

School Name

# Title (PGT) Programme Handbook

AY XX/XX

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#### GENERAL COURSE INFORMATION

### Introduction

To be written by the Course Director or their nominee. Click or tap here to enter text.

### Contact Details

Course related information to be included alongside the relevant member of staff, e.g., the course on which a staff member may act as a module coordinator, etc.

To include Head of School, DTLPG, School Administrator, Module Coordinator, and relevant School Support Staff. It is good practice to provide two methods of contact, e.g., email and phone number or office location and hours of opening.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Name** | **Role/Title** | **Contact 1** | **Contact 2** |
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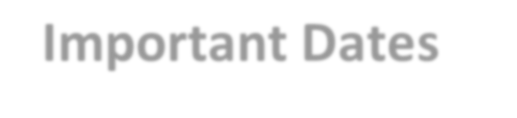
### Key Locations

May include programme offices, laboratories, online learning environments, libraries, Academic Registry, places of faith/prayer rooms, photocopiers and any relevant introductory information on these locations.

##### References/Sources: [Interactive College Map](https://www.tcd.ie/Maps/map.php?b) [Blackboard](https://tcd.blackboard.com/webapps/login/)

[**Academic Registry**](https://www.tcd.ie/academicregistry/)

### Key Dates

Important dates and submission deadlines

|  |  |  |
| --- | --- | --- |
| **Important Dates** | | |
| **WEEK** | **DATE** | **MICHAELMAS TERM (Insert relevant year)** |
| **3** |  | Lectures begin in all modules |
| **4** |  | Tutorials begin from this week |
| **7** |  | Submission of assignment 1: ‘Name of module’ |
| **7** |  | **Reading Week** |
| **9** |  | Submission of assignment 1: ‘Name of module’ |
| **11** |  | Submission of assignment 1: ‘Name of module’ |
| **12** |  | Submission of assignment 2: ‘Name of module’ |
| **12** |  | Submission of assignment 2: ‘Name of module’ |
|  |  | **Teaching ends** |
|  |  | Submission of assignment 2: ‘Name of module’ |
|  | | |
| **WEEK** | **DATE** | **HILARY TERM (insert relevant year)** |

|  |  |  |
| --- | --- | --- |
| **1** |  | Lectures begin in all modules |
| **2** |  | Tutorials begin from this week |
| **6** |  | Submission of assignment 1: ‘Name of module’ |
| **7** |  | **Reading Week** |
| **8** |  | Submission of assignment 1: ‘Name of module’ |
| **9** |  | Submission of assignment 1: ‘Name of module’ |
| **11** |  | Submission of assignment 2: ‘Name of module’ |
| **12** |  | Submission of assignment 2: ‘Name of module’ |
|  |  | **Teaching ends** |
|  |  | Submission of assignment: ‘Name of module’ |
|  |  | Submission of assignment 2: ‘Name of module’ |

Click or tap here to enter text.

##### Reference/Source: [Academic Year Structure](https://www.tcd.ie/calendar/academic-year-structure/)

### Timetable

Where the timetable is available through MyTCD, provide a statement on this. Where it is published elsewhere, provide a clear statement on accessibility of timetable.

Click or tap here to enter text.

##### Reference/Source: [My TCD](http://my.tcd.ie/)

### Internships/Placements for Credit

To include information about field trips, professional placements or internships. Click or tap here to enter text.

##### Reference/Source:

**[Internships and Placements Policy](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/internships-placements-jan2021.pdf)**

#### SCHOLARSHIPS AND PRIZES

Locally awarded items, including eligibility and information on how each item is awarded.

#### ACADEMIC WRITING

### Academic Integrity and Referencing Guide

**Standard Text to be copied** from the Calendar with a link to the Academic Integrity Policy (currently in development) and the Statement of Principles on Academic Integrity included.

A **link** to the Library Guidelines on Academic Integrity and a link to the declaration text for submitted assignments.

Should there be **local policy** on referencing or programme copy of the coversheet declaration, relevant links and/or details to inform students.

Click or tap here to enter text.

