

## ***German Studies***

# **Students' Handbook 2019-2020**

### **Welcome**

German is an exciting subject to pursue at third level. German is an even more exciting subject here at Maynooth University, with its small student numbers, dedicated staff, and friendly collegiate atmosphere. A university course in a modern European language is intended to equip students with a vital skill: the mastery of the largest language in Europe and one of the major languages of the world (German is spoken as a native tongue by over 100 million people); it aims at fostering students' understanding of a foreign culture by introducing them to the language, history, literature and present situation of the countries concerned; and it strives to develop students' analytical abilities, their capacity to acquire new knowledge independently, to exchange ideas and to process information. In short, after completing your degree in German you will have acquired a valuable asset, namely Intercultural Competence. With these aims in mind, a university degree in a modern European language offers excellent chances in the employment market. With Germany's economy being the largest in Europe, with numerous German, Swiss and Austrian companies located in Ireland, with many international firms located in Ireland conducting business in German-speaking Europe, with the teaching, civil service, journalistic, diplomatic and many other professions open to good Modern Languages graduates, a BA, Postgraduate Diploma or MA in German is a very worthwhile asset to have for future career prospects.

The German Studies at Maynooth University can offer you a broader range of courses than many larger departments in this country and elsewhere. We are happy to be in a position to offer our students not only the two traditional components of Modern Language course programmes, language and literature, but also courses on German linguistics (the theoretical study of language, as opposed to learning a respective foreign language), German-language film, Business German, medieval German language and literature, and even Dutch. (Not all of these options may be available at all times, but we try our best!) We offer German for Beginners and for students with Leaving Cert German (or equivalent), Continuing German. At postgraduate level we currently offer a MA in German Studies and a Postgraduate Diploma in German for Teaching at Post-Primary Level, the latter being highly innovative and the only programme of its kind in Ireland. At postgraduate level, one speciality of the Maynooth University Department of German is a course on Methods and Didactics of Teaching German as a Foreign Language, a course that is offered by no other German department in the country in this form.

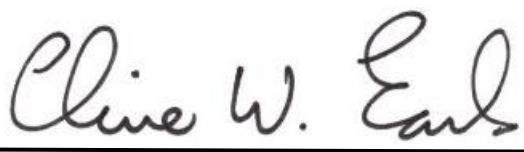
This is what the last Peer Review Report (2010) had to say about the Department of German:  
'The German Department is a department that cares for its students. Across all undergraduate years and among the postgraduate students, strong appreciation was expressed for the ease of access to members of the Department, and there is no doubt that extracurricular activities, such as the regular German *Stammtisch*, foster a strong sense of community and enhance the environment of learning. [...] By meeting the challenges with which it has been presented, it has become one of the most successful German Departments in Ireland (and beyond). [...] The Department of German is a centre of excellence for German studies.'

A course in a modern language combines the skills-based aspects of language acquisition (comparable to the practical activities of, for example, a course in Music) with the study of literature and culture. This makes German a subject that requires independent work, commitment and some degree of aptitude as well, since not everybody has a ‘talent’ for languages. However, with some input on your part, the rewards can be considerable. Contact hours are the most productive form of learning. Hence, the German Department enforces its attendance policy quite strictly. Please read the paragraph on **Attendance and Penalties** in this Handbook carefully. The Maynooth University Department of German is small enough to offer you very close contact with your lecturers. Please make use of this opportunity by contacting us with any problems, questions or concerns you might have. We’re here to give you all the assistance and support you require.

This handbook contains information on course structures, examinations, and many practical and administrative matters that affect your daily life and work in the Maynooth University Department of German. For more day-to-day matters like class lists, information on timetable, room changes, examination matters etc., please check the Moodle content for your module/s and consult the German Department’s **notice boards** regularly. The notice boards are, so to speak, the extension of this Handbook. One is located in the main Arts Building concourse, the other one opposite the so-called Modern Languages corridor. The **departmental office** of the German Department is in Room 36 in the Arts Building; here you can get a copy of the student handbook, submit some essays and/or coursework, and drop off copies of medical certificates etc. **Please keep this handbook in a safe place for this academic year. Please note that there are changes in content every year: always use the latest version of the handbook! It is also available on the German Studies website for download.** Whenever any information that is contained in it needs to be updated, you will be informed of this via Moodle and through the **notice boards**.

All the staff in the German Department wish you every success with your studies. We also hope that you have a good time at Maynooth University, make lots of friends, participate in extra-curricular activities on and off campus, and generally broaden your horizons. We are confident that our course can offer you an interesting, challenging, high-quality education!

On behalf of all my colleagues in the German Department,



Dr Clive W. Earls

Head of German Studies

Programme Director of the Postgraduate Diploma in German for Teaching at Post-Primary Level

Programme Director of the MA and PhD Programmes in Applied Linguistics & Intercultural Studies

*Disclaimer*

*No liability can be accepted for any inaccuracies or omissions in this publication, although every possible care has been taken to make it as complete and accurate as possible.*



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## Staff in the Department

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(Callan)

All staff have office hours when they will be available to deal with student queries; these will be posted outside their office doors and on the departmental website.

## **A note on email contact...**

We in German Studies are happy to help you with any queries you might have.

If you are sending us an email, we would ask you to please bear in mind the following guidelines:

- Most of the emails we receive are requests for information that can very easily be found on our website or in the Students' Handbook. Before sending us a query, please check both to see if you can find the answer yourself!
- We are people too! We deserve to be addressed politely and with respect.
- We have lives too! We will not respond to email queries in the evening or at the weekends.
- We receive many, many emails each day, and so we very much appreciate a request or query that is expressed in clear and concise terms.
- We try hard to respond to emails as quickly as we can – but if it takes us a day or two to respond to your query, please be patient with us!

\* \* \* \* \*

If you are sending us an email, please ensure that it contains the following four pieces of information:

1. Your name;
2. Your student number;
3. Your question/request expressed in clear and concise terms. If your query concerns a particular module, ensure to provide the module code;
4. What you have done so far to try to resolve the problem yourself.

Please note: Any email that does not contain these four pieces of information will be returned to the sender.

## **Coping with University life**

Students will not be "taught" as they were at school, but will be expected to be more independent, taking responsibility for their own learning. One of the most valuable things students can learn from their studies in higher education is to think for themselves and develop their own point of view.

### **Five golden rules for approaching academic work are:**

1. Take responsibility for your own learning and play an active part in it.
2. Find out what is expected of you in terms of attendance, assessments and deadlines.
3. Set realistic study goals and targets and regularly assess your progress.
4. Ask questions if you don't understand.
5. Form a study group with other students to give each other support and feedback.

### **Eight strategies for studying at a university are:**

1. Prepare for lectures, listen actively, make notes and complete them afterwards.
2. Participate actively in class to get the most out of your language degree.
3. Learn how to read critically, intensively and in depth; and also how to scan and skim texts.
4. Develop your writing skills through practice and by asking for feedback.
5. Hand in work on time to avoid penalties.
6. Read your written homework again before submitting it (in order to correct possible mistakes).
7. Learn how to use web-based learning environments (Moodle).
8. Learn how to use the library, the library's computer catalogues, the DVDs and CD-ROMs.

