



Trinity College Dublin

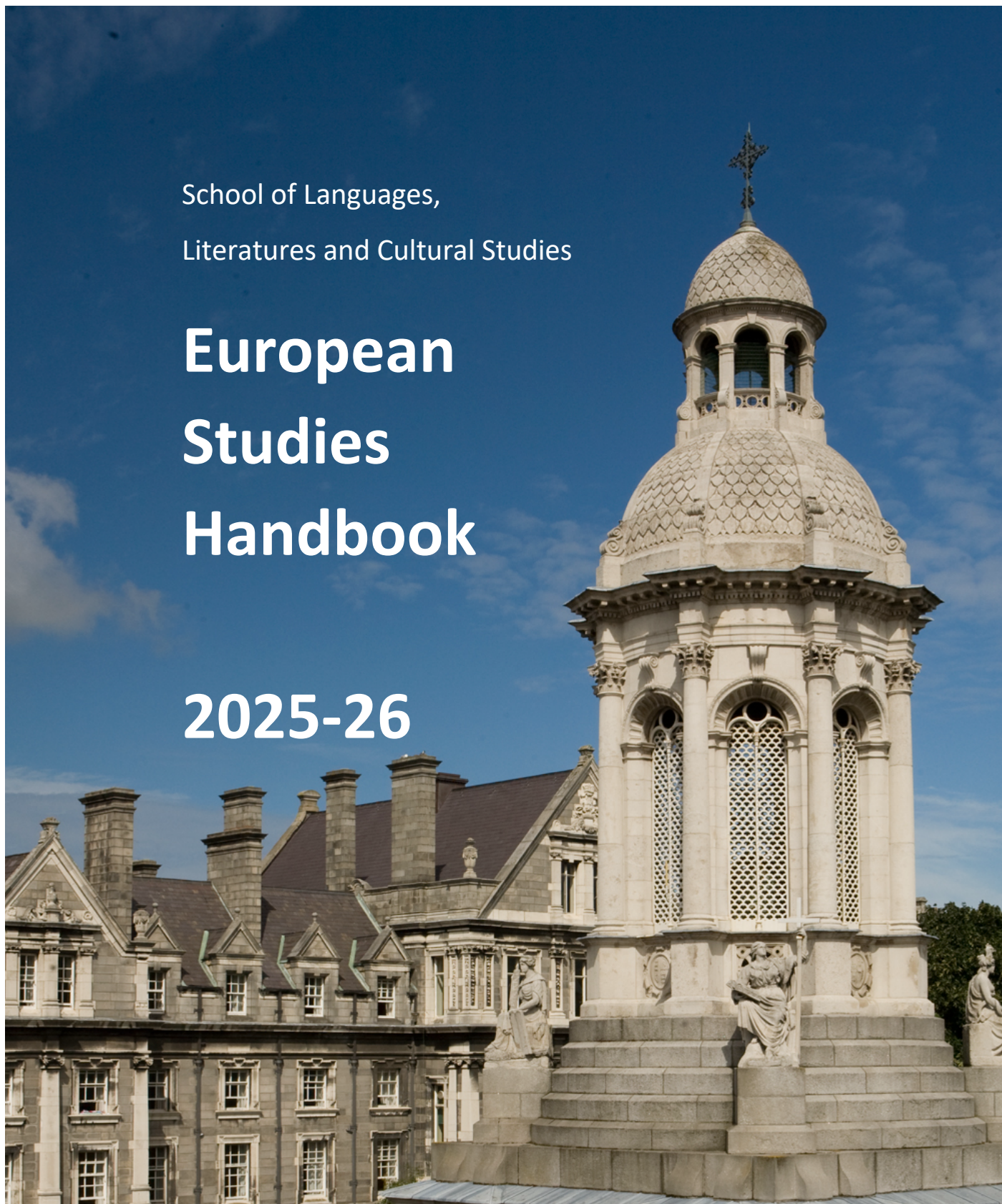
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Languages,
Literatures and Cultural Studies

