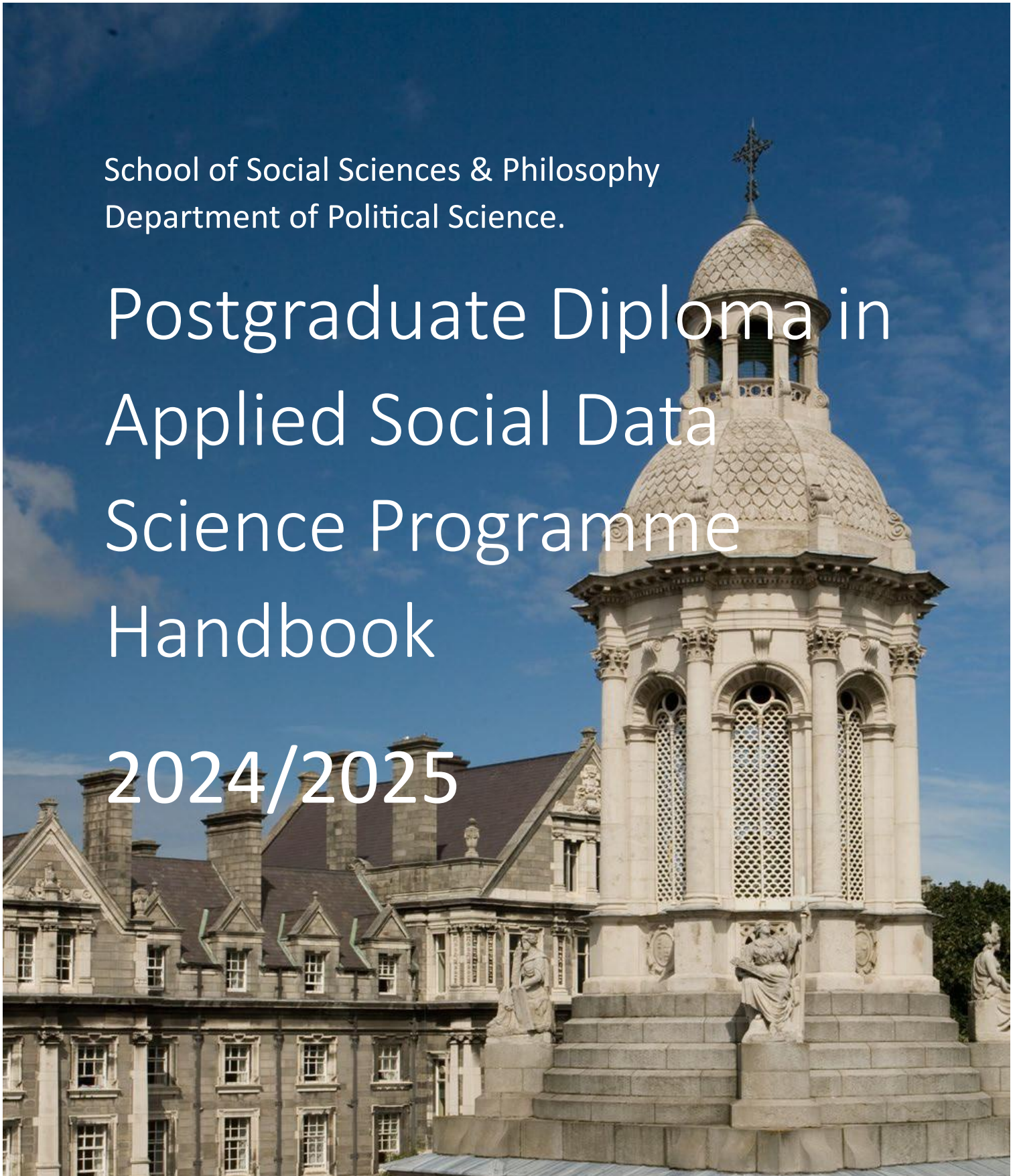**Trinity College Dublin**
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

School of Social Sciences & Philosophy
Department of Political Science.