## Attendance and Participation

At university, the responsibility for your work is yours and yours alone. Learning a language requires constant practice, constant engagement with speakers of the language. That is why German is a fairly labour-intensive subject, with a high number of contact hours per week.

**Attendance at all lectures/tutorials/classes is compulsory and is monitored.** Medical certificates must be produced to justify absences. Penalties are enforced for unexplained absence or missed deadlines (see below).

Dates of tests and deadlines for submissions of essay or project work will be given in lectures and also be published on the notice boards. Assignments have to be typewritten and adhere to proper academic form. A style sheet is attached to this handbook; the use of the cover sheet (Appendix A) is also mandatory.

## Penalties

Attendance is monitored regularly and deadlines are strictly enforced in the German Department. If attendance falls below 70% of session hours, the mark will be capped at 35% for this module. This module condition will not be applied to repeat examinations. Absence owing to medical or other compelling reasons is not penalised. The reason must be established in writing prior to, or immediately (i.e. not more than two working days) after the missed class and evidence provided (normally such evidence would be a Medical Certificate).

Supplementary test dates for Continuous Assessment dates can only be arranged when compelling reasons for having missed the original date are established in writing prior to, or immediately after the relevant date. Sitting a CA test and submitting a medical certificate for that day afterwards is not acceptable.

N.B.: In very exceptional circumstances exemptions to the attendance rule and/or the submission policy may be granted in writing by the respective Year Coordinator (see Appendix E).

**Late submission of assessed course work or examination materials** will result in a reduction of the original grade by 5% (5 marks) per day. Assessed course work or examination materials will normally have to be submitted electronically through Turnitin. Late submission of work owing to medical or other compelling reasons is not penalised. The reason must be established in writing prior to, or immediately (i.e. not more than two working days) after the relevant submission deadline and evidence provided (normally such evidence would be a Medical Certificate).

## Plagiarism

**Plagiarism** is taken very seriously at Maynooth University. Plagiarism is out and out copying; paraphrasing or translating a text without attribution; failing to attribute a quotation (including material taken from the Internet); unacknowledged use of another student's work; altering the language or data, then submitting it without providing the source. Any use of electronic translation machines also constitutes plagiarism. In order to avoid plagiarism, students should always cite their source material and should construct arguments based on their own readings of texts, supported by references to the work of others. Essays and assignments must be submitted in paper form, but students may be asked to provide an electronic version of their work or to submit their assignments via Turnitin, the university's plagiarism prevention software. Students must **sign statements on**

**assignment cover-sheets** confirming that they are submitting independent work. A sample cover sheet is appended to this Handbook (Appendix F); further copies are available from Room 34.

The penalties for plagiarism are as follows: In the first instance, marks can be deducted; or a student may be awarded no grade for the plagiarised work. A second or subsequent offence could be a disciplinary matter. Full details of the Maynooth University Policy on Plagiarism can be found at: <https://www.maynoothuniversity.ie/node/414657>

## Books and other Teaching Materials

Book lists are made available by the lecturer of each individual module at the beginning of the course. Most books are available in the University Bookshop. Some special books might be sold through the German Studies Office (Room 36), and additional materials that are prepared by your teachers in photocopied form are also sold through the German Studies Office.

The following books are essential; you are strongly advised to purchase them as soon as you can:

- A monolingual (i.e. German-German Dictionary). Recommended: *Wahrig Deutsches Wörterbuch* or *Langenscheidt Taschenwörterbuch Deutsch als Fremdsprache*.

In addition, you will be advised by your module coordinators whether additional textbooks are required for individual modules.

Recommended mainly for First Year, but useful throughout your studies and beyond:

- A good German-English / English German dictionary (the small pocket size dictionaries are not enough for work at university level). Recommended: *The Collins German Dictionary*.
- Katherine O. Acheson, *Writing Essays about Literature*. Peterborough, ON: Broadview, 2011.
- Mary Fulbrook: *A Concise History of Germany*. Cambridge: Cambridge University Press 2004.
- Derek Lewis: *Contemporary Germany – A Handbook*. London: Arnold 2001.

Most of these books are also available in the Library. If you are unable to purchase them, you need to use them regularly in the library. Reading lists are also provided in individual modules.

## Use the Library. It contains more than you think!

MU Library is the portal to a vast collection of German resources that you'll need for your essays and research. Take a look at the MU library homepage (<https://www.maynoothuniversity.ie/library>); they've excellent information, training, materials, and services that will help you in your studies. They also provide a dedicated German Subject Guide (<http://nuim.libguides.com/german>) on its webpage that we recommend you bookmark; it's a great source of subject-specific material and news. Check out the "New2MU" tab in your German subject guide containing lots of useful stuff for MU-newbies, whatever your level.



## Essays and Assignments

Essays and Assignments have to adhere to proper academic form, including an appropriate title page and an appropriate system of referencing and bibliography. Please adhere to the guidelines provided in **Appendices A** (Style Guidelines) and **F** (Cover Page) of this Handbook. Deadlines for essays and assignments will be posted on the **notice boards**. Students repeating a module externally should make sure they know about the dates for CA Tests, Essay Deadlines and Examinations.

Marks for all tests and examinations are awarded according to the table contained in **Appendix E** (exceptions may occur in the case of Grammar exercises). The relevant columns are *Letter Grade* and *Representative %*.

## Courses and Assessment

German Studies is fully semesterised and modularised. Details of all courses can be found in the on the [Course Finder](#) on the university website, and on the German **notice boards**. Any changes to the information contained in this Handbook will be clearly advertised on the German **notice boards**. Regulations and dates regarding tests (Continuous Assessment) and **Oral/Aural** Examinations will also appear on Moodle and on the **notice boards**. Modules may only be offered when five or more students are registered for them.

**Lists** to sign on for **Tutorials** are also posted on the **notice boards** at the beginning of each semester. All students must sign up for the language labs and conversation classes.

German Studies offers courses for the BA and BA (International), the BA (International) in European Studies, the BA Finance Major/Minor and a variety of other programmes. The First Year regulations are the same for students of all of these programmes. Second and Final Year regulations, however, differ somewhat. You should consult the [Maynooth University Undergraduate Marks and Standards](#) for details of all regulations for your course programme.

The German Studies website is <https://www.maynoothuniversity.ie/german>. It contains all relevant information as in this handbook, and much more, including old examination papers, links to online materials, etc. You should consult these webpages regularly.

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| <p>For information on <u>assessment</u> of all modules and <u>module requirements</u>, see <a href="http://apps.nuim.ie/courses/">http://apps.nuim.ie/courses/</a> and the German Studies <u>notice boards</u>.</p> |
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# First Year

## Beginners

All courses are compulsory for **all** students (15 ECTS credits per semester).

### First Semester

GN101 German for Beginners 1 (15 ECTS credits)  
Five language classes per week  
+ one hour of language laboratory work.  
+ one conversation class.

### Second Semester

GN102 German for Beginners 2 (15 ECTS credits)  
Five language classes per week  
+ one hour of language laboratory work.  
+ one conversation class.