European Studies Handbook

2025-26



Contents

1. General Programme Information	3
1.1 Introduction	3
1.2 Staff Contact Details	3
1.3 Key Dates	4
1.4 Timetable	5
1.5 Study Abroad/Erasmus	5
2. Foundation Scholarship and Other Prizes	6
3. Academic Integrity	7
3.1 The Use and Referencing of AI (Artificial Intelligence)	7
3.2 Academic Integrity and Referencing Guide	7
3.3 Plagiarism	8
4. Teaching and Learning	9
4.1. European Studies Programme Architecture	9
4.1.1 Junior Fresh Year	9
4.1.2 Senior Fresh Year	11
4.1.3 Junior Sophister Year	13
4.1.4 Senior Sophister Year	14
4.2 Coursework requirements	18
4.2.1 Essay submissions	19
4.2.2 Essay-writing guidelines	20
4.3 Marking Scale	22
4.4 Attendance Requirements	22
4.5 Absence from Examinations	23
4.6 External Examiner	23
4.7 Requests for Transcripts	24

A Note on this Handbook

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

This Handbook should be read in conjunction with the general [School of Languages, Literatures and Cultural Studies Handbook](#).

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

Diversity and Inclusion Statement

In European Studies, we welcome students from a range of diverse backgrounds and perspectives. We believe that diversity of ideas and knowledge enriches everyone's learning, provided we treat each other with dignity and respect. We strive to incorporate accessibility and inclusivity in our teaching and classrooms to ensure all students, regardless of disability, ethnicity, gender, sexuality, background or socio-economic status, have equitable opportunity to engage fully in their studies and achieve their learning goals.

We endorse [Trinity's Dignity and Respect Policy](#), [Accessible Information Policy](#) and other [disability-specific policies and procedures](#), and the [aims and objectives](#) of the Trinity Inclusive Curriculum Project. Suggestions and feedback on how we can improve our accessibility and inclusivity are encouraged and appreciated: please contact the director of European Studies, Dr Clemens Ruthner (ruthnerc@tcd.ie)

1. GENERAL PROGRAMME INFORMATION

1.1 Introduction

The objective of the European Studies (ES) programme is to achieve a high degree of linguistic competence, a firm intellectual grasp of several academic disciplines in the Humanities, and a detailed understanding of the European past and present.

In your European Studies programme, you will study two languages (French, German, Irish, Italian, Polish, Russian or Spanish), the history of ideas and the evolution of European thought, plus a choice of related modules in History, Political Science, Sociology, and Economics.

Your third year has to be spent at a university in the country of your major language of choice. Students can consult the about the [Centre for European Studies website](#) for more information.

1.2 Staff Contact Details

The list of current European Studies Departmental Coordinators is available on the [School of Languages, Literatures and Cultural Studies webpage](#); they are the first contact persons to turn to within language departments when it comes to ES-related questions.

There is also **the ES core team**:

Staff Name	Role	Email	Room No.
Prof Clemens Ruthner	Director, Centre of European Studies	ruthnerc@tcd.ie (for academic matters)	Room 5068, Arts Building
Ms Susan Migunda-Greene	Senior Executive officer ES	Undergraduate.sllc@tcd.ie (for all technical & administrative questions)	Room 5080, Arts Building
Prof Balázs Apor	Dual Degree Coordinator ES (on leave in MT25)	aporb@tcd.ie	Room 4082, Arts Building
Dr Rebecca Carr	European Studies Teaching Fellow ES	carrre@tcd.ie	Room 5065, Arts Building

1.3 Key Dates

The current [Academic Year Structure](#) is available on the Trinity website.

Essay submission dates are available from online module descriptors and from module coordinators. Learning agreements & year abroad result deadlines are available from departmental ES coordinators. Capstone deadlines are available from online module descriptors and the module coordinator.

1.4 Key Locations

School of Languages, Literatures and Cultural Studies (SLLCS)

Undergraduate Office

Students are welcome to call in during office hours; it is advised to make an appointment in advance where possible. In email correspondence, please always include your student number and course of study in your subject line.

Office hours

Monday to Friday: 9.30am to 12.30pm, 2.30pm to 4.30pm.

