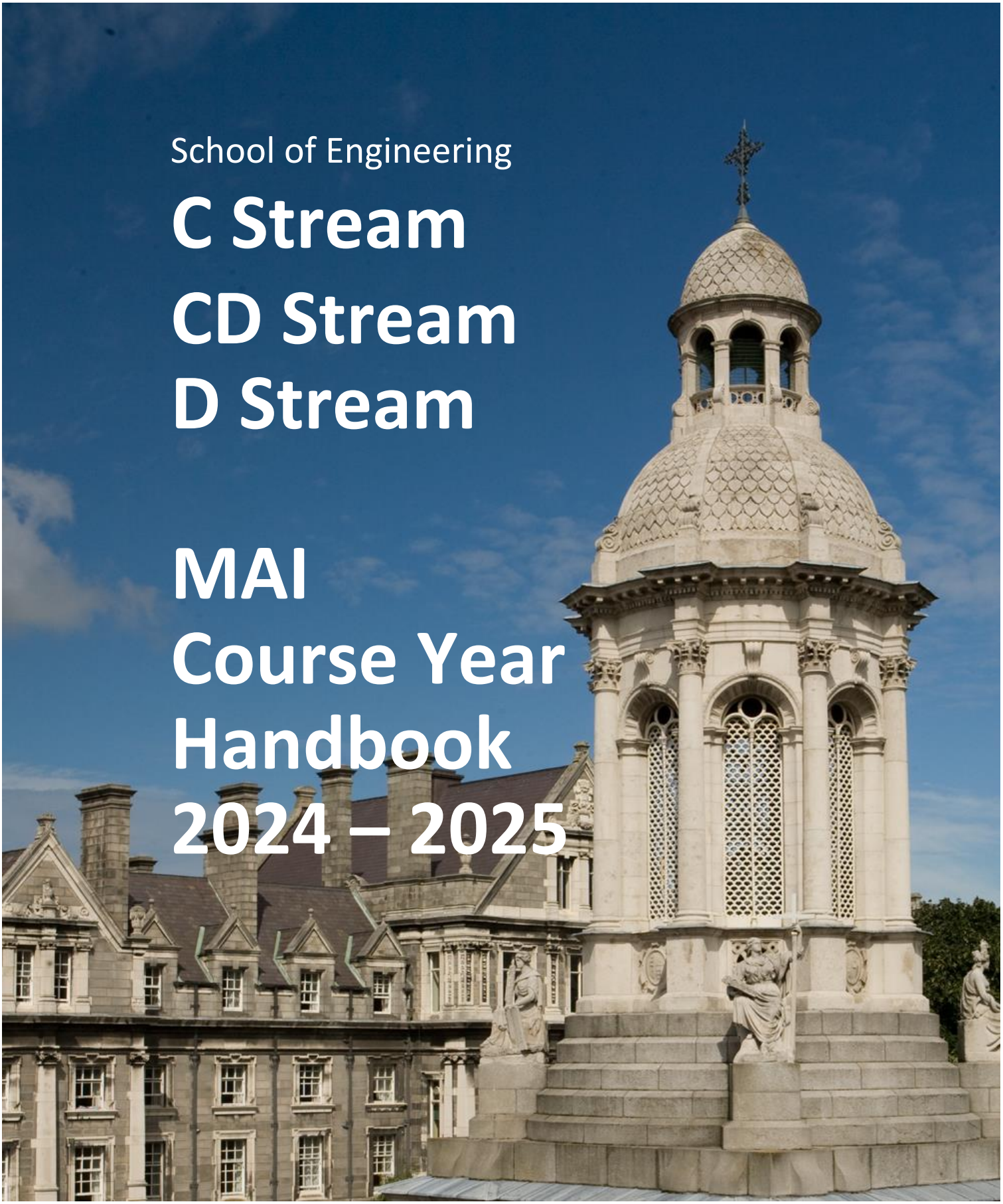
Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin



School of Engineering

C Stream
CD Stream
D Stream

MAI Course Year Handbook 2024 – 2025

Contents

Note:

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

All students are encouraged to fully familiarise themselves with college rules and general regulations which can be found here

https://www.tcd.ie/calendar/general-information/

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.

1 Introduction

Dear Year Five Students,

Welcome to the Fifth Year of the integrated Engineering Master's Programme in Trinity, leading to the *Magister in Arte Ingeniaria* (MAI) *Studia* degree.

The five-year MAI, which was launched in 2013, has been pioneered in order to meet the requirements for accreditation by Engineers Ireland, ensuring chartered status for your degree. The MAI is also consistent with the Bologna process and the European Framework of Qualifications. It harmonizes the various qualifications available to our students during the five-year programme, using norms now established across the European Higher Education Area.

As recipients of Ireland's first integrated master's in Engineering, your qualification will be recognized – professionally and academically – throughout the world. The academic year and module choice structures for the C, CD and D streams are summarized below.

Descriptors of all the modules can be found on the School webpage:

https://www.tcd.ie/engineering/current-students/undergraduate/engineering/year-five-mai/

Please take the time, at the beginning of Semester 1, to read the descriptors relevant to your stream, and to consider the objectives and learning outcomes of each. The academic year consists of 2 semesters of 11 teaching weeks each.

Please see the link below for complete information about the year structure.

http://www.tcd.ie/calendar/

The expansion of the degree into five years affords many opportunities for deeper and more extensive treatment of key learning outcomes of the programme. With 50% of the Year Five programme (i.e. 30 ECTS out of a total of 60) committed to the Engineering Research Project (5E1), a major emphasis of the year is on fostering independence and technical creativity in the pursuit of substantial scientific and engineering design goals.

