



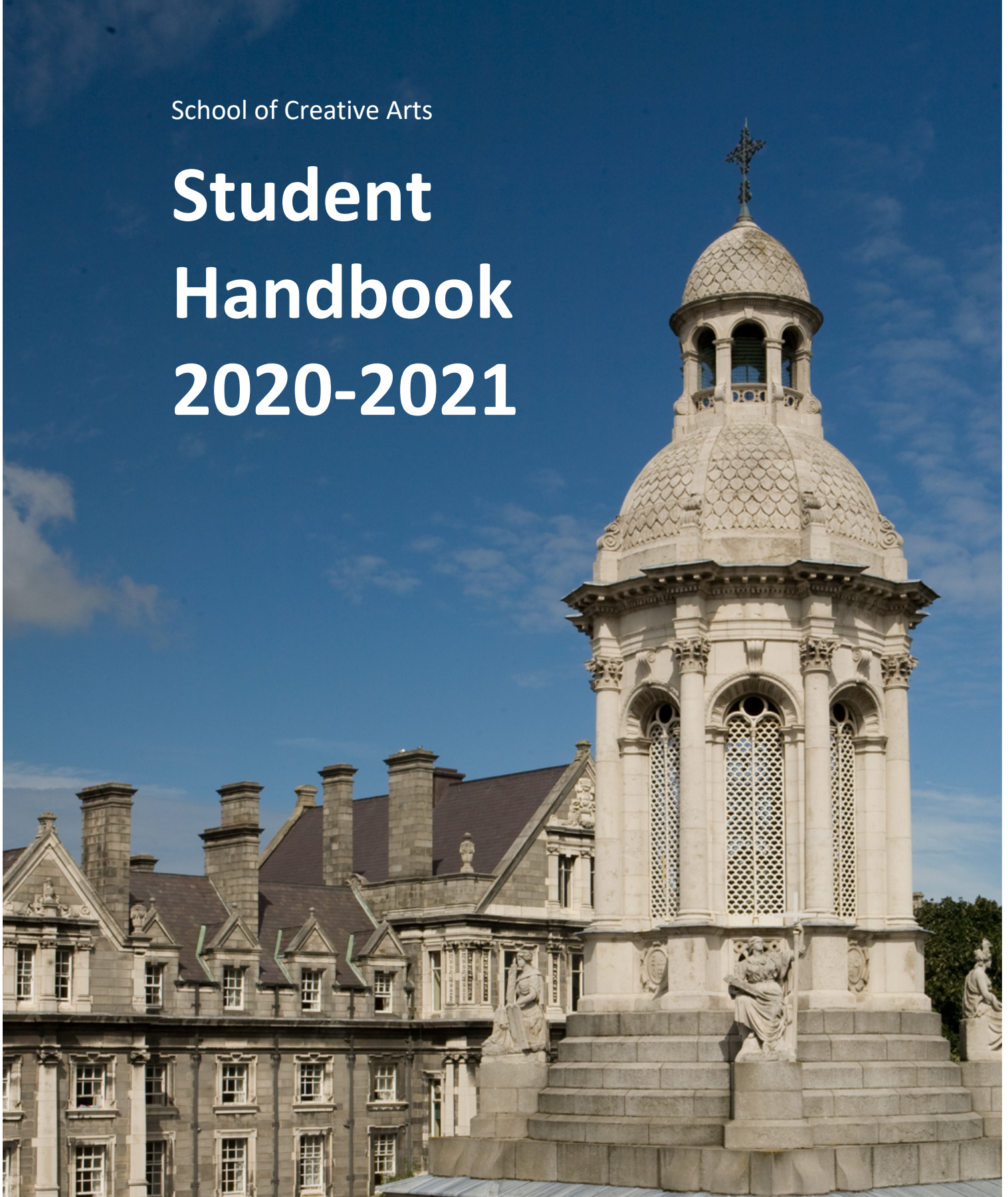
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Creative Arts

Student Handbook 2020-2021



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Statement on General Regulations

In the event of any conflict or inconsistency between the General Regulations published in the University of Dublin Calendar (<http://www.tcd.ie/calendar/>) and information contained in programme or local handbook, the provisions of the General Regulations will prevail.

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

Reference/Source:

[Calendar, Part I](#)

[Calendar, Part II, Part B 'General Regulations'](#)

[Calendar, Part III, Section I 'General Academic Regulations for Graduate Studies and Higher Degrees'](#)

Important information on COVID-19 restrictions and modes of teaching and learning

In order to offer taught programmes in line with government health and safety advice, teaching and learning in Semester 1 for your programme will follow a blended model that combines online and in-person elements to be attended on campus. This blended model will include offering online lectures for larger class groupings, as well as in-person classes for smaller groups: the differing modes of teaching and learning for particular modules are determined by your home School. Information on the modes of teaching and learning in Semester 2 will be available closer to the time.

