

CONTENTS

1.	Student Support Services	3
2.	Undergraduate Advisory Service	3
3.	Tutors	3
4.	NiteLine	3
5.	Mature Student Supports	4
6.	College Disability Service	4
7.	S2S (Student 2 Student)	5
7	.1 S2S Mentoring Support	5
7	.2 S2S Peer Support	5
8.	Students' Union (TCDSU)	6
9.	Student Representatives	6
10.	Careers Advisory Service	6
1	0.1 Specific information for Junior (JF) & Senior Fresh (SF)	7
1	0.2 Specific information for Junior (JS) & Senior (SS) Sophisters	8
11.	Books and the Library	9
12.	Computer Facilities	9
13.	The Weingreen Museum	.10
14.	Public Lectures	.11
15.	Clubs and Societies & Sports	.11
16.	Emergency Procedure	.12
17.	COVID-19	.12
18.	Health and Wellbeing Support	.13
19.	Data Protection	.13
20.	Links to University Policies/Reference/Sources	.13

20.1 Academic Support	13
20.2 Health and Wellbeing Support	14
20.3 Getting Involved	
20.4 Financial Support	14
20.5 Administrative Support	14

1. STUDENT SUPPORT SERVICES

The university provides a range of services to which you can turn for advice and support should you need it at any stage of your studies. The main services are outlined below, and you will receive more information on what the various services provide at orientation. Visit the Student Support Services website for a full list of services.

2. UNDERGRADUATE ADVISORY SERVICE

The <u>Undergraduate Advisory Service</u> is a unique and confidential service available to all registered students in Trinity College. It offers a comprehensive range of academic, pastoral, and professional supports dedicated to enhancing your student experience.

3. TUTORS

Trinity College is the only university in Ireland to operate what is known as the tutorial system. All registered 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 developments of all students in their care. You can contact your Tutor about anything, and they will either offer advice or will be able to refer you to a more appropriate colleague in college. Details of your Tutor can be found on your <u>TCD Portal</u>. You should ensure that you meet with your Tutor at the beginning of the year to introduce yourself.

4. NITELINE

Students **NiteLine Listening Service** is a non-profit service provided free of charge to students which has been in operation for over 25 years. It is run by a team of dedicated student volunteers, who have undergone rigorous training with the



intention of supporting their peers. Lines are open every single night of term from 9 pm -2.30 am, supporting students through instant messaging and over the phone.

Free Phone: 1800 793 793

To know more about Niteline, check out their video here: https://youtu.be/ccmj-CjzZcU

5. MATURE STUDENT SUPPORTS

The Mature Student Office in Trinity College is part of the Trinity Access Programmes (TAP).

The office is in Goldsmith Hall, right beside Pearse Street Dart Station. The Mature Student

Office provides advice and support to both prospective and current undergraduate mature

students. Staff of the Mature Student Office are always interested in meeting prospective

students and are happy to provide information to mature student groups in Colleges of

Further Education or other organisations.

6. COLLEGE DISABILITY SERVICE

Trinity is an inclusive university and encourages students with disabilities to think about

coming here. The School of Religion, Theology, and Peace Studies welcomes students with

disabilities, and endeavours to assist all students to realise their potential by offering a range

of supports that include reasonable accommodations via the Disability Service Team, who are

available to meet with students in-person, online via MS Teams, by phone or email.

Students must apply to the Disability Service, who offer a confidential and accessible service

for all students with disabilities and aims to identify and support student learning needs

during your time in Trinity.

Most students who have applied for reasonable accommodation with the Disability Service

request access to a range of supports that help the student reach their full potential while

studying. Most students' needs are accommodated through these supports. It is student-

centred and is committed in as far as is reasonably possible, to empowering students with

disabilities achieve their academic and vocational goals, as well as access all aspects of College

life.

Find out more about the Disability Service and supports offered here.

7. S2S (STUDENT 2 STUDENT)

<u>Student 2 Student (S2S)</u> is a student-led initiative designed to ensure any student in Trinity can get information and support from another student, find a friendly face to have a chat, talk things through or just ask a few questions when you are not sure who to approach.

7.1 S2S Mentoring Support

From the moment you arrive in College right the way through to your end of year exams Student 2 Student (S2S) is here to make sure your first year is fun, engaging and a great foundation for the rest of your time in Trinity. You will meet your two S2S mentors in Freshers' Week and they will make sure you know other people in your course before your classes even start.