Your project work will be research-intensive and informed by specialist knowledge. The advanced technical knowledge gained through formal courses, and the opportunity to work with staff members and their research teams in the Project, together support these aims. The primary assessment is a large-scale dissertation. This ensures that our MAI graduates achieve the highest standards in technical communication, and that they are familiar with international norms in reporting of research. You will be assigned a project and a supervisor by the time Semester 1 teaching begins. It is your responsibility to make contact with your supervisor at the beginning of Semester, to arrange your first meeting. It is your own responsibility to check you are aware of the exact deadline for submitting your dissertation, noting that date will be driven by where your Supervisor is based, NOT your own stream.

Please acquaint yourself with the key regulations and organizational aspects of Year Five, which are provided below.

If you have any queries or concerns, please contact us. In the meantime, we hope that you will enjoy your MAI studies, and we wish you every success.

1.1 General Regulations

The general regulations outlining academic behaviour, performance and progression for undergraduate studies are outlined in detail in Part II of the College Calendar and can be found at:

https://www.tcd.ie/calendar/undergraduate-studies/

2 Contacts

2.1 Coordinators

Fifth Year Stream Coordinators

Electronic and Electrical Engineering: Naomi Harte: nharte@tcd.ie

Computer Science: Andrew Butterfield: andrew.butterfield@tcd.ie

Project Coordinators

EE Engineering Supervisor: Aleksandra Kaszubowska-Anandarajah anandara@tcd.ie

CS Supervisor: Paula Roberts Paula.Roberts@tcd.ie

Other Academic Contacts

Prof Nicola Marchetti, Head of Discipline, Electronic & Electrical Engineering, nicola.marchetti@tcd.ie

Prof Kevin Kelly, Director of Undergraduate Teaching and Learning, School of Engineering, kevin.kelly@tcd.ie

Prof Goetz Botterweck, Director of Undergraduate Teaching and Learning, School of Computer Science and Statistics GOETZ.BOTTERWECK@tcd.ie

2.2 Administrative contacts

Caroline Murphy murphc49@tcd.ie

Executive Officer, Electronic & Electrical Engineering

2.3 Academic contacts

Staff name	Email	Location
Anil Kokaram	Anil.kokaram@tcd.ie	Aras an Phiarsaigh
Harun Siljak	harun.siljak@tcd.ie	Aras an Phiarsaigh
Declan O'Loughlin	d.oloughlin@tcd.ie	Aras an Phiarsaigh
Enda Bates	ebates@tcd.ie	Stack B

Arman Farang	arman.farhang@tcd.ie	Aras an Phiarsaigh
Phillip Christie	Phillip.Christie@tcd.ie	Aras an Phiarsaigh
Anthony Quinn	Anthony.quinn@tcd.ie	Aras an Phiarsaigh
Naomi Harte	nharte@tcd.ie	Aras an Phiarsaigh
Nicola Marchetti	marchetn@tcd.ie	Aras an Phiarsaigh
Francois Pitie	pitief@tcd.ie	Aras an Phiarsaigh
Aleksandra Anandarajah	anandara@tcd.ie	Dunlop Oriel House
Justin King	justin.king@tcd.ie	Aras an Phiarsaigh
Shreejith Shanker	shankers@tcd.ie	Aras an Phiarsaigh
Jin Zhao	Zhaoj6@tcd.ie	Aras an Phiarsaigh
Libin Mathew	Libin.mathew@tcd.ie	Aras an Phiarsaigh
Alejandro Lopez Valdes	Alejandro.lopez@tcd.ie	Dunlop Oriel House
Friedrich Wetterling	Friedrich.Wetterling@tcd.ie	Aras an Phiarsaigh
Hossein Javidnia	Hossein.Javidnia@tcd.ie	Aras an Phiarsaigh

CS staff: https://www.tcd.ie/scss/people/academic-staff/

3 Key dates

3.1 Academic year calendar

https://www.tcd.ie/calendar/academic-year-structure/academic-year-structure.pdf

3.2 Teaching weeks

Semester 1: 09 September to 29 November 2024

Semester 2: 20 January to 11 April 2025

3.3 Exam Dates

Semester 1 examinations: 09 December to 13 December 2024*

06 January to 10 January 2025

Semester 2 examinations: 21 Apr to 25 Apr 2025*

Reassessment – Semesters 1 and 2: August/September 2025*

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

Exam Regulations

https://www.tcd.ie/academicregistry/exams/exam-guidelines/

3.2 Submission Dates for Projects

These dates will be provided by individual lecturers in due course.

3.3 Coursework Submission Dates

These dates will be provided by individual lecturers in due course.