Trinity will be as flexible as possible in facilitating late arrivals due to travel restrictions, visa delays, and other challenges arising from the COVID-19 pandemic. If you expect to arrive later than 28th September, please alert your course coordinator as early as possible.

For those students not currently in Ireland, according to current Government health and safety guidelines, please note that these students are expected to allow for a 14-day period of restricted movement after arrival and prior to commencement of their studies, and therefore should factor this into their travel plans.

For those students currently on the island of Ireland, we remind you of the Irish Government's advice that all non-essential overseas travel should be avoided. If you do travel overseas, you are expected to restrict your movements for 14 days immediately from your return, during which time you will not be permitted to come to any Trinity campus.

Therefore, as you are required to be available to attend College from the beginning of the new teaching year on 28 September, **please ensure you do not return from travel overseas any later than 13 September.**

Student Services

[Student Services](#) has developed the handbook (embedded below) outlining the support services provided to undergraduate and postgraduate students. The handbook and further information is available from their website and in the [Student Services Handbook](#).

Reference/Source:

[Student Supports & Services](#)

Want to make
the most of your
student
experience?

[WWW.TCD.IE/
STUDENTS/
SUPPORTS-
SERVICES](http://WWW.TCD.IE/STUDENTS/SUPPORTS-SERVICES)

**Administrative
Support**

**Health and
Wellbeing
Support**

**Academic
Support**

Here to
help!

**Getting
Involved**

**Financial
Support**



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Supporting your student experience

Want to do better in your assignments?

WWW.TCD.IE/STUDENTS/SUPPORTS-SERVICES



Supporting your student experience

Want to keep yourself well while you're studying?

WWW.TCD.IE/STUDENTS/SUPPORTS-SERVICES

Student Counselling

Mindfulness Monday
Wellbeing Wednesday
Support Groups
Counselling

Health Centre

GP service
Nurses
Physiotherapist
Emergency Clinics

Sport

Gym
Fitness Classes
Personal Trainers
Swimming Pool

Here to help!

Healthy Trinity

Healthy Eating
Smarter Travel
Sexual Health
Healthy habits

Chaplaincy

Christian Services
Prayer Rooms
Free lunch!

Student2 Student

Peer mentoring
Peer support

Supporting your student experience



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Want to get involved outside the classroom?

WWW.TCD.IE/STUDENTS/SUPPORTS-SERVICES

Students' Union

Sabbatical Officers
Class Reps
Campaigns

Societies

120 Societies

Clubs

50 Sports Clubs

Here to help!

Volunteering

Entrepreneurship

Global Room

Supporting your student experience



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Having cashflow problems?

WWW.TCD.IE/STUDENTS/SUPPORTS-SERVICES



Supporting your student experience



Academic support

Student Learning Development	http://student-learning.tcd.ie/
The Library	http://www.tcd.ie/library/
Maths Help Room	http://maths.tcd.ie/outreach/helproom/
Undergraduate Programming Centre	http://www.scss.tcd.ie/misc/psc/
Language Learning Centre	http://www.tcd.ie/slscs/clcs/lhc/
English for Academic Purposes	http://www.tcd.ie/slscs/english/in-sessional.php
Disability Service	http://www.tcd.ie/disability/
Careers Service	http://www.tcd.ie/Careers/

Health and wellbeing support

Student Counselling	http://www.tcd.ie/Student_Counselling/
Health Centre	http://www.tcd.ie/collegehealth/
Sport	http://www.tcd.ie/Sport/
Healthy Trinity	http://www.tcd.ie/healthytrinity/
Student2Student	http://student2student.tcd.ie/
Chaplaincy	http://www.tcd.ie/Chaplaincy/

Getting involved

Students' Union	http://www.tcdsu.org/
Graduate Students' Union	http://www.tcdgsu.ie/
Clubs	http://www.tcd.ie/Sport/student-sport/
Societies	http://trinitysocieties.ie/
Volunteering	http://www.tcd.ie/civicengagement/
Entrepreneurship/Tangent	http://www.tcd.ie/tangent/
Global Room	http://www.tcd.ie/study/international/trinity-life/global-room/