## Students with Leaving Cert. German

All courses are compulsory for **all** students (7.5 ECTS credits per semester).

### First Semester

GN103 Grundkurs Sprache 1 (7.5 ECTS credits)  
Three language classes per week  
+ one hour of language laboratory work.  
+ one conversation class.

\*\*At the beginning of the semester students will be streamed.

### Second Semester

GN104 Grundkurs Sprache 2 (7.5 ECTS credits)  
Three language classes per week  
+ one hour of language laboratory work.  
+ one conversation class.

\*\*Class composition may be readjusted after the January exams.

## Second Year

**BA** (15 ECTS per semester): GN 210/220 + two options in each semester

**BA Major/Minor, BA Economics & Finance** (10 ECTS per semester):  
GN 210/220 + one option in each semester

### First Semester

#### Compulsory:

GN210 Grundkurs Sprache 3 (5 ECTS)  
Two language classes per week  
+ one hour of language laboratory work  
+ one hour of conversation classes

#### Options:

\*GN211A Engaging with German-language culture A (5 ECTS)  
One lecture plus one tutorial hour per week.

GN217A Language Awareness (5 ECTS)  
Two one-hour seminars per week

\*GN218A Engaging with German-language film (5 ECTS)  
Two one-hour seminars per week

### Second Semester

#### Compulsory:

GN220 Grundkurs Sprache 4 (5 ECTS)  
Two language classes per week  
+ one hour of language laboratory work  
+ one hour of conversation classes

#### Options:

\*GN221B Engaging with German-language culture B (5 ECTS)  
One lecture plus one tutorial hour per week

GN222A Crossing Boundaries – Preparing for the Year Abroad (5 ECTS)  
One lecture plus one tutorial per week

\*GN226A German for Business (5 ECTS)  
One two-hour seminar per week

\* Max. 24 students. Places are allocated on a first-come first-served basis.

# Third Year (Year Abroad)

Students who take German to degree level usually spend the third year of their studies abroad. The benefits of a year spent in a German-speaking country are enormous, both in terms of exam success and in terms of employability after graduating. In the Maynooth University School of Modern Languages, Literatures and Cultures, spending a year abroad is regarded as the "default position", i.e. **students are expected to go on a year abroad** (normally equivalent to one academic year, i.e. at least nine months). Students studying two modern foreign languages are encouraged to spend a year in one and at least three months in the other country where their target language is the vernacular. Students who have successfully completed the year abroad and were registered at Maynooth University for four years, are eligible for the award of the degree of BA (International).

Students may, in exceptional circumstances and with strong, verified reasons, be granted permission to graduate without such an extended residency abroad. Those students who do not spend the third year of their academic programme abroad are required to spend a period of at least three months in a country where German is spoken. Two months' residence abroad is required by the Teaching Council of Ireland<sup>1</sup> for the registration of teachers of modern foreign languages<sup>2</sup>.

**If you feel that you are unable to spend a year abroad, you have to seek permission to "opt out" of the year abroad from the Year Abroad Coordinator Dr Böcking at the beginning of the year when you would normally go on your year abroad** (i.e. no later than the end of the 1st semester of Second Year) – see Appendix B. If this permission is granted, the relevant rubric of the Residence Abroad Log must be countersigned by the Year Abroad Coordinator of the relevant subject. Students "opting out" of the year abroad are required to devise an action plan to bring their language competence up to a standard appropriate for Final Year, and they must present this plan to the Year Abroad Coordinator, who will give feedback and advice on its appropriateness.

Students are required to submit the Residence Abroad Log – see Appendix B – upon their return from their year abroad or the completion of the three-month residence and in any case no later than the 1st of November of their Final Year at Maynooth University. The following documentation needs to be attached to the Residence Abroad Log:

## (a) Erasmus

Confirmation that the year has been successfully completed will normally be provided by the International Office directly to the Year Abroad Coordinator in the relevant subject.

## (b) Teaching Assistantship / Erasmus Internships

Students have to produce as evidence of the Teaching Assistantship/Internship an attestation completed and signed by the Principal/Deputy Principal of their host school or a similar attestation from their internship. They also have to submit a **1000-word report in German** on their Teaching Assistantship or placement containing descriptions of activities; comments on teaching materials and/or lesson plans used; and the effect of their year abroad on their German language skills.

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<sup>1</sup> The Minister for Education and Skills commenced Section 30 of the Teaching Council Act, 2001 on 28 January 2014. Section 30 makes it a requirement for teachers to register with the Teaching Council in order to be paid salary by the State.

<sup>2</sup> "Applicants must have verifiable residential experience of at least two months in Germany or a country where German is the vernacular." (See <http://www.teachingcouncil.ie/en/Publications/Registration/Documents/Curricular-Subject-Requirements-after-January-20171.pdf> for further details.)

# Opportunities for Spending a Year Abroad

## Erasmus Student Exchange Programme

Students who intend to spend one academic year at a university in a German-speaking country do so after completing their second year at Maynooth University. The existing Erasmus links with a variety of German and Austrian universities are used for these exchanges. Students express their interest in February/March of their second year at Maynooth University. All relevant information will then be given by the German Studies Erasmus Coordinator (Dr Böcking) and the Maynooth University International Office. Information on finances and on conditions for availing of this unique opportunity will be given at information meetings and are always available from the International Office (Humanity House, first floor).

According to international practice and to the regulations adopted at Maynooth University, students spending a year at a university abroad aspire to accumulate 60 ECTS during the year. We expect that all students of German will take 30 ECTS of courses in German or courses taught through the medium of German. Aside from this stipulation, students have considerable flexibility in choosing courses they would like to take.

Students of every subject combination are eligible to spend a year abroad and get a BA (Int.).

*Please note: German Studies at Maynooth University does not offer students the chance to take credit at home to replace missing credits from the Erasmus programme.*

## English Language Assistant Programme (ELA)

The ELA programme offers students the opportunity to work as an English Language Assistant at a German/Austrian secondary school for one school year. This scheme is quite exciting, because working at a German/Austrian/Swiss school is amongst the most beneficial ways to immerse yourself in the foreign culture. Student teachers also receive a small monthly stipend for their work, which makes the scheme a good option for those with limited financial means.

The ELA scheme is particularly appropriate for students who hope to go on to a career in teaching, as it offers a very valuable opportunity to acquire teaching experience.

Information on the ELA schemes is available on the website of the International Section of the Department of Education at <http://www.education.ie/en/learners/services/english-language-assistant-scheme/>.

## Erasmus Internship

German Studies at Maynooth University has an agreement with the Sprachcenter Mouroum in Berlin whereby three students every year are offered the opportunity to undertake an Erasmus internship with the school. The Sprachcenter Mouroum offers English language classes to young children in “Kitas” (kindergartens) and primary schools around Berlin. The interns receive training in class preparation and delivery during the summer months, and they spend their year in Berlin giving classes in English. They work approx. 30 hours a week (taking into account travel between classes); in return, they receive a monthly allowance from the school and a reduced-price travel card for Berlin. The school can also offer the interns reasonably-priced accommodation in a central Berlin location. Students may also apply to Erasmus+ for funding in support of their internship.