4 Key locations

Interactive College Map

Academic Registry

https://www.tcd.ie/academicregistry/exams/campus-exam-venues/

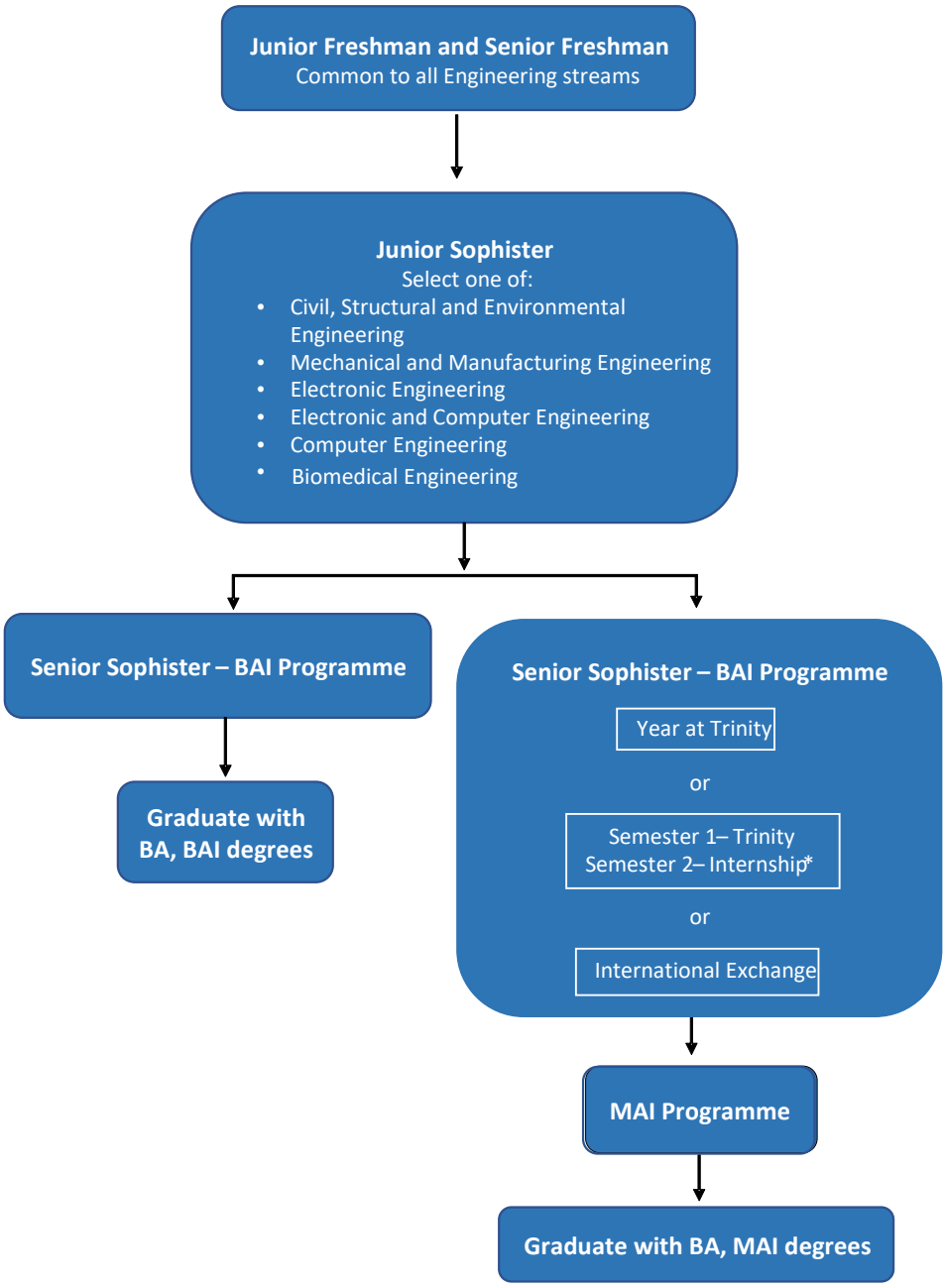
5 Timetable

The timetable can be found at the following link

https://www.tcd.ie/engineering/current-students/undergraduate/engineering/year-five-mai/

6 Programme overview

6.1 Engineering course structure



The integrated BAI/MAI degree programme is professionally accredited by Engineers Ireland and meets the educational requirements for corporate membership of this professional institution and registration as a chartered engineer. Further information can be found at

http://www.engineersireland.ie/Membership.aspx

6.2 School of Engineering Examination Regulations

https://www.tcd.ie/engineering/current-students/undergraduate/engineering/year-five-mai/

6.3 External Examiner

The External Examiner for EE is Prof Miriam Leeser, Northeastern University.
https://coe.northeastern.edu/people/leeser-miriam/

The External Examiner for the Computer Engineering undergraduate program is Professor Maria Calderon Pastor, Universidad Politécnia de Madrid.

https://www.dit.upm.es/~giros/member/maria.calderon/

7 Programme learning outcomes

Here are the overall learning outcomes at the end of the 5 year programme:

At the end of the 5 year programme of Engineering in Trinity College the students are able to demonstrate the outcomes as specified by Engineers Ireland. These are as follows

a) Demonstrate advanced knowledge and understanding of the mathematics, sciences, Engineering sciences and technologies underpinning their branch of Engineering.
b) Able to identify, formulate, analyse and solve Engineering problems.
c) Able to perform the detailed design of a novel system, component or process using analysis and interpretation of relevant data.
d) Demonstrate the ability to design and conduct experiments and to apply a range of standard and specialised research (or equivalent) tools and techniques of enquiry.
e) Possess an understanding of the need for high ethical standards in the practice of Engineering, including the responsibilities of the Engineering profession towards people and the environment.
f) Demonstrate the ability to work effectively as an individual, in teams and in multidisciplinary settings, together with the capacity to undertake lifelong learning.
g) Demonstrate the ability to communicate effectively on complex Engineering activities with the Engineering community and with society at large.

8 Graduate Attributes

Throughout your time at Trinity, you will be provided with opportunities to develop and evidence achievement of a range of graduate attributes that support their academic growth. Graduate attributes can be achieved in academic and co- and extra-curricular activities.

9 General programme information

9.1 Modules and module descriptors

In your studies you should aim to work a minimum of 50 hours per week. With a timetabled schedule of about 25 hours per week, this means you should be planning independent study of at least 25 hours per week. This includes reading course material prior to lectures – you should not expect to be given all the module material in the lectures and tutorials. The table below details the modules, credit value and coordinator. Please note that the deadline for changing module choices is the end of week 1 of each semester.

