Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

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

B.A. Moderatorship in Sociology & Social Policy

Senior Sophisters

Handbook 2023–2024

Table of Contents

A Note on this Handbook

This handbook provides a guide to what is expected of you on this programme, and the academic and personal support available to you. Please retain this 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 you, including 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:

- Student Services Website and Information booklet -

  www.tcd.ie/studentservices

  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/
- Careers Advisory Service - http://www.tcd.ie/Careers/
- Mature Student Office - https://www.tcd.ie/maturestudents/

Tutors

All undergraduate students are assigned a tutor when they are admitted to College. Your tutor, who is a member of the academic 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/

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, run 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 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 Students,

We are delighted to welcome returning students to a new year of the Sociology and Social Policy programme, one of the programmes offered by the School of Social Work and Social Policy and the School of Social Sciences and Philosophy.

The four years of the degree programme are both challenging and rewarding, with a focus on developing the Trinity Graduate Attributes: 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 many clubs and societies, and we encourage you to embrace the opportunities and make the most of your time here.

This Course Handbook provides you with key information about the programme structure, 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 challenging – and not simply for incoming students – as new issues may arise during each academic year. College emphasises student well-being and offers a range of supports, including the health centre, student counselling service, student learning supports, disability service, sports facilities and the College day nursery.

You will find information about all of these services and supports here: Student Services Handbook. Do reach out to them for whatever help you need, whenever you need it and at the earliest opportunity.

As you will be aware, every student is assigned a College Tutor who is available to you to provide support and advice on academic and personal issues so be sure to link in with your College tutor if you feel you need help or support with any matter.

S2S, which is a student-led mentoring service, provides peer support to both incoming and continuing students.

Programme staff will be happy to hear from you with any queries you may have so please do not hesitate to get in touch.

Wishing you a happy, productive and successful year!

Dr. Paula Mayock

Programme Director

Welcome from the Programme Administrator

Welcome to the new Academic year.

My name is Karen Edmonds, and I am now the Programme Administrator for the Sociology and Social Policy 4th Year programme. You can contact me by email – karen.edmonds@tcd.ie or drop into the office (Room 3063, Arts Building) during my office hours to discuss any administrative queries.

You should read this Handbook carefully as it explains 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,

Karen Edmonds

Programme Administrator, Sociology and Social Policy

Contact Details

Programme Director

Dr Paula Mayock is the Programme Director for the Sociology and Social Policy programme. Her office is located in Room 3034 Arts Building. Please call or email in advance to set up an appointment at a mutually convenient time.

Telephone: +353 1 896 2636

Email: pmayock@tcd.ie

Administration

Karen Edmonds is the Programme Administrator for the Sociology and Social Policy programme. Her office is located in Room 3063, Arts Building and her office hours are:

Monday, Wednesday, and Friday: 09.00 – 17.00 (remote)

Tuesday and Thursday: 09.00-17.00 (on campus)

Email: karen.edmonds@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

11 Sept 2023	**Teaching commences for the Michaelmas Term**
23 Oct 2023	Study/Review Week
12 Sept 2023	Applications forms available to apply for Foundation Scholarship
02 - 16 Oct 2023	Deadline for applications to sit Foundation Scholarship
11 Dec 2023	Start of Michaelmas Term Assessment period (where applicable)
08 -12 Jan 2024	Foundation Scholarship Examinations
15 Jan 2024	Teaching commences for the Hilary Term
04 Mar 2024	Study Week
22 April 2024	Publication of Foundation Scholarship Examination Results
29 April 2024	Start of Hilary Term Assessment (where applicable)

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 CALENDAR (2023-24)