This Erasmus Internship would be particularly appropriate for students who hope to go on to a career in primary teaching, as it offers them the opportunity to acquire teaching experience.

For further information on the Sprachcenter Mouroum, see <http://sprachcenter.com/sprachcenter-mouroum-2/>

## ***Other Opportunities for Spending Time Abroad***

### **Three-Months Residence**

Students who have been granted permission to avail of the three-month residence are required to submit evidence of their stay abroad (air tickets, confirmation by their employer, etc.) and a covering letter in the target language of approximately 200 words on their activities during their stay abroad. The three months residency may be divided into no more than two continuous stays.

Information on summer work in Germany and Austria is available from EURES or the Students' Union.

# Final Year

**BA** (15 ECTS credits per semester): GN 310/320 + two options in each semester.

**BA Major/Minor, BA Economics & Finance** (10 ECTS per semester):

GN 210/220 + one option in each semester

## First Semester

### Compulsory:

GN310 Grundkurs Sprache 5 (5 ECTS)  
Two language classes per week  
+ one hour of language laboratory work  
+ one hour of conversation classes

### Options:

- \*GN311B Engaging with German-language culture A (5 ECTS)  
One lecture plus one tutorial hour per week.
- \*GN314A Translation English-German (5 ECTS)  
Two one-hour seminars per week
- \*GN319A Deutschsprachiger Film der Gegenwart (5 ECTS)  
One lecture plus one tutorial hour per week

## Second Semester

### Compulsory:

GN320 Grundkurs Sprache 6 (5 ECTS)  
Two language classes  
+ one hour of language laboratory work  
+ one hour of conversation classes

### Options:

- \*GN321B Engaging with German-language culture B (5 ECTS)  
One lecture plus one tutorial hour per week
- \*GN325A Medieval Studies (5 ECTS)  
Two one-hour seminars per week
- \*GN327A Literary Translation (5 ECTS)  
Two one-hour seminars per week

\*GN328A German Linguistics (5 ECTS)  
Two one-hour seminars per week

\* Max. 24 students. Places are allocated on a first-come first-served basis.



## Note on Required Modules and Required Language Components (all years)

(a) The *Grundkurs Sprache* modules (GN102, GN104, GN210, GN220, GN310 and GN320) are so-called '**required**' modules. Failing a required module cannot be compensated; however, students repeat the exam papers relating to these modules (whether first and/or second semester) and the Aural and Oral examinations in the autumn. All **Continuous Assessment marks are carried over to the autumn; however, if pass or fail in the autumn exams hinges on the CA marks, they will not have a blocking effect.**

(b) German Studies operates a Language Fail scheme (called a '**Technical Fail**') for GN101, GN102, GN103, GN104, GN210, GN220, GN310 and GN320. If half or more of the language components are failed in one of these modules, the student cannot be deemed to have passed the module. Required language components are: Aural and Oral examinations, and the individual sections (Section A and Section B) on the examination papers for the modules in question. Continuous Assessment marks are **not** considered as required language components. A module failed under the Language Fail rule cannot be compensated (except GN101 and GN103).

(c) The **Oral Examination** serves to test the oral proficiency in German. Final Year projects **must be presented in conversation class during second semester** at a fixed date determined by lottery; failure to do so will result in deduction of marks. Final year students have to compose a folder on the project which must contain a text (or texts) of at least 500 words in German, authored by the student. The folder will form part of the assessment and will be collected at the end of the examination. The project must be presented in one of the GN320 conversation classes. In order to gain a high mark, the discussion of the project has to contain analytical elements.

(d) **German Studies does not allow students to repeat required language modules externally\*\*.** All students who fail required language modules in the Autumn supplemental examinations and decide to repeat them the following academic year must register to re-take these modules internally. This means that they also re-take / resubmit any CA associated with these modules and must re-sit the oral and written examinations.

\*\*An exemption to this policy is possibly but only in exceptional circumstances. This exemption also comprises fixed procedures to be followed in consultation with the Head of German Studies.

# Scholarships

## **Germany – Summer Language Course Grants**

Every year, the DAAD (Deutscher Akademischer Austauschdienst or German Academic Exchange Service) offers a limited number of scholarships to Irish students to take part in three- to four-week language courses at universities in Germany during the summer months. Undergraduate students in all disciplines enrolled full-time at universities in Ireland are eligible to apply. Minimum language requirements for the UK and Ireland are A1 for beginners and B2 for students with previous knowledge of German. For further information, see <http://www.daad.org.uk>.

Information on how to apply will appear on Moodle in the course of the First Semester and is supported by our DAAD-Lektorin, Ms. Sandra Weber.

## **Germany – DAAD Postgraduate Scholarships**

Every year, the DAAD offers a limited number of scholarships to Irish graduates and/or students in their final year of study who want to study or research at Masters or PhD level at a German university. For further information, see: <https://www.daad.de/deutschland/stipendium/de/>

Students interested in applying for a DAAD Postgraduate Scholarship should speak to the DAAD-Lektorin, Ms. Sandra Weber.

## **Austria - ÖAD Postgraduate Scholarships**

The ÖAD offers a number of opportunities for Irish graduates and/or students in their final year of study to study or research at Masters or PhD level at an Austrian university. For further information, see: <http://www.grants.at/>. Students interested in applying for an ÖAD Postgraduate Scholarship should speak to the ÖAD-Lektorin Ms. Lisa Winter.

## **Switzerland – Swiss Government Excellence Scholarships for Foreign Students**

The Swiss Government, through the Federal Commission for Scholarships for Foreign Students, awards various postgraduate scholarships to foreign scholars and researchers. These scholarships provide students who have completed an M.A. with the opportunity to pursue doctoral research in Switzerland at one of the public funded university or recognized institution. For further information, see: <http://www.sbf.admin.ch/themen/01366/01380/02593/index.html?lang=en>

Students interested in applying for a Swiss Government Excellence Scholarship should speak to the Postgraduate Coordinator, Dr Clive W. Earls.

# Prizes

Every year, Departmental prizes for all Undergraduate and Postgraduate courses are awarded. Some of these prizes are sponsored by the German, Austrian and Swiss embassies.

The Dr Henry Hutchinson Stewart Scholarship and Prizes in Modern Languages are awarded on the basis of students' examination results in the First Arts examinations. There is no need to apply for these scholarships and prizes; up to three of the top students in First Arts German are automatically put forward as candidates for this award.

## Postgraduate Diploma in German for Teaching at Post-Primary Level (MH 058)

The Postgraduate Diploma in German for Teaching at Post-Primary Level is the first programme of its kind in Ireland and is intended for candidates who already possess a Professional Masters of Education (PME), or equivalent (e.g. Lehramt), or those who intend on pursuing a PME upon completion of this postgraduate diploma.

The programme aims to provide domestic and international candidates with an opportunity to engage in an accelerated programme of studies. It has been designed in consultation with the Teaching Council of Ireland and specifically tailored to meeting its requirements for registration as an accredited German teacher at post-primary level. The programme follows a three-pronged approach by offering intensive studies in the areas of German language skills; literary, cultural and film studies of the German-speaking world; and German linguistics and language pedagogy. In doing so, students' knowledge and understanding of important concepts in German language and literature (including their didactic and methodological application), culture and society will be enhanced. The Postgraduate Diploma programme may also serve as an entry route to the MLitt / PhD programmes in Applied Linguistics and Intercultural Studies, and German Studies.