Nature of query	Office location	Email
Undergraduate Office & European Studies EO general undergraduate queries, transcript requests	Room 5080 5 th floor, Arts Building	undergraduate.sllcs@tcd.ie
Undergraduate timetables	Room 5080, Arts Building	timetables.sllcs@tcd.ie
SLLCS Erasmus and Study Abroad Co-ordinator	Ms Mo Kilgallon Room 5080, Arts Building	erasmus.sllcs@tcd.ie

Other Undergraduate Degree Programme Offices

Programme	Office location	Email
<u>Trinity Columbia Dual B.A.</u>	Room 3135, Arts Building	ColumbiaDualBA@tcd.ie

1.4 Timetable

Your lecture timetable is available through [My.tcd.ie](https://my.tcd.ie) and the [Trinity Live App](#). Clashes may occur in the initial weeks. For timetable queries email: timetables.sllcs@tcd.ie

1.5 Study Abroad/Erasmus

Information on the Junior Sophister year abroad is available in the ES Year Abroad handbook. [European Studies Year Abroad Handbook \(2025-26\)](#)

This handbook enables students to plan their year abroad and is available to Senior Fresher students at the end of Michaelmas term.

The [School's Study Abroad webpage](#) outlines comprehensive information relating to Erasmus/Study Abroad programmes, including the list of current Erasmus destinations for students, how to plan for your year abroad, the procedures for different pathways, and supports for students with disabilities.

School Contacts

In the first instance, students should contact their ES Study Abroad Coordinator.

- [European Studies Study Abroad Coordinators.](#)

Programme	Year Abroad Co-ordinator	Email
German	Prof Clemens Ruthner	ruthnerc@tcd.ie
French	Dr Edward Arnold	EJARNOLD@tcd.ie
Italian	Dr Serena Vandì	VANDIS@tcd.ie
Polish	Mr Adam Nowakowski	anowakowski@tcd.ie
Russian	Dr Dmitri Tsiskarashtsvili	DTSISKAR@tcd.ie
Spanish	Ms Patricia Gonzalez Bermudez	PGONZAL@tcd.ie

For all queries and supports, students are welcome to contact the School's Erasmus and Study Abroad Coordinator (erasmus.slcs@tcd.ie) or by calling in to the Undergraduate Office during office hours.

2. FOUNDATION SCHOLARSHIPS AND OTHER PRIZES

2.1 Foundation Scholarships

The objective of the Scholarship examination is to identify outstanding academic potential in the complementary disciplines which make up the European Studies programme.

The Scholarship examination in European Studies includes material covered during the two semesters of the Junior Fresher year and the first semester of the Senior Fresher year. It consists of one General Paper in European Studies, two language (French, German, Italian, Polish, Russian, Irish, Spanish) competence papers (including a *Viva voce* examination) and one additional paper in this year from the list as follows: The World Wars; The Making of Modernity; Economics Paper 2; Political Science Paper 1; Sociology Paper 2. In Social Sciences students can only sit a Scholarship paper in the subject they have studied in JF year. The two language papers combined carry 1/3 of the overall marks. The General Paper and remaining paper each carries 1/3 of the overall marks.

2.2 Prizes

Students should consult the [College Calendar, under 'Prizes and other Awards'](#) for details of the prizes available for each of the languages studies.

3. ACADEMIC INTEGRITY

3.1 The Use and Referencing of AI (Artificial Intelligence)

The School's guidelines on the use of Generative AI (Gen AI) [are available on the School website](#).

Acknowledging and referencing AI

The Library of Trinity College Dublin has developed [guidelines on acknowledging and referencing GenAI](#). GenAI is evolving rapidly and there is not yet general consensus on how to acknowledge and reference it. This guidance will therefore continue to be reviewed and updated.

Resources

- The Library [guidelines on acknowledging and referencing GenAI](#).
- [Trinity's Generative Artificial Intelligence \(GenAI\) Hub](#).
- [College Statement on Artificial Intelligence and Generative AI in Teaching, Learning, Assessment & Research](#).

3.2 Academic Integrity and Referencing Guide

It is clearly understood that all members of the academic community use and build on the work and ideas of others. However, it is essential that we do so with integrity, in an open and explicit manner, and with due acknowledgement. Any action or attempted action that undermines academic integrity and may result in an unfair academic advantage or disadvantage for any member of the academic community or wider society may be considered as academic misconduct.

