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

UCAO

TRINITY JOINT HONOURS

PROGRAMME

SENIOR FRESHMAN

2023/24

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General Regulations

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

[Calendar Part II, Part B: General Regulations and Information](#)

1. PROGRAMME INFORMATION

Introduction

Welcome to the Senior Freshman year of your Trinity Joint Honours programme! We hope that your 2nd year in Trinity Joint Honours remains as full of opportunity and challenges but supported by the foundation your first year has provided to you. In particular Year 2 is where you have been provided the opportunity to make choices about what you would like to study, how much of it you would like to study, and/or you may have also taken up Open Modules and Trinity Electives to experience learning outside of your core subjects. You may also choose to participate in Foundation Scholarship examinations during this year and/or may start preparing to go on an Erasmus or Study Abroad Exchange during your 3rd year.

This handbook aims to provide you with an overview of information that will be useful to you throughout the 2023/24 academic year. It is important to note that this handbook provides information that applies to most students in SF year of Trinity Joint Honours programmes and that you will need to consult School or Departmental handbooks for detailed information on each of your Joint Honours subjects.

We will be communicating to you throughout the academic year via your TCD email address and it is important to engage with these messages as soon as possible once you receive them, many of these messages will come from either joint.honours@tcd.ie or aduca@tcd.ie.

Undergraduate Common Architecture Office Contact Details

Staff Name	Role/Title	Contact
Mark Sweetnam	Associate Dean of Undergraduate Common Architecture (ADUCA)	aduca@tcd.ie
Marie McPeak	Undergraduate Common Architecture Office (UCAO) Manager	joint.honours@tcd.ie
Elaine Denehan	Undergraduate Common Architecture Sophister Co-ordinator	Joint.honours@tcd.ie ; if your query pertains to Erasmus or Study Abroad, please use tjh.erasmus-studyabroad@tcd.ie
Eilís Dunne	Undergraduate Common Architecture Fresh Co-ordinator	joint.honours@tcd.ie
Jason O'Callaghan	Undergraduate Common Architecture Executive Officer	joint.honours@tcd.ie

The Undergraduate Common Architecture office is based in Room 3135, Arts Building. The office hours are: 10am – 1pm, 2pm-4pm Monday, Wednesday, Thursday. 10am -1pm Tuesday and Friday.

Please note that if you wish to speak to a specific person, it is best to request an appointment to guarantee they will be available and so a suitable location can be arranged.

Key Dates

Key dates relating to revision/reading weeks and formal periods of examinations can be found at Academic Year Structure 2023-24. Please ensure you also check key dates for each of your Joint Honours subjects and keep an eye on your email and Blackboard module updates for information throughout the year about important dates.

Timetable

Lecture timetables for the 2023/24 academic year are prepared by School and Course Offices and made available through MyTCD as soon as they are completed. If you encounter a timetable clash with one of your TJH subjects, please contact the relevant department listed below. If your clash is with an open module, please contact open.modules@tcd.ie.

TJH Subject Contact Details

| Subject	School/ Department	Email	Location
Ancient History & Archaeology	Classics	ryanw1@tcd.ie	Level 6, Arts Building
Business	Business	Undergraduate.business@tcd.ie	Trinity Business School
Classical Civilisation	Classics	ryanw1@tcd.ie	Level 6, Arts Building
Classical Languages – Greek/Latin	Classics	ryanw1@tcd.ie	Level 6, Arts Building
Computer Science	Computer Science and Statistics	undergraduate@scss.tcd.ie	O'Reilly Institute
Drama	Drama	amullign@tcd.ie	Samuel Beckett Centre
Economics	Economics	econsec@tcd.ie	Room 3014 Arts Building