##### References/Sources:

[**Calendar Part III, Section 1: General Regulations & Information, 'Academic Integrity'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)[**Statement of Principles on Integrity**](https://www.tcd.ie/teaching-learning/academic-affairs/academic-integrity/statement-on-integrity/)

**[Academic Integrity Policy (currently in development)](https://www.tcd.ie/teaching-learning/academic-policies/academic-integrity/)**

##### [Library Guides – Academic Integrity](https://libguides.tcd.ie/academic-integrity/about) [Coversheet Declaration](https://libguides.tcd.ie/academic-integrity/declaration)

### Research Ethics

On relevant programmes, Schools should provide relevant links and information regarding good practice in research, as well as provide information on College and Faculty policies and procedures.

Click or tap here to enter text.

##### References/Sources: [Research Ethics](https://www.tcd.ie/research/dean/research-ethics/)

[**Policy on Good Research Practice**](https://www.tcd.ie/media/tcd/about/policies/pdfs/Policy-on-Good-Research-Practice_1.1.pdf) [**Ethics Policy**](https://www.tcd.ie/media/tcd/about/policies/pdfs/ethics-policy-May24.pdf)

#### TEACHING AND LEARNING

### Programme Structure

Information on the course structure and the available award/s and exit award a Postgraduate Certificate, Postgraduate Diploma, or Masters. A statement on the QQI – NFQ Level must be included.

Click or tap here to enter text.

### Programme Structure and Workload

List of modules identified by title and code, their ECTS weightings, and a **general statement** on the learning workload to include approximate hours of self-directed learning or research.

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Title** | **Module Code** | **ECTS Weighting** | **Learning Workload** |
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Click or tap here to enter text.

##### Reference/Source:

**[Policy on Trinity Virtual Learning Environment](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/vle-jun2017.pdf)**

### Postgraduate Taught Research Models

The model(s) for PGT research components selected by the course director for the programme should be outlined in the programme handbook. More than one model may be employed per course.

Click or tap here to enter text

##### Reference/Source:

[5 Model Framework for Postgraduate Taught Research](https://www.tcd.ie/graduatestudies/assets/pdf/5-model-framework.pdf)

### Learning Outcomes

Course level learning outcomes at the programme level for each of the available postgraduate awards offered.

Click or tap here to enter text.

### Module Descriptors & Compulsory Reading Lists

**Standard Text:** 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.

Insert **Full Module Descriptors** for all Modules (core/mandatory and optional) which are part of the course structure.

Click or tap here to enter text.

### Coursework Requirements

In-course assessment and examination arrangements, grade descriptors, rubrics for all assessment components, as well as guidelines on presentation and submission of work for assessment purposes (including details of penalties applied for late submission, word count and coversheet declaration).

Reference to academic support services or online modules may be relevant here. Include guidance to ensure any written work is in line with Trinity’s Accessible Information Policy (i.e. use of sans serif font [e.g. calibri]; minimum size 12).

Click or tap here to enter text.

##### Reference/Source:

[**Student Learning Development**](https://www.tcd.ie/Student_Counselling/student-learning/)[**Accessible Information Polic**y](https://www.tcd.ie/media/tcd/about/policies/pdfs/Accessible-Information-Policy.pdf)

### Marking Scale

Click or tap here to enter text.

### Attendance Requirements

Both College-level and course-level requirements should be provided to include information regarding self-certification procedures and where medical certificates should be returned.

Where the professional statutory accreditation bodies specify attendance requirements including those that apply to professional placements, these should also be in the handbook.

Click or tap here to enter text.

##### Reference/Source:

[**Calendar Part III, Section I: General Regulations and Information, 'Attendance and Off-Books';**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)[**Section III 'Attendance, Registration, Extensions'; Section IV 'Attendance and Examinations'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

* 1. Absence from Examinations **Standard Text** to be copied from the Calendar Click or tap here to enter text.

##### Reference/Source:

[**Calendar Part III, Section III: 'Examinations, Assessment and Progression'; Section IV:**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)[**'Attendance and Examinations'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

**[Academic Policies](https://www.tcd.ie/about/policies/academic-policies/)**

### External Examiner

The name and title of the External Examiner.

If the External Examiner is from outside the EU/EHEA, the student needs to be informed that their personal information, i.e., exam script, is going outside the EU/EHEA.

Click or tap here to enter text.

##### Reference/Source:

**[Procedure for the Transfer of Students’ Assessed Work to External Examiners](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/transfer-external-examiner-jan2021.pdf)**

### Progression Regulations

Click or tap here to enter text.