3.3 Plagiarism

Plagiarism is the act of presenting the work of others as one's own work without acknowledgement. As such, it is considered as academically fraudulent, and subject to the disciplinary procedures of the University. Plagiarism can arise from deliberate actions and/ or through careless thinking and methodology. The offence lies not in the attitude or intention of the author, but in the action and in its consequences. Please note that it is the responsibility of the author of any work to ensure that they do not commit plagiarism. Students must therefore think carefully about their practices of essay-writing, translation, citation, and note-taking. In the event of any uncertainty students should seek advice ahead of submitting any work for assessment.

For important information about this subject, students are also required to consult the [Library Plagiarism Guide](#). All students must complete the online tutorial on avoiding plagiarism, '[Ready, Steady, Write](#)', on the Library website.

The [Coversheet](#) that is to be submitted with all assignments declares the following:

I have read and understood the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>.

I have also read and understood the guide, and completed the 'Ready Steady Write' Tutorial on avoiding plagiarism, located at <https://libguides.tcd.ie/academic-integrity/ready-steady-write>.

References:

- [Calendar Part II, B: General Regulations & Information, 'Academic Integrity'](#)
- [College Statement on Academic Integrity](#)
- [Academic Integrity Policy](#)
- [Library Guides - Academic Integrity](#)

4. TEACHING AND LEARNING

4.1. European Studies Programme Architecture

Staff who teach on the [European Studies programme](#) are located across three Schools in the Faculty:

1. School of Languages, Literatures and Cultural Studies
2. School of Histories and Humanities
3. School of Social Sciences and Philosophy (Economics, Sociology and Political Science)

Further information about the contact details and research interests of staff involved in European Studies [is available through the relevant departmental websites](#).

Module Descriptors

Students can access full Module Descriptors on their student my.tcd.ie portal by clicking on:

Courses & Modules -> View Course and Module Descriptive information

4.1.1 Junior Fresh Year

In their Junior Fresher year students take modules worth **60 ECTS** in total:

1. **Two languages** (2 x 10 ECTS): French, German, Irish, Italian, Polish, Russian and Spanish.
NB. No student may take more than one language as a beginner.
Spanish and Irish cannot be combined.
2. **Two 5 ECTS “area studies”** modules in their languages (one in each language).
3. The **ES core module** ‘Introduction to the History of Ideas’ (EUU11001; 10 ECTS).
4. The **compulsory history module** *The World Wars 1914-1945* (HIU12043; 5 ECTS).
5. One **optional** 5 ECTS History module in in HT.
6. **Two optional** 5 ECTS modules (one in each term) in **one** of the disciplines in Social Sciences (Economics, Sociology or Politics).

A place on any particular optional module cannot be guaranteed for timetabling and other reasons.

For the forthcoming academic year, the following module combinations are available in the Social Sciences::

1. ECU11011 Introduction to Economics A

And

2. ECU11012 Introduction to Economics B

Or

1. ECU11031 Introduction to Economic Policy A

And

2. ECU11032 Introduction to Economic Policy B

Or

1. POU11033 Politics and Popular Culture A

And

2. POU11034 Politics and Popular Culture B

Or

1. SOU11011 Introduction to Sociology 1

And

2. SOU11012 Introduction to Sociology 2

Students cannot take a particular social science module in SF and subsequent years, if they have not studied that discipline in JF.

Choosing your discipline is thus an important choice for your subsequent academic pathway. If you choose Political Science, Sociology or Economics in first year, you will follow through with modules in that same discipline in SF and SS.

4.1.2 Senior Fresh Year

In their Senior Fresher year, students take:

1. The **two languages** studied in the Junior Fresher year are continued throughout the Senior Fresher year (2x10 ECTS). By the end of the first semester, students will be asked to designate one of the two languages as their major language. This determines the country to which they will go in the Junior Sophister year.
2. Students will also choose **two**, one-term, 5 ECTS “**area studies**” modules in their two languages.
3. The SF **ES core module** ‘The making of modernity, 1750-1820’ (EUU22002; 10 ECTS) in HT.
4. **Two 5 ECTS modules in History** in Michaelmas Term
5. Apart from the compulsory modules and area studies options, students are required to choose **two 5ECTS optional modules in Social Sciences or History**. Students may combine a 5 ECTS history option with an additional “area studies” module. In 2025-2026 the following modules are available; a place on any particular module cannot be guaranteed for timetabling and other reasons.