Financial support

Senior Tutor's Office	http://www.tcd.ie/seniortutor/students/undergraduate/financial-assistance/
Students' Union Welfare Loans	http://www.tcdsu.org/welfare/
Bursaries/Prizes (Undergraduate)	http://www.tcd.ie/calendar/undergraduate-studies/prizes-and-other-awards.pdf
Bursaries/Prizes (Postgraduate)	https://www.tcd.ie/calendar/graduate-studies-higher-degrees/complete-part-III.pdf
Exhibitions	http://www.tcd.ie/calendar/undergraduate-studies/entrance-awards.pdf
Scholarships	http://www.tcd.ie/study/undergraduate/scholarships-funding/

*Remember, you can ask your Tutor for advice and guidance about anything and they will point you in the right direction

Administrative support

Your Tutor	http://www.tcd.ie/seniortutor/
Postgraduate Advisory Service	http://www.tcd.ie/seniortutor/students/postgraduate/
Academic Registry	http://www.tcd.ie/academicregistry/

Your Tutor

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

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

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

References/Sources:

[Senior Tutor's Office](#)

Postgraduate Advisory Service

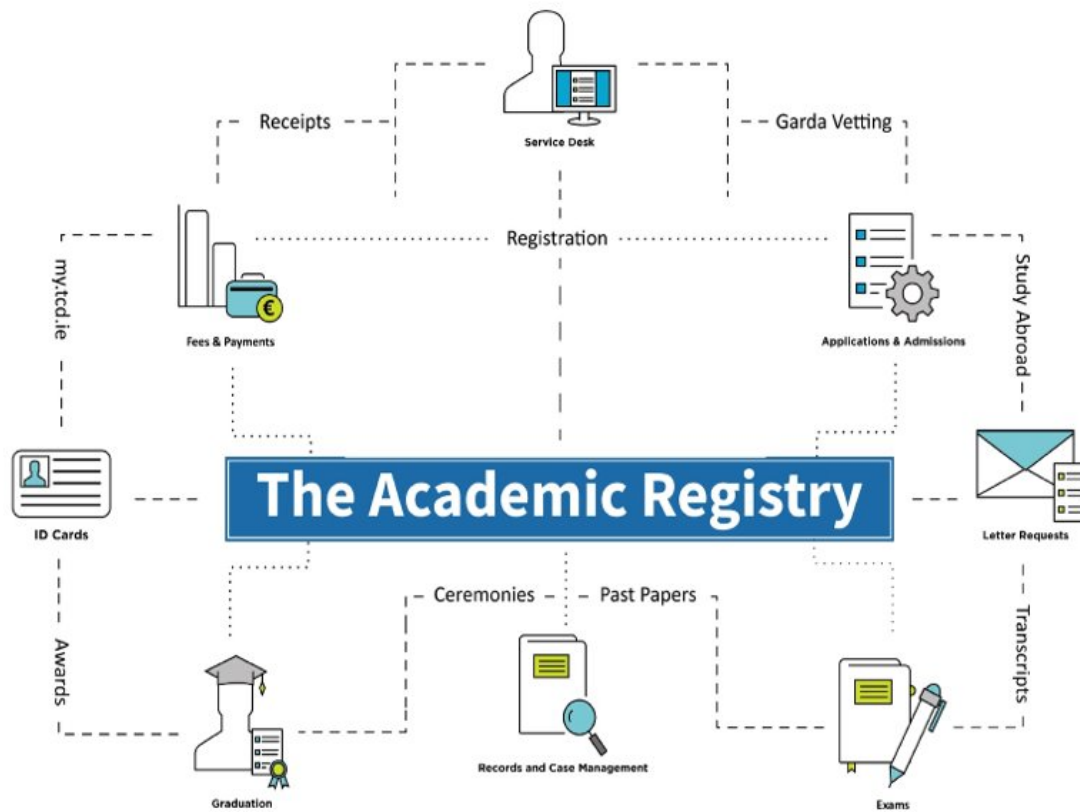
The Postgraduate Advisory Service offers free, independent, and confidential support, guidance and advocacy to registered postgraduate students. They are here to provide support on any matter that may impact upon your time as a postgraduate at Trinity.

Some of the most common issues students come to PAS to discuss include: study-related stress or worry; concerns about academic progress; supervisor-relationship concerns; extensions and going off-books; queries regarding regulations and academic appeals; bullying; plagiarism and disciplinary cases, financial assistance.

