



Return of Coursework Policy

1. Context

Trinity College Dublin, the University of Dublin, herein referred to as Trinity, recognises students' entitlement to feedback on coursework submitted for assessment and that feedback is an integral part of learning.

2. Purpose

The purpose of this policy is to articulate students' expectation in relation to provision of feedback by staff and students' entitlement to the provision of feedback on the submitted coursework.

3. Benefits

3.1 A policy governing the return of coursework frames the expectations of both staff and students and underlines the importance of timely feedback in the student learning experience.

4. Scope

- 4.1 The policy applies to coursework in undergraduate and postgraduate taught programmes at Trinity: to modules owned and delivered by Trinity in the context of Dual and Joint degree programmes (as outlined in an inter-institutional operational framework agreement), to taught modules taken by students on a structured PhD, to credit-bearing modules in respect of coursework that does or does not lead to an award, e.g. standalone modules.
- 4.2 Coursework that is not scheduled to be returned during the year . (e.g. dissertations on Masters courses, some final year work at the undergraduate level and capstone projects) does not fall within the return deadlines in this policy (see 7.1 and 7.2 below) but feedback can still be sought by the student on request and this will be provided normally after the end of year Court of Examiners. The relevant programme handbook will clearly list the pieces of coursework that are not returned within this policy's deadlines.
- 4.3 This policy does not apply to Micro-credentials.

5. Principles

- 5.1 Timely and constructive feedback makes a valuable contribution to students' learning and development relative to learning outcomes.
- 5.2 Clear communication is central to managing students' expectations and creating a common understanding of the importance and purpose of feedback.

6. Definitions

- 6.1 Coursework is both written or/and practical work done by a student during a course of study, usually assessed in order to count towards a mark or grade. Students complete coursework as part of the requirements of their programme of study. Examples of coursework to be assessed include the writing of essays, the sitting of tests and assessments, attendance at practical classes, and field trips, performances, and submission of practical books, the carrying out of laboratory or field projects, and the satisfactory completion of professional placements. The school, department or course office, whichever is appropriate, publishes its requirements for satisfactory completion of coursework in handbooks and elsewhere, as appropriate. (See Calendar, Parts II and III at <http://www.tcd.ie/calendar/>)

7. Policy

- 7.1 Feedback on assessed work should be made available to undergraduate students no later than 20 working days after the assessment is submitted, and to postgraduate students no later than 30 working days after the assessment is submitted.
- 7.2 In cases where the implementation of the 20/30 days policy is not logistically possible or academically appropriate, students will be informed in advance and provided with an alternative date for the return of feedback along with clear reasons for the alternative return date.
- 7.3 The way in which feedback will be given will be communicated to students. This may be provided individually, by group or cohort, and through the use of peer-to-peer feedback. It may be provided verbally, in writing and through the provision of exemplar work that attracts a range of grades, which students may use to reflect on and evaluate their own work.
- 7.4 Students may seek further feedback following the return of their coursework by contacting academic staff during office-hours as outlined in the programme handbook.

8. Responsibility

- 8.1 The Dean of Undergraduate Studies/Senior Lecturer and the Dean of Graduate Studies, as appropriate.

9. Related Documents

- 9.1 Guidelines for Good Teaching, Assessment and Supervision (Academic Practice)
<https://www.tcd.ie/CAPSL/TIC/guidelines/assessments/feedback.php>
- 9.2 Trinity College Dublin Inclusive Curriculum Project – Trinity-INC
<https://www.tcd.ie/equality/projects/inclusive-curriculum/>

10. Document Control

- 10.1 Date of approval: 3 June 2014 by Council
- 10.2 Date of policy review: March 2022

10.3 Date of next review: March 2025