Postgraduate Diploma in Applied Social Data Science Programme Handbook

2024/2025

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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 local handbooks, the provisions of the General Regulation in the Calendar will prevail.

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

1. General College Information

1.1 Student Services & Support

The Programme Administrator pgdip-asds@tcd.ie is your first port of call for all general queries. College also provides a range of administrative, academic and wellbeing supports and services to help smooth your route through college. You can find further information at the links below:

- **Careers Advisory Service** | www.tcd.ie/careers
- **Graduate Studies Office** | www.tcd.ie/graduatestudies
- **Mature Student Office** | www.tcd.ie/maturestudents
- **Student Services Website** | www.tcd.ie/studentservices
- **Trinity Disability Service** | www.tcd.ie/disability
- **Student Learning Development** | https://student-learning.tcd.ie/

1.2 Postgraduate Advisory Service (PAS)

What?

The Postgraduate Advisory Service (PAS) is a free and confidential service available to all registered postgraduate students in Trinity College. PAS offers a comprehensive range of academic, pastoral and professional supports including one-to-one appointments, workshops and trainings, and emergency financial assistance.

Why?

PAS exists to ensure that all postgraduates students have a dedicated, specialist service independent of the School-system to whom they can turn for support and advice during their time at Trinity. Common concerns students present to PAS include stress; financial worries; queries about regulations or services available at Trinity; supervisor-relationship concerns; academic progression issues; academic appeals.

Who?

The Postgraduate Advisory Service is led by the Postgraduate Student Support Officers who provide frontline support for all Postgraduate students in Trinity. These Support Officers will act as your first point of contact and a source of support and guidance; they can also put you in touch with or recommend other services, depending on your needs.

How?

For an appointment, please e-mail postgrad.support@tcd.ie.

For further information, please visit our website, check out the regular PAS newsletter sent to all postgraduates via email, or follow PAS on Instagram (@TCDPGAdvisory).

1.3 Support Provision for Students with Disabilities

Trinity has adopted a Reasonable Accommodation Policy that outlines how supports are implemented in Trinity. Students seeking reasonable accommodation whilst studying in Trinity must apply for reasonable accommodations with the Disability Service in their student portal my.tcd.ie.

Based on appropriate evidence of a disability and information obtained from the student on the impact of their disability and their academic course requirements, the Disability Staff member will identify supports designed to meet the student's disability support needs. Following the Needs Assessment, the student's Disability Officer prepares an Individual Learning Educational Needs Summary (LENS) detailing the Reasonable Accommodations to be implemented. The information outlined in the LENS is communicated to the relevant School via the student record in SITS.

Further information on Postgraduate Student Supports [here](#).

Examination accommodation and deadlines:
Students should make requests as early as possible in the academic year. To ensure the Assessment, Progression and Graduation Team can set your accommodations for examination purposes the following deadlines are applied:

- Semester 1 assessments: the last Friday of October annually.
- Semester 2 assessments: the last Friday of February annually.

Student responsibilities for departmental assessments/course tests:
Students are required to initiate contact with the School/Department and request reasonable accommodations as per their LENS report, or email received following their needs assessment for particular assessments for School/ Department administered assessment. Students are advised to make contact at least two weeks prior to the assessment date to enable adjustments to be implemented.

Please note: no reasonable accommodation can be provided outside the procedures outlined in the Trinity Reasonable Accommodation Policy. For further information please visit: https://www.tcd.ie/disability/current/how-reasonable-accommodations-work-in-trinity/

1.4 Co-Curricular Activities

- **TCD Sports Clubs** | https://www.tcd.ie/sport/student-sport/sport-clubs/
  Trinity has 50 sports clubs in a range of disciplines, from Basketball to Archery.

- **TCD Societies** | trinitysocieties.ie
  Trinity offers over 100 societies across the University. From arts, culture, politics and debating to gaming, advocacy and music, you're sure to find your niche.

- **Student Union** | www.tcdsu.org
  The Trinity College Students Union is a union for students, by students. It represents the student body at College level.