Module descriptors for all streams are available at the following link

https://www.tcd.ie/engineering/current-students/undergraduate/engineering/year-five-mai/

Note: "C" next to the Semester it indicates a compulsory module

C Stream

Course Code	Module Title	ECTS	Semester
5E1	Engineering Research Project	30	1 & 2 C
EE5C16	Deep Learning & its applications	10	1
EEP55C25	Algorithms for Quantum Computing	5	1
MEP55B21	Neural Signal Analysis	5	1
EEP55C05	Digital Signal Processing	5	1
EEP55C09	Self-Organising Technological Network	5	1
EEP55C10	STATISTICAL SIGNAL PROCESSING AND MACHINE LEARNING	5	1
EE5M01	Integrated Systems Design	5	1
EEPMMT07	Audio Engineering	5	1
EEP55C21	Cyber-Physical Systems & Control	10	1

EE5C01	Motion Picture Engineering	10	2
EEP55M08	Digital Image & Video Processing	5	2
EE5M02	Microelectronics	5	2
EEMT17	Spatial Audio	5	2
CSP55031	Reconfigurable Networks	5	2
CS7NS2	Internet of Things	5	2
EEMT21	Introduction to XR	5	2
EE5C04	Speech Technology	5	2

CD Stream

Course Code	Module Title	ECTS	Semester
5E2	Engineering Research Project	30	1 & 2 C
EEP55C25	Algorithms for Quantum Computing	5	1
EEP55C10	STATISTICAL SIGNAL PROCESSING AND MACHINE LEARNING	5	1
EE5C16	Deep Learning & its applications	10	1
EEPMMT07	Audio Engineering	5	1
EEP55C21	Cyber-Physical Systems	10	1
EE5M01	Integrated Systems Design	5	1
CSU55004	Formal Verification	5	1
CS7CS3	Advanced Software Engineering	5	1
CS7CS4	Machine Learning	5	1
CS71S1	Knowledge & Data Engineering	5	1
EE5M01	Integrated Systems Design	5	1
MEP55B21	Neural Signal Analysis	10	1
EE5C01	Motion Picture Engineering	10	2
EE5C04	Speech Technology	5	2
EEP55C25	Algorithms for Quantum Computing	5	2
EEP55C09	Self-Organising Technological Network	5	2
EE5M02	Microelectronics	5	2
EEP55M08	Digital Image & Video Processing	5	2

EEMT17	Spatial Audio	5	2
CS7NS2	Internet of Things	5	2
CS7GV3	Real Time Rendering	5	2
CS7GV5	Real Time Animation	5	2
CS7IS2	Artificial Intelligence	5	2
CS7NS6	Distributed Systems	5	2
CS7CS3	Advanced Software Engineering	5	2

D Stream

Course Code	Module Title	ECTS	Semester
5E2	Engineering Research Project	30	1 & 2 C
EE5M01	Integrated Systems Design	5	1
EEP55C10	STATISTICAL SIGNAL PROCESSING AND MACHINE LEARNING	5	1
EE5C16	Deep Learning & its applications	10	1
CSU55001	Fuzzy Logic & Control	5	1
CSU55004	Formal Verification	5	1
CS7CS4	Machine Learning	5	1
CS7IS1	Knowledge & Data Engineering	5	1
CS7NS1	Scalable Computing	5	1
CS7CS3	Advanced Software Engineering	5	1
CS7NS4	Urban Computing	5	1
CS7IS1	Knowledge and Data Engineering	5	1
CS7CS3	Advanced Software Engineering	5 + 5	1+2
EE5C01	Motion Picture Engineering	10	2
EEP55C25	Algorithms for Quantum Computing	10	2
EEU44C08	Digital Image and Video Processing	5	2
EE5C04	Speech Technology	5	2
CS7DS2	Optimisation Algorithms for Data Analysis	5	2
CS7IS5	Adaptive Applications	5	2
CS7GV3	Real Time Rendering	5	2
CS7GV5	Real Time Animation	5	2
CS7IS2	Artificial Intelligence	5	2
CS7NS5	Security & Privacy	5	2
CS7CS3	Advanced Software Engineering	5	2
CS7NS6	Distributed Systems	5	2
CS7NS2	Internet of Things	5	2
CSP55031	Open Reconfigurable Networks	5	2

9.2 Laboratories

Each module has one or two laboratory experiments attached to it. Students are expected to keep a logbook recording the details of every experiment performed and to write a technical report about each experiment. Each student is required to submit their report neatly presented and by the date specified to avoid penalty. Guidelines as to the required length and format of each report will be specified by the lecturer concerned.

Laboratory groups and timetable will be published at the beginning of the semester. Please note that you must attend the particular laboratory sessions to which you have been assigned. Students cannot swap sessions because of the complexity of the timetable, the large numbers in the year and the limited accommodation available.

A no show at a lab results in a zero mark even if a report is submitted. No report submitted means a zero mark even if the lab was attended. Labs cannot be taken in the summer/autumn periods if missed during the year.

Laboratory Timetables

Laboratory timetables will be made available at the start of the year.

9.3 Coursework requirements

For individual coursework requirements, please see the appropriate lecturer.

9.4 Submission guidelines

For individual coursework requirements, please see the appropriate lecturer.