Subject	School/ Department	Email	Location
English Studies	English	english@tcd.ie	Room 4013/4015/4024 Arts Building
Film	Film	filmstds@tccd.ie	Samuel Beckett Centre
French	French	undergraduate.sllcs@tcd.ie	Room 5042, Arts Building
Geography	Geography	geog@tcd.ie	Museum Building
German	Germanic Studies	undergraduate.sllcs@tcd.ie	Room 5042, Arts Building
History	History	histhum@tcd.ie	Room 3123, Arts Building
History of Art & Architecture	History of Art & Architecture	arthist@tcd.ie	Room 5082 Arts Building
Irish	Irish	undergraduate.sllcs@tcd.ie	Room 5042, Arts Building
Italian	Italian	undergraduate.sllcs@tcd.ie	Room 5042, Arts Building
Law	Law	law.school@tcd.ie	House 39, New Square
Linguistics	Centre for Language and Communication Studies	clcsinfo@tcd.ie	Room 4091, Arts Building
Mathematics	Mathematics	mathdep@maths.tcd.ie	17 Westland Row
Middle Eastern, Jewish & Islamic Civilisations	Near & Middle Eastern Studies	undergraduate.sllcs@tcd.ie	Room 5042, Arts Building
Music	Music	musicsec@tcd.ie	House 5, Front Square

Subject	School/ Department	Email	Location
Philosophy	Philosophy	philosophy@tcd.ie	Room 5009, Arts Building
Political Science	Political Science	polsci@tcd.ie	3 College Green
Religion	Religion	religion@tcd.ie	Loyola Institute Building
Russian	Russian and Slavonic Studies	undergraduate.sllcs@tcd.ie	Room 5042, Arts Building
Social Policy	Social Work & Social Policy	Moorem11@tcd.ie	Room 3063, Arts Building
Sociology	Sociology	sociology@tcd.ie	3 College Green
Spanish	Hispanic Studies	undergraduate.sllcs@tcd.ie	Room 5042, Arts Building

2. TEACHING AND LEARNING

Programme Architecture

JOINT HONOURS PATHWAYS
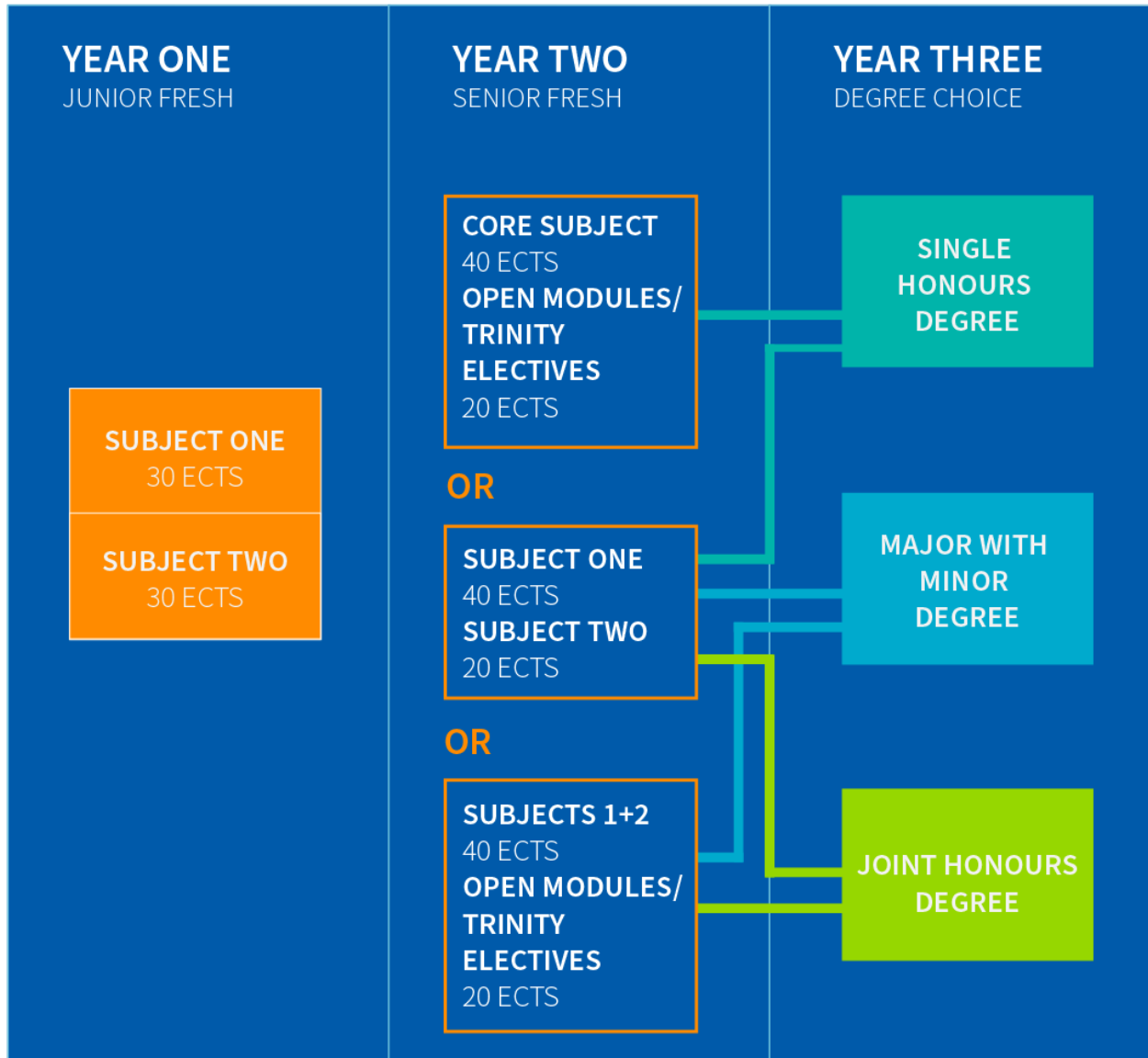
Trinity Joint Honours students will make a number of decisions on what they will study during their programme. Students will undertake 60 credits/ECTS in each academic year, with 30 credits/ECTS studies each semester. In the first year of your programme, you will study your two subjects equally with 30 credits/ECTS taken across the year.