1.5 Emergency Procedure

In the event of an emergency, dial Security Services on extension 1999. Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency. Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

1.6 Data Protection

Please note that due to data protection requirements, staff in the School of Social Sciences and Philosophy cannot discuss individual students with parents/guardians or other family members. As the University considers students, even if they are not yet 18, to have the maturity to give consent for the use of their data, in normal circumstances, the University will not disclose personal data to the parents, guardians or other representatives of a student without the student's consent.

The University's preference is to receive written consent by way of email from the student where possible. Without such consent the University will not release any details regarding students including details of their registration, attendance, results, fee payments etc.

Trinity College Dublin uses personal data relating to students for a variety of purposes and we are careful to comply with our obligations under data protection laws.

Further information on how we obtain, use, and disclose student data can be viewed on the Trinity website: www.tcd.ie/dataprotection

1.7 Health & Safety Statements

The College Safety Statement can be viewed on the Trinity website:
https://www.tcd.ie/students/orientation/shw/

1.8 University Regulations

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

- **Academic Policies**
  www.tcd.ie/teaching-learning/academic-policies

- **Student Complaints Procedure**
  www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf

- **Dignity and Respect Policy**
  www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf

2. General Course Information

2.1 Introduction

Welcome from Programme Director/s

Welcome to the Postgraduate Diploma in Applied Social Data Science course at Trinity College Dublin. We are delighted you have decided to study with us.

As you know, our Postgraduate Diploma course in Applied Social Data Science offers postgraduate students rigorous training the application of state-of-the-art analytic approaches from the fields of statistics and machine learning to the study of social scientific questions. Graduates of the course will acquire a rich repertoire of social scientific research design skills and data analytic methods that are in high demand in the private, public, and non-profit sectors.

You will find in this handbook a detailed description of the work you need to complete during our programme. Your individual timetable will be available to you via your online student portal at my.tcd.ie.

Please read this handbook carefully, especially the parts dealing specifically with course content and our expectations of postgraduate students. We are of course happy to answer any questions you may have.

Welcome to Trinity College Dublin, and I look forward to your time with us.

Dr Jeffrey Ziegler & Dr Tom Paskhalis

Course Directors, Postgraduate Diploma in Applied Social Data Science

Welcome from the Programme Administrator

Students, on behalf of the School of Social Sciences and Philosophy, and Trinity College Dublin, The University of Dublin, we say welcome!

As the 2024/2025 academic year kicks off there is sure to be a good number of activities coming your way: from module enrolment to timetabling, and everything in between. For this reason, the Department of Political Science has provided you with the 2024/25 Postgraduate Diploma Applied Social Data Science Handbook to answer all your questions and more.

The Handbook covers information needed in preparation for the start of the term and the entire year; it also directs readers seeking more specific topics and/or information to the relevant webpages on Trinity College Dublin's website.

For any queries relating to the PG Diploma in Applied Social Data Science programme, you can contact us by email at: pgdip-asds@tcd.ie or visit our office at: 3 College Green Trinity College Dublin

Our office hours are Monday – Friday; 9am-5pm.

Once again, we say welcome and wish you a wonderful academic year ahead.

With best wishes,

Michael Enearu

Course Coordinator, Postgraduate Diploma in Applied Social Data Science

2.2 Programme Governance

The Committee for the Postgraduate-Diploma in ASDS at TCD is chaired by the Director of the Postgraduate programme, reporting to the Head of Political Science.

2.3 Contact Details

Head of the School of Social Sciences & Philosophy Professor Paul O'Grady | Tel. +353 1 896 1522 | E-mail: pogrady@tcd.ie
Head of Department Dr Constantine Boussalis | Tel. +353 1 896 3482| E-mail: boussalc@tcd.ie
School Director of Teaching & Learning (Post-Graduate) Dr Selim Gulesci | Tel. +353 | E-mail: gulescis@tcd.ie
Course Director/s Dr Jeffrey Ziegler & Dr Tom Paskhalis | Tel. +353 | E-mail: zieglerj@tcd.ie ; tom.paskhalis@tcd.ie
School Manager Ms Olive Donnelly | Tel. +353 1 896 2499 | E-mail: olive.donnelly@tcd.ie
Programme Administrator Mr Michael Enearu | Tel. +353 1896 4687 | E-mail: enearum@tcd.ie

2.4 Key Locations

Department

The Department of Political Science, office Room 5.04, is located on the 5th floor of the College Green building in Trinity College Dublin.
Maps of campus are available at https://www.tcd.ie/Maps/map.php

Blackboard

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

In order to access a module on Blackboard you should be registered to the module by your Programme Administrator. Blackboard can be accessed via tcd.blackboard.com.

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

Student Portal
https://my.tcd.ie allows students to view their own central student record containing all relevant information related to the course for which you are registered. To access the system, you will need your College username and network password.
If your personal student information is incorrect, you should contact Academic Registry (via email, academic.registry@tcd.ie) stating your full name and student ID number. If your timetable module list is incorrect then you should notify the Programme Administrator.

Academic Registry
Academic Registry ("AR") manages course registration and fees. Their website can be accessed here: https://www.tcd.ie/academicregistry/. The Academic Registry offices are located in the Watts Building, on the east side of the main campus.

2.5 Key Dates

Michaelmas Term

2nd – 6th September 2024	Voluntary 5-day Coding Camp.
4th September 2024	Mandatory Orientation session for all incoming Applied Social Data Science students.
9th September 2024	MT instruction begins.
15th December 2024	MT instruction finishes.

Hilary Term

20th January 2025	HT instruction begins.
20th April 2025	HT instruction finishes.
19th May 2025	Assessment period finishes.

Please note that coursework and assignments may be expected during the period between the end of MT and HT (i.e., over the Christmas break). Further, assignments and assessments may continue to be due up to 5th May 2025, after which (unless reassessments are required) students are free to take on new activities.

2.6 Timetable

The updated course timetable will be available online shortly before the start of the Michaelmas term. Personal timetables will be available to students through https://my.tcd.ie.

The Academic Year Structure is available here.

Academic Calendar Week	Week beginning	2024/25 Academic Year Calendar		Term / Semester
		UG continuing years / PG all years	UG new first years	
1	26-Aug-24	Reassessment * (Semesters 1 & 2 of 2023/24)		←Michaelmas Term begins/Semester 1 begins
2	02-Sep-24	Orientation (Postgraduate, Visiting & Erasmus); Marking/Results		
3	09-Sep-24	Teaching and Learning		←Michaelmas teaching term begins
4	16-Sep-24	Teaching and Learning	Orientation (JF UG)	
5	23-Sep-24	Teaching and Learning	Teaching and Learning	
6	30-Sep-24	Teaching and Learning	Teaching and Learning	
7	07-Oct-24	Teaching and Learning	Teaching and Learning	
8	14-Oct-24	Teaching and Learning	Teaching and Learning	
9	21-Oct-24	Study/Review	Study/Review	
10	28-Oct-24	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
11	04-Nov-24	Teaching and Learning	Teaching and Learning	
12	11-Nov-24	Teaching and Learning	Teaching and Learning	
13	18-Nov-24	Teaching and Learning	Teaching and Learning	
14	25-Nov-24	Teaching and Learning	Teaching and Learning	
15	02-Dec-24	Revision	Revision	
16	09-Dec-24	Assessment *	Assessment * ~	←Michaelmas term ends Sunday 15 December 2024/Semester 1 ends
17	16-Dec-24			
18	23-Dec-24	Christmas Period - College closed 24 December 2024 to 1 January 2025 inclusive	Christmas Period - College closed 24 December 2024 to 1 January 2025 inclusive	
19	30-Dec-24			
20	06-Jan-25	Foundation Scholarship Examinations ^		
21	13-Jan-25	Marking/Results	Marking/Results	←Hilary Term begins/Semester 2 begins
22	20-Jan-25	Teaching and Learning	Teaching and Learning	←Hilary teaching term begins
23	27-Jan-25	Teaching and Learning	Teaching and Learning	
24	03-Feb-25	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
25	10-Feb-25	Teaching and Learning	Teaching and Learning	
26	17-Feb-25	Teaching and Learning	Teaching and Learning	
27	24-Feb-25	Teaching and Learning	Teaching and Learning	
28	03-Mar-25	Study/Review	Study/Review	
29	10-Mar-25	Teaching and Learning	Teaching and Learning	
30	17-Mar-25	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
31	24-Mar-25	Teaching and Learning	Teaching and Learning	
32	31-Mar-25	Teaching and Learning	Teaching and Learning	
33	07-Apr-25	Teaching and Learning	Teaching and Learning	
34	14-Apr-25	Revision (Friday, Good Friday)	Revision (Friday, Good Friday)	←Hilary Term ends Sunday 20 April 2025
35	21-Apr-25	Assessment * (Monday, Easter Monday)	Assessment * (Monday, Easter Monday)	←Trinity Term begins
36	28-Apr-25	Trinity Week (Monday, Trinity Monday)	Trinity Week (Monday, Trinity Monday)	
37	05-May-25	Marking/Results (Monday, Public Holiday)	Marking/Results (Monday, Public Holiday)	
38	12-May-25	Marking/Results	Marking/Results	
39	19-May-25	Marking/Results	Marking/Results	
40	26-May-25	Research	Research	←Trinity Term ends Sunday 1 June 2025/Semester 2 ends
41	02-Jun-25	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)	
42	09-Jun-25	Research	Research	
43	16-Jun-25	Research	Research	
44	23-Jun-25	Research	Research	
45	30-Jun-25	Research	Research	
46	07-Jul-25	Research	Research	
47	14-Jul-25	Research	Research	
48	21-Jul-25	Research	Research	
49	28-Jul-25	Research	Research	
50	04-Aug-25	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)	
51	11-Aug-25	Research	Research	
52	18-Aug-25	Research	Research	

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

~ Note: it may be necessary to hold a small number of JF examinations/assessments outside of semester 1.

^ Note: it may be necessary to hold some examinations/assessments in the preceding week.

3. Academic Policies

3.1 Academic Integrity & Referencing

3.1.1 Academic Integrity

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. Examples of academic misconduct include, but are not limited to:

- **Plagiarism** - presenting work / ideas taken from other sources without proper acknowledgement. Submitting work as one's own for assessment or examination, which has been done in whole or in part by someone else or submitting work which has been created by using artificial intelligence tools, where this has not been expressly permitted.
- **Self-plagiarism** - recycling or borrowing content from the author's own previous work without citation and submitting it either for an assignment or an examination.
- **Collusion** - undisclosed collaboration of two or more people on an assignment or task, or examination, which is supposed to be completed individually.
- **Falsification/fabrication**.
- **Exam cheating** - action or behaviour that violates examination rules in an attempt to give one learner an unfair advantage over another.
- **Fraud/impersonation** - actions that are intended to deceive for unfair advantage by violating academic regulations. Using intentional deception to gain academic credit.
- **Contract cheating** - form of academic misconduct in which a person uses an undeclared and/or unauthorised third party to assist them to produce work for academic credit or progression, whether or not payment or other favour is involved. Contract cheating is any behaviour whereby a learner arranges to have another person or entity ('the provider') complete (in whole or in part) any assessment (e.g., exam, test, quiz, assignment, paper, project, problems) for the learner. If the provider is also a student, both students are in violation.

Further examples of the above available at www.tcd.ie/teaching-learning/academic- integrity.

3.1.2 Academic Misconduct in the Context of Group Work

Students should normally submit assessments and/or examinations done in co-operation with other students only when the cooperation is done with the full knowledge and permission of the lecturer concerned. Without this permission, submitting assessments and/or examinations which are the product of collaboration with other students may be considered to be academic misconduct.

When work is submitted as the result of a group project, it is the responsibility of all students in the group to ensure, so far as is possible, that no work submitted by the group is plagiarised, or that any other academic misconduct has taken place. In order to avoid academic misconduct in the context of collaboration and group work, it is particularly important to ensure that each student appropriately attributes work that is not their own. Should a module coordinator suspect academic misconduct in a group assignment, the procedure in cases of suspected academic misconduct must be followed for each student.

3.1.3 Avoiding Academic Misconduct

Students should ensure the integrity of their work by seeking advice from their module coordinator or supervisor on avoiding academic misconduct. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding academic misconduct is available at libguides.tcd.ie/academic-integrity.

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

"I have read, and I understand the academic integrity provisions in the General Regulations of the University Calendar for the current year. I have also completed the Online Tutorial on avoiding plagiarism 'Ready Steady Write'.

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

For further information including details of the procedure to be followed in case of suspected plagiarism, please refer to Section 1, 'Academic Integrity' (pages 30 & 31) of the Graduate Studies Academic Calendar:
www.tcd.ie/calendar/graduate-studies-higher- degrees/complete-part-III.pdf.

3.1.4 Procedures regarding Dignity & Respect Matters

The School of Social Sciences and Philosophy is committed to fostering a learning environment that upholds principles of equality, diversity, and inclusion. We strive to ensure that all students and staff can pursue their academic and professional goals without fear of discrimination, harassment, bullying, or any form of mistreatment.

Recognizing the adverse impact harassment can have on individuals' performance, morale, confidence, health, and learning, the School seeks to create a culture where such behavior is unequivocally condemned. Our goal is to encourage an atmosphere in which individuals can address harassment concerns without fear of ridicule or retaliation.

Trinity Dignity and Respect Policy sets out the College's key principles and procedures for addressing matters related to negative treatment, including discrimination, bullying, and any form of harassment. TCD Sexual Misconduct Policy establishes the principles, approach, and procedures on the subject of sexual harassment or sexual assault and outlines the resources and support available to both students and staff when facing issues related to sexual harassment.

Should any student encounter issues related to dignity and respect, as outlined above, we strongly urge them to immediately reach out for support from the designated contact person, who will provide guidance and support in accordance with the Dignity and Respect Policy:

Course Director Dr Jeffrey Ziegler & Dr Tom Paskhalis | zieglerj@tcd.ie ; tom.paskhalis@tcd.ie

School Director of Teaching and Learning (Post-Graduate) Professor Selim Gulesci | gulescis@tcd.ie

3.2 Research Ethics

We wish to draw your attention to the need for you to comply with the School's research ethics policy. Full details can be found at http://www.tcd.ie/ssp/research/ethics/. The most consequential aspect of this is that, should you be planning to observe, interview, poll, or experiment on human beings, you will need to get ethics approval. This involves completing a form that you will find via the link above and then having it approved/signed by the Department's Research Ethics representative. **Failure to comply with the School's research ethics policy could result in penalties, up to and including a zero mark for the dissertation.**

4. Teaching & Learning

4.1 Programme Structure

The Pg. Dipl. Applied Social Data Science course is designed to run for one year on a full-time basis. The course commences on the Monday of the first teaching week in the College's academic year structure in mid-September. The programme concludes on the last day of teaching week in Hilary Term.

The course is structured around two terms, each of which is compulsory. In each term, students take modules summing to 30 ECTS. Thus, the degree programme sums to 60 ECTS. Most modules in the ASDS programme are taught around weekly lectures and tutorials, with assessment based upon participation, short assignments (e.g., problem sets), and papers. Students are expected to attend class and tutorial every week. In addition, please note that written work can be assigned during study week and between term times.

The final Pg. Dipl. is awarded convention as either Pass, Merit, or Distinction (see section 3.7 below). The postgraduate Diploma is a level nine QQI – NFQ qualification.

The Department reserves the right to change or cancel any module for reasons of low enrolment.

4.2 Programme Structure & Workload

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

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty. The European norm for fulltime study over one academic year is 60 credits. 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200- 250 hours of student input including class contact time, assessments and examinations.

ECTS credits are awarded to a student only upon successful completion of the programme year. The modules in the ASDS programme are as follows:

Module Code	Module Title	Term	Weighting
POP77001	Computer Programming for Social Scientists	MT	10 ECTS
POP77003	Applied Statistical Analysis I	MT	10 ECTS
POP77011	Research Design for the Social Sciences	MT	10 ECTS
POP77004	Applied Statistical Analysis II	HT	10 ECTS
CSP7001	Introduction to Machine Learning	HT	5 ECTS
POP77034	Experimental Methods for Social Scientists	HT	5 ECTS
POP77022	Quantitative Text Analysis for Social Scientists	HT	5 ECTS
POP77014	Social Forecasting	HT	5 ECTS
POP77142	Quantitative Text Analysis for Social Scientists (2)	HT	5 ECTS
POP77054	Dimensionality Reduction	HT	5 ECTS

4.3 Learning Outcomes

The course aims to provide students with the necessary skills for a range of research-related careers, as well as careers in other areas. It is suitable for students who wish to progress to doctoral research, or to pursue careers in applied data science research, the civil service, international organisations, non-governmental organisations, or the media. After successfully completing this course, students should be able to:

- Acquire an understanding of fundamental components of applied data science, computational methods, including computer programming, and quantitative research methods.
- Demonstrate fluency in a range of programming languages and practical research applications with R and Python.
- Critically engage with, evaluate and appraise quantitative social scientific literature.
- Effectively manage and manipulate large datasets using cutting edge data management techniques.
- Apply social scientific research methodologies to effectively design and execute social science research projects.

4.4 Module Descriptors & Compulsory Reading Lists

The School reserves the right to amend the list of available modules and, in particular to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

Module descriptors and timetables will be available on the Departmental website shortly before the start of each term:
 https://www.tcd.ie/Political_Science/programmes/postgraduate/pg-dip-applied-social-data-science/

4.5 Coursework Requirements

The coursework requirements for each individual module will be detailed in the relevant module syllabus.

Documentation

The Department does not require that sources be documented in any particular format. If you are unsure about what reference format to use, however, we recommend the American Political Science Association Style Manual, at https://connect.apsanet.org/stylemanual/. This style manual is generally an excellent resource for writing social science papers.

Late Work

All late work, unless agreed upon in advance by the module lecturer, or justified by medical certificate, will be penalised at a rate of 5 marks per day. Under no circumstances will work be accepted after the set work has been marked and handed back to other students, or after the end of Hilary teaching term.

4.6 Marking Scale

The ASDS Postgraduate Diploma uses the following grading scheme for overall module assessment:

- Excellent: 70 – 100
- Good: 60 – 69
- Fair: 50- 59
- Condonable Fail: 40 – 49
- Uncondonable Fail: 0 – 39

The final mark for the course is based on a credit-weighted average of the mark awarded in each module. Students must obtain credit for the academic year of their course by satisfactory completion of all course requirements. The postgraduate diploma is awarded in accordance with University convention as either Pass or Distinction. In addition, the Department of Political Science may award the predicate Merit to a student whose overall performance falls between these categories.

Note that all marks given during the year are provisional and subject to change by the External Examiner at the end of the year. After a lecturer has returned marks to students at the end of a module, they may not be changed other than at the Court of Examiners meeting at the end of the year. Trinity College does not routinely offer opportunities to achieve extra credit in modules. Students are encouraged to alert their module lecturers in the event that they are unable to complete an assignment on time and to request an extension where appropriate (module syllabuses will set out policies regarding extensions).

Grades and comments for module work should be returned to students in a prompt manner (e.g. several weeks into HT for MT grades, end of Trinity Term/dissertation workshop for HT grades).

Pass	The pass mark for the programme is 50%. To obtain an MSc, students must achieve all of the following: • a passing mark for the dissertation • an overall (ECTS-weighted) average pass mark in the taught elements of the course; • pass marks in individual modules amounting to at least 50 ECTS • a mark of not less than 40% in the remaining modules
Merit	The Department may recommend that the MSc be awarded with the predication '**Merit**' to students who achieve both: • a mark of 60% or above in the dissertation • an overall (weighted) average mark across all taught modules of at least 60%, where amounting to at least 30 credits have a mark of 60% or above. A merit cannot be awarded where the candidate has failed any credit during the course.
Distinction	The Department may recommend that the MSc be awarded with the predication '**Distinction**' to students who achieve both: • a mark of 70% or above in the dissertation • an overall (weighted) average mark across all taught modules of at least 70%, where modules amounting to at least 30 credits have a mark of 70% or above. A distinction cannot be awarded where the candidate has failed any credit during the course.