##### References/Sources:

[**Calendar, Part III, Section III 'Examinations, Assessment and Progression' and 'Assessment**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)[**and Progression Regulations'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

[**National Framework for Qualifications**](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications)[**Trinity Courses**](https://www.tcd.ie/courses/postgraduate/faculty/)

### Awards

For postgraduate taught programmes, e.g. P.Grad.Cert, P.Grad.Dip, or Masters, where Exit Awards (P.Grad.Dip) exist, this information must be included.

A statement on the QQI – NFQ Level must be included. Click or tap here to enter text.

##### References/Sources:

[**National Framework for Qualifications**](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications)[**Trinity Courses**](https://www.tcd.ie/courses/)

### Professional and Statutory Body Accreditation (if applicable)

Where the course is subject to professional accreditation, provide an overview of additional requirements and links to the body and relevant policies.

Click or tap here to enter text.

### Careers Information and Events

Specific to the course.

### Student Feedback and Evaluation

Statement on College requirements for evaluation and feedback, as well as an outline of additional feedback practices at a local level.

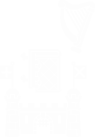
Click or tap here to enter text.

##### References/Sources:

[**Student Evaluation and Feedback**](https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php)[**Student Partnership Policy**](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/student-partnership-agreement-2022.pdf)

[**Procedure for the conduct of Focus Groups for Student Feedback on Modules and**](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/focus-groups-jan2021.pdf) **[Programmes](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/focus-groups-jan2021.pdf)**





School Name

# Title of Handbook AY XX/XX

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##### [Trinity Visual Identity Guidelines](https://www.tcd.ie/identity/visual-identity/index.php)

**[Accessible Information Policy](https://www.tcd.ie/media/tcd/about/policies/pdfs/Accessible-Information-Policy.pdf)**

**Note: This document is a template for Schools/Disciplines. There may be additions/amendments appropriate to the needs of an individual School that reflect the local regulations of the School/Discipline and are in accordance with the Calendar.**

#### GENERAL REGULATIONS

**Standard Text:** 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 Regulations in the Calendar will prevail.

##### Reference/Source [Calendar](https://www.tcd.ie/calendar/)

[**Calendar Part II, Part B: General Regulations and Information**](https://www.tcd.ie/calendar/undergraduate-studies/)

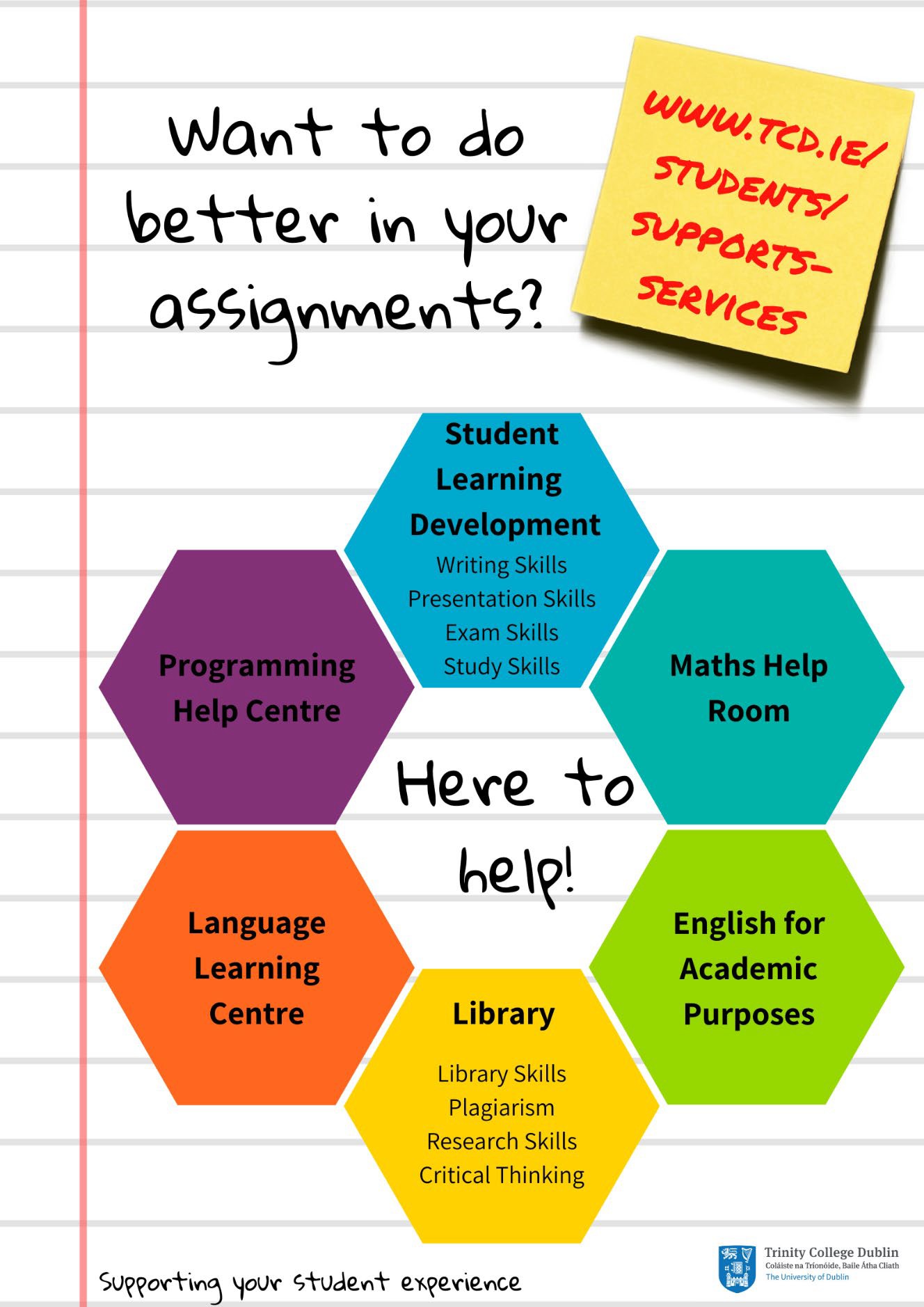
[**Calendar Part III, Section 1: General Academic Regulations**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