Ahead of your Junior Sophister year in Trinity Joint Honours, you will define the award type you wish to graduate with. The award types available to you will depend upon the structure you chose for your studies in the Senior Freshman year. For more detailed information please see [TJH Pathways and Preparing for Year 2](#) and [TJH Pathways and Preparing for Year 3.](#)

Marking Scale

Most modules will have a pass mark of 40. Below is the key to grades and results:

- I = first class, 70% and above
- II.I = second class first division, 60-69%
- II.2 = second class second division, 50-59%
- III = third class, 40-49%
- F1 = fail, 30-39%
- F2 = fail, 0-29%

Find out more at https://www.tcd.ie/tjh/assessment/

Progression

To pass the year, students will need to meet all assessment requirements for their modules AND either Pass the Year Outright or Pass the Year by Compensation.

In order to pass the year outright a student will need to achieve an overall credit-weighted pass mark of 40% or higher for the year, based on the full 60 credits (ECTS) undertaken AND they will also need to achieve a pass mark of 40% or higher in each of their modules.

In order to pass the year by compensation a student will need to achieve an overall credit weighted pass mark of 40% or higher for the year; they will also need to pass a minimum of 50 credits (ECTS) with a minimum module mark of 40% in each module; AND they will need to achieve a fail mark between 35% and 39% in modules not exceeding 10 credits (ECTS) in total.

Please note that some modules within the School of Law are non-compensatable. If you fail one of these modules, you will not be eligible for the Pass by compensation rule. Please confirm

which modules this applies to with the School of Law or by reviewing the [Derogation information](#).

Please see https://www.tcd.ie/tjh/assessment/ for general information and FAQs on Assessment and Progression in TJH.

Transcripts/Confirmation of Study

The Academic Registry can provide transcripts of study for Joint Honours students. Transcripts for an academic year can only be issued once the results have been ratified and published at the Annual Court of Examiners normally held in May or early June.

If you need a letter confirming you are a registered student of the College, you can access this via your my.tcd.ie portal or request the letter from Academic Registry. Please ensure you include your student number in all correspondence.

If you require correspondence other than the above, please enquire with our office at joint.honours@tcd.ie

Attendance Requirements

All students must fulfil the requirements of modules taken in different Schools and departments, as appropriate, with regard to attendance.

On attendance requirements please see: [Calendar, Part II, General Regulations and Information, Section II](#), 'Attendance'

Trinity Inclusive Curriculum Project

The Trinity Inclusive Curriculum Project (Trinity-INC) has been working to embed principles of diversity, equality and inclusion across all teaching and learning at Trinity College Dublin. Based in the Office of the Associate Vice Provost for Equality, Diversity and Equality, Trinity-INC works collaboratively across the College community - with staff and students, academic and support spaces - to achieve its mandate. An inclusive curriculum is one in which all students, regardless

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of personal circumstances, learning backgrounds, abilities, or strategies, have equitable opportunity to engage fully in their studies and achieve their learning goals.