9.5 Policy on late submission

Coursework and assessment is an essential part of a student's learning to reinforce aspects of module content. For all years (JS/SS/MAI/MSc) and **ALL** modules within the Discipline of Electrical & Electronic Engineering the following applies:

Individual Coursework

Coursework received within two weeks of the due date will be graded, but a penalty will be applied

• Up to 1 week late = minus 15%

• From 1 week to 2 weeks late = minus 25%

Any submissions received two weeks after the due date will not be accepted and will receive a zero grade**.**

Submission dates may be extended in exceptional and extenuating circumstances. Students must apply directly (via email) to the module coordinator requesting an extension and provide an explanation and/or evidence for such (e.g. medical cert). Please note that the module coordinator reserves the right to refuse granting of an extension.

Group Coursework

The same penalties for late submissions will apply to group coursework as outlined for "Individual Coursework".

In addition, certain modules may also adopt an additional grading scheme whereby group projects/assignments will be graded as a function of lecture attendance. Please consult module coordinator.

9.6 Policy regarding continuous assessment-based modules

Students who are absent from a third of their lectures, tutorials or labs of a continuous assessment-based module or who fail to submit a third of the required coursework will be deemed non-satisfactory.

Students reported as non-satisfactory for both semesters of a given year may be refused permission to take their examinations and may be required by the Senior Lecturer to repeat the year.

Further details of the procedure for reporting a student as non-satisfactory can be viewed on the College Undergraduate Studies website.

10 Prizes and Scholarships

10.1 Prizes

MAURICE F. FITZGERALD PRIZE

This prize was instituted in 1961 by a bequest from Anna Maria FitzGerald. It is awarded annually, where sufficient merit is shown, by the nomination of trustees on the result of the examination for the degree of B.A.I. Candidates must have achieved distinction during the engineering course and have made or be making satisfactory arrangements for the advancement of their knowledge of engineering and progress in the profession of engineer. The value of the prize is approximately €2,500 and is currently administered through the Charities Regulatory Authority.

WRIGHT PRIZE

This prize was founded in 1988 by subscription in appreciation of the work of William Wright, Professor of Engineering and Head of the School of Engineering 1957-85. The prize is awarded annually, provided sufficient merit is shown, to the student in the area designated who obtains the highest aggregate of marks at the examination for the degree of B.A.I.

The designated areas reflect the six streams currently offered and may be varied at the discretion of the School of Engineering Curriculum Committee. Value, €1,500.

ALEXANDER PRIZE

This prize was founded in 1922 by subscription in appreciation of the work of Thomas Alexander, Professor of Civil Engineering 1887-1921. It is awarded to the student who is placed first at the annual examination for the degree of B.A.I. specialising in civil, structural and environmental engineering provided that first class honours is attained. Value, €350.

DAVID CLARK PRIZE

This prize was founded by a bequest from David Clark, Professor of Civil Engineering 1921-33. It is awarded to the student who is placed first at the annual examination for the degree of B.A.I. specialising in electronic engineering provided that first class honours is attained. Value, €1,000.

CLARK MEMORIAL PRIZE

This prize was founded in 1934 by subscription in memory of David Clark, Professor of Civil Engineering 1921-33. It is awarded to the student who is placed first at the annual examination for the degree of B.A.I. specialising in electronic/computer engineering provided that first class honours is attained. Value, €500.

MacNEILL PRIZE

This prize was founded in 1970 by a gift from Professor J.H. Calderwood. It is awarded to the student who is placed first at the annual examination for the degree of B.A.I. specialising in computer engineering provided that first class honours is attained. Value, €125.

10.2 Scholarships

RANALOW SCHOLARSHIP

These scholarships were founded in 2019 by Mr Brian Ranalow and H&K International Limited and will run for five years until the scheme closes in 2024. Three Ranalow Scholars are awarded annually, from all Engineering study streams, where sufficient merit is shown, by the nomination of trustees on the result of the examination for the degree of B.A.I. for students entering the M.A.I. year. There is a limit of one award per stream. Candidates must have achieved distinction during the engineering course and personal achievements will be considered. The value of each prize is €6,500 (three prizes) to cover expenses in the M.A.I. year of study.

11 Health and Safety

We operate a 'safe working environment' policy and we take all practical precautions to ensure that hazards or accidents do not occur. We maintain safety whilst giving you the student very open access to facilities. Thus safety is also your personal responsibility and it is your duty to work in a safe manner. By adopting safe practices you ensure both your own safety and the safety of others.

Please read the following Safety Documents for working practices in the Departments of Mechanical and Manufacturing Engineering

Safety Statement - Department of Mechanical, Manufacturing & Biomedical Engineering | Trinity College Dublin (tcd.ie)

and in the Department of Electronic and Electrical Engineering

Safety Statement - Electronic & Electrical Engineering | Trinity College Dublin (tcd.ie)

If you are working in the Department of Electronic and Electrical Engineering please contact Cormac Molly, Senior Technical Officer at cormac.molloy@tcd.ie

If you are working in Trinity Centre for Bioengineering Laboratories in Trinity Biomedical Sciences Institute, please contact Mr Simon Carroll, Senior Technical Officer at scarrol6@tcd.ie to complete necessary Health and Safety paperwork prior to completing any laboratory work.

Please ensure you comply with the instructions given in these important documents. Failure to behave in a safe manner may result in you being refused the use of departmental facilities.

12 Student Supports

Trinity College provides a wide range of personal and academic supports for its students.