Module Code(s)	Module Title	ECTS	Semester
ECU22041 & ECU22042	Economics Issues A&B	5 & 5	1 & 2
HIU12030	The Hundred Years War	5	2
HIU12050	Northern Ireland since 1921	5	2
HIU12051	Debating Modern Britain: conflict, change and society in the Long Eighteenth Century	5	2
HIU22010	Writing History	5	1

HIU12048	Modern Eastern Europe, 1890-1990	5	1
HIU12046	Thinking about thought: Ideas in History	5	1
HIU12045	Across the sea: Ireland and its neighbours in the Early Middle Ages	5	1
HIU12049	Humans and the environment in Modern History	5	1
POU22031 & POU22032	Comparative Politics A & B	5 & 5	1 & 2
POU22021 & POU22022	International Relations A & B	5 & 5	1 & 2
SOU22061 & SOU22062	Social Theory 1&2	5 & 5	1 & 2
SOU22021 & SOU22032	Gender, Work and Family 1 & 2	5 & 5	1 & 2
SOU22041 & SOU22052	Power, State and Social Movements 1& 2	5 & 5	1 & 2
NMU22032	Islam in Europa	5	2
NMU22212	Early Jewish History and Literature	5	2
NMU22252	International Relations of North Africa: regional unification & new challenges	5	2
NMU22261	Travel Writing in the Middle East	5	1
NMU22221	Jews and European Society	5	1
NMU22112	History of the Ottoman Empire	5	2

To take any Political Science modules in the Senior Sophister year, students must pass one of the Senior Fresher modules offered in that subject area with a minimum mark of 40. In addition, students intending to take the Contemporary International Relations module in the Senior Sophister year (if available) must pass the Senior Fresher International relations modules POU22021 and POU22022 with a minimum mark of 40.

4.1.3 Junior Sophister Year

- The Junior Sophister year abroad is a **compulsory** element of the European Studies programme. The European Studies Year Abroad Handbook helps Senior Fresh students to prepare for their studies abroad, choose their host university on the continent and organize their Junior Sophister year.

[European Studies Year Abroad Handbook \(2025-26\)](#)

- All academic information can be obtained from the ES / Erasmus Coordinator of the department teaching the student's major language.

[European Studies Study Abroad Coordinators](#)

Technical information can be sought from the [School's Erasmus and Study Abroad Officer](#).

Modules are taken **in the major language** from a prescribed range of options at the exchange university. Students must comply with the assessment requirement set at the foreign university to the satisfaction of the European Studies examination board; they must do their assessments (essays, written and oral exams) in their major language.

Students should bear in mind that although normally no tuition fees are payable to universities in continental Europe, financing the year abroad may be more onerous than in the case of a normal year's study at Trinity.

Non-EU Junior Sophister students should confirm with the [School's Erasmus and Study Abroad Officer](#) that the College will reimburse the student for tuition fees incurred while in the host University.

4.1.4 Senior Sophister Year

The results of the Senior Sophister year (together with those of the Junior Sophister year) constitute the Moderatorship and contribute 70% toward the final award.

All Senior Sophister students are required to take modules in:

1. Their **Major language** (20 ECTS) according to the particular department's ES offers, see 'compulsory modules' below.
2. Their **Minor language** (10 ECTS) according to the particular departments' ES offers, see 'compulsory modules' below.
3. The SS **ES core module** 'Modernity and Society: Ideas and Culture in Europe since 1850' (EUU44CPY). This module accommodates the independent research (capstone) project, i.e. the long essay students are required to complete during the Senior Sophister year (20 ECTS).
4. **Optional Modules** up to the value of 10 ECTS from those listed below for 2025-26. A place on any particular module cannot be guaranteed for time-tabling and other reasons.

