



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

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

# **B.A. Moderatorship in Sociology and Social Policy Handbook 2015–2016**

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## **Overview**

This Course Handbook is a guide to students taking the Sociology and Social Policy programme. It is divided into three sections –

Section One provides general information on the Sociology and Social Policy Programme and regulations

Section Two provides information on Examination Regulations

Section Three provides general information on Programme Requirements and Module Information.

## **Welcome Address from the Academic 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 Sciences and Philosophy and the School of Social Work and Social Policy, Trinity College. We hope that you are enjoying your Freshers Week.

The four years of the degree programme in Trinity is a challenging and rewarding time for everyone and as always we look forward to helping you have a worthwhile and beneficial academic experience. Trinity College offers multiple opportunities for extra-curricular activities and we would encourage you to get involved in all sides of student life, and make the most of your time here.

This course handbook gives you all the information you need about your courses, module choices, 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 [my.tcd.ie](http://my.tcd.ie) when you complete your programme registration.

University life can be bewildering – and not simply for incoming students. There are always new challenges in every new academic year, and so we would urge you to feel free to ask questions if you have any difficulties or confusion whatsoever. You can contact your individual tutor, the course administrative office or either Judy or David if you've any query relating to your time here in Trinity.

Wishing you all the best

Judy O'Shea  
Course Director  
School of Social Work and Social  
Policy

David Landy  
Academic Director, Sociology  
School of Social Sciences &  
Philosophy

## **Section One – General Information**

### **Course Administration**

The Course Administration Office is located in Room 3023, Arts Building and the opening hours are:

Monday – Thursday: 08.30 – 13.00 and 14.00 – 17.00

Fridays: 09.00 – 13.00 and 14.00 – 17.00

### **Contact Details**

Telephone: +353 1 896 1298 or +353 1 896 1840

Website: [www.tcd.ie/ssp/socpol/](http://www.tcd.ie/ssp/socpol/)

Email: [courseoffice@tcd.ie](mailto:courseoffice@tcd.ie)

School of Social Sciences and Philosophy: [www.tcd.ie/ssp/staff/](http://www.tcd.ie/ssp/staff/)

School of Social Work and Social Policy: <http://socialwork-socialpolicy.tcd.ie/staff/>

### **Academic Directors**

Ms Judy O'Shea, + 353 1 8963708, [osheaju@tcd.ie](mailto:osheaju@tcd.ie)

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**Administrative Officer:** Siobhán O'Brien

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## Academic Year Structure

Cal Wk	Dates 2015/16 (week beginning)	Outline Structure of Academic Year 2015/16	Notes
1	31-Aug-15	Supplemental Examinations	Statutory Term (Michaelmas) begins
2	07-Sep-15		
3	14-Sep-15		
4	21-Sep-15	Freshers' Week/Undergraduate Orientation Week	
5	28-Sep-15	Teaching Week 1 Teaching Week 2 Teaching Week 3 Teaching Week 4 Teaching Week 5 (Monday, Public Holiday) Teaching Week 6 Teaching Week 7 - <b>Study Week</b> Teaching Week 8 Teaching Week 9 Teaching Week 10 Teaching Week 11 Teaching Week 12	Michaelmas Lecture term begins
6	05-Oct-15		
7	12-Oct-15		
8	19-Oct-15		
9	26-Oct-15		
10	02-Nov-15		
11	09-Nov-15		
12	16-Nov-15		
13	23-Nov-15		
14	30-Nov-15		
15	07-Dec-15		
16	14-Dec-15		← Michaelmas term ends Friday 18 December 2015
17	21-Dec-15	Christmas Period (College closed 24 December 2015 to 3 January 2016, inclusive)	
18	28-Dec-15		
19	04-Jan-16		
20	11-Jan-16	Foundation Scholarship Examinations	Note: it may be necessary to hold some exams in the preceding week.
21	18-Jan-16	Teaching Week 1 Teaching Week 2 Teaching Week 3 Teaching Week 4 Teaching Week 5 Teaching Week 6 Teaching Week 7 - <b>Study Week</b> Teaching Week 8 Teaching Week 9 (Thursday, Public Holiday) Teaching Week 10 (Friday, Good Friday) Teaching Week 11 (Monday, Easter Monday) Teaching Week 12	Hilary Term begins
22	25-Jan-16		
23	01-Feb-16		
24	08-Feb-16		
25	15-Feb-16		
26	22-Feb-16		
27	29-Feb-16		
28	07-Mar-16		
29	14-Mar-16		
30	21-Mar-16		
31	28-Mar-16		
32	04-Apr-16		← Hilary Term ends Friday 8 April 2016
33	11-Apr-16	Revision <b>Trinity Week (Monday, Trinity Monday)</b>	Trinity Term begins
34	18-Apr-16	Revision	
35	25-Apr-16	Revision	
36	02-May-16	Annual Examinations 1 (Monday, Public Holiday) Annual Examinations 2 Annual Examinations 3 Annual Examinations 4 Marking/Courts of Examiners/Results Marking/Courts of Examiners/Results (Monday, Public) Marking/Courts of Examiners/Results Marking/Courts of Examiners/Results/ Courts of First Courts of First Appeal/Academic Appeals	Annual Examination period: Four weeks followed by five weeks for marking, examiners' meetings, publication of results, Courts of First Appeal and Academic Appeals.
37	09-May-16		
38	16-May-16		
39	23-May-16		
40	30-May-16		
41	06-Jun-16		
42	13-Jun-16		
43	20-Jun-16		
44	27-Jun-16		← Statutory (Trinity) Term ends Friday 1 July 2016