12.1 Tutors

A tutor is a member of the academic staff who is appointed to look after the general welfare and development of the students in his or her care. Whilst your tutor may be one of your lecturers, the role of tutor is quite separate from the teaching role. Tutors are a first point of contact and a source of support, both on arrival to college and at any time during your time in college. They provide confidential help and advice on personal as well as academic issues or on anything that has an impact on your life. They will also, if necessary, support and defend your point of view in your relations with the college. If you cannot find your own tutor, you can contact the Senior Tutor (Tel: 01 896 2551). Senior Tutor's website: https://www.tcd.ie/seniortutor/

12.2 Student Counselling Service

The Student Counselling Service, 3rd Floor, 7-9 South Leinster Street, College.
Opening hours: 9:15 am to 5:10 pm Monday to Friday during lecture term.
Tel: 01 896 1407
Email: student-counselling@tcd.ie
Web: http://www.tcd.ie/Student_Counselling.

12.3 College Health Service

The Health Centre is situated on Trinity Campus in House 47, a residential block adjacent to the rugby pitch. Opening hours: 09.00 - 16.40 with emergency clinics from 09.00 - 10.00.

Tel: 01 896 1591/01 896 8555/01 896 1556

Web: https://www.tcd.ie/collegehealth/

12.4 Chaplaincy

The Chaplains are representatives of the main Christian Churches in Ireland who work together as a team, sharing both the college chapel and the chaplaincy in House 27 for their work and worship.

Web: https://www.tcd.ie/Chaplaincy/

12.5 Trinity Disability Service

Web: https://www.tcd.ie/disability/

You can contact the Disability Service by:

Email: askds@tcd.ie

Text: 087 113 3185

12.6 Niteline

A confidential student support line run by students for students which is open every night of term from 9pm to 2.30am.

Tel: 1800 793 793

Web: https://niteline.ie/

12.7 Students' Union Welfare Officer

House 6, College

Email: welfare@tcdsu.org

Web: https://www.tcdsu.org/welfare-equality

12.8 Maths Help Room

The Maths Help Room offers free assistance to students who are having difficulty with Mathematics, Statistics or related courses. It runs every week of term and at certain times out of term. The Maths help-room is a drop in centre, where you can bring in a maths or stats question and get some help.
The Help room is located in the New Seminar Room in House 20 in the School of Mathematics in the Hamilton Building.
Web: https://www.maths.tcd.ie/outreach/helproom/

12.9 Undergraduate Programming Centre

The Programming Centre is available to all Computer Engineering students free of charge. The centre operates as a drop-in service where you can get help with any problems you might have with programming in your courses. For further information, please visit https://teaching.scss.tcd.ie/general-information/ugpc/

12.10 Student Learning Development

Student Learning Development provides learning support to help students reach their academic potential. They run workshops, have extensive online resources and provide individual consultations. To find out more, visit their website at https://student-learning.tcd.ie/.

12.11 Student 2 Student (S2S)

S2S offers trained Peer Supporters for any student in the College who would like to talk confidentially with another student, or just to meet a friendly face for a chat. This service is free and available to everyone. To contact a Peer Supporter you can email student2student@tcd.ie. Web: https://student2student.tcd.ie/peer-support/.

12.12 Trinity Careers Service

As a Trinity College Dublin student you have access to information, support and guidance from the professional team of Careers Consultants throughout your time at Trinity and for a year after you graduate. The support offered includes individual career guidance appointments, CV and LinkedIn profile clinics and practice interviews. The Trinity Careers Service and the School of Computer Science and Statistics also hold an annual Careers Fair in October which gives you the opportunity to find out about career prospects in a wide range of companies.

Visit https://www.tcd.ie/Careers/ for career and job search advice

Sign into MyCareer to book appointments, find information about vacancies and bursaries, and book your place on upcoming employer events.

Follow the service on Instagram for career news and advice @trinity.careers.service

12.13 Co-curricular activities

Trinity College has a significant number of diverse student societies which are governed by the Central Societies Committee. They provide information on the societies including how to get involved and even how to start your own society. See http://trinitysocieties.ie/ for more details. Students are encouraged to get involved.

Trinity College also has a huge range of sports clubs which are governed by the Dublin University Athletic Club (DUCAC). See https://www.tcd.ie/sport/student-sport/sport-clubs/ for more details.

12.14 Trinity College Students' Union

The Trinity College Students' Union (TCDSU) is run for students by students. TCDSU represent students at college level, fight for students' rights, look after students' needs, and are here for students to have a shoulder to cry on or as a friend to chat with over a cup of tea. Students of Trinity College are automatically members of TCDSU. It has information on accommodation, jobs, campaigns, as well as information pertaining to education and welfare. For more information see https://www.tcdsu.org/.

13 General Regulations

13.1 Attendance requirements

Please note that attendance at lectures, tutorials and laboratory sessions is mandatory as is the submission of all work subject to continuous assessment. With regard to online teaching, attendance is mandatory at live lectures, tutorial and labs. Pre-recorded lectures should be viewed at the allocated slot on the timetable. Students who prove lacking in any of these elements may be issued with a Non-Satisfactory form and asked for an explanation for their poor attendance or performance. Students who do not provide a satisfactory explanation can be prevented from sitting the annual examinations. The following is an extract from the College Calendar outlining the College policy on attendance and related issues:

18 Students must attend College during the teaching term. They must take part fully in the academic work of their class throughout the period of their course. Lecture timetables are published through my.tcd.ie and on school or department notice-boards before the beginning of Michaelmas teaching term. The onus lies on students to inform themselves of the dates, times and venues of their lectures and other forms of teaching by consulting these timetables.

19 The requirements for attendance at lectures and tutorials vary between the different faculties, schools and departments. Attendance is compulsory for Junior Freshmen in all subjects. The school, department or course office, whichever is relevant, publishes its requirements for attendance at lectures and tutorials on noticeboards, and/or in handbooks and elsewhere, as appropriate. For professional reasons lecture and tutorial attendance in all years is compulsory in the School of Engineering, the School of Dental Science, the School of Medicine, the School of Nursing and Midwifery, the School of Pharmacy and Pharmaceutical Sciences, for the B.S.S. in the School of Social Work and Social Policy, and for the B.Sc. in Clinical Speech and Language Studies. Attendance at practical classes is compulsory for students in all years of the moderatorship in drama and theatre studies and drama studies two-subject moderatorship/Trinity joint honors.

20 In special circumstances exemption from attendance at lectures for one or more terms may be granted by the Senior Lecturer; application for such exemption must be made in advance through the tutor. Students granted exemption from attendance at lectures are liable for the same annual fee as they would pay if attending lectures. Students thus exempted must perform such exercises as the Senior Lecturer may require. If these exercises are specially provided, an additional fee is usually charged.

21 Students who in any term have been unable, through illness or other unavoidable cause, to attend the prescribed lectures satisfactorily, may be granted credit for the term by the Senior Lecturer and must perform such supplementary exercises as the Senior Lecturer may require. The onus for informing the Senior Lecturer of illness rests with individual students who should make themselves familiar with the general and more detailed school or course regulations regarding absence from lectures or examinations through illness.

22 Students who are unable to attend lectures (or other forms of teaching) due to disability should immediately contact the Disability Service to discuss the matter of a reasonable accommodation. Exceptions to attendance requirements for a student, on disability grounds, may be granted by the Senior Lecturer following consultation with the student's school, department or course office, and the Disability Service.

23 Students who find themselves incapacitated by illness from attending lectures (or other forms of teaching) should immediately see their medical advisor and request a medical certificate for an appropriate period. Such medical certificates should be copied to the school, department or course office, as appropriate, by the student's tutor.

Non-satisfactory attendance

24 All students must fulfil the course requirements of the school or department, as appropriate, with regard to attendance. Where specific requirements are not stated, students may be deemed non-satisfactory if they miss more than a third of their course of study in any term.

25 At the end of the teaching term, students who have not satisfied the school or department requirements, as set out in §§19 and 24 above, may be reported as non-satisfactory for that term. Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their semester two assessment/examinations and may be required by the Senior Lecturer to repeat their year. Further details of procedures for reporting a student as non-satisfactory are given on the College website at www.tcd.ie/academic registry/student cases.

13.2 Absence from examinations

The following is an extract from the College Calendar outlining the College policy on absence from Examinations:

52 Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their tutor, permission from the Senior Lecturer in advance of the assessment session to defer the examination(s) to the reassessment session. Students who have commenced the assessment session and are prevented from completing the session due to illness should seek, through their tutor, permission to defer the outstanding examination(s)/assessment(s) to the reassessment session. In cases where the assessment session has commenced, requests to defer the outstanding examination(s) on medical grounds, should be submitted by the tutor to the relevant school/departmental/course office. If non-medical grounds are stated, such deferral requests should be made to the Senior Lecturer, as normal.

53 Where such permission is sought, it must be appropriately evidenced:

(a) For illness: medical certificates must state that the student is unfit to sit examinations/ complete assessments and specify the date(s) of the illness and the date(s) on which the student is not fit to sit examinations/complete assessments. Medical certificates must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

(b) For other grave cause: appropriate evidence must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

54 Where illness occurs during the writing of an examination paper, it should be reported immediately to the chief invigilator. The student will then be escorted to the College Health Centre. Every effort will be made to assist the student to complete the writing of the examination paper.

55 Where an examination/assessment has been completed, retrospective withdrawal will not be granted by the Senior Lecturer nor will medical certificates be accepted in explanation for poor performance.

56 If protracted illness prevents a student from taking the prescribed assessment components, so that they cannot rise into the next class, they may withdraw from College for a period of convalescence, provided that appropriate medical certificates are submitted to the Senior Lecturer. If the student returns to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class. See §26 on fitness to study and §28 fitness to practice, if relevant.

57 Where the effects of a disability prevent a student from taking the prescribed assessment components, so that they cannot rise into the next class, the Senior Lecturer may permit the student to withdraw from College for a period of time provided that appropriate evidence has been submitted to the Disability Service. If they return to College in the succeeding academic year, they must normally register for the year in full in order to fulfil the requirements of their class.

58 The nature of non-standard examination accommodations, and their appropriateness for individual students, will be approved by the Senior Lecturer in line with the Council-approved policy on reasonable accommodations. Any reports provided by the College's Disability Service, Health Service or Student Counselling Service will be strictly confidential.

13.3 Academic Integrity

All students are expected to maintain Academic Integrity as detailed in the reference guides below:

Reference/Source

Calendar Part II, B: General Regulations & Information, 'Academic Integrity'

Statement of Principles on Integrity

Academic Integrity Policy (currently in development)

Library Guides - Academic

Coversheet Declaration

13.4 University regulations, policies and procedures

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

Student Complaints Procedure - Complaints Procedure - Policies | Trinity College Dublin (tcd.ie)

Dignity and Respect Policy - https://www.tcd.ie/equality/policy/dignity-and-respect-policy/

Dignity, Respect & Consent (DR&C) Service - https://www.tcd.ie/hr/dignity-and-respect/students/

13.5 Data protection

A short guide on how College handles student data is available here: https://www.tcd.ie/info_compliance/data-protection/student-data/

14 General Information

14.1 14.1 Feedback and evaluation

The Staff/Student Liaison Committee meets once a semester to discuss matters of interest and concern to students and staff. It comprises class representatives from each year. A programme level survey is issued online to students towards the end

of semester 2.