NB. Students must balance their credits between two semesters (30ECTS in each term)!

Optional Modules in the SS Year

Module Code	Module Title	ECTS	Semester
ECU33061	Economics Of Policy Issues A	5	1
ECU33062	Economics Of Policy Issues B	5	2
POU44112	Topics: Political Parties	5	2
POU44171	Russian Politics After Communism	5	1
POU44021	Contemporary International Relations A	5	1
POU44032	Contemporary International Relations B	5	2
SOU33011	Researching Society 1	5	1

SOU33012	Researching Society 2	5	2
SOU33021	Race, Ethnicity and Identity 1	5	1
SOU33032	Race, Ethnicity and Identity 2	5	2
SOU33052	Social Stratification and Inequalities 2	5	2
SOU33081	Globalisation and Development 1	5	1
SOU33092	Globalisation and Development 2	5	2
SOU33111	Relationships, Resources and Power	5	1
SOU33122	Understanding Social Change: The Case Of Irish Society	5	2
SOU33131	Sociology Of Markets	5	1
SOU33132	Introduction To Social Demography	5	2
HIU33102	Images Of Empire: Representing Politics In The Age Of Napoleon	5	1
HIU33120	Medieval History	5	1
HIU33121	A Life And Times Of Oliver Cromwell	5	1
HIU33117	The Politics Of Justice: History Of The 'Scottsboro Trial In 1930s America'	5	1
HIU33106	The Invention of England: Bede's Ecclesiastical History Of The English People Of 731	5	2
HIU33107	Reading Chains or Change: Irish Women's Liberation Movement And 1970s Ireland	5	1
HIU33108	Reading The Queer Middle Ages	5	2
HIU33109	Reading Marx	5	2
HIU33110	The Madness of Crowds: The South Sea Bubble Of 1720	5	2

HIU33122	Modern European History	5	2
HIU33115	Reading The Sexual Revolution	5	2
FRU44131	Experimental Translation	5	1
FRU44152	France from Versailles to Vichy: The Rise and Fall of the Third Republic, 1919-1945	5	2
FRU44162	Language and Society In Multilingual Francophonie: Status, Diversity And Function	5	2
FRU44182	Les penseurs du vivant: New French Thinking on Ecology	5	2
FRU44211	Introduction to Postcolonial Francophone African Literature	5	1
FRU44111	Enlightenment Origins	5	1
FRU44172	French Cinema	5	2
GRU44102	Kunst nach Auschwitz Part B	5	2
GRU44072	New Economy Capitalism	5	2
GRU44151	German, Austrian & Swiss Postcolonial Studies I	5	1
ITU44161	Language & Society 1: A Journey Through Italian Sociolinguistics	5	1
ITU44162	Language & Society 2: A Journey Through Italian Sociolinguistics	5	2
ITU44182	History And Forms of Italian Satire	5	2
RUU44002	Russian Oral Proficiency 4	5	2
RUU44042	Russian Productive Skills 2	5	2
RUU44092	The History Of Everyday Life In Communist Eastern Europe	10	2
SPU44072	Spanish Medieval Literature	5	2
SPU44192	Don Quijote: Cervantes's Epic Comedy	5	2

Compulsory Modules in the SS Year

Module Code	Module Title	ECTS	Semester
EUU44CPY	Core Module: Modernity and Society	20	1&2
FRU44021	ES Maj French Written Language Groups	5	1
FRU44022	ES Maj French Written Language Groups	5	2
FRU44031	ES French Oral and Essay Groups	5	1
FRU44032	ES French Oral and Essay Groups	5	2
FRU44041	ES Minor French Language Group	5	1
FRU44042	ES Minor French Language Group	5	2
GRU4400Y	German Language 4	10	1&2
GRU44012	German Translation	5	2
GRU44021	ES Major German Reading Class: <i>Deutschland In Europa</i>	5	1
GRU44171	German Language Minor	5	1
GRU44172	German Translation Minor HT	5	2
IRU4440Y	Ceapadoireacht	10	1&2
ITU4400Y	Italian Language 4	10	1&2
ITU4404Y	Italian 4c Minor	10	1&2
RUU44011	Contemporary Russian Society MT	5	1
RUU44012	Contemporary Russian Society HT	5	2
RUU44041	Russian Receptive Skills 2	5	1