Week	Week beginning	Academic Year Calendar 2023-24		Term/Semester
		Undergraduate continuing years / Postgraduate all years	Undergraduate new first years	
1	28 Aug	**Reassessment*** (for Semesters 1 and 2 of 2022-23)		←**Michaelmas Term begins/Semester 1 begins**
2	4 Sep	**Orientation** (Postgraduate, Visiting, Erasmus) Marking/Results		
3	11 Sep	Teaching and Learning		←**Michaelmas Teaching Term begins**
4	18 Sep	Teaching and Learning	**Orientation** (Junior Freshman undergraduate)	
5	26 Sep	Teaching and Learning	Teaching and Learning	
6	2 Oct	Teaching and Learning	Teaching and Learning	
7	9 Oct	Teaching and Learning	Teaching and Learning	
8	16 Oct	Teaching and Learning	Teaching and Learning	
9	23 Oct	**Study/Review**	**Study/Review**	
10	30 Oct	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
11	6 Nov	Teaching and Learning	Teaching and Learning	
12	13 Nov	Teaching and Learning	Teaching and Learning	
13	20 Nov	Teaching and Learning	Teaching and Learning	
14	27 Nov	Teaching and Learning	Teaching and Learning	
15	4 Dec	**Revision**	**Revision**	
16	11 Dec	**Assessment***	**Assessment*~**	←**Michaelmas Term ends Sunday 17 December 2023/Semester 1**

				ends
17	18 Dec	**Christmas Period** (College closed 22 December 2023 to 1 January 2024, inclusive)		
18	25 Dec			
19	1 Jan 2024			
20	8 Jan	**Foundation Scholarship Examinations^**	**Foundation Scholarship Examinations^~**	
21	15 Jan	Marking/Results	Marking/Results	←**Hilary Term begins/Semester 2 begins**
22	22 Jan	Teaching and Learning	Teaching and Learning	←**Hilary Teaching Term begins**
23	29 Jan	Teaching and Learning	Teaching and Learning	
24	5 Feb	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
25	12 Feb	Teaching and Learning	Teaching and Learning	
26	19 Feb	Teaching and Learning	Teaching and Learning	
27	26 Feb	Teaching and Learning	Teaching and Learning	
28	4 Mar	**Study/Review**	**Study/Review**	
29	11 Mar	Teaching and Learning (Friday, Public Holiday)	Teaching and Learning (Friday, Public Holiday)	
30	18 Mar	Teaching and Learning	Teaching and Learning	
31	25 Mar	Teaching and Learning	Teaching and Learning	
32	1 Apr	Teaching and Learning (Friday, Good Friday)	Teaching and Learning (Friday, Good Friday)	
33	8 Apr	Teaching and Learning (Monday, Easter Monday)	Teaching and Learning (Monday, Easter Monday)	
34	15 Apr	**Revision**	**Revision**	←**Hilary Term ends Sunday 21 April 2024**

35	22 Apr	**Trinity Week** (Monday, Trinity Monday)	**Trinity Week** (Monday, Trinity Monday)	←**Trinity Term begins**
36	29 Apr	**Assessment*** (Monday, Public Holiday)	**Assessment*** (Monday, Public Holiday)	
37	6 May	Marking/Results	Marking/Results	
38	13 May	Marking/Results	Marking/Results	
39	20 May	Marking/Results	Marking/Results	
40	27 May	Research	Research	←**Statutory (Trinity) Term ends Sunday 2 June 2024/Semester 2 ends**
41	3 Jun	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)	
42	10 Jun	Research	Research	
43	17 Jun	Research	Research	
44	24 Jun	Research	Research	
45	1 Jul	Research	Research	
46	8 Jul	Research	Research	
47	15 Jul	Research	Research	
48	22 Jul	Research	Research	
49	29 Jul	Research	Research	
50	5 Aug	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)	
51	12 Aug	Research	Research	
52	19 Aug	Research	Research	

*Note: additional/contingency days may be required outside of the formal assessment/reassessment weeks.

~Note: it may be necessary to hold a small number of JF examinations/assessments in the week beginning 8th January 2024.

^Note: it may be necessary to hold some examinations/assessments 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

- your selected modules meet the programme requirements

- 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 must take them) and others are optional/ approved.

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.

Administrative staff locations

Social Work and Social Policy	**Karen Edmonds**	**Room 3063, Arts Building**
Sociology	**Fiona McIntyre**	**Room 3.01, 3 College Green**

Blackboard

Blackboard is the College online learning environment, where online lectures will take place and 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 always include their TCD Student ID Number.