**IMPORTANT:** This programme does not involve professional accreditation. It provides its graduates with the requisite 60 ECTS credits configured to meeting current Teaching Council requirements for German. In order to be accredited by the Teaching Council, all graduates of this programme must hold a PME or equivalent (e.g. Lehramt), and will be required to submit themselves for individual evaluation by the Teaching Council of Ireland.

### Course Structure

| Module code | Module title  | Semester 1 or 2 | New or existing module | Compulsory or optional module. | Credit weight |
|-------------|---|-----------------|------------------------|--------------------------------|---------------|
| GN611       | Translation: German to English                          | 1               | Existing               | Compulsory                     | 5             |
| GN616A      | New Trends in German Literature                         | 1               | Existing               | Compulsory                     | 10            |
| GN319A      | Deutschsprachiger Film der Gegenwart                    | 1               | Existing               | Compulsory                     | 5             |
| GN618A      | Introduction to German Linguistics                      | 1               | New                    | Compulsory                     | 10            |
| GN612A      | Introduction to Intercultural Studies                   | 1               | Existing               | Compulsory                     | 5             |
| GN621       | Translation: English to German                          | 2               | Existing               | Compulsory                     | 5             |
| GN321B      | Engaging with German-Language Culture 3B                | 2               | Existing               | Compulsory                     | 5             |
| GN622A      | Methodologies for Teaching German as a Foreign Language | 2               | Existing               | Compulsory                     | 10            |
| GN627       | Narratives of Conflict in German Culture                | 2               | Existing               | Compulsory                     | 5             |
| <b>Year</b> | <b>Total of credits for the year</b>                    |                 |                        |                                | <b>60</b>     |

**Research:**

All postgraduate students are invited to join in the SMLLC's vibrant research culture by coming along to the SMLLC Research Colloquium, where staff, postgraduate students and researchers from other universities present their latest research. This is a great opportunity to engage directly with the researchers, to learn about the methodology of doing research and to see how research is being presented.

The colloquium takes place every second Wednesday at 1pm in Room 34.

# Appendix A

## Style Guidelines for Essays and other Assignments

It is absolutely essential to give an accurate source for every quotation or idea which you have taken from a primary or secondary work. Failure to do so constitutes plagiarism.

There are two ways of giving references:

- You can use footnotes. After the quotation from or reference to another work, choose "Insert Footnote" from the "References" menu in MS Word. Your footnote reference should contain the following information: Author: Title of Work. Place of Publication: Publisher, Year of Publication, page number. The entire title needs to be listed again in the Bibliography.
- You can use the Harvard or Author-Reference system which means that you just give the author's name, year of publication and page number in parenthesis after the quote (for details see below). You then need to give the full bibliographical details of the book or article in the bibliography.

Students may want to consult a comprehensive style guide such as the Modern Humanities Research Association's (available to download at [www.mhra.org](http://www.mhra.org)) for specific questions. Whatever system of referencing and bibliography you use, it is essential that you are consistent and that you provide complete and accurate bibliographical information.

|                      |                                 |     |
|----------------------|---------------------------------|-----|
| <b>Margins:</b>      | 3 cm (top, bottom, left, right) |     |
| <b>Font size:</b>    | Main body                       | 12  |
|                      | Indented quotations             | 10  |
|                      | Footnotes                       | 10  |
| <b>Line spacing:</b> | Main body                       | 1,5 |
|                      | Indented quotations & Footnotes | 1,0 |

### Conventions:

Omissions in quotations are indicated by

[...]

Errors in quotations have to be reproduced and indicated by

[sic]

Quotations of up to three lines are included in main text using quotation marks ‘...’

Quotations of more than three lines should be indented 1 cm from the left hand margin; font size 10 points.

### Example for indented quotation

It is my opinion that Homer Simpson is the most intriguing personality of the 21<sup>st</sup> century. Not only is he the prototype of the American male in the traditon [sic] of John Wayne and Donald Duck, but he also exudes the reassuring masculinity of Philip Marlowe. [...] Following this argument we cannot but conclude that here we find the epitome of the American spirit in its most sophisticated form. (Funk 1998: 22-23)

## Referencing using Harvard / author-reference

Quotations (Author (*only surname*) Year: Page(s))

*Example*

The position maintained by Funk (1998: 22) ‘that Homer Simpson is probably the most intriguing personality of the 21<sup>st</sup> century’ is clearly open for discussion.



(c) Articles from Journals

Name, first and initial of middle name (Year), Title. In: Name of Journal (in italics) Number: first page-last page

*Example:*

Gold, Oliver (1976), Is intercultural communication possible? In: *Journal for Applied Nonsense* 2: 11-15.

(d) Items from the World-Wide-Web

Name, first and initial of middle name (Year), Title. In: Name of Publication (if applicable), number of pages of article. Complete url (date website was viewed).

*Example:*

Krumm, Hans-Jürgen (2003), “Mein Bauch ist italienisch...” Kinder sprechen über Sprachen. In: *Zeitschrift für interkulturellen Fremdsprachenunterricht* 8:11, pp. 112-134, available at <http://www.ualberta.ca/~german/ejournal/startbei.htm> (accessed 9 June 2016).

## **Notes on Using Information from the Internet**

The Internet is a wonderful resource and an excellent source of information if used prudently and correctly. However, you should also bear in mind that not all of the information you can find on the web is reliable. Therefore, you should be careful only to use information from articles and sites that are from a trustworthy, authoritative source.

A good guideline is to only use articles that give a full title and name the author. If someone is not willing to sign their name to an article, chances are that it is not a reliable source of information.

The John Paul II Library offers access to a number of electronic journals which are excellent sources for academic essays. Further details of these journals can be found on <http://nuimsfx.nuim.ie/sfxlc13/azlist/default>

Other useful sources of information on the web are [www.jstor.com](http://www.jstor.com) and <http://ejournals.ebsco.com>

# Appendix B

## Grammatikprogression für den Sprachunterricht

### First Year

Textbooks:

The following are essential for all students:

- (Students with Leaving Cert. German) *Begegnungen A2* (Kurs- und Arbeitsbuch)
- (Beginners) *Begegnungen A1* and *A2* (Kurs- und Arbeitsbuch)

Students may also find the following helpful for home-study, but they are not necessary for class:

- *Begegnungen Glossar – A1 and A2 for Beginners / A2 for students with Leaving Cert. German*
- Online-Übungen - available on the Schubert website for all levels corresponding with each book
- Reimann: *Essential Grammar of German, with exercises*. Ismaning: Hueber.