RUU44002	Russian Oral Proficiency 4	5	2
RUU44042	Russian Productive Skills 2	5	2
RUU44022	The History Of Everyday Life In Communist Eastern Europe	5	2
RUU44041	Russian Receptive Skills 2	5	1
SPU44121	Final Year Spanish 1	10	1
SPU44122	Final Year Spanish 2	10	2
SPU4403Y	Spanish Grammar and Syntax (ES Minor)	10	1&2

4.2 Coursework requirements and assessment

During each year at Trinity you must take modules with a total value of 60 credits (ECTS). You must make sure that you have a balanced credit-load across the two teaching terms therefore, you should aim to obtain 30 credits in each semester, if possible.

To progress each year in College you need (1) to secure an overall mark of 40 minimum and (2) to obtain 60 credits (ECTS), either by passing all modules, or by compensation. To pass a year by compensation, you must achieve the pass mark in modules carrying a minimum of 50 credits and obtain a module mark of at least 35 in any remaining module(s).

Students who have not passed their year are required to present for reassessment when:

1. They obtain a mark of 35-39 for more than 10 credits;
2. They fail any module uncompensatably (i.e. achieving marks below 35);
3. They do not obtain an overall pass mark for the year;
4. Any combination of 1 -3 (above) occurs.

If a student has achieved both fail and qualified pass grades at the first sitting or has exceeded

the 10-credit limit allowed for compensation and is not permitted to rise with their year, they must present for reassessment in all failed components of all modules for which they obtained a fail and/or a qualified pass.

Students must pass their third year to proceed to the final year. Details about the third year are set out in the ES Year Abroad Handbook.

The final degree examination marks (Moderatorship) are currently decided by assessment and examination in both Junior Sophister year (30%) and the Senior Sophister year (70%). In calculating the moderatorship result all modules are weighted according to their credit values.

4.2.1 Essay submissions

Every Junior Fresher, Senior Fresher and Senior Sophister essay for an EUU-coded module must be accompanied by the appropriate coversheet which can be downloaded from Blackboard. A copy of all assessed work must be uploaded to the Blackboard platform of the respective module, using the link provided by the module coordinators; it might be advisable to submit a softcopy of essays via email as well.

For assessed work for EUU-coded modules please note that work submitted after the deadline, unless an extension has been agreed in advance, will be given a mark including a penalty. In cases of failure to submit assessed work, no marks will be awarded. For details on submission on work in other modules please consult the information provided by the relevant department.

Students are reminded of [Trinity's Accessible Information Policy](#). All written material (e.g. theses, essays) should use sans serif font (e.g. Calibri, Arial), minimum size 11/12.

4.2.2 Essay-writing guidelines

European Studies students have to adapt their writing skills to different disciplines. These guidelines on essay-writing should be read in conjunction with specific advice offered by module coordinators/tutors in different disciplines.

An essay should provide a structured analysis of evidence in order to answer a specific research question or set of interlocking questions. Essays should not merely provide descriptive information about a topic. You should therefore prepare to write by reading books and articles from reading lists provided by your module coordinator/tutor.

These texts should be directly related to the subject under discussion. You are not reading merely to accumulate information but to understand arguments about how to analyse and interpret processes, ideas, texts and events.

Before writing, you should read carefully through your notes and devise a structure for your writing around relevant arguments. Essays should be structured around points of analysis, not structured around blocks of information. An essay which simply narrates will never receive high marks no matter how well written and presented.

In assessing essays, markers take account of attributes such as library research, quality of analysis, depth and range of understanding of relevant issues, accuracy, structure, expression, presentation and originality of thought. The mark represents a composite evaluation of these factors. An interesting, provocative, but poorly-informed piece of writing might then receive the same grade as one which is clearly presented but reliant on repetition of basic narrative information.

The introduction is a vital element of a successful essay. It should define how the author intends to treat and analyse the question asked. Any terms or concepts in the title requiring definition should be considered in the introduction.