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.

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 2023-2024 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.

SENIOR SOPHISTER

Students must take compulsory modules to a value of 20 ECTS and optional modules to a value of 40 ECTS.

<div align="center"><u>COMPULSORY MODULES</u> - FULL YEAR</div>

Module Code	Module Title	ECTS	Pre-requisites
SOU44100	Sociology/Social Policy Capstone/Dissertation	20	SO2110 & SO2111, SO2160 & SO2161, SO3140 & SO3141

<div align="center"><u>OPTIONAL MODULES</u> - select 40 ECTS in total (20 ECTS in MT and 20 ECTS in HT)</div>

MICHAELMAS TERM – select <u>20 ECTS</u> in MT

Module Code	Module Title	ECTS
SOU44011	Conflict Studies 1	10
SOU44021	Social Networks and Digital Lives 1	10
SOU44061	Migration, Mobilities & Integration 1	10
SOU44051	Labour Markets, Gender & Institutions 1	10
SSU44030	Disability & Human Rights: Global Perspectives	10
SSU44110	Poverty, Inequality & Redistribution	10
SOU44071	Advanced Methods of Sociological Data Science	10

HILARY TERM – select <u>20 ECTS</u> in HT

Module Code	Module Title	ECTS
SOU44012	Conflict Studies 2	10
SOU44052	Labour Markets, Gender & Institutions 2	10
SSU44142	Ageing & Intergenerational Relationships	10
SOU44062	Migration Mobilities & Integration 2	10

Programme Requirements

- Students must take compulsory modules to a value of **20 ECTS** and optional modules to a value of **40 ECTS.**
- It is important to consider module co-requisites, pre-requisites and programme requirements, which are outlined under each of the relevant years here.
- Students must take an even distribution of ECTS, **30 ECTS** in Michaelmas Term and **30 ECTS** in Hilary Term.
- Students are required to complete an independent research project, or dissertation, in either their Junior Sophister or Senior Sophister years,

Sociology and Social Policy students meet this requirement by taking the compulsory [SOU44100](#) module.

Academic Integrity - Guidelines on 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 https://libguides.tcd.ie/academic-integrity

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 https://libguides.tcd.ie/academic-integrity/what-is-plagiarism You should also familiarize yourself with the 2023-24 Calendar entry on plagiarism and the sanctions which are applied which is located at https://libguides.tcd.ie/academic-integrity/calendar (also set out below)

(ii)   Complete the 'Ready, Steady, Write' online tutorial on plagiarism at https://libguides.tcd.ie/academic-integrity/ready-steady-write Completing the tutorial is compulsory for all students.

(iii)   Familiarise yourself with the coversheet declaration that you will be asked to sign at https://libguides.tcd.ie/academic-integrity/declaration ;

(iv)   Contact your College Tutor, your Course Directors, or your Lecturer if you are unsure about any aspect of plagiarism.

(Below para to be deleted re Declaration Form

Detection of Plagiarism

In an effort to ensure that students are submitting their own work and that they are appropriately referencing the work of other authors, students will be required to submit some assignments electronically, such as through Blackboard. For further information see https://libguides.tcd.ie/academic-integrity/detecting-plagiarism

College Regulations on Plagiarism

The college regulations on plagiarism are clearly set out in the official College Calendar. The School of Social Work and Social Policy follows the college policies on dealing with plagiarism as set out in the College Calendar.

All students are required to familiarise themselves with these regulations. Any query regarding the regulations or any query regarding how to avoid plagiarism in one's work may be directed to the BSS Course Directors by written email.

The following is a direct extract from the General Regulations section of the College Calendar regarding the issue of plagiarism and the college response to an act of plagiarism. (Please note that the College Calendar regulations will always take precedence over any information contained in this handbook).

You are asked to read and familiarise yourself with the college regulations on plagiarism and to take all necessary steps to avoid any act of plagiarism in your academic work.

University of Dublin Calendar Part II, 82 - 91

"Calendar Statement on Plagiarism for Undergraduates - Part II, 82-91

96 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.

97 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.