### GN 101 – First Semester

Based on *Begegnungen A1*

| Woche | Begegnungen         | Grammatik   |
|-------|---------------------|---|
| 2     | A1: Kap. 1          | Personalpronomen (Nominativ, alle); Verben im Präsens; Aussagesätze; Fragesätze; bestimmter Artikel (Nominativ); Possessivartikel ( <i>mein, dein, sein, ihr, ihr, Ihr</i> )  |
| 3.1   |                     |   |
| 3.2   | A1: Kap. 2          | Bestimmter vs. unbestimmter Artikel (Nominativ); Possessivartikel ( <i>unser, euer</i> ); weitere Verben im Präsens; Modalverb: <i>können</i> ; Negation; lokale Präpositionen ( <i>aus, in, bei, nach</i> )  |
| 4     |                     |   |
| 5     | A1: Kap. 3          | Nominativ vs. Akkusativ; Komposita; weitere Verben im Präsens; Modalverb: <i>möchte(n)</i> ; temporale und lokale Präpositionen ( <i>an, von, bis, um</i> ); Adjektivdeklinaton im Nom. und Akk., mit bestimmtem und unbest. Artikel  |
| 6.1   |                     |   |
| 6.2   | A1: Kap. 4          | Adjektive ohne Artikel im Nominativ und Akkusativ; Pluralformation der Nomen; Modalverb: <i>mögen</i> ; Präteritum von <i>sein</i> und <i>haben</i> ; Personalpronomen im Akkusativ; formeller Imperativ  |
| 7     |                     |   |
| 8     | A1: Kap. 5          | Trennbare und untrennbare Verben; temporale Präpositionen für Uhrzeit- und Datumsangaben (neu: <i>ab, vor, nach, am</i> ); Modalverben: <i>müssen</i> und <i>sollen</i> ; temporale Adverbien ( <i>zuerst, dann, danach; selten, manchmal, oft</i> ); <i>etwas-nichts, jemand-niemand</i> ; Ordnungszahlen für Datumsangaben; Perfekt |
| 9.1   |                     |   |
| 9.2   | A1: Kap. 6          | Konjunktionen ( <i>denn, aber, sondern, oder, und</i> ); Modalverb: <i>wollen</i> ; Imperativ; Demonstrativpronomen und <i>welche/r/s</i> in Nominativ und Akkusativ; Richtungsangaben ( <i>nach, in, auf, an, zu</i> ); Dativ: Präpositionen mit Dativ ( <i>mit, aus</i> ), Verben mit Dativ, Personalpronomen im Dativ              |
| 10    |                     |   |
| 11    | A1: Kap. 7          | Komparation der Adjektive; Lokalangaben mit Dativ und Akkusativ ( <i>in, auf, an, über, neben, unter, zwischen, hinter, vor</i> ); Modalverb: <i>dürfen</i> ; Adjektive im Dativ  |
| 12.1  |                     |   |
| 12.2  | A1: Kap. 8 (Beginn) | Verben mit Dativ <u>und</u> Akkusativ; Präpositionen mit Dativ ( <i>zu</i> ); Präteritum der Modalverben; Gegenüberstellung Präteritum/Perfekt in Form und Funktion; werden   |



*Continuous Assessment:* Grammar only.

*Aural Exam:* Week 12 - Based on material covered in language classes, conversation classes and language lab classes in the course of the semester.

*Final Exam (180 minutes):* **Teil A:** All grammatical topics covered during the course of the semester.  
**Teil B:** Leseverstehen

## GN 102 – Second Semester

Based on *Begegnungen A1* and *Begegnungen A2*

| Woche | Begegnungen                 | Grammatik  |
|-------|-----------------------------|--|
| 1     | A1: Kap. 8<br>(Fortsetzung) | Verben mit Dativ <u>und</u> Akkusativ; Präpositionen mit Dativ ( <i>zu</i> ); Präteritum der Modalverben; Gegenüberstellung Präteritum/Perfekt in Form und Funktion; werden  |
| 2     | A2: Kap. 1                  | Reflexive Verben; Erkennung des Genus; Genitiv; weitere Vergangenheitsformen; Verben mit Präpositionen; Wiederholung: Verben   |
| 3.1   |                             |  |
| 3.1   | A2: Kap. 2                  | Negation: Negativartikel in allen Fällen, Negation mit nicht oder kein, negative Frage, jemand-niemand, etwas-nichts; weitere Vergangenheitsformen; Wiederholung: Hilfs- und Modalverben                             |
| 4     |                             |  |
| 5     | A2: Kap. 3                  | Haupt- und Nebensatz, Satzverbindungen ( <i>weil, wenn</i> ); <i>welche/r/s</i> vs. <i>was für ein/e</i> ; <i>könnten/würden</i> ; unbestimmte Artikel ohne Nomen; Wiederholung: Verben mit Dativ und/oder Akkusativ |
| 6.1   |                             |  |
| 6.2   | A2: Kap. 4                  | Nebensätze mit <i>dass</i> ; indirekte Fragen; Datum, Zeitdauer und Zeitpunkt; höfliche Bitten; Verben mit Präpositionen   |
| 7     |                             |  |
| 8     | A2: Kap. 5                  | Richtungs- und Ortsangaben (Fortsetzung); Deklination der Adjektive (in allen Fällen, mit bestimmtem und unbestimmtem Artikel); Nebensätze mit <i>obwohl</i>   |
| 9.1   |                             |  |
| 9.2   | A2: Kap. 6                  | Komparation der Adjektive; Empfehlungen ( <i>sollten</i> ); Relativsätze; Redepartikel ( <i>denn, doch, ja</i> ); Präpositionen mit Akkusativ  |
| 10    |                             |  |
| 11    | A2: Kap. 7                  | Verben mit Lokalangaben; Temporalsätze mit <i>als</i> und <i>wenn</i> ; Infinitiv mit <i>zu</i> ; <i>deshalb, trotzdem</i> ; Wechselpräpositionen (Wiederholung)   |

*Continuous Assessment:* Grammar only.

*Oral Exam:* Week 12 - Based on material covered in language classes, conversation classes and language lab classes in the course of both semesters.

*Final exam (180 minutes):* **Teil A:** All grammatical topics covered during the course of the semester.  
**Teil B:** Freies Schreiben

### GN 103 – First Semester (Students with Leaving Cert German)

Based on *Begegnungen A2* as a guide only – each separate class group may progress at different paces.

**Note:** The system of cases and endings is routinely revised from this point onwards but is assumed to be part of your repertoire at this stage. Please make sure that this is the case – a little revision now will save you a lot of work later on.

| Begegnungen | Grammatik  |
|-------------|--|
| A2: Kap. 1  | Verben im Präsens und Perfekt<br>Trennbare und untrennbare Verben<br>Reflexive Verben<br>Artikel und Kasus, besonders Genitiv  |
| A2: Kap. 2  | Modalverben im Präsens und Präteritum<br>Präteritum bei regelmäßigen und unregelmäßigen Verben<br>Negation   |
| A2: Kap. 3  | Kausalangaben [ <i>weil, da, zumal</i> ] und Konditionalangaben [ <i>wenn, falls</i> ]<br>Verben mit Akkusativ und/oder Dativ<br>Personalpronomen, unbestimmte Artikel und Adjektiv im Nom, Akk & Dat<br>Konjunktiv II - Hypothese |
| A2: Kap. 4  | Temporale Präpositionen [ <i>um, am, im, in</i> ]<br>Konjunktiv II - Höfliche Bitte [ <i>könnten, würden</i> + Infinitiv]<br>Verben mit Präpositionen, und Verben mit Kasus<br>Indirekte Fragen<br>Nebensätze mit <i>dass</i>      |

*Continuous Assessment:* Grammar only.