S2S Mentors are student volunteers who offer group support to every incoming undergraduate student. They will keep in regular touch with you throughout your first year and invite you to events, on and off campus. They will also give you useful information about your course and for what to look out. Mentors are students who have been through first year and know exactly what it feels like, so you never have to worry about asking them a question or talking to them about anything that is worrying you.

7.2 S2S Peer Support

Peer Supporters are student volunteers who provide **face-to-face**, **confidential listening and support** to any TCD student on request!

Peer Support is all about one student listening to another student and providing information and support when necessary. Peer Supporters have undergone over 35 hours of intensive training in active listening, emotional support, and self-care. They are highly confidential, non-judgmental and are willing and ready to help! Students do not need to be in distress or crisis to talk to a Peer Supporter, but they can help with the larger problems as well as the smaller things.

Request a Peer Supporter here

Peer Supporters aim to respond to requests within 48 hours (excluding weekends). They will suggest a few possible times and organise an initial meeting. The new S2S space in <u>House 47</u>

has a private room where students can meet for a chat, or Peer Supporters can arrange to go for a walk around campus or meet at a public spot nearby. Meetings can be once off, or as frequent as once a week.

Follow the link to find <u>more information about the Peer Support programme</u> or email student2student@tcd.ie with any questions.

8. STUDENTS' UNION (TCDSU)

The <u>Students' Union</u> is run for students by students. It represents students at college level. As a Trinity College student, you are automatically a member of TCDSU. The Students' Union is a vital resource for Trinity College students. It is the place to go if you have a problem in College – it has information on accommodation, jobs, campaigns, as well as information pertaining to education and welfare. The website also contains contact details for each Sabbatical Officer.

9. STUDENT REPRESENTATIVES

Student representatives are available for each year of the undergraduate course, whether Single or Joint Honor programmes. The School Executive Committee meets once a month and offers a regular and formal opportunity for staff and student representatives to discuss the programme and related issues. The School also has an Undergraduate Studies Committee, on which the Undergraduate student convenor sit. If you have an issue that you would like to raise, tell the appropriate student representative about it.

10. CAREERS ADVISORY SERVICE

As a Trinity 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, practice interviews and mentoring.

Visit the <u>Trinity Careers Service</u> for career, further study, 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: otrology:creen;.

Trinity Careers Service

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

01 896 1705/1721 | Submit a career query through careers@tcd.ie or MyCareer

10.1 Specific information for Junior (JF) & Senior Fresh (SF)

What can I do with my degree? Start with Trinity Careers Service website. Then book an appointment with your career's consultant through MyCareer.

Pathway Choices: Book an appointment with your career's consultant through MyCareer to tease out the career implications of minor, major subject choice as well as Electives and Open Modules.

Get work experience: Apply for work experience and internships to get an insight into different sectors. Opportunities are increasingly available remotely. Personalise your MyCareer profile to receive email alerts tailored to your preferences.

Trinity Employability Bursary: Apply for the bursary, in place to support students finding it financially difficult to take up a career-related opportunity e.g., internship, job shadowing.

Laidlaw Undergraduate Research and Leadership Programme (SF): Apply for a scholarship designed to invest in talented and motivated undergraduate students from all disciplines and backgrounds. The Programme aims to develop your potential, equip you with strong leadership and research skills and give you the experience to become active global citizens and future leaders.

Spring Week Bursary (SF): Apply for this bursary that supports costs for students of any discipline who secure Spring Week internships with leading professional services firms.

Polish your CV: Book onto a CV/ LinkedIn Clinic for a 15 mins consultation through MyCareer.

MyCareer: Login to the Trinity careers portal to stay connected of awards, scholarships, jobs, events, mentoring and lots more.

Need to chat about your future? Book an appointment with your career consultant, Orlaith Tunney on MyCareer. No career query or concern too small!

10.2 Specific information for Junior (JS) & Senior (SS) Sophisters

Get work experience: Apply for work experience and internships to get an insight into different sectors. Personalise your MyCareer profile to receive email alerts tailored to your preferences.

Trinity Employability Bursary: Apply for the bursary, in place to support students finding it financially difficult to take up a career-related opportunity e.g., internship, job shadowing. The work experience you undertake must help you to develop your employability skills and prepare you for your future career.

Mentoring & Connecting: Message or meet with a Trinity graduate through Careers Mentoring.

Employability Awards: Apply for an award of interest to you. The awards combine industry-led training in highly transferable soft and technical skills with a university-led workshop to help you reflect on and articulate your learning.