1. STUDENT SERVICES

[Student Services](http://www.tcd.ie/students/supports-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.](https://www.tcd.ie/students/assets/pdf/Student%20Services%20Handbook.pdf) School/Department Handbooks can provide a link to the PDF or embed the PDF within the Handbook itself.

##### Reference/Source: [Student Supports & Services](http://www.tcd.ie/students/supports-services/)











|  |  |
| --- | --- |
| 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/llc/> |
| English for Academic Purposes | <https://www.tcd.ie/slscs/english/> |
| Disability Service | <http://www.tcd.ie/disability/> |
| Careers Service | <http://www.tcd.ie/Careers/> |

* 1. Health and Wellbeing Support

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| 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/> |

* 1. Getting Involved

|  |  |
| --- | --- |
| Students’ Union | <http://www.tcdsu.org/> |
| 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-](http://www.tcd.ie/study/international/trinity-life/global-room/) [life/global-room/](http://www.tcd.ie/study/international/trinity-life/global-room/) |

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| Senior Tutor’s Office\* | [http://www.tcd.ie/seniortutor/students/undergradua](http://www.tcd.ie/seniortutor/students/undergraduate/financial-assistance/) [te/financial-assistance/](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/> (Part D: 11 - Prizes and other awards) |
| Bursaries/Prizes (Postgraduate) | [https://www.tcd.ie/calendar/graduate-studies-](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/) [higher-degrees/](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)  (Section XI: Postgraduate Awards and Travel Funds) |
| Exhibitions | <http://www.tcd.ie/calendar/undergraduate-studies/> (Part D: 8 - Entrance Awards) |
| Scholarships | [http://www.tcd.ie/study/undergraduate/scholarships](http://www.tcd.ie/study/undergraduate/scholarships-funding/)  [-funding/](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/> |

* 1. Your Tutor

All registered full-degree undergraduate students are allocated a [Tutor](http://www.tcd.ie/seniortutor/) when starting in College. Your Tutor is a member of academic staff who is appointed to look after the general welfare and development of all students in their care.