*Aural Exam:* Week 12 in class.

*Final Exam (90 minutes):* **Teil A:** All grammatical topics covered during the course of the semester.  
**Teil B:** Leseverstehen.

## GN 104 – Second Semester (Students with Leaving Cert German)

**Note:** The system of cases and endings is routinely revised from this point onwards but is assumed to be part of your repertoire at this stage. Please make sure that this is the case – a little revision now will save you a lot of work later on.

| Begegnungen | Grammatik   |
|-------------|---|
| A2: Kap. 5  | Lokale Präpositionen: Richtungsangaben<br>Deklination der Artikel und Adjektive<br>Konzessivangaben [ <i>obwohl</i> ]<br>Wiederholung: Kausal- und Konditionalangaben |
| A2: Kap. 6  | Komparation der Adjektive<br>Relativsätze<br>Modalverb 'sollen'<br>Verben mit festen Präpositionen<br>Präpositionen mit Akkusativ                                     |
| A2: Kap. 7  | Verben mit Lokalangaben<br>Temporalsätze [ <i>als, wenn</i> ]<br>Infinitiv mit <i>zu</i><br>Konsekutivangaben [ <i>deshalb, trotzdem</i> ]<br>Wechselpräpositionen    |
| A2: Kap. 8  | Passiv<br>Finalangaben [ <i>um ... zu</i> ]<br>Präpositionen mit dem Dativ  |

*Continuous Assessment:* Grammar only.

*Oral Exam:* Week 12.

*Final Exam (90 minutes):* **Teil A:** All grammatical topics covered during the course of the semester.  
**Teil B:** Freies Schreiben z.B. Ein ganz besonderer Tag.

# Second Year

*Textbooks:*

- *Begegnungen B1* (Kurs- und Arbeitsbuch)

- Paul Stocker, *Wort für Wort. A new advanced German vocabulary.* Hodder & Stoughton

## GN 210 - Erstes Semester

| Woche | Begegnungen | Grammatik   |
|-------|-------------|---|
| 2     | B1: Kap. 1  | Vergangenheitsformen der regelmäßigen & unregelmäßigen Verben                       |
| 3     |             | Verben mit Präpositionen  |
| 4     |             | Fragen nach Satzteilen  |
| 5     | B1: Kap. 2  | Modalverben Konjunktiv II: Höfliche Bitte [ <i>könnten, würden, hätten, wären</i> ] |
| 6     |             | Infinitiv mit <i>zu</i>   |
| 7     | B1: Kap. 3  | Infinitiv-Konstruktionen [ <i>um...zu, ohne...zu, statt...zu</i> ]                  |
| 8     |             | Passiv: Präsens, Präteritum, Perfekt, mit Modalverben                               |
| 9     |             | Reflexive Verben  |
| 10    | B1: Kap. 4  | Adjektive: Deklination und Komparation  |
| 11    |             | Partizipien als Adjektive/Partizip I  |
| 12    |             | Relativsätze  |

*Continuous Assessment:*

Grammar only.

*Aural Exam:*

Week 12 in class.

*Final Exam (90 minutes):*

**Teil A:** Grammar.  
**Teil B:** Erzählung.

## GN 220 - Zweites Semester

| Woche | Begegnungen | Grammatik  |
|-------|-------------|--|
| 1     | B1: Kap. 5  | Konditionalangaben [ <i>wenn, sonst/andernfalls</i> ]                                    |
| 2     |             | Finalangaben [ <i>um...zu, damit</i> ]   |
| 3     |             | Demonstrativpronomen: [ <i>derselbe, dieselbe, dasselbe</i> ]                            |
| 4     | B1: Kap. 6  | Plusquamperfekt  |
| 5     |             | Temporalsätze  |
| 6     |             | Lokale Adverbien [ <i>rein, raus, rauf, runter</i> ]<br>Wiederholung: Adjektivdeklinaton |
| 7     | B1: Kap. 7  | Doppelkonjunktionen [ <i>nicht nur...sondern auch, weder...noch</i> usw]                 |
| 8     |             | Kausal-, Konzessiv- und Konsekutivangaben  |
| 9     |             | Präpositionen mit dem Genitiv  |
| 10    | B1: Kap. 8  | Modale Nebensätze [ <i>je...desto, wie, indem</i> ]                                      |
| 11    |             | Wiederholung: Passiv   |

*Continuous Assessment:*

Grammar only.

*Oral Exam:*

Week 12.

*Final Exam (90 minutes):*

**Teil A:** Grammar.

**Teil B:** Äußerung zum Thema.

# Final Year

## GN 310 - Erstes Semester

*Textform:* Kommentar

*Grammatik:*

§ 53 & 54 Konjunktiv II; § 55 & 56 Konjunktiv I

|         |   |
|---------|---|
| Week 1  | KII – Bildung der Gegenwartsformen  |
| Week 2  | KII – Bildung der Vergangenheitsformen                                    |
| Week 3  | KII – Passiv (+ Übungen § 53 1-4)   |
| Week 4  | KII – Gebrauch: Irreale Wunschsätze & irreale Konditionalsätze            |
| Week 5  | Kommentar   |
| Week 6  | Kommentar   |
| Week 7  | KI – Bildung der Gegenwartsformen (incl. KII Ersatzformen)                |
| Week 8  | KI – Bildung der Vergangenheits- und Zukunftsformen; Passiv               |
| Week 9  | Gebrauch des KI – Indirekte Rede  |
| Week 10 | Gebrauch des KI – Indirekte Rede (incl. Imperativ & indirekte Fragesätze) |
| Week 11 | Kommentar   |
| Week 12 | Kommentar & Oral Exams  |

*Continuous Assessment:* Grammar only.

*Oral Exam:* Week 12.

*Final Exam (90 minutes):* Kommentar.

## GN 320 - Zweites Semester

*Textform:* Erörterung

|         |  |
|---------|--|
| Week 1  | § 35 Wiederholung Relativsätze                                     |
| Week 2  | § 46 Partizipialkonstruktionen – Formen – Partizip I               |
| Week 3  | Partizipialkonstruktionen – Formen – Partizip II                   |
| Week 4  | Partizipialkonstruktionen mit transitiven und intransitiven Verben |
| Week 5  | Umwandlung Relativsätze in Partizipialkonstruktionen und umgekehrt |
| Week 6  | Erörterung   |
| Week 7  | Erörterung   |
| Week 8  | Erörterung   |
| Week 9  | Grammatik – Gesamtwiederholung                                     |
| Week 10 | Grammatik – Gesamtwiederholung                                     |
| Week 11 | Erörterung   |
| Week 12 | Erörterung and Oral Exams  |

*Continuous Assessment:* Grammar only.

*Oral Exam:* Week 12.