14.2 European Credit Transfer System (ECTS)

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 effort 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 effort, so a 5- credit module will be designed to require 100-125 hours of student effort 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 components. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

14.3 Guidelines on Grades

The following descriptors are given as a guide to the qualities that assessors are

seeking in relation to the grades usually awarded. A grade is the anticipated degree class based on consistent performance at the level indicated by an individual answer. In addition to the criteria listed examiners will also give credit for evidence of critical discussion of facts or evidence.

Guidelines on Grades for Essays and Examination Answers

Mark Range	Criteria
90-100	IDEAL ANSWER; showing insight and originality and wide knowledge. Logical, accurate and concise presentation. Evidence of reading and thought beyond course content. Contains particularly apt examples. Links materials from lectures, practicals and seminars where appropriate.
80-89	OUTSTANDING ANSWER; falls short of the 'ideal' answer either on aspects of presentation or on evidence of reading and thought beyond the course. Examples, layout and details are all sound.
70-79	MAINLY OUTSTANDING ANSWER; falls short on presentation and reading or thought beyond the course but retains insight and originality typical of first class work.
65-69	VERY COMPREHENSIVE ANSWER; good understanding of concepts supported by broad knowledge of subject. Notable for synthesis of information rather than originality. Sometimes with evidence of outside reading. Mostly accurate and logical with appropriate examples. Occasionally a lapse in detail.
60-64	LESS COMPREHENSIVE ANSWER; mostly confined to good recall of coursework. Some synthesis of information or ideas. Accurate and logical within a limited scope. Some lapses in detail tolerated.
55-59	SOUND BUT INCOMPLETE ANSWER; based on coursework alone but suffers from a significant omission, error or misunderstanding. Usually lacks synthesis of information or ideas. Mainly logical and accurate within its limited scope and with lapses in detail.

50-54	INCOMPLETE ANSWER; suffers from significant omissions, errors and misunderstandings, but still with understanding of main concepts and showing sound knowledge. Several lapses in detail.
45-49	WEAK ANSWER; limited understanding and knowledge of subject. Serious omissions, errors and misunderstandings, so that answer is no more than adequate.
40-44	VERY WEAK ANSWER; a poor answer, lacking substance but giving some relevant information. Information given may not be in context or well explained but will contain passages and words which indicate a marginally adequate understanding.
35-39	MARGINAL FAIL; inadequate answer, with no substance or understanding, but with a vague knowledge relevant to the question.
30-34	CLEAR FAILURE; some attempt made to write something relevant to the question. Errors serious but not absurd. Could also be a sound answer to the misinterpretation of a question.
0-29	UTTER FAILURE; with little hint of knowledge. Errors serious and absurd. Could also be a trivial response to the misinterpretation of a question.

Guidelines on Marking Projects/Dissertation Assessment

Mark Range	Criteria
90-100	Exceptional project report showing broad understanding of the project area and exceptional knowledge of the relevant literature. Exemplary presentation and analysis of results, logical organisation and ability to critically evaluate and discuss results coupled with insight and novelty/originality. Overall an exemplary project report of publishable quality (e.g. peer reviewed scientific journal/patent application).

80-89	An excellent project report clearly showing evidence of wide reading far above that of an average student, with excellent presentation and in-depth analysis of results. Clearly demonstrates an ability to critically evaluate and discuss research findings in the context of relevant literature. Obvious demonstration of insight and novelty/originality. An excellently executed report overall of publishable quality (e.g. short peer reviewed conference paper such as IEEE) with very minor shortcomings in some aspects.
70-79	A very good project report showing evidence of wide reading, with clear presentation and thorough analysis of results and an ability to critically evaluate and discuss research findings in the context of relevant literature. Clear indication of some insight and novelty/originality. A very competent and well-presented report overall but falling short of excellence in some aspects. Sufficient quality and breadth of work similar to the requirements for an abstract at an international scientific conference.
60-69	A good project report which shows a reasonably good understanding of the problem and some knowledge of the relevant literature. Mostly sound presentation and analysis of results but with occasional lapses. Some relevant interpretation and critical evaluation of results, though somewhat limited in scope.
50-59	A moderately good project report which shows some understanding of the problem but limited knowledge and appreciation of the relevant literature. Presentation, analysis and interpretation of the results at a basic level and showing little or no novelty/originality or critical evaluation. report.
40-49	A weak project report showing only limited understanding of the problem and superficial knowledge of the relevant literature. Results presented in a confused or inappropriate manner and incomplete or erroneous analysis. Discussion and interpretation of result severely limited, including some basic misapprehensions, and lacking any novelty/originality or critical evaluation. General standard of presentation poor.

20-39	An unsatisfactory project containing substantial errors and omissions. Very limited understanding, or in some cases misunderstanding of the problem and very restricted and superficial appreciation of the relevant literature. Very poor, confused and, in some cases, incomplete presentation of the results and limited analysis of the results including some serious errors. Severely limited discussion and interpretation of the results revealing little or no ability to relate experimental results to the existing literature. Very poor overall standard of presentation.
0-19	A very poor project report containing every conceivable error and fault. Showing virtually no understanding or appreciation of the problem and of the literature pertaining to it. Chaotic presentation of results, and in some cases incompletely presented and virtually non-existent or inappropriate or plainly wrong analysis. Discussion and interpretation seriously confused or wholly erroneous revealing basic misapprehensions.

14.4 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).