Attend Employer Fairs: Book onto a fair to meet with employers. Fairs take place in Michaelmas Term.

Polish your CV: Book onto a CV/ LinkedIn Clinic for a 15 mins consultation through MyCareer.

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

Practice Interviews: Book a practice interview with a careers consultant or self-serve 24/7 using video interviews on Shortlist.me.

Further study: Research your options using the Careers Service website and book an appointment with your career's consultant through MyCareer to decide on your best course of action.

Need to chat about your future? Book an appointment with your career's consultant, Orlaith Tunney on MyCareer. No career query or concern too small!

More information on the above and lots more at <u>Trinity Careers Service website</u>.

11. BOOKS AND THE LIBRARY

Experience shows that students who adopt a good routine of personal reading and study throughout the year are the ones who succeed. Reliance on class notes alone is not adequate for the standard expected in an honors degree programme. You are expected to buy a certain number of books. You will need a Bible; the School recommends that you use the RSV or NRSV version. Before deciding what books to buy, ask your course lecturers for advice. For most of your reading, however, you will be using the <u>College Library</u>. Apart from lectures, the library is arguably the most important resource within College for Arts students.

12. COMPUTER FACILITIES

It is in your interest to learn to type as soon as possible and to familiarise yourself with the computer facilities available to you in College.

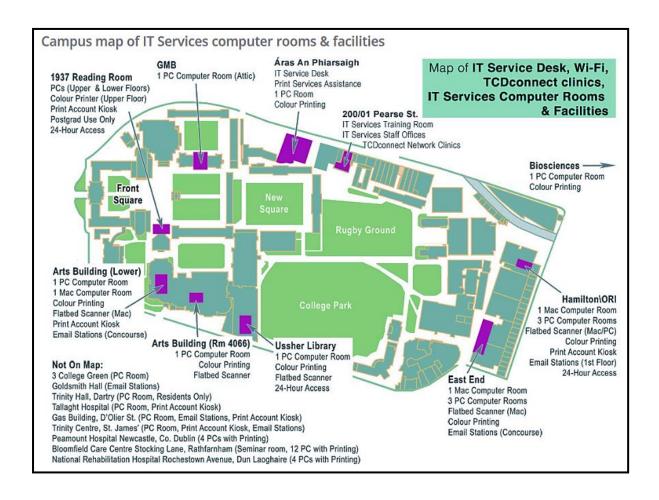
Computers available to undergraduate students can be found at the following locations:

- Arts Building, lower ground floor, Beckett Rooms 1 and 2
- Áras an Phiarsaigh, beside the Players Theatre
- 201 Pearse Street (PCs only), to the right of Áras an Phiarsaigh
- "The Arches," under the railway line in the northeast corner of College
- The Hamilton Building, at the Westland Row end of College

When you register, you will be given a login ID and a password, both of which you will need to access the College computers. You will also be given, free of charge, an e-mail account. Brief starter courses in computer use will be offered during the week of registration.

Every student will also be provided with personal file storage. This means that you can save material on the College network. You can then access this material on any computer in any of the above locations. It is, of course, indicative that you save all your work onto another personal cloud storage, or a USB drive as well. Anything you save on your TCD personal file storage can be opened only with your password.

Any problems you have with computers should be brought to the attention of the College's Information Systems Services (IT Services). Their help desk is on the ground floor in Áras an Phiarsaigh and they can be reached via phone at extension 2000 (or 01 896 2000 if you are phoning from outside College), via e-mail at itservicedesk@tcd.ie, via ask.tcd.ie, to raise enquiries and check the status of current enquires, or in person - walk-in service during the following hours: Mon, Wed, Fri: 9 AM-1PM; Tue, Thurs: 2-5PM. An IT Services Handbook is available from the Help Desk.



13. THE WEINGREEN MUSEUM

The Weingreen Museum of Biblical Antiquities is named in honor of its founder Professor Jacob Weingreen. It received its present title in 1977 in recognition of Professor Weingreen's contribution to the creation of the museum. Professor Weingreen was Erasmus Smith's Professor of Hebrew at Trinity College Dublin between 1939 and 1979. He excavated in the Near East and maintained contact with archaeologists who donated pieces to the Museum. Professor Weingreen was the author of the Hebrew grammar textbook that is still recognized

as the standard teaching work on the subject. The museum's collection consists of pottery and other artefacts from the ancient Near East: items from ancient Israel, Egypt and Babylon, Greek and Roman coins, Roman lamps, for example. The museum exists to further scholarly research and teaching. Visiting scholars, school parties, and members of the public, are welcome to visit, by appointment, during teaching term.