In the case where a student has obtained an uncondonable fail (a mark of less than 40%) for one (maximum) taught module, and if significant extenuating circumstances can be documented, the student may apply in writing to the MSc Director to submit an additional written assignment related to the materials covered by the failed module for a deadline before the Court of Examiners meeting. The opportunity to submit this additional assignment and the deadline for its submission are at the MSc Director's discretion.

If this material demonstrates sufficient student learning, then, on the recommendation of the MSc Director, the Court of Examiners may award a capped mark of 40% for this module. Please note that this arrangement can only raise the student's mark in one taught module to 40%, it does not guarantee that the student will obtain an MSc and/or PG Diploma, as other criteria remain relevant. No such option is available where the student has obtained an uncondonable fail in more than one taught module, or where a student's dissertation has been marked as a fail, and in those cases the student will fail the MSc and/or PG Diploma as relevant. Regulations on repeating a Masters dissertation can be found at the following link: https://www.tcd.ie/calendar/graduate-studies-higher-degrees/section-III.pdf.

4.7 Attendance Requirements

Attendance is not optional. Absences should be cleared with the relevant instructor, who should be provided with medical or other documentation as appropriate.

See Part III of the Calendar for College regulations regarding attendance and 'Off-Books' status: https://www.tcd.ie/calendar/

4.8 Absence from Examinations

Postgraduate students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical advisor and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student's Course Co-ordinator/Director within three days of the beginning of the period of absence from the examination. Such medical certificates must state that the student is unfit to sit examinations. Medical certificates will not be accepted in explanation for poor performance; where an examination has been completed, subsequent withdrawal is not permitted. Further details of procedures subsequent to the submission of medical certificates are available from Course Co-ordinators/Directors.

Postgraduate students who consider that other grave cause beyond their control may prevent them from attending an examination (or any part thereof) must consult and inform their Course Co-ordinator/Director. The Course Co-ordinator/Director will then make representations to the Dean of Graduate Studies requesting that permission be granted for absence from the examination. The acceptance of medical disability is entirely at the discretion of the Dean of Graduate Studies, who may ask for a report from the medical officers in charge of the Student Health Service. The report will be strictly confidential to the Dean of Graduate Studies.

4.9 External Examiner

The External Examiner for the Postgraduate Applied Social Data Science programme is Dr Travis Coan of University of Exeter.

4.10 Progression Regulations

See Part III of the College Calendar for full details of College regulations regarding Progression: https://www.tcd.ie/calendar/.

4.10.1 Appeals

See Part III of the College Calendar for full details of College regulations regarding Academic Appeals: https://www.tcd.ie/calendar/.

4.11 Transcripts

Transcripts are available on request to the Programme Administrator at pgdip-asds@tcd.ie. Please include your student number and course when requesting a transcript. 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.

4.12 Careers Information & Events

The Careers Advisory Service (CAS) provides a wide range of resources and services to help you make and implement informed choices about your future career direction. The Careers Information Centre at 7-9 South Leinster Street contains a range of free, career-related booklets and employer materials for you to take away. Online, the resources section of the website (www.tcd.ie/Careers/resources) provides useful information on a range of topics from career choice and planning, to working abroad, taking a year out and everything in between. CAS also provides a MyCareer online service. More information is available [here](#).

4.13 Student Feedback & Evaluation

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

All results for each survey are collated and made available to the lecturer who taught the module, the Head of Department, the Head of School, the School's Director of Teaching and Learning (UG/PG), and the School Manager. Teaching Assistants receive their feedback through communication with the course lecturer.

Studies have shown that there is some gender bias in student evaluations of teaching – namely that female lecturers tend to receive more negative evaluations than their male counterparts. We ask you to bear this in mind when making your evaluations.