(f) using another person's form of words without quotation marks (this constitutes plagiarism even if the student provides a reference to that person or their work)

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.

98 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.

99 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.

100 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 on https://libguides.tcd.ie/academic-integrity/what-is-plagiarism

101 If plagiarism as referred to in §82 above is suspected, in the first instance, the Director of Teaching and Learning (Undergraduate), or their designate, will write to the student, and the student's tutor advising them of the concerns raised. The student

and tutor (as an alternative to the tutor, students may nominate a representative from the Students' Union) will be invited to attend an informal meeting with the Director of Teaching and Learning (Undergraduate), 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 in this manner agree to attend such a meeting, the Director of Teaching and Learning (Undergraduate), 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 §2.

102 If the Director of Teaching and Learning (Undergraduate), 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 as noted in §87 above must state their agreement in writing to the Director of Teaching and Learning (Undergraduate), or designate. If the facts of the case are in dispute, or if the Director of Teaching and Learning (Undergraduate), or designate, 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 as referred to under conduct and college regulations §2.

103 If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Undergraduate), or designate, 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.

104 Provided that the appropriate procedure has been followed and all parties in §87 above are in agreement with the proposed penalty, the Director of Teaching and Learning (Undergraduate) 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 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 §2.

105 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."

When using the work of others, you must either

i)   quote their words directly in quotation marks and provide page numbers, or

ii)   paraphrase them.

Either way, an explicit citation of the work being referred to must be given. To fail to do this is to risk being accused of plagiarism. In order to support students in understanding what plagiarism is and how they can avoid it, the University has created an **online central repository** to consolidate all information and resources on plagiarism. Up to now, information has been spread across many sites, which can lead to confusion. Through the provision of a central repository, it is hoped to communicate this information to students in a clearer and more coherent manner. The central repository is being hosted by the Library and is located at https://libguides.tcd.ie/academic-integrity Proceed on the general assumption that any work to be submitted for assessment should in fact be your own work. It ought not to be the result of collaboration with others unless your lecturer gives clear indication that, for that assignment, joint work or collaborative work is required or acceptable. In this latter situation, you should specify the nature and extent of the collaboration and the identity of your co-workers.

It is important to understand that stating that your intention was not to cheat and that you did not understand what constituted plagiarism will not be accepted as a defense. It is the action and not the intention that constitutes plagiarism.

The University has established regulations in relation to suspected cases of plagiarism and other forms of cheating. The University's full statement on Plagiarism is set out in The University of Dublin Calendar, Part 1 and Part 2. Students are strongly advised to read these documents carefully and follow all conventions described.

The Academic Writing Centre in Trinity College Dublin is run by Student Learning Development. Student Learning Development offers a variety of writing services for all students to help them develop their academic writing skills. Students of all levels and abilities, even the very high achievers, often need support and/or advice to achieve their best; SLD can give that support. Services include 1 – to 1 appointments or class workshops.

Information on services can be found via

https://student-learning.tcd.ie/services/awc/

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

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

First Class Honours   I   70-100

First class honours in the School of Social 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 Honours, 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 is 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 Honours, 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 Honours   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. 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 material which were not part of the module prescribed for the examination/assessment, or
b. that bias was shown by an examiner in marking the script/assessment.

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 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

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 ('pass') 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 with a particular focus on the Sophister years and dissertations. 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
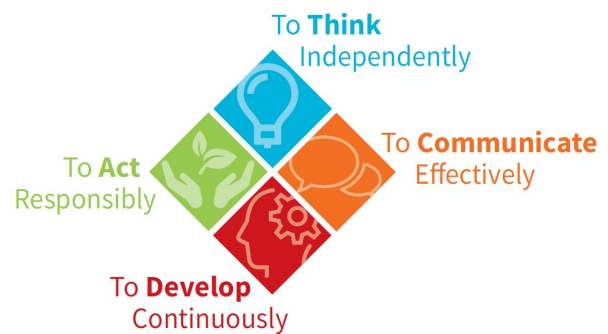
Why are the Graduate Attributes important?

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 staff 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 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.

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 totaling 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 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 recognize 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

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.