an important component of College's commitment towards improving the quality of teaching and the support of learning. To this end, all undergraduate modules that are taught by the School of Social Sciences and Philosophy are evaluated on a twice-yearly basis using an online survey. The survey is anonymous and the results are used in reviewing and improving aspects of each module and its delivery. We particularly want to hear what students think was good about a module and what needs to be improved.

All results for each survey are collated and made available to the lecturer who taught the module, the Head of Department, the Head of School, the School's Director Undergraduate Teaching and Learning and the School Manager. Teaching Assistants receive their feedback through communication with the course lecturer. Department and School averages are made available to members of the School. Student feedback forms an important part of the evaluation and review process.

In addition, the results may also be referred to by lecturers in the nomination of Teaching Assistants for the Dermot McAleese Teaching Award. This is an annual award which is presented to one outstanding Teaching Assistant in each of the School's four disciplines. The nominations are reviewed by a committee in each department as well as the six members of the School Undergraduate Committee. The award has been made possible thanks to the generosity of School alumni.

Finally, in order to recognise good teaching within our School, the School Executive has taken a decision to publish the names of modules/lecturers of the 'top 3 highest ranked modules' and 'the highest ranked module with over 100 students' within each Department. The results can be found here:

<http://www.tcd.ie/ssp/undergraduate/student-evaluations/>

Section 4 – Scholarships and Prizes

Foundation Scholarships

Details on the College regulations for the achievement of Scholarship can be found here: <http://www.tcd.ie/calendar/undergraduate-studies/foundation-and-non-foundation-scholarships.pdf>

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 Sociology and Social Policy Course website. Recommendations for scholarship will be based on the arithmetic average achieved across all four papers, subject to all four papers being passed. In order to be recommended for Foundation Scholarship, candidates must achieve an overall mark of 70 per cent or higher. In addition, candidates are required to achieve a minimum of two first class marks out of the four papers and no paper may have a mark below 65 per cent.

The structure of the Scholarship examination for the Sociology and Social Policy programme is as follows:

The examination consists of:

- Sociology I and II
- Social Policy I and II

All papers include a compulsory general question(s). All papers carry equal weight.

Prizes, medals and other scholarships

The College Calendar provides a list of all college-wide **prizes** available to students of Trinity, and the courses, and their students, to which the various prizes apply to <https://www.tcd.ie/calendar/undergraduate-studies/>.

Gold Medals are awarded to Sociology and Social Policy students by the Board of College to candidates who have passed with an overall first class at the final examination and who have shown exceptional merit. Currently Senior Sophister

students choose four, 15-credit modules to the value of 60 credits in their Senior Sophister year. In order to qualify for a Gold Medal students must achieve:

- an **overall** minimum mark of 73%;
- a minimum mark of 70% in each of the four modules.