We encourage students to consider participating in the Trinity-INC Student Partner Programme to support these goals.

Award

Depending on student choices made within their programme of study and available pathways, it may be possible to be conferred with a Bachelor in Arts (Moderatorship) award[1] in one of the following categories:

- Joint Honors
- Single Honors[2]
- Major with minor

The calculation of the Trinity Joint Honours Degree award is based on the combined Junior and Senior Sophister years' results, weighted at 30 per cent (Junior Sophister) and 70 per cent (Senior Sophister).

The Ordinary B.A. is also available to the following students:

1. Junior Sophister students who successfully complete and pass their year;
2. Senior Sophister students who attempt and fail the Senior Sophister year and who opt not to repeat the year.

If you are considering exiting the College with an Ordinary B.A. we would recommend you discuss this with your College tutor. For further information please visit the TJH Assessment and Progression webpage.

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[1] Students on the TJH programmes in Law may be eligible to obtain a Bachelor in Laws (LL.B.) depending on following a prescribed pathway and selecting specified modules.
[2] This award is not available in the following subjects: Computer Science, Classical Languages, Linguistics and Social Policy. It is important to note that students on the Business & Computer Science combination cannot obtain a Single Honours award in Business or Computer Science.

Graduate Attributes

Students come to Trinity not only to acquire a certain set of facts or competencies but because they have an understanding of the sort of person they want to become. Building on the strong value placed on a solid disciplinary formation, we wanted to answer the question 'what kind of person can I be?' We distilled this sense of transformation into four Trinity graduate attributes: To think independently, to communicate effectively, to develop continuously and to act responsibly.

Defining the Trinity Education, these attributes encompass the qualities, skills and abilities that our students have the opportunity to develop throughout their entire university experience, both in and outside the classroom in activities such as internships or volunteering. They will benefit our students not just in their careers, but in their future lives as individuals and members of society.

Explanation of ECTS Weighting

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

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

The European norm for full-time study over one academic year is 60 credits. Within Undergraduate courses 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.

3. STUDENTS ROLES AND RESPONSIBILITIES

Registration

Students are invited to register on an annual basis via the my.tcd.ie portal. It is your responsibility to ensure you complete this process. The Academic Registry have videos and FAQs on their website to guide you through this process. Failure to register for your programme will result in your withdrawal from College books. In order to be put back on College books, students will be required to pay a readmission fee.

If you encounter any difficulties in completing registration, please contact our office and your tutor.

Online Module Enrolment

Ahead of the start of a new academic year, students will be invited to select their modules. Students must familiarise themselves with the requirements of their pathway. All students must take 60 ECTS in total, 30 in each semester. Depending on your pathway, as well as your main subjects, you may also have to select Trinity Electives or Open Modules. As with the registration process, Academic Registry provide videos and FAQs on how to complete the online module enrolment process.

Pathway Selection

If you are on the Joint Honours or Major/Minor Pathway in your SF year. You will have one further opportunity to select a different pathway for the coming academic year. The UCAO will hold pathway information sessions ahead of this decision, to explain the options. We would also advise you look at the information provided on our websites about these also.

Blackboard/Virtual Learning Environment (VLE)

Blackboard Learn is the University's Virtual Learning Environment (VLE) providing an online space for staff and students to interact. Depending on your module, you can access lecture notes, online assignments and other activities. All registered students automatically have accounts in Blackboard.

All modules you are registered to should appear here. If your modules are not listed, please check with the module coordinator to ensure you are enrolled and timetabled for the modules. For more information on access and enrolment issues, visit the IT Services VLE page.

Attendance and Absence from Examinations

Students are required to complete and submit the assessment components for each module as prescribed by their subject/module handbook.   Completion includes the submission continuous assessment and attendance at examinations and other tests.

Students who are experiencing difficulties that could affect their ability to complete their assessment components should contact their Tutor at the earliest opportunity to discuss the nature of the difficulties and the options available in Trinity.

Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their College tutor, permission from the Senior Lecturer in advance of the assessment session to defer the examination(s) to the reassessment session. Students who have commenced the assessment session, and are prevented from completing the session due to illness should seek, through their College tutor, permission to defer the outstanding examination(s)/assessment(s) to the reassessment session. In cases where the assessment session has commenced, requests to defer the outstanding examination(s) on medical grounds, should be submitted by the College tutor to the relevant school/departmental/course office. If non-medical grounds are stated, such deferral requests should be made to the Senior Lecturer.

Contacting the UCAO

The Undergraduate Common Architecture Office is based in Room 3135. Our opening hours are: 10 -1 and 2-4 Monday, Wednesday & Thursday. 10-1 Tuesday & Friday. You can also email us at joint.honours@tcd.ie, ensuring you include your student number in all correspondence.

If you want to speak to a specific member of staff in the office, please email them to arrange an appointment.

Evaluation

Students at Trinity will be asked to evaluate their experiences of their teaching and learning in each module they complete. It is also likely that various offices, including the Undergraduate Common Architecture Office, will send surveys or invite you to focus groups to provide feedback on your experiences in College. We encourage students to participate in feedback and evaluation wherever possible.

4. SCHOLARSHIP AND PRIZES

Foundation Scholarship

Foundation Scholarship is a Trinity institution with a long history and high prestige. Some of our greatest alumni – such as Edmund Burke, Samuel Beckett, and Mary Robinson – were Scholars.

Early in your Senior Freshman Year we will hold an information session to advise on Foundation Scholarship within Trinity Joint Honours programmes.

Foundation Scholarship or 'Schol' exams, are usually held in January. These searching examinations are the basis for the election to Scholarship of the University. Students who achieve an overall first-class Honours result in these examinations and meet other specific examination requirements are elected as Scholars on Trinity Monday. A scholarship is tenured for five years, during which time the Scholar is entitled to free Trinity accommodation, their evening meal free of charge at Commons, a waiver of their tuition fees or student contribution

(non-EU students' fees are reduced by the value of EU fees) and a small annual stipend. Scholars are also entitled to use the post-nominal letters "sch." after their name. Scholarship is a very prestigious award given to approximately 60 students each year. See: Foundation Scholarship - Academic Registry - Trinity College Dublin (tcd.ie) for more information.

Prizes

Many of our schools and departments offer prizes to high performing students in various subjects. Please see the Trinity Calendar for details of the wide range of prizes and awards available in different departments:

https://www.tcd.ie/calendar/undergraduatestudies/prizes-and-other-awards.pdf.

5. STUDENT SERVICES

There are a wide range of support services within College for students. If you need assistance with your academic, financial, administrative or health & wellbeing, you will find the relevant contact in the Student Services Handbook.

Your Tutor

All registered full-degree undergraduate students are allocated a Tutor when starting in College. Your Tutor is a member of academic staff who is appointed to look after the general welfare and development of all students in their care.

You should see your Tutor whenever you have a question or are worried or concerned about any aspect of College life or your personal life, in particular if it is affecting your academic work. Everything you say to your Tutor is in strict confidence. Unless you give them permission to do so, they will not give any information to anybody else, whether inside College or outside (not to your parents/family for example). Your Tutor can help you only if they know you are facing difficulties, so if you are worried about anything go and see your Tutor before things get out of hand. Whilst your Tutor may not be able to solve the underlying problem, they can help you find the best way to limit the impact of your situation on your College work. Tutors can help with

academic advice, changing course, withdrawing from College, exam regulations, financial assistance and personal advice.