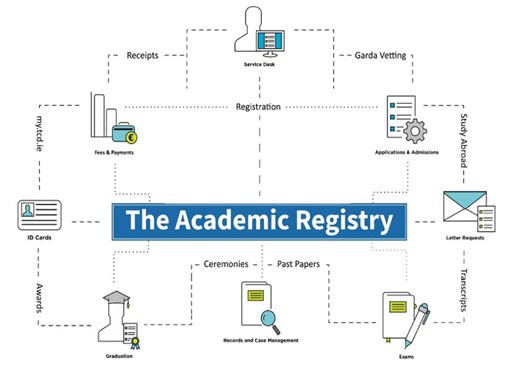
You should see your Tutor whenever you have a question or are worried or concerned about any aspect of College life or your personal life, in particular if it is affecting your academic work. Everything you say to your Tutor is in strict confidence. Unless you give them permission to do so, they will 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**.

### Postgraduate Advisory Service

The [Postgraduate Advisory Service](https://www.tcd.ie/seniortutor/students/postgraduate/) 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.

### The Academic Registry



* 1. Information on key campus locations

You may include information on key campus locations relevant to your School’s students. Click or tap here to enter text.

##### Reference/Source

[**Student Supports & Services**](http://www.tcd.ie/students/supports-services/)

[**Interactive College Map**](https://www.tcd.ie/Maps/map.php?b)

* 1. Student Representation and Governance

Information on the TCDSU student representation structures are available at the following links:

##### [TCDSU](https://www.tcdsu.org/)

[**TCDSU Student Representation Overview**](https://www.tcdsu.org/your-union/our-structure)

* 1. Careers Information

Information on Careers for your students Click or tap here to enter text.

##### References/Sources:

[**Trinity Careers Service**](https://www.tcd.ie/Careers/)

[**Careers - PG Focus**](https://www.tcd.ie/Careers/students/pgfocus/index.php)

1. ACADEMIC WRITING
   1. Academic Integrity and Referencing Guide

**Standard Text to be copied** from the Calendar with a link to the Academic Integrity Policy (currently in development) included.

A **link** to the Library Guidelines on Academic Integrity and a link to the declaration text for submitted assignments.

Should there be **local policy** on referencing or programme copy of the coversheet declaration, relevant links and/or details to inform students.

Click or tap here to enter text.

##### References/Sources:

[**Calendar Part II, Part B: General Regulations**](https://www.tcd.ie/calendar/undergraduate-studies/)

[**Calendar Part III, Section 1: General Academic Regulations**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

[**Statement of Principles on Integrity**](https://www.tcd.ie/teaching-learning/academic-affairs/academic-integrity/AISG/)

[**Academic Integrity Policy (currently in development)**](https://www.tcd.ie/teaching-learning/academic-policies/academic-integrity/)

[**Library Guides – Academic Integrity**](https://libguides.tcd.ie/academic-integrity)

[**Coversheet Declaration**](https://libguides.tcd.ie/academic-integrity/declaration)

* 1. Research Ethics

On relevant programmes, Schools should provide relevant links and information regarding good practice in research, as well as provide information on College and Faculty policies and procedures.

Click or tap here to enter text.

##### [Research Ethics](https://www.tcd.ie/research/dean/research-ethics/)

**[Policy on Good Research Practice](https://www.tcd.ie/media/tcd/about/policies/pdfs/Policy-on-Good-Research-Practice_1.1.pdf)**

**[Ethics Policy](https://www.tcd.ie/media/tcd/about/policies/pdfs/ethics-policy-May24.pdf)**

1. GENERAL INFORMATION
   1. 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).

It is also recommended that students download the SafeZone app to access alerts for closures in inclement weather, etc.

### Health and Safety Statements

Applicable information relating to health and safety in the classroom, laboratories, or other locations as relevant

Click or tap here to enter text.

### Data Protection

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

##### [Data Protection for Student Data](https://www.tcd.ie/info_compliance/data-protection/student-data/)

* 1. 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. Within Undergraduate courses 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. Within Postgraduate courses, 1 credit represents 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. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain component. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

Reference/Source**:**

[Description of ECTS for use in Course Handbooks](https://www.tcd.ie/teaching-learning/academic-affairs/course-development/academic-credit-system.php)

### 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](https://www.tcd.ie/about/policies/academic-policies/)

**[Student Complaints Procedure](https://www.tcd.ie/about/policies/university-policies/student-complaints-procedure/)**

**[Dignity & Respect Policy](https://www.tcd.ie/media/tcd/about/policies/pdfs/hr/dignity-and-respect.pdf)**

[**Equality Policy**](https://www.tcd.ie/equality/policy/equality-policy/)