14. PUBLIC LECTURES

The School has a lively tradition of public lectures, which are frequently delivered by distinguished international scholars. Attendance at these lectures is free of charge to all Trinity College students, who are strongly encouraged to take advantage of them. All events are advertised on the School of Religion, Theology, and Peace Studies <u>website</u>.

15. TRINITY INCLUSIVE CURRICULUM PROJECT (TRINITY-INC)

Trinity-INC is based in the Equality, Diversity and Inclusion Office and works to embed the principles of diversity, equality, and inclusion across all curricula in Trinity so all students, regardless of their personal circumstances, learning backgrounds, abilities or strategies, have equitable opportunity to achieve their learning goals. We do this by working across the College with staff and students. Our Student Partner Programme offers paid opportunities to students from underrepresented backgrounds to provide input on their experiences of inclusion and exclusion within the teaching and learning environment, co-facilitate training sessions or embark on a project to help make the experience for students in your course or School more inclusive. Visit the Trinity-INC website or contact trinityinc@tcd.ie to learn more about what we do and how you could get involved.

Extra resources for students

Equality, Diversity, and Inclusion Training: https://www.tcd.ie/equality/training/student-training/.

16. CLUBS AND SOCIETIES & SPORTS

Of course, university is not all about study, and we hope that you will enjoy your time outside the classroom too and participate in university life as fully as possible. Trinity has a long and excellent tradition of student life, and you can find a list of Clubs and Societies & Sports. Whether you are interested in yoga, debating, music or photography or you would just like to try something new, there are over 124 Trinity Societies for you to choose from. You can join a society at any time during the year. For information on the wide array of sport, health, and fitness facilities available see Trinity Sports Centre. Please see the suggested links to the various clubs and societies along with other areas within college that may interest you:

STUDENTS' UNION GLOBAL ROOM CLUBS

SOCIETIES VOLUNTEERING ENTREPRENEURSHIP / TANGENT

17. 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 you save at least one emergency contact in your phone under ICE (In Case of Emergency).

18. COVID-19

As part of the Trinity Living with Covid-19, it is our collective responsibility to keep up to date with the latest COVID-19 secure measures introduced by Government and any advice issued as a result. For College updates, please see our <u>Health Service</u> webpage.

For relevant legislation, guidance, and advice, please access the HSE COVID-19 website.

19. HEALTH AND WELLBEING SUPPORT

Health, Safety and Welfare at work are of crucial importance throughout Trinity College and the School of Religion, Theology, and Peace Studies is committed to upholding the College's Health, Safety and Welfare policies.

The School also recognises and will ensure compliance with the requirements of the Safety, Health, and Welfare at Work Act 2005; associated legislation made under the Act, and the College Safety Statement and College Policies and Codes of Practice documents. The Act requires that precautions be taken, as far as is reasonably practicable, to avoid endangering oneself or others by our actions / activities. All reasonable steps will be taken to ensure that the health, safety, and welfare of all persons – be they staff, students or others – will not be put at risk. A copy of the School Health and Safety Statement is available from the School Office.

20. DATA PROTECTION

Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with relevant obligations under data protection laws and have prepared this short guide to ensure you understand how we obtain, use, and disclose student data in the course of performing University functions and services.

The guidance note supplements the University's Data Protection Policy.

21. LINKS TO UNIVERSITY POLICIES / REFERENCE / SOURCES

20.1 Academic Support

<u>Student Learning Development</u> <u>Language Learning Centre</u>

The Library English for Academic Purposes

<u>Careers Service</u> <u>Disability Service</u>

Undergraduate Programming Centre Maths Help Room

Blackboard; 'Learning to Learn Online' Blackboard Module

Guides and Support for Blackboard and Related Learning Technologies

20.2 Health and Wellbeing Support

<u>Dignity and Respect Policy</u> <u>Equality Policy</u> <u>Sport</u>

Student Counselling Healthy Trinity Chaplaincy

Health Centre Student2Student

20.3 Getting Involved

<u>Students' Union</u> <u>Societies</u> <u>Clubs</u>

Entrepreneurship/Tangent Volunteering Global Room

20.4 Financial Support

<u>Senior Tutor's Office</u> <u>Exhibitions</u> <u>Scholarships</u>

<u>Students' Union Welfare Loans</u> <u>Bursaries/Prizes (Undergraduate)</u>

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

20.5 Administrative Support

Your Tutor Academic Registry Student Complaints