The Academic Registry
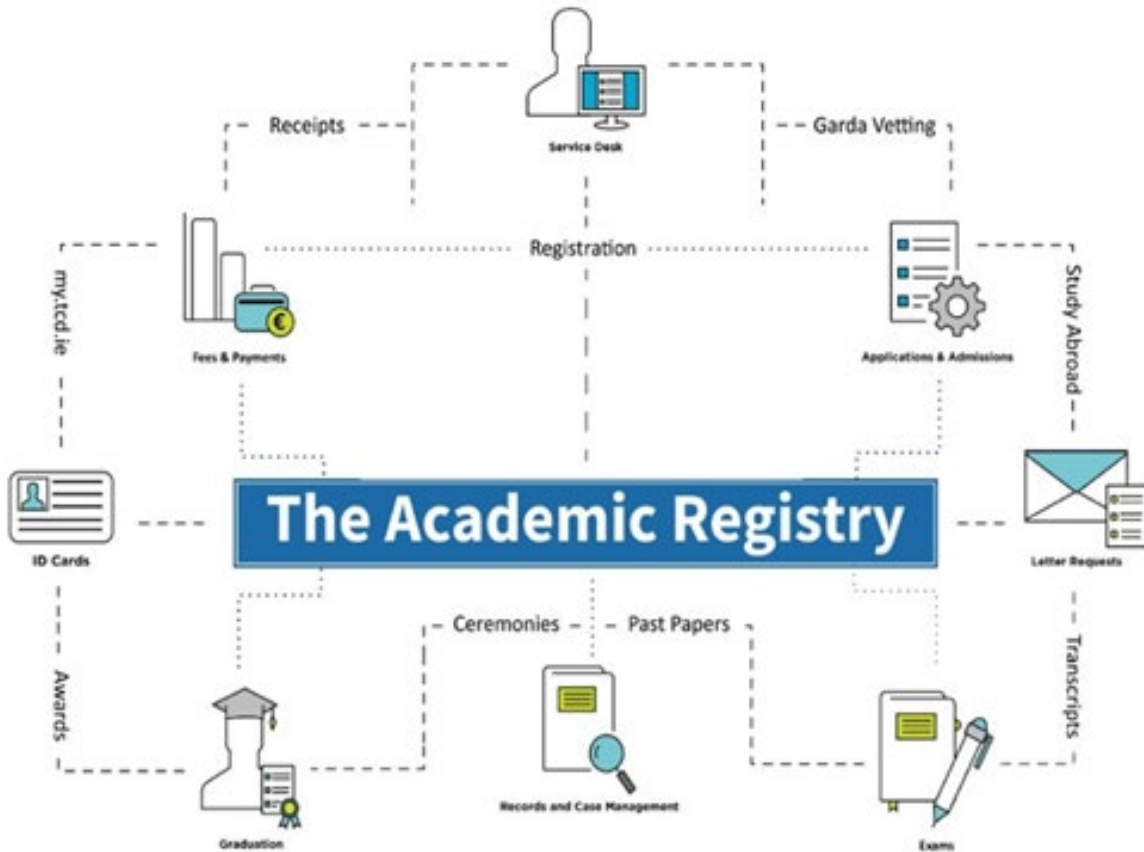
The Academic Registry is the central administrative hub for students. They will support you at every stage of your student lifecycle – from application to graduation.

Information on key campus locations

You may include information on key campus locations relevant to your School's students.

UCAO (TJH)	Room 3135. Arts Building
Academic Registry	Watts Building
Senior Tutor's Office	House 27
College Health Centre	Printing House Square

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Disability Office	Printing House Square
Student Learning Development	5/7 South Leinster Street
Students Union	House 6, Front Square

For other locations in College, you can use the **Interactive College Map** to find it on campus.

Preparing for future years

Student Representation and Governance

We would encourage all years to nominate, or even run for, class representatives via the Trinity Students Union elections. In addition to these representatives, the Trinity Joint Honours programme has a TJH Convenor. As TJH Convenor, they represent students at our Executive committee meetings providing vital feedback regarding programme policies. They report back

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to class representatives on these meetings. You can find out more information about the Trinity Students Union on their website

Careers Information

Trinity Careers Service

The Trinity Careers Service are here to help and advise Trinity Joint Honours students on questions you may have about your future career. Each student has a designated careers consultant to support you in your next step.

What do you want to do? How will you get there? Trinity Careers Service are here to support you in answering these and other questions about your career.

Trinity Employability Bursary: Apply for the bursary, in place to support students finding it financially difficult to take up a career-related opportunity e.g. internship, job shadowing. The work experience you undertake must help you to develop your employability skills and prepare you for your future career. Work experience opportunities for current final year students must have begun by the end of the summer following your final examinations.

Employability Awards: Apply for an award of interest to you. The awards combine industry-led training in highly transferable soft and technical skills with a university-led workshop to help you reflect on and articulate your learning.

Attend Employer Fairs: Book onto a fair to meet with employers. Fairs take place in Michaelmas Term.

Mentoring & Connecting: Message or meet with a Trinity graduate mentor through Career Mentoring. A great resource to find out about job roles and organisations of interest to you.

Polish off your CV: Book onto a CV/LinkedIn Clinic for a 15mins consultation through MyCareer.

Find a Job or Work Experience: Personalise your MyCareer profile to receive email alerts tailored to your interests.

Practice Interviews: Book a practice interview with a careers consultant or self-serve 24/7 using video interviews on Shortlist.me.

Meet your careers consultant: Book a 20minute confidential careers appointment on MyCareer to discuss your career ideas and concerns. All students are welcome- whatever your grades, ambitions, abilities or work experience levels they are here for you.

www.tcd.ie/careers	More information on the above and lots more at Trinity Careers Service website
MyCareer: mycareerconnect.tcd.ie	Sign into MyCareer to book appointments, find information about vacancies and bursaries, and book your place on upcoming employer events
trinity.careers.service/	Follow the service on Instagram for career news and advice

6. STUDY ABROAD/ERASMUS

Trinity is committed to educating globally aware and engaged citizens and as such, Trinity students are strongly encouraged to explore opportunities to study, work, or volunteer abroad. Gaining international experience gives our students the opportunity to experience new ways of learning, to learn about different cultures, and demonstrate your ability to work internationally after graduation.

Early in the Senior Freshman year students also begin to consider whether they might like to spend 3rd year or part thereof on a Study Abroad Exchange. In particular, students on TJH programmes that include the study of a Modern Language may be required to participate in an exchange as part of their programme. We will hold an information session early in the second Semester to advise students on Erasmus/Study Abroad Exchanges and the requirements of the Trinity Joint Honours programme.

You can find more information here Erasmus and Study Abroad - Trinity Joint Honours - Trinity College Dublin (tcd.ie)

7. ACADEMIC WRITING

Academic Integrity and Referencing Guide

Throughout your studies in Trinity College Dublin, you will develop and write assignments that require research. Your ideas will be expressed through words, images, diagrams and other multi-media forms. As you research you will be expected to understand and build upon the work of others. This requires acknowledging correctly and fully the contributions of others to your own scholarship. Regardless of what discipline you enter in Trinity, the cornerstone of its scholarship is academic honesty. So, no matter what form your scholarly writing takes, you are expected at all times to take responsibility for the integrity of your work as you advance knowledge in your field of study.

Students in Trinity Joint Honours programmes should be mindful that the modules you have selected may have unique referencing requirements and that these requirements are met as appropriate.

The word plagiarism is derived from the Latin words meaning 'kidnapper'. In its simplest sense, plagiarism can be seen as stealing someone else's words or ideas and passing them off as your own, although plagiarism comes in many forms. Whether unintentional or intentional, plagiarism is your responsibility, and you need to know exactly what it is in order to avoid it.

The **Library Guidelines for Avoiding Plagiarism** can be found [here](#) . You will find the Ready, Steady Write Plagiarism tutorial there too. You should also check with your module coordinators for any coversheet that is required to be submitted with coursework.

8. GENERAL INFORMATION

Emergency Procedure

In the event of an emergency, **dial Security Services on Extension 1999**

1   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).

Health and Safety Statements

Trinity College is committed to providing a safe and healthy educational, recreational and residential environment for all its student. Please familiarise yourself with the general codes of practice: https://www.tcd.ie/students/orientation/shw/ in relation to Health and Safety as students return to campus in the 23-24 academic year.

COVID-19 Information

Information and links relating to COVID-19 and Trinity's Resumption of Activities plan

TCD COVID-19 and Return to Campus
TCD Statements
HSE COVID-19

Data Protection

Please use this link **Data Protection for Student Data** for guidance and information on data protection.

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Links to Further University Policies and Procedures

The following are links of where to find further information on University regulations, policies, and procedures that you may find useful as a student:

All Academic Policies

Student Complaints Procedure

Dignity & Respect Policy

Equality Policy