## Important Dates

30 October 2015	Transfer Deadline for continuing JF and Non JF students – transfer back to JF year of a different course
9 October 2015	Deadline for changing Module Choices - No further changes allowed
TBC	Applications forms available to apply for Foundation Scholarship
TBC	Deadline for applications to sit Foundation Scholarship
16 November 2015	Michaelmas Term Tests
TBC	Foundation Scholarship Examinations
TBC	Deadline for applying to go "off-books"
7 March 2016	Hilary Term Tests
TBC	Publication of Foundation Scholarship Examination Results
29 April 2016	Return of Module Choice Form
2 May – 28 May 2016	Annual Examination Period
TBC	Publication of Sophister Annual Examination Results
TBC	Publication of Freshman Annual Examination Results
TBC	Court of First Appeal
TBC	Supplemental Examination Period
TBC	Publication of Supplemental Examination Results
TBC	Court of First Appeal

## Course 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), Course Administrator (Secretary), an academic representative from each of the two constituent Disciplines and a Sociology and Social Policy Student Representative.

## European Credit Transfer System (ECTS)

In order to improve transparency and comparability between degree programmes across Europe the University has implemented an EU initiative called the European Credit Transfer System (ECTS) in its Undergraduate programmes.

The ECTS works on a yearly norm of 60 credits for a full-time course over one academic year where one credit represents 20-25 hours estimated student input. The measure of one academic year is 40 weeks from the start of Michaelmas Term to the end of the annual examination period. The TCD four-year honors degree is 240 ECTS. ECTS credits are a measure of student work. It includes attendance at lectures, tutorials, project work, completion of written assignments, private study time and examinations.

## My.tcd.ie - Checking Your Personal Student Record

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. To access my.tcd.ie go to the College local home page

<https://www.tcd.ie/local/> and select my.tcd.ie.



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

## Email

All email correspondence from the Course Office will be sent to TCD email addresses only. Students should check their email on a regular basis. When emailing the Course Office students should include their TCD Student ID Number at all times.



## Module Choice Registration

It is the responsibility of each student to ensure that they take sufficient modules amounting to 60 ECTS during an academic year, that their selected modules meet the programme requirements of the particular year for which they are registered, and that they have taken account of any prerequisites from previous years associated with the modules.



In the Junior Freshman year three out of your six modules are mandatory. Students must then choose between two Economics modules and choose a further two elective modules, you are required to register for the module choice through the Course Office. This process can be carried out by email or by post, and no later than the date as specified on the form – generally mid-September. The Junior Freshman module choice form is available on the College Orientation [web site](#).

Before you proceed into Senior Freshman, Junior Sophister or Senior Sophister year, you are required to register your module choices. Module choice forms are available on the [Sociology and Social Policy website](#). Completed module choice forms must be returned to the Course Office by the date as specified on the form (see Important Dates). Students are advised to carefully consider their module choices before submitting them to the Course Office.