References/Sources:

[Senior Tutor's Office](#)

Academic Registry



References/Sources:

[Academic Registry](#)

Information on key campus locations



	Drama	Offices, 2 nd floor, Samuel Beckett Centre
	Samuel Beckett Theatre	Technical Office beside the backstage workshop
	Dance Studio	Top floor, Samuel Beckett Centre - entrance via Players' Theatre staircase
	191/192 Rehearsal Studios	Ground floor, 191/192 Pearse Street
	Film	191-193 Pearse Street
	Music	House 5, Front Square

Reference/Source: [Interactive College Map](#)

Student representation and governance

Information on the TCDSU and GSU, incl. student representation structures, are available at the following links:

[TCDSU](#)

[TCDSU Student Representation Overview](#)

[TCD GSU](#)

[GSU - Student Representation Overview](#)

Careers information

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

Finalists and Senior Sophisters

Meet Employers and/or Explore Further Study: You may have decided to seek employment directly after graduation and many employers visit Dublin to actively seek out talented graduates. For others, further study may be their preferred option. Your MyCareer dashboard will keep you informed.

Find Jobs: Personalise your MyCareer profile to receive email alerts tailored to your interests.

Attend class seminar: Typically this takes place in Michaelmas term and includes information on applying for postgraduate study and jobs.

Mentoring: An opportunity to get advice and support from a Trinity graduate.

Drop-In CV/ LinkedIn Clinics: We also provide support at a practical level, helping you to improve your applications, which will benefit you in securing your future, whether in employment or further study.

Practice Interviews: A practice interview tailored to the job/ course of your choice with practical feedback.

MyCareer: Log in to [MyCareer](#) to stay informed about jobs, study and careers events.

MyCareer

An online service that you can use to:

- Apply for opportunities which match your preferences - vacancies including research options
- Search opportunities- postgraduate courses and funding
- View and book onto employer and CAS events
- Submit your career queries to the CAS team
- Book an appointment with your Careers Consultant

Simply login to MyCareer using your Trinity username and password and personalise your profile.

Careers Advisory Service

Trinity College Dublin, 7-9 South Leinster Street, Dublin 2

01 896 1705/1721 | Submit a career query through MyCareer



MyCareer
mycareerconnect.tcd.ie



TCD.Careers.Service



TCDCareers



www.tcd.ie/
Careers/students/postgraduate/



@TDCareers



tinyurl.com/LinkedIn-TCD-Connecting

References/Sources:

[Trinity Careers Service](#)

[Careers-- PG Focus](#)

Academic Writing

Plagiarism and referencing guide

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one's own, without due acknowledgement.

Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.

Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

The following actions are required of all students in the School of Creative Arts:

1. Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>.
2. Familiarise yourself with the declaration that you will be asked to sign when submitting course work at <http://tcd-ie.libguides.com/plagiarism/declaration>.

References/Sources:

[Calendar, Part II, General Regulations and Information, Section II, Items 95-102](#)

[Calendar, Part III, General Regulations & Information, Section I 'Plagiarism'](#)

[Plagiarism Policy](#)

[Library Guides - Avoiding Plagiarism](#)

[Plagiarism Declaration](#)

Research ethics

The School of Creative Arts reviews research projects by staff and postgraduate students to align with good practice in research ethics, following guidance detailed on <https://www.tcd.ie/research/dean/research-ethics/>. Ethics submissions for research in creative arts are rare but assessed by School/Faculty Research Ethics Committees.

References/Sources:

[Research Ethics](#)

[Policy on Good Research Practice](#)

[Ethics Policy](#)

General information

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).

Health and safety statements

All reasonable steps will be taken to ensure that no person's health, safety or welfare is put at risk by, or as a result of the activities of the School. Adequate resources will, as far as is reasonably practicable, be made available in relation to health, safety and welfare matters.

School objectives for health, safety and welfare include:

1. establishing a safe environment for all;
2. establishing and maintaining safe working procedures for staff and students;
3. encouraging health and safety as an integral part of work by all staff and students;
4. developing and maintaining a safety consciousness and a safety culture in all within the School;
5. conforming to the requirements laid down in the Safety, Health and Welfare at Work Act. 2005, any further provisions made under the Act, other applicable legislation and the College Safety Statement, College Policies and Codes of Practice documents.

References/Sources:

[School Safety Handbook](#)

Data protection

Information on Data Protection regarding your student data is available from:

[Data Protection for Student Data](#)

Explanation of ECTS Weighting

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

The ECTS weighting for a module is a **measure of the student input or workload** required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical

attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for **full-time study over one academic year is 60 credits**. 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 course year. Progression from one year to the next is determined by the course regulations. Students who fail a year of their course will not obtain credit for that year even if they have passed certain component courses. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

[Links to further University policies and procedures](#)

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

[All Academic Policies](#)

[Student Complaints Procedure](#)

[Dignity & Respect Policy](#)

[Equality Policy](#)