The main part of an essay should consist of several main points, which deal with individual aspects of the question posed and lead up to an answer to the question. A clear structure will ensure that the argument is coherent and easy to follow. The conclusion should summarise the argument, take the insights to a last stage, and supply an answer to the exact question posed in the introduction.

Paragraphs should be limited to less than a typed page and develop a single point. Single sentence paragraphs should be avoided. Think carefully about your style of writing to deliver clear, accurate and sophisticated ideas.

The first person should be sparingly used. Elisions, contractions, as well as slang, jargon, colloquial expressions, and an excessive use of metaphors should be avoided.

A frequent error of grammar is around the use of 'its' (a possessive pronoun). 'It's' (a contraction of 'it is') cannot be used in its place. On dates, you should write the 1850s (as a plural) not the 1850's.

When you use 'twentieth century' as a noun, no hyphen is needed, but as an adjective a hyphen is required ('twentieth-century Ireland').

You are taking a programme of study involving language learning. Please take care to spell place names, personal names and concepts accurately. Read and edit your work carefully before submitting it. Some people find it helpful to read their work aloud to themselves to check whether sentences make sense or are too long and confusing.

Every essay must contain a bibliography, at the end of the essay, listing works consulted in alphabetical order of the author's last name. Only works actually consulted should be listed. There are different methods of listing publications; it is crucial to be consistent and ensure that sufficient information is supplied to allow the reader to trace the publication used. All direct quotations, as well as the ideas or opinions of others, must be referenced.

Indirect quotations must be extensively reworded, reordered and their contents analysed. This is important not only to demonstrate quality of analysis but in order to avoid plagiarism. As a general rule, any information taken from a book or article must be sourced. However, it is not necessary to source general information or well-known facts which are common knowledge or can be easily verified. References should be inserted as consecutively numbered footnotes after the relevant text passage. References should be consistent in style and contain precise page references. Make yourself familiar with common style sheets such as **MLA** or **Chicago**.

4.3 Marking Scale

The marking scheme used is based on the following grade descriptors:

- First / I = 70 - 100 marks;
- Upper Second Class / II.1 = 60 - 69 marks;
- Lower Second Class / II.2= 50 - 59 marks;
- Third / III= 40 - 49 marks;
- Fail / F.1= 30 – 39 marks;
- Fail /F.2= 0 - 29 marks.

In cases of failure to submit an assessed work component, a. mark of 0 is awarded.

Students should consult module and relevant departmental handbooks for specific criteria relating to each of these grades.

Reference:

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

4.4 Attendance Requirements

In some modules and departments, students must satisfy an attendance requirement. In others, students must complete non-examined written work. In any case, students are responsible for ensuring that they understand and meet the criteria required in all modules they study. Please consult your module coordinator/tutor if you are uncertain about what is expected. In case of illness, submit a copy of medical certificates in support of absence requests via email.

Source:

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

4.5 Absence from Examinations

There are varied modes of assessment in different modules in your programme. Please consult information provided by module coordinators to understand precisely what is required of you in assessed exercises and in examinations. Please also note that it is the responsibility of each student to establish the time and date of examinations and be aware of examination regulations by consulting the [College Examination Office website](#).

References:

- [Calendar Part II, B: General Regulations and Information, 'Absence'](#)
- [Academic Policies](#)

4.6 External Examiner

The external examiner (Extern) oversees the assessments and marking of assignments and exams for the JS and SS years. S/he moderates marks and gives feedback on the whole procedure in the two Court of Examiners (in May and September) that finalise all marks.

- Dr Filipe Ribeiro de Meneses, Professor in History at Maynooth University

4.7 Transcript Requests

If you wish to request a copy of your academic transcript, contact the School Undergraduate Office (undergraduate.slcs@tcd.ie).

Include the following information in your email:

- Full name (as it appeared during your time as a student)
- Student number
- Programme of study
- Years of attendance at Trinity College Dublin

For older transcripts, the following details may not be available:

- Module or course descriptions for each academic year
- Module names corresponding to results listed on transcripts
- Descriptions of module content or learning outcomes
- ECTS credits, contact hours, or workload per module

Transcript processing requires a **minimum of 10 to 14 working days**.