Students who plan to take Erasmus in their Junior Sophister year are required to return the module choice form, advising at the top of the form whether they are away for the full year, the Michaelmas Term only, the Hilary Term only.

**Students on a full year exchange** are not required to choose modules but must indicate, at the back of the form, the pathway they are choosing to follow in their Junior and Senior Sophister years, information that is sent through to the Academic Registry (Student Records) who update student portals accordingly.

**Students on a half year exchange** must advise whether they are taking Erasmus in the Michaelmas or Hilary Terms as each term will determine the 5 credit module the student will be registered to. Half year students must indicate, at the back of the form, the pathway they are choosing to follow in their Junior and Sophister years, information that is sent through to the Academic Registry (Student Records) who update student portals accordingly.

## **Module Choices - Change of Mind**



Students who wish to change their options may do so up to the end of the second week of Michaelmas Term (second week of Hilary Term if the student has been away on Erasmus in their Michaelmas Term). All module choices must be registered with the Course 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.

## **Module Timetables**

When possible, and in order to facilitate students who are contemplating a change of module choice, a full schedule of timetabled modules in business, economics, political science and sociology is posted on the BESS website. Students can revert to this document to check for any possible lecture timetabling clashing that might occur against proposed choices they may be considering.

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

## **Course Transfer Procedures**

Should you wish to consider a transfer into another course please consult <http://www.tcd.ie/Admissions/undergraduate/apply/transferred/within-trinity/>

Students may apply, through their tutor, to the Senior Lecturer for permission to transfer to another course. Transfer applications should be submitted to the Admissions Office using a standard form. While every effort will be made to allow adequately qualified students to change course, it will not be possible to permit a transfer into a course which already has a full complement of students. In no case may students register for a course until their application to transfer has been formally approved and they have received notification from the Senior Lecturer.

The categories of transfer applicants are as follows:

**Newly entered Junior Freshman students** who in their first term seek to transfer into the Junior Freshman year of a different course – application by the end of the second week of Michaelmas term or, if that deadline has passed, transfers will be considered up to the eighth week of Michaelmas term, on a first come, first served basis.

In no case can acceptance of late transfer be cited by students as grounds for poor performance at examinations.

**Continuing Junior Freshman students and non-Junior Freshman students** seeking to transfer into the Junior Freshman year of a different course – application before 1 August where assessment will be on the basis of their

original entry qualifications. Students who miss this deadline may apply up to the third week of Michaelmas teaching term.

### **Continuing Junior Freshman students and non-Junior Freshman students**

seeking to transfer into a year other than the Junior Freshman year of a different course. Students in this category should apply no later than the end of the fifth week of Michaelmas teaching term and will be assessed, after consultation with the departments concerned, on the basis of original entry qualifications and results of College examinations.

### **Erasmus/Study Abroad**

To facilitate student mobility, students may be permitted to satisfy the requirements of their year, in whole or in part, by study abroad under an approved



ERASMUS exchange or other exchange programme approved by the Vice-President for Global Relations with the assessment at the host university counting as part of the student's academic record in College. The maximum period for such study is one academic year and the minimum period is three months. Arrangements governing specific exchange programmes are made by the school, department or course office concerned. See

<https://www.tcd.ie/ssp/socpol/current/study-abroad.php> for more information.

### **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.

## Student Supports

The course office is your first port of call for all general queries. There are additional supports in College as outlined below.

## 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/)

## Student 2 Student



From the moment that you arrive in College, right the way to your end of exams, Student 2 Student (S2S) is here to make sure that your first year is

fun, engaging and a great foundation for the rest of your time in Trinity. You will meet S2S mentors in Freshers' Week. They will keep in regular touch with you throughout your first year and invite you to events. They will also provide useful information about your course and what to look out for. Mentors are students who have been through the first year and know exactly what it feels like. S2S also offers trained Peer Supporters if you want to talk confidentially to another student, or just to meet a friendly face for coffee and a chat. S2S is supported by the Senior Tutor's Office and the Student Counselling Service. See <http://student2student.tcd.ie> ; email: [student2student@tcd.ie](mailto:student2student@tcd.ie); telephone: (+353) 1 896 2438

## **Disability Office**

Further information on the College Disability Service can be found on their [website](#).

## **Careers Advisory Service**

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



## **Section Two – Examinations**

### **Examination Regulations – General**

This section supplements examination information available in the University calendar <http://www.tcd.ie/calendar/1415-2/part-2-undergraduate-courses-and-other-general-information/general-regulations-and-information/academic-progress/>.

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

### **Examination Regulations and Conventions –Sociology and Social Policy Regulations**

#### **Registering Modules and Sitting the Examinations**

Students must register final module choices with the Course Office before the end of Week 2 of the Michaelmas term in order for students to appear on module listings for examination purposes. Students are required to take the annual examinations of all modules for which they are registered unless specially exempted by permission from the Senior Lecturer.

#### **Coursework and Attendance at Classes**

Students 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 a student 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).

## **Medical Certificates**

Students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical adviser and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student's tutor and the relevant departmental office within three days of the beginning of the period of absence from the examination. The tutor must immediately forward the certificate to the Senior Lecturer's Office. Medical certificates must state that the student is unfit to sit examinations. Medical certificates will not be accepted in explanation for poor performance.

If you fall ill whilst taking an examination, seek assistance from the invigilator. If it is deemed necessary for you to attend the Medical Centre, and you receive medical certification as a result, your attempt at the examination will not be counted. In this way your tutor will be able to apply for a deferral of the examination in question to another examination session. Your examination will not be incremented and when next you take the examination it will be considered your first attempt at the examination.

Students who are granted an excused absence for mid-year tests on the basis of a medical certificate will not be penalised in terms of their annual examination result. However, as no marks can be carried forward to the annual examination, students will have their final exam count for a larger percentage of their mark.

## **Plagiarism**

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. You should also look at the [matrix](#) that explains the different levels of plagiarism and how they are dealt with.

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](#).

## **Examination 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 students via their 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](#). Students must ensure that they 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. No timetable or reminder will be sent to individual students by any office.

## **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.

### **Freshman Years**

To rise with their class students must pass the relevant Junior Freshman or Senior Freshman 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 may, at the discretion of the Sociology and Social Policy Court of Examiners, be permitted to present themselves at the supplemental examinations. Supplemental examinations will normally be granted only to students who are considered by the court of examiners to have made a serious attempt at the annual examinations.

### **Junior Sophister Year**

To rise with their class students must obtain an overall II.2 grade or higher in the Junior Sophister examinations. Candidates who have passed the Junior Sophister examination, but have not qualified to rise, may, at the discretion of the Sociology and Social Policy Court of Examiners, be permitted to present themselves at the supplemental examination session, taking supplemental

examinations in any modules where an overall grade of fail or pass (III) has been awarded.

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**

To rise with their year, students must obtain an overall II.2 or higher. 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.

### **Senior Sophister Year**

Candidates who proceed to the Senior Sophister year sit their degree examinations in the Trinity term. A student can sit these examinations only once and there are no supplemental examinations.

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

### **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.

### **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.

### **Overall grade: Freshman years and Junior Sophister**

- i. In order to pass, 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 (a) pass modules totalling 55 credits and get a mark of 30+ in the failed module or (b) pass modules totalling 50 credits and get a mark of 35+ in the failed module(s).
- ii. Only students in the Freshman years and Junior Sophister year who do not pass are allowed/required to repeat modules they have failed.
- iii. The marks of the papers passed in the summer examinations in the Freshman years are considered together with those obtained in the autumn examinations, where appropriate. The standard compensation and exclusion rules apply to this combined set of results.
- iv. In the case of students who have been given permission to withdraw from or defer all or part of the annual examinations and to sit a supplemental examination in that year, the overall result in the autumn will be graded.
- v. The overall end of year result for students who pass on the basis of marks achieved at a supplemental exam or exams will be recorded as 'Pass at Supplemental'.

### **Junior Sophister-specific rules**

- i. In the Junior Sophister year, students must obtain an overall II.2 grade to be allowed to proceed to the Senior Sophister year. This applies to all students, including those who are doing all or a part of the year abroad.
- ii. Students in the Junior Sophister year need repeat only one paper in the autumn examinations in order to attain an overall II.2, *provided* they only require a mark of 40+ in the paper in question to do so. Otherwise, students must repeat all papers in which they did not achieve at least a mark of 50+ in order to attain an overall II.2 (i.e. May Proceed).

### **Overall grade: Senior Sophister**

Only one attempt at the Senior Sophister examination is permitted.

In order to pass, 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 45 credits and get a mark of 30+ in the failed module.

### **Scholarship Examination**

Candidates are examined in four papers drawn from the modules of their course up to the end of Michaelmas term of the Senior Freshman year. The scope of each paper is described in the examination section of the 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 Sociology and Social Policy is as follows:

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

- Sociology I and II



- Social Policy I and II

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

## **Publication, Recheck, Appeal and Transcript of Results**

### **Publication of Examination results**

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

### **Re-checks**

Students are entitled to discuss their performance with examiners after examination results have been published. Having discussed their performance with the examiner(s) and ascertained that the mark in question was correctly calculated, students may ask that their results be re-considered if they have reason to believe

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

Through their tutor, students may appeal to the Senior Lecturer. In submitting their case, students should state under which of (a) or (b) above the request is being made. If a mark is revised, the Director of Sociology and Social Policy should 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, with the permission of the Senior Lecturer, amend the relevant module result(s) and overall grade as appropriate.

### **Appeals**

Students may appeal a decision of the Court of Examiners. The grounds for appeal must fall under *one or more* of the following categories: (i) the case of

the appellant is not adequately covered by the ordinary regulations of the College, (ii) the regulations of the College were not properly applied in the appellant's case, or (iii) the appeal is *ad misericordiam*.

Appeals in the first instance must be made to the Dean of the Faculty of Arts, Humanity & Social Sciences.

As the Appeal Committee meets to hear these appeals within one week of the publication of results, it is imperative that students, or authorised and adequately briefed deputies, are present to obtain and consider results as soon as they become available.

Appeals should be made via electronic form by a student's tutor or, if the tutor is unavailable to act, by the Senior Tutor.

### **Transcripts**

Transcript requests may be made by applying on-line via the Sociology and Social Policy [website](#). Due to the large volume of requests, transcripts can take up to three weeks for completion, somewhat longer in May, June and September.

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. Where more than one sitting was required an overall grade will always be recorded as a Pass/Fail.

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.

## Section Three – Programme Requirements and Module Information

### Junior Freshman (First) Year

Students must take modules to the value of 60 ECTs.

Code	Module
EC1010	<a href="#">Introduction to Economics</a>
EC1030	<a href="#">Mathematical and Statistical Methods</a>
EC1040	<a href="#">Introduction to Economic Policy</a>
S01310	<a href="#">Introduction to Sociology</a>
P01603	<a href="#">Politics and Irish Society</a>
SS1765	<a href="#">Social Policy Concepts/The Irish Welfare State</a>
LA1240	Introduction to Law
FR1040 <sup>1</sup>	<a href="#">French</a>
GR1004 <sup>2</sup>	<a href="#">German</a>
RUF100*	<a href="#">Russian</a>
PLF100*	<a href="#">Polish</a>
RUF603	<a href="#">Introduction to Central, East European and Russian Area Studies</a>
SS1730	<a href="#">Introduction to Psychology</a>

### Junior Freshman (First) Year

- P01603, S01311, SS1765 are mandatory
- One of EC1010 or EC1040
- Two of EC1030, LA1240, SS1730 or one of the language options

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<sup>1</sup> Minimum entry requirement C2 Honors Leaving Certificate C at A-Level

<sup>2</sup> Minimum entry requirement C2 Honors Leaving Certificate C at A-Level

\*Native speakers, or students who studied the languages prior, not permitted to take module. Beginners only.

## Senior Freshman (second) Year

Students must take modules equivalent to 60 ECTS. credits and meet

Code	Module
EC2020	<a href="#">Economy of Ireland</a>
EC2030	<a href="#">Economics of Public Policy</a>
S02310	<a href="#">Introduction to Social Research</a>
S02343	<a href="#">Gender, Work and Family</a>
S02350	<a href="#">Power, State and Social Movements</a>
P02610	<a href="#">History of Political Thought</a>
P02640	<a href="#">International Relations</a>
P02650	<a href="#">Comparative Politics</a>
SS2767	<a href="#">Irish Social Policy I</a>
SS2785	<a href="#">Irish Social Policy II</a>
FR2040	<a href="#">French 2</a>
GR2004	<a href="#">German 2</a>
RUF200	<a href="#">Russian 2</a>
PLF200	<a href="#">Polish 2</a>
SS2139	<a href="#">Introduction to Irish Family Law</a>
BC	<a href="#">Broad Curriculum</a>

### Programme Requirements

- SS2767 and SS2785 are mandatory
- Two of S02310, S02330, S02343, S02350
- Two of EC2020, EC2030, SS2139, S02310, S02330, S02343, S02350, P02610, P02640, P02650, FR2040, GR2004, RUF200<sup>3</sup>, PLF200<sup>4</sup> or a cross-faculty Broad Curriculum module.

The Broad Curriculum modules have 5 ECTS credits. All other modules have 10 ECTS credits. Students may continue to pursue a module in French,

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<sup>3</sup> Subject to Availability

<sup>4</sup> Subject to Availability

German, Russian<sup>5</sup>, Polish<sup>6</sup> as one of their six choices if they have satisfactorily completed it in Junior Freshman year.

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<sup>5</sup> Subject to Availability

<sup>6</sup> Subject to Availability

## Junior Sophister (third) Year

Students must take modules equivalent to 60 ECTs.

Code	Module	Pre-requisites
EC3040	<a href="#">Economics of Less Developed Countries</a>	
EC3060	<a href="#">Economics of Policy Issues</a>	
LA3435	<a href="#">Public Interest Law</a>	LA1240
LA3439	<a href="#">International Law</a>	LA1240
S03201	<a href="#">Social Theory and Social Inequality</a>	
S03230	<a href="#">Globalisation and Development</a>	
S03240	<a href="#">Researching Society</a>	
S03250	<a href="#">Race, Ethnicity and Identity</a>	
S03260	<a href="#">Social Inequality</a>	
P03630	<a href="#">Irish Politics</a>	
P03670	<a href="#">Democracy and Development</a>	
P03720	<a href="#">Political Violence</a>	
SS3380	<a href="#">Comparative Welfare States</a>	
SS3390	<a href="#">Crime and Social Policy</a>	
SS3401	<a href="#">Families, Youth and Society: Contemporary Issues</a>	

## Programme Requirements

Students must take:

- Two of S03201, S03230, S03240, S03250, S03260
- Two of SS3380, SS3390, SS3401
- Two of EC3040, EC3060, LA3435, LA3439, P03630, P03670, P03720, S03201, S03230, S03240, S03250, S03260, SS3380, SS3390, SS3401.

Each module has 10 ECTS credits.

Students are required to submit a dissertation at the end of the Senior Sophister year. Both the topic and approach of the dissertation should reflect the interdisciplinary nature of the degree. The dissertation work is begun in the Junior Sophister year.

## **Erasmus**

In the Junior Sophister year students can participate in an Erasmus or International exchange to study at an overseas university for either half a year or a full year. Details of destinations and host universities can be found on the Sociology and Social Policy [website](#) and the Academic Registry [website](#).

## Senior Sophister (fourth and final) Year

Students must take four modules equivalent to 60 ECTS credits

Code	Module
S04200	<a href="#">Sociology / Social Policy Dissertation</a>
S04230	<a href="#">Economic Sociology of Europe</a>
S04253	<a href="#">Conflict Studies</a>
S04292	<a href="#">Migration</a>
S04293	<a href="#">Social Networks and Digital Lives</a>
SS4722	<a href="#">Poverty, Inequality and Redistribution</a>
SS4830	<a href="#">Ageing Societies</a>

## Programme Requirements

- S04200 is mandatory
- Three further modules taken from S04230, S04253, S04292, S04293, SS4722, SS4830.

Each of the above modules has 15 ECTS credits.



## School of Social Science & Philosophy and School of Social Work & Social Policy Marking Scale<sup>7</sup>

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### **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.

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<sup>7</sup> As approved by the School of Social Sciences and Philosophy Executive Committee on 22 September 2014 and by the School of Social Work and Social Policy Executive Committee March 2015

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.

----- O -----

## **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.

----- O -----

### **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.

----- O -----

### **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.

----- O -----

### **Bad Fail F2 0-29**

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