*Final Exam (90 minutes):* Erörterung

# Appendix C

MAYNOOTH UNIVERSITY  
NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH  
MAYNOOTH, CO. KILDARE, IRELAND

SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES  
SCOIL NA NUA-THEANGACHA, NA LITRÍOCHTA AGUS NA GCULTÚR



## Residence Abroad Log

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

First Year of Registration (e.g. 2018-2019) \_\_\_\_\_

Programme (e.g. BA, BA European Studies, BA Commerce International) \_\_\_\_\_

Subjects: \_\_\_\_\_

### Details of Residence Abroad:

#### (a) Erasmus

Academic Year \_\_\_\_\_ Host University \_\_\_\_\_

#### (b) Teaching Assistantship / Approved Placement

Academic Year \_\_\_\_\_

Name and Address of School(s) / Organisation / Company

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Please attach the completed and signed *English Language Assistantship Attestation Form* or a signed informal attestation of employer / person in charge of placement, and your report.

#### (c) Three Months Residence

Date(s) \_\_\_\_\_ Activities (au pair, work etc.) \_\_\_\_\_

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Please attach evidence for residence abroad (tickets, informal attestation of employer, etc.), and your report.



If you are applying to opt out of the year abroad (ie schemes (a) and (b): Erasmus or Teaching Assistantship / placement), please attach a detailed account of the reasons.

**I am aware that I am responsible for bringing up my language skills to a level suitable for Final Year courses, and I propose to take the following actions to achieve this (please describe in detail):**

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I confirm that all information provided on this form and its attachments is correct.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\* \* \* \* \*

**To be completed by the Year Abroad Coordinator of the relevant subject.  
Please tick as appropriate.**

I confirm that permission to "opt out" of the year Abroad (schemes (a) and (b): Erasmus and Teaching Assistantship / placement) has been granted.

I confirm that the requirements for the Year Abroad (schemes (a) and (b): Erasmus and Teaching Assistantship / placement) have been fulfilled and that \_\_\_\_\_  
(name of student) is entitled to be awarded the degree of BA (International) once their BA examinations are passed.

I confirm that \_\_\_\_\_ (name of student) has fulfilled the requirement for the three-month residence abroad.

\_\_\_\_\_  
Year Abroad Coordinator's signature

\_\_\_\_\_  
Date

# Appendix D

MAYNOOTH UNIVERSITY  
NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH  
MAYNOOTH, CO. KILDARE, IRELAND

SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES  
SCOIL NA NUA-THEANGACHA, NA LITRÍOCHTA AGUS NA GCULTÚR



## English Language Assistantship Attestation Form

This is to confirm that \_\_\_\_\_ (name of student) has worked in the capacity of English Language Assistant at \_\_\_\_\_ (name of School) from \_\_\_\_\_ to \_\_\_\_\_ (insert dates). He/she has worked for approximately \_\_\_\_\_ periods per week in the following capacities (please provide a brief description of the kind of activity the ELA has undertaken, ie: level/age of students, independent tuition, classroom assistance, extra-curricula activities):

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Additional Comments (voluntary):

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\_\_\_\_\_  
Signature (Principal / Deputy Principal of host school)

\_\_\_\_\_  
Date School Stamp / Seal

# Appendix E

MAYNOOTH UNIVERSITY  
NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH  
MAYNOOTH, CO. KILDARE, IRELAND

SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES  
SCOIL NA NUA-THEANGACHA, NA LITRÍOCHTA AGUS NA GCULTÚR



## Language Exemption Form

This is to confirm that

\_\_\_\_\_ (name of student) \_\_\_\_\_ (student number)

is exempt from the attendance of the following module:

\_\_\_\_\_ (module number) \_\_\_\_\_ (academic year) \_\_\_\_\_ (semester)

Reason: \_\_\_\_\_ (e.g. native speaker)

Additional stipulations: \_\_\_\_\_  
(e.g. subject to satisfactory completion of certain assignments /submission of documents)

### Please Note:

(a) This exemption does not extend to any form of official assessment, neither Continuous Assessment nor assignments nor end-of-semester examinations (incl. Orals). The exemption is granted at the student's request; the student does not have any redress regarding material covered or information given in the missed classes. It is the student's responsibility to find out when assessments take place / deadlines for assignments, and to fulfil all assessment requirements of the module (general rules re medical certs etc. apply).

(b) The exemption is valid only for the module and for the academic year / semester named above. It is valid for all components of the module (eg. language classes, conversation classes, Language Centre classes) with the exception of sessions in which assessments are held. One copy of this form should be kept by the student, the other copy will be attached to the student's departmental file and kept on file until graduation.

\_\_\_\_\_ (date) \_\_\_\_\_ (signature, module convener)

\_\_\_\_\_ (date) \_\_\_\_\_ (signature, year coordinator)

\_\_\_\_\_ (date) \_\_\_\_\_ (signature, Subject Leader/HoD)

## Appendix F

## Marking Scheme

| Letter Grade | Descriptive Heading   | Representative Point | Class  |
|--------------|---|----------------------|--------|
| A ++         | Answer which could not be bettered.   | 100                  | I      |
| A +          | Exceptional answer displaying unexpected insight.   | 90                   | I      |
| A            | Undoubtedly first class, flawless answer, demonstrating originality.                                  | 80                   | I      |
| A -          | Almost flawless answer, demonstrating some originality.   | 70                   | I      |
| B +          | Extremely high competence, perhaps displaying limited originality or technical flaws or minor errors. | 68                   | II – I |
| B            | Fundamentally correct and demonstrating overall competence.   | 65                   | II – I |
| B -          | Competent performance, substantially correct answer but possibly containing minor flaws or omissions. | 60                   | II – I |
| C +          | Awarded on the basis of the answer being somewhat better than a C but below a B-.                     | 58                   | II – 2 |
| C            | Basically correct, answer with minor errors or one major error / omission.                            | 55                   | II – 2 |
| C -          | Awarded on the basis of the answer being somewhat below a C but better than a D+.                     | 50                   | II - 2 |
| D +          | No more than adequate answer.   | 48                   | III    |
| D            | Adequate answer with serious errors or omissions.   | 45                   | P      |
| D -          | Lowest passing grade, barely deserving to pass.   | 40                   | P      |
| E +          | The answer is inadequate and does not deserve to pass.  | 38                   | F      |
| E            | The answer fails to address the question properly but displays some knowledge of the material.        | 35                   | F      |
| E -          | Fails to address the question.  | 30                   | F      |
| F +          | Little relevant or correct material but some evidence of engagement with question.                    | 20                   | F      |
| F            | Very little relevant or correct material.   | 10                   | F      |
| F -          | Totally irrelevant answer.  | 0                    | F      |

# Appendix G

Maynooth University Department of German  
Prescribed cover page for essays / projects / assignments

Please print out this page and use it for your assignments!

SURNAME, FIRST NAME (in capitals)

Year / Course (i.e. BA, BA Finance, PG Dip, MA)

Tutor / Lecturer

Deadline

Turnitin ID

Word Count

Type of Assignment / Name of Course

Essay / Project Title

I am aware of what **plagiarism** is and hereby confirm that no part of this assignment is plagiarised.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature