



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Postgraduate Welcome Guide



WELCOME TO TRINITY



It is my absolute privilege to welcome you to Trinity College Dublin, The University of Dublin. We are delighted that you have chosen Trinity for your postgraduate education. You should be immensely proud of all you have achieved to date, and I am excited for what you will do in the years ahead at Trinity.

At Trinity we understand the vital importance of basic and fundamental research in breaking new ground. We value the ability to apply our research for the benefit of society and the world. Our vision is to engage in research with the quality, intensity, depth, diversity, and openness that leads to fundamental breakthroughs, new understandings, key insights, and that can make translational and transformative advances – or, to build a world in which we want to live.

Respecting the diversity of scholarship that flows from being research active across all three faculties, and using all our varied talents to achieve excellence, allows everyone to play to their strengths in a way that can ultimately benefit Trinity, and have a positive impact globally.

In joining the Trinity community, I would like to assure you that we are a supportive community and that during your time here we will be with you to enable you unleash your full talent and exploit possibilities. You have so much to contribute to the life and fabric of this university and its diverse research community.

Dr Linda Doyle,
Provost & President



Congratulations on being offered a place in Trinity, the best university in Ireland and one of the top 100 in the world! Whether you are furthering your career or changing paths entirely; whether you are a musician or scientist, historian or midwife; whether you are from Mayo or Mumbai; whether your passions find you on the playing field or in the orchestra pit; whether you are happiest parsing texts, debating policy issues, or writing code; we are looking forward to the privilege of you joining the Trinity community.



This welcome pack will help you navigate the journey from accepting your offer to joining us during Orientation. I hope you embrace all the richness of our diverse community and the opportunities that your time here at Trinity College will offer.

Dr Richard Porter,
Dean of Students

Whether you are here studying for a PhD or for a Master's degree, it is my sincere hope that these years will be highly fulfilling for you in both academic and personal terms, as you become an indelible part of the history of this university, which is ancient and steeped in history, but which also constantly seeks to be forward-looking and innovative. Your story now becomes part of Trinity's story as we seek, as a community of students, faculty, and alumni, to work to the betterment of national and global society in the pursuit of knowledge and truth.



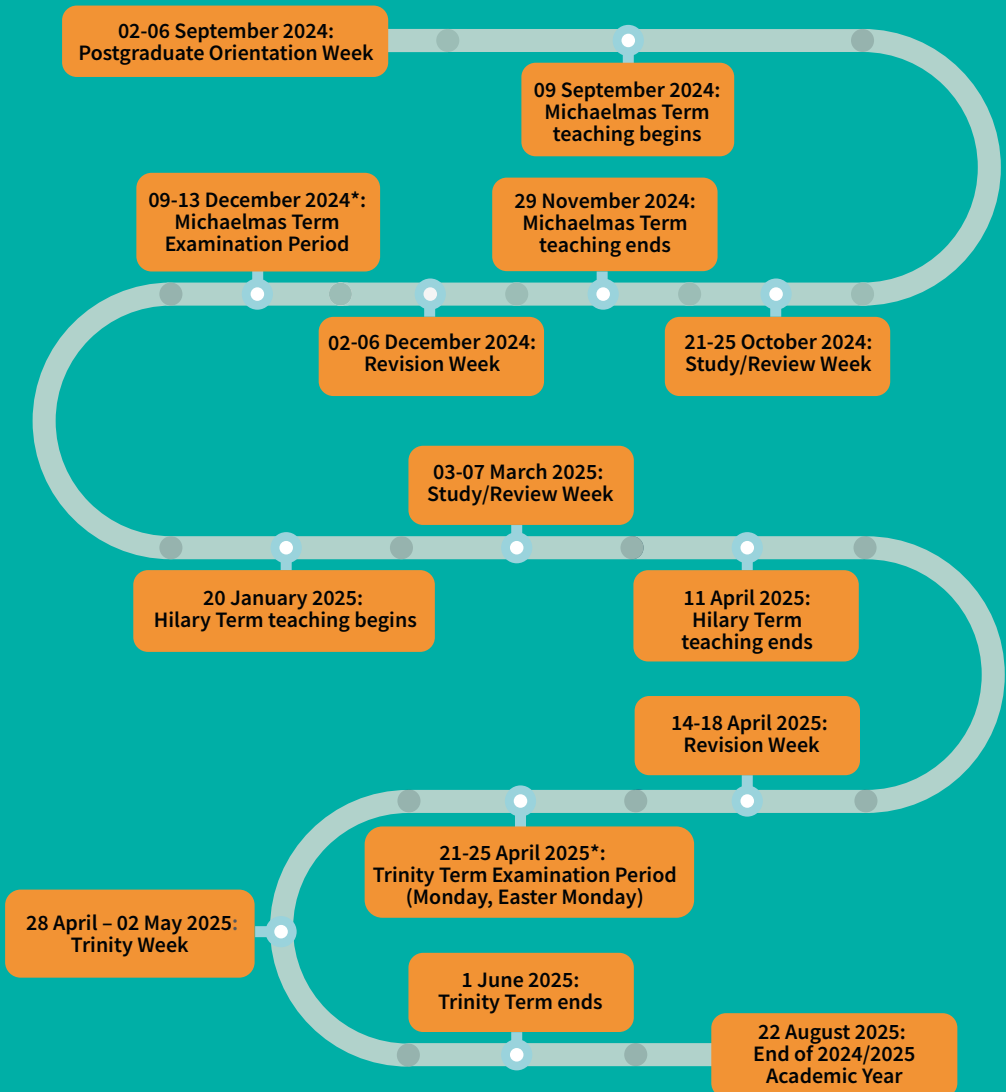
If you have any concerns at any stage during your course of study, there are many systems and processes in place to support you. Key contacts are your supervisor or the designated Director of Teaching and Learning (Postgraduate) in your School. The DTLP has responsibility for all research students in the school where you are registered and is an invaluable source of guidance and information. In addition, my office is always available to deal with particular concerns and questions, so please feel free to contact us if necessary. We are always happy to hear from our postgraduate research community.

For now, I wish you every success as you embark on this exciting stage in your research career!

Prof Martine Smith,
Dean of Graduate Studies



KEY DATES



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

REGISTRATION

How do I register?

You will register online via the website **my.tcd.ie**. Registration will open from August on a course-by-course basis. A communication will be sent to the email address you gave during the application process inviting you to log in to the website to register. **Please check your email for updates regularly.** Once you have registered, emails will be sent to your new TCD email address.

A username and password has been created for you to give you immediate access to **my.tcd.ie**.

Username: Shown on the top right corner of both the email and letter you received. This is also your TCD student ID Number.

Password: This is your date of birth in the format DDMMYYYY, e.g. 03FEB1995

Students who have previously accessed the my.tcd.ie website should continue to access it using their current username and password as this has not been changed.

When you have been invited to register you will see an in-tray message in your student portal and you will have access to the **'Register'** tab in the portal, found in the top menu. In order to complete online course registration, you should click on the tab and proceed.

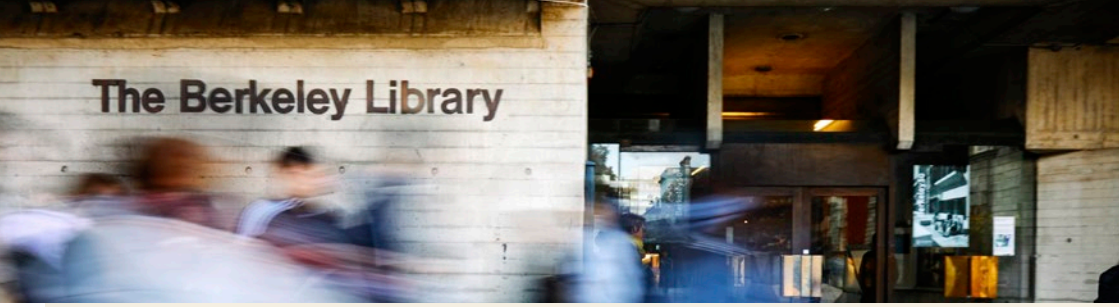
You must complete all listed registration tasks successfully before the process is complete. When you have completed these tasks successfully you will see a **green tick**. If tasks are incomplete, they will be highlighted by a **red X**. All mandatory fields are marked with an asterisk (*).

Online registration does not have to be completed in one sitting. You can complete a task or multiple tasks, exit, and return later to proceed. The completed tasks will be saved when you log out. **You must complete each individual task before registration is complete.**

Please view our step-by-step Registration Guide and video podcast at tcd.ie/academicregistry/student-registration



The Berkeley Library



How do I pay my fees?

You can pay your fees through the following methods:

- **Online Payment:** You can make an online payment using a debit/visa card on the website **my.tcd.ie**. You can click the 'My Finance' tab on your portal to pay your fees. This is the quickest and easiest way to pay.
- **EFT (Electronic Funds Transfer) i.e. bank account or online banking transfer:** This involves the transfer of funds directly to the Trinity College Dublin accounts. This transaction isn't immediate. Due to banking requirements, it can take up to 4-5 working days for payments to be cleared on your account, or up to 10-12 working days if the payment is made internationally. Please factor this into your payments if you have a set payment deadline.
Bank account details for EFT payments are available in the Academic Registry's Registration Guide and your **my.tcd.ie** portal.
- **TransferMate (Recommended for International Students):** This is an easy-to-use online payment process which offers a secure, fast, and affordable way to make your international payments to Trinity College Dublin. This method saves you time and money when paying your fees internationally. TransferMate

allows you to make your international payments free of charge, while receiving competitive foreign exchange rates. Where TransferMate has a local bank account, you will not be subjected to any international wire fees and will be able to pay in your local currency. TransferMate receipts are also accepted by visa and immigration agencies.

How do I know that I'm registered?

You will receive a 'Confirmation of Registration' in-tray message in your portal once you have completed the registration process, stating that you are now a fully registered student.

Once you have registered, you can receive a student card and avail of all of the student services that we have to offer.

You will collect your student card in the Exam Hall during Orientation Week.

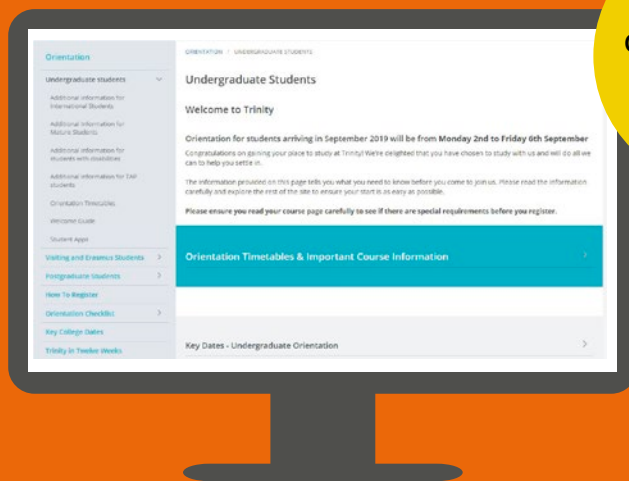
The Academic Registry will email you instructions for how to upload a photo to your student portal and a time to come pick up your card.

ORIENTATION

You will be invited to two different orientation/induction events. Your College Orientation Week will take place from 02-06 September, and we will introduce you to the major College services, as well as provide you with a lot of information to help you hit the ground running at Trinity. Your course may also invite you separately to an orientation/induction event. If so, it is important that you attend both events as the content is not the same.

The Orientation Website

As you prepare to come to Trinity, the most important place for you to be visiting is the **Orientation website**. Here you will find important information to assist you with getting registered, finding accommodation, and what you need to know before moving to Dublin. You will also find your College Orientation Week timetable on these pages.



You'll find your Orientation Week timetable here, too!

Your College Orientation Week Timetable

Your College Orientation Week timetable has a number of different types of lectures and workshops.

The **Provost's Welcome** will take place on Monday 2nd September at 17.00 in the Ed Burke Theatre. We will also stream it live online if you can't attend. You'll find details on attending or watching on the **Provost's Welcome website**.

You **MUST** attend one **General Orientation** session during the week. In this session we will talk to you about College supports and services, and give you useful campus knowledge and other important information about getting started at Trinity.

During the week we run a variety of skills and wellbeing sessions, as well as campus and Library tours, and you can pick and choose what you feel you would benefit most from attending.

All Postgraduate Orientation events will be hybrid events, so if you cannot attend in person you can watch a livestream and

participate by Q&A online. The links for the livestreams will be available on the College Orientation Week timetable. There is no advance registration required for in-person or online attendance, with the exception of campus tours and social events.

Your Programme Orientation Timetable

Most of your programmes will also have an orientation day (or days) to familiarise you with what you will be studying or researching, what modules are available to you, how you will be assessed, and, of course, to give you a chance to meet relevant academics and your new classmates. You will receive details of these events directly from your programme.

The Orientation Hub

Make sure to collect your student ID from the Orientation Hub in the Exam Hall during Orientation Week. Key student services will be present in the Hub to answer your questions and to help ensure you're fully set-up and ready to go as a Trinity student. You may even find some fun freebies and prizes up for grabs, so don't miss out!



SUPPORTS AND SERVICES



Administrative and Pastoral Support

Academic Registry

From application to graduation, the Academic Registry will be involved in your whole college career. You have already been interacting with them during your application process, and you will meet them when you pick up your ID card during Orientation. Make sure to locate their Service Desk in the Watts Building for when you need them. You can find out more about their services here: tcd.ie/academicregistry

Postgraduate Advisory Service (PAS)

PAS is the independent, frontline support for you while at Trinity. If you have any questions about Trinity, the supports you can access, or if you need advice on how to resolve a concern, you can contact PAS to arrange a confidential appointment at: postgrad.support@tcd.ie

tcd.ie/seniortutor/students/postgraduate

Academic Success

Studying at postgraduate level is not the same as studying at undergraduate level, and studying at Trinity may be very different to what you were used to

during your undergraduate degree. You may need time to adjust to the academic culture here and to learn what is expected of you as a postgrad student. Luckily, we have a variety of services to help!

The Library

Trinity's Library is the largest library in Ireland, and, as a legal deposit library, it receives a copy of every book published in the UK and Ireland, as well as having a vast collection of online resources. Our Subject Librarians are experts at finding the information you need from the collections. We'll introduce you to them during Orientation Week, and you can contact them any time by email.

tcd.ie/library

Student Learning Development (SLD)

SLD are here to help you achieve your academic potential while studying here in Trinity. They offer workshops, online resources, and individual consultations on a variety of topics, as well as a module for postgraduate students and a Postgraduate Summer School. student-learning.tcd.ie/postgraduate

disAbility Service

The disAbility Service supports students with both visible and invisible disabilities. To apply for disAbility Service support, students should complete an Application for Reasonable Accommodations, online, via the 'My Disability Service' tab on their my.tcd.ie student portal.

tcd.ie/disability

Careers Service

The Careers Service are a valuable resource for postgraduate students. They can help you with determining what the next steps in your career are, crafting your CV/LinkedIn profile, and preparing for interviews. They facilitate access to MyCareer which has a database of available job opportunities and Careers Service events (workshops, seminars, careers fairs, employer events) for Trinity students. **tcd.ie/Careers**

Academic Integrity

Academic integrity is very important at Trinity. It is extremely important that you familiarise yourself with the regulations surrounding plagiarism in Trinity before you arrive, and that you abide by them during your time here. As you have already completed a degree it is easy to assume that you know what the expectations will be of you in Trinity, but, as the consequences for plagiarism (even unintended) are serious, please ensure you read the Library's 'Academic Integrity' Guide in detail.

Completion of the 'Ready Steady Write' Tutorial (found in the Guide) is **mandatory for all students. libguides.tcd.ie/plagiarism**

Health and Wellbeing Success

It is important to look after your health and wellbeing to ensure that you perform as well as possible in your academic pursuits. There are a number of services available to you in Trinity to support you in this.

College Health

We have a health centre on campus where students can avail of GP, nurse, and psychiatric services for free, with small charges for some testing and physiotherapy services.

tcd.ie/collegehealth

Sport

The Sports Centre offers a full gym, climbing wall, swimming pool, outdoor tennis courts, and much more on campus. As a registered student, you also have access to a number of facilities across the city, such as the Islandbridge Boathouse. Make sure to activate your Sports Centre membership when you receive your student card, and do get involved with our clubs. **tcd.ie/Sport**

Student Counselling Services

If you need support for your mental health, the Student Counselling Services are a team of professional counsellors who provide a range of services for students, from online programmes, to group therapy, to one-to-one counselling sessions.

tcd.ie/Student_Counselling

Chaplaincy

The ecumenical chaplaincy service can provide you with spiritual guidance, and a free lunch on Tuesdays! A team of Roman Catholic and Anglican Chaplains, they can also provide links to other faith groups.

tcd.ie/Chaplaincy

STUDENT LIFE

There is far more to do in Trinity than simply attending lectures, studying in the Library, and performing experiments in the lab. Whatever your hobbies or interests, with over 150 societies and sports clubs you're sure to find like-minded students.

The Students' Union (TCDSU)

TCDSU is run by students, acting on behalf of all of you. There are 6 full-time SU Officers who work for you and represent you in university and beyond: the President, Education Officer, Welfare and Equality Officer, Communications Officer, Oifigeach na Gaeilge, and Ents Officer. TCDSU is also comprised of a number of Part-Time Officers who work in specific areas, from LGBTQIA+ rights to off-campus issues. Each class in Trinity also has an elected SU Class Representative, and schools and faculties are represented by Convenors. There are also several Postgraduate Representatives, elected through TCDSU.

TCDSU will arrange social events to help you meet other postgrads throughout the year, promote jobs opportunities, and participate in national campaigns for students. If you're interested in campaigning, representing postgraduates in College, organising events, or assisting your fellow students in achieving the best they can, then consider getting involved!

tcdsu.org



YOUR TCARD

Your student ID card is also known as your TCard. You will receive an email from Academic Registry after you register with details on how to collect your TCard. Your TCard can be topped up and used to pay in campus food outlets and the SU shops.

You can use your TCard in:

- The Buttery
- The Dining Hall
- Sports Centre
- The Forum
- The Day Nursery
- 1592 Restaurant
- Students' Union Shops
- Áras an Phiarsaigh Cafe
- St James's Hospital
- The Perch
- Academic Registry
- Tallaght Hospital

Sports Clubs

If you are sporty, or thinking of becoming sporty in college, make sure to check out the clubs you can join. They are active, social, and welcoming, so you can easily keep up your sport, or try something new!



AFC (M/F) (Association Football)
Aikido
American Football
Archery
Badminton
Barbell (Olympic Weightlifting and Powerlifting)
Basketball
Boat (M/F) (Rowing)
Boxing
Camogie
Taekwondo
Climbing
Cricket (M/F)
Croquet

Cycling & Triathlon
Equestrian
Fencing
Gaelic Football (M/F)
Golf (M/F)
Handball
Harriers & Athletics
Hockey (M/F)
Hurling
Judo
Karate
Kayak & Canoe
Lawn Tennis
Netball
Orienteering

Rifle
Rugby (M/F)
Sailing
Snowsports
Squash
Sub-Aqua
Surfing & Bodyboarding
Swimming & Waterpolo
Table Tennis
Trampoline
Ultimate Frisbee
Volleyball
Wind & Wake (Windsurfing, Kitesurfing, and Wakeboarding)

Head to tcd.ie/sport/student-sport/sport-clubs to learn more.

Student Societies

There are over 100 student societies in Trinity that cater to almost any hobby or interest you could have. Some are academic (and if your course has a society, it's a good idea to join it), but there are also societies for arts and culture, politics, volunteering, and many more passions. If you've ever thought about debating or learning to juggle or meeting like-minded students, the societies are where to go.

Afro-Caribbean
Alternative Music
AMSI (Association of Medical Students of Ireland)
(DU) Amnesty
An Cumann Gaelach
Archaeological
Biochemical
Biological
Botanical

Business and Economics (DUBES)
Caledonian
Cancer
Card & Bridge
Chapel Choir
Chess
Chinese
Choral
Christian Union

Classical
Clinical Therapies
Comedy
Computer Science (DUCSS)
Consulting Group (DUCG)
Dance
Dental
Digital Arts (DUDJ)
ELSA (European Law Students' Association)

Eastern European
ENACTUS
Engineering
Entrepreneurial (TES)
Environmental
Europa
Fashion
Fianna Fáil
Film
(Young) Fine Gael
FLAC (Free Legal Advice Centre)
Food and Drink
French
Gamers
Gender Equality (DUGES)
General Science
Genetics (GenSoc)
Geographical
Germanic
Hiking
Hispanic
(The) Hist (College Historical Society)
History
Horse Racing
Indian
International Students
Internet (NetSoc)
Italian
Japanese
Jazz
Jewish

Joly Geological
Juggling and Circus
Karting
Knitting
Korean
Labour Youth
Laurentian
Law
Literary
Management Science
Mathematical
Mature Students
Metaphysical
Modern Languages
MOVE (Medical Overseas Voluntary Electives)
Music
Musical Theatre (TMT)
Muslim Students Association
Neurodivergent (DUNeS)
Neuroscience
People Before Profit
Pharmaceutical Students Association (DUPSA)
(The) Phil (Philosophical Society)
Photography (DUPA)
Physics
Pirate Party
Players
Politics
Pool
Psychological

Q Soc (LGBTQIA+ Society)
Russian
Science Fiction and Fantasy
Sign Language
Singers
(Ógra) Sinn Féin
Social Democrats
SOFIA (Society for International Affairs)
South-East Asian
Space
Student Managed Fund (SMF)
Student2Student
Theological
Traditional Irish Music (TradSoc)
Trinity Arts Festival
Trinity Arts Workshop
Trinity FM
Trinity Orchestra
Trinity TV
Vegan
Vincent DePaul (VDP)
Visual Arts
Voluntary Tuition Programme (VTP)
Werner Chemical
Workers' Party
Yoga
Zoological

Go to trinitysocieties.ie to find out more!

Student Publications

For the aspiring writers, photographers, and artists among you, there are two student newspapers on campus (the University Times and Trinity News), as well as other features magazines, satirical publications, creative writing magazines, and journals.



IT SERVICES

Once you have completed online registration at **my.tcd.ie** you will receive an in-tray message in your portal with your Trinity computer account username and an initial password. The in-tray message will outline the steps for how to set your own password – a step which is important for good IT security, and which you must do before you can access your Trinity email account.

Once you have set your own password, visit the IT Services webpages for new students at **tcd.ie/itservices/students** for information on how to get started with your Trinity email account, where to find computer rooms, how to connect your device to the Trinity Wi-Fi, accessing useful software for your programme and more.

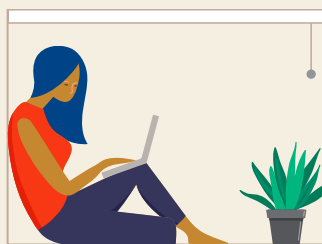
Further information about IT Services in Trinity is outlined at: **tcd.ie/itservices**

Getting Connected to the Network

Wi-Fi is available to all students when on campus.

Details of how to access the student network are available online at **tcd.ie/itservices/students/orientation/connecting-to-the-student-wi-fi**

For further assistance and support, contact the IT Service Desk: **tcd.ie/itservices/help**



MyZone: Your Student Email

You need to check your student email regularly as this is how College will communicate with you while you are a student. However, you keep your @tcd.ie address for life!

1. Browse to **myzone.tcd.ie**
2. Sign in with your Trinity username and password
3. Access your Mail, Calendar, and Drive apps





Trinity Live App:

Trinity Live is a mobile application designed and developed by students for students which you can download from the App Store or Google Play.

Trinity Live has a digital copy of your student ID, your lecture timetable, and wayfinding maps to locations on campus. You'll also receive your exam results here.

SafeZone App:

SafeZone is an app to help keep you safe on campus. We recommend that students install it and familiarise themselves with its functions - including an emergency call feature should you need the immediate assistance of College Security.

Blackboard

Blackboard (sometimes called MyModule in Trinity) is a 'Virtual Learning Environment'. This is where your lecturers will put up course notes, assignments, readings, and online lectures and seminars. You'll find out from your exactly how it

will work for you during your Programme Orientation. tcd.blackboard.com

Microsoft 365 Apps

You'll have access to Microsoft 365 Apps whilst a registered Trinity student, meaning that you'll be able to use online versions of Word, Excel, Powerpoint, and more. You can also install Microsoft 365 Apps on up to five of your personal devices. office.tcd.ie



CAMPUS LIFE Useful Places

Buildings



Buildings – 6-9 South Leinster Street, 1937 Reading Room, 200 Pearse Street, Anatomy, Áras an Phiarsaigh, Arts, BLU Library, Botany, Business Building, Chapel, Chemistry, Dining Hall, D’Olier Street, Dublin Dental Hospital, Exam Hall, Fitzgerald, Foster Place/College Green, Goldsmith Hall, Graduates Memorial Building, Hamilton, Houses 1-52, ICT Labs, Laundrette, Lloyd Building, Long Room Hub, Loyola Institute, Moyne Institute, Museum Building, Old Library, O’Reilly Institute, Panoz, Parsons, Pav, Printing House, Printing House Square, Provost’s House, Regent House, Samuel Beckett Theatre, Science Gallery, Smurfit Institute, SNIAMS, Sports Centre, TBSI, Watts Building.

Food Outlets, Shops, Student Spaces



Food outlets – Dining Hall, the Buttery, The Perch, The Forum, the 1592, Áras an Phiarsaigh Cafe, the Pav

Shops – House 6, Hamilton Building

Student Spaces – 4017 Arts, Hamilton (former Bank of Ireland space), Hamilton (mezzanine), Goldsmith Hall, D’Olier Street (ground floor), TBSI (ground floor)

Gates

(+ Opening times weekdays)

Front Gate 7.00-00.00
(8.00-18.00 on weekends)

Arts Building 7.00-22.30
(8.00/9.30-00.00 at weekends)

Lincoln Place 5.30-00.00

Moyne Institute 8.00-18.00
(weekdays only)

Pearse Street (Sports Centre) 6.30-23.30
(ID card swipe from 22.00)

Printing House Square 7.00-23.30
(ID card swipe from 19.00)

Out of hours access is via Front Gate



Major Lecture Theatres



Arts – (Ed Burke, JM Synge, Jonathan Swift, Máirtín Uí Chadháin, Robert Emmet, Samuel Beckett, Thomas Davis)

D’Olier Street – (0.32, 0.54, 1.10, 2.57)

Goldsmith Hall – (Goldsmith Hall)

Hamilton – (Joly, Maxwell, MacNeill, Salmon, Synge)

Museum – (Museum, M4, M17, M20, M21)

Parsons – (Parsons)

Regent House – (Regent House)

TBSI – (Tercentenary Hall, Stanley Quek)

Lloyd – (LB01, LB04, LB08)

tcd.ie/Maps/facilities.php#rooms

CONTACT/SOCIAL MEDIA

Connect with us to keep up to date

1. Orientation/Student Life website

Everything you need to know about coming to Trinity and life in Trinity is available on the Orientation and Student Life webpages. Make sure to keep an eye on the Orientation pages over the summer and into September as they are updated with important information for you.

tcd.ie/students/orientation

tcd.ie/students

2. Social Media – #TCDPostGrads

 [trinitycollegedublin](https://www.instagram.com/trinitycollegedublin)

 [trinitycollegedublin](https://www.tiktok.com/@trinitycollegedublin)

 [tcddublin](https://twitter.com/tcddublin)

 [trinitycollegedublin](https://www.youtube.com/trinitycollegedublin)

 [trinitycollegedublin](https://www.facebook.com/trinitycollegedublin)

3. Academic Registry – for all your questions and concerns about registering

 Academic.registry@tcd.ie

 [tcd_academicregistry](https://www.instagram.com/tcd_academicregistry)

 [TCDAcadRegistry](https://twitter.com/TCDAcadRegistry)

4. Postgraduate Advisory Service

 [tcdpgadvisory](https://www.instagram.com/tcdpgadvisory)

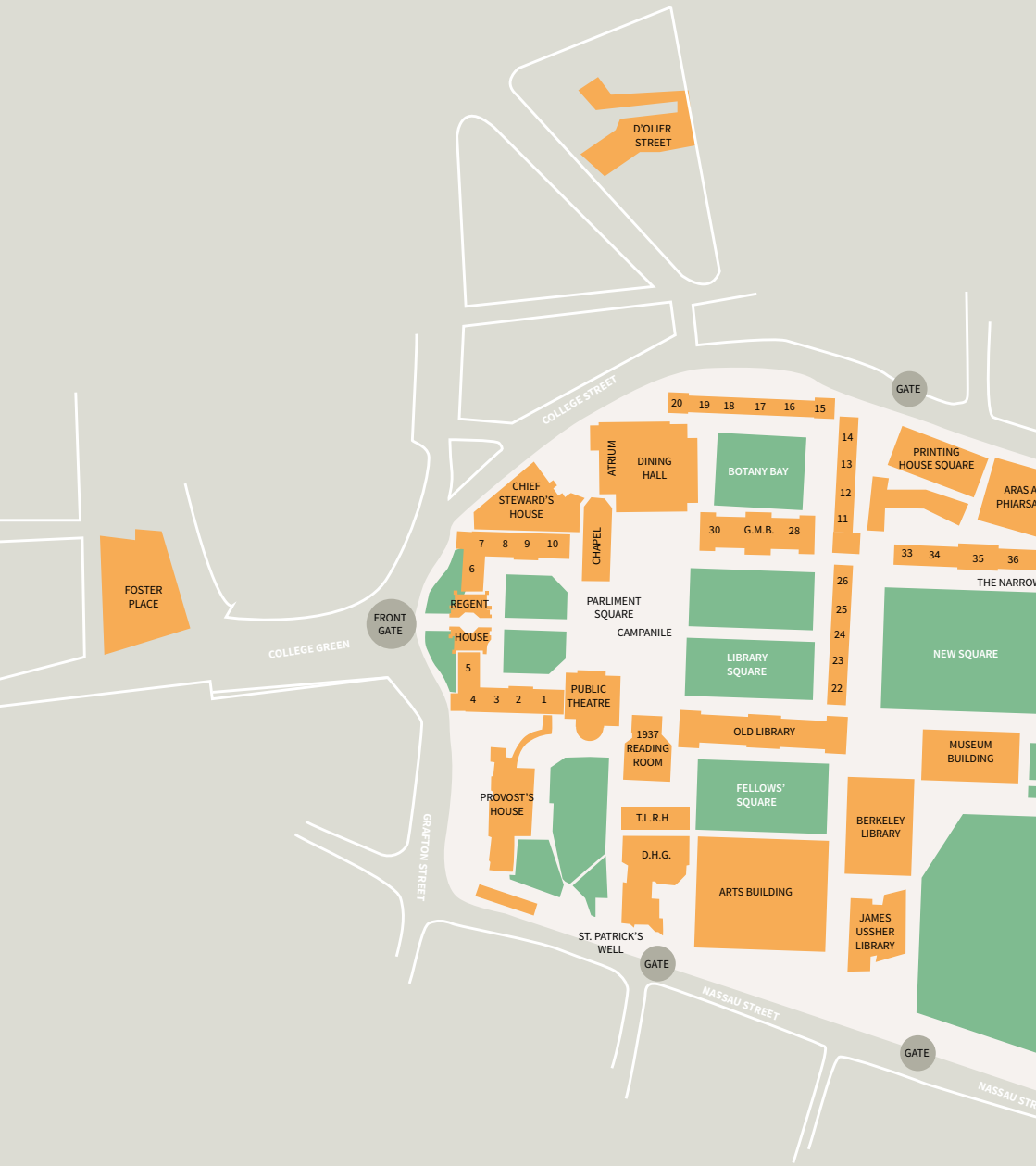
 [tcdpgadvisory](https://twitter.com/tcdpgadvisory)

5. Students' Union

 tcdsu.org

 [tcdsu](https://www.instagram.com/tcdsu)





TRINITY COLLEGE

tcd.ie/maps



OTHER IMPORTANT TRINITY LOCATIONS AND HOW TO GET THERE FROM THE MAIN CAMPUS!

St James's Hospital



Red Line Luas:
Abbey Street to
James's Hospital



Bus 13 or 123:
College Green to
the Hospital



Or, in the spirit of Healthy Trinity,
you can walk it! It's about 40 minutes

Tallaght Hospital



Red Line Luas:
Abbey Street to
Tallaght Hospital



Bus 27, 65, 77a:
College Green to
the Hospital



Santry Sports Ground



Bus 16:

Westmoreland Street to Santry Avenue and walk for 10 minutes



Bus 41, 41b, 41c:

Abbey Street to Santry Avenue and walk for 10 minutes

SANTRY
PLAYING
FIELDS

TRINITY COLLEGE
MAIN CAMPUS

ST JAMES'S
HOSPITAL

TRINITY HALL

Finding your way around Dublin can be tricky, so we recommend downloading the **TFI Live app** which allows you to input origin and destination points to find the best route for your journeys; search for timetables and maps; and save your favourite journeys, departures, and timetables.

M1

N11

M50

M11

SUSTAINABILITY

Trinity is proud to be a Green Flag campus and a member of the International Sustainable Campuses Network. We hope that you will get involved in helping the campus reach its sustainability goals while you are here.

As well as reducing, reusing, and recycling, we'd like to encourage you to explore the information and resources available to you through the Trinity Sustainability webpages, and to get involved in the student and campus environmental and sustainability groups, such as the Green Campus Committee and Trinity Urban Garden. These groups have pushed for divestment from fossil fuels, a space on campus to practise sustainable gardening, and to reduce the use of plastic in campus outlets, among other things.

tcd.ie/sustainability

Check out the Trinity Sustainability webpages to see what you can do!
tcd.ie/provost/sustainability



HEALTHY TRINITY

While you're a student here (and long after you leave), we want you to be healthy. Healthy Trinity promotes lots of different ways for you to be healthier – from being more active and travelling smarter, to eating more healthily and drinking more water. Make sure to have a look at all of the initiatives on offer to find some easy ways to pick up healthy habits.

tcd.ie/collegehealth/promotion/



DATA PROTECTION

What data do we hold?

In the course of performing university functions and associated student services, Trinity processes lots of data about students. Common examples include: names, addresses, student numbers, photographs, mobile telephone numbers, dates of birth, etc. In some cases, Trinity may also receive sensitive personal data about students, such as health or welfare data. For example, our College Health Service, Counselling Service, or Disability Service may receive health or conviction data in the course of performing their functions.

What do we use it for?

Trinity processes and discloses your data to various departments/units within Trinity for the purpose of performing university functions and providing associated facilities and services. For example, we compile and retain the student registration data you give us and we maintain an ongoing record of course selection data, examinations data, attendance data, awards and credits, etc. Student data is shared with Trinity Development and Alumni who manage alumni relations on behalf of Trinity.

We will not normally use your data for any unrelated purpose without your consent. However, in exceptional cases permitted by data protection laws, we may process and disclose data without consent or notice to you, for example if it is required to investigate offences, to prevent injury or damage, or to comply with a legal obligation.

Accessing your data

You have a legal right to access your personal data subject to payment of the statutory fee and certain exceptions which are set out at law. To ensure a coordinated and appropriate response to data access requests, all such requests should be made via **Data Access Request Form** and emailed to Trinity's Data Protection Officer alongside proof of identity.





Parents/Guardians

As Trinity considers students, even if they are not yet 18, to have the maturity to give consent for the use of their data, in normal circumstances, Trinity will not disclose personal data to the parents, guardians, or other representatives of a student without the student's consent. Trinity's preference is to receive written consent by way of email from the student where possible. Without such consent, Trinity will not release any details regarding students – including details of their registration, attendance, fee payments, etc. However, there may be exceptional circumstances, for example, in the case of potential danger to the health or well-being of a student, or if a representative, such as a solicitor or politician, has written to Trinity making it clear that they are acting on behalf of the student.

Further information

The full Data Protection Policy is available at tcd.ie/dataprotection

Trinity has appointed a Data Protection Officer who will assist Trinity and its staff in complying with data protection legislation. Specific queries or concerns should be addressed to dataprotection@tcd.ie



PhDs

We know that PhD candidates have a different postgraduate experience, so we have some additional supports for you.

The Structured PhD

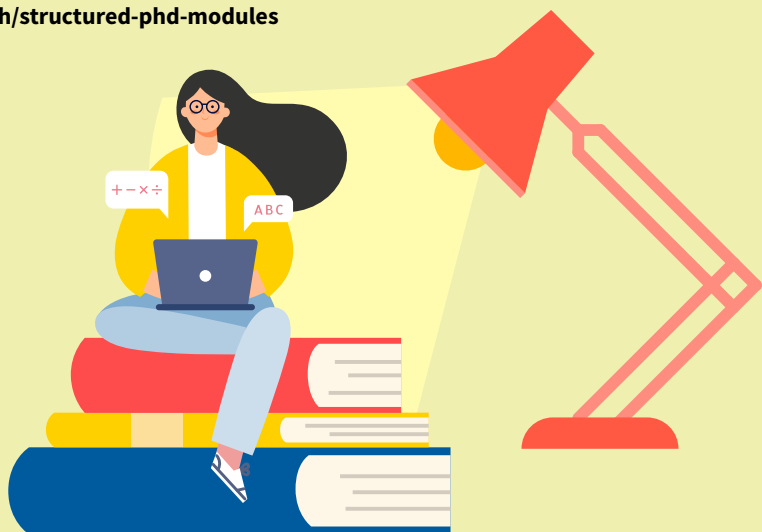
Your PhD in Trinity is a Structured PhD, which means that during your time researching here you must take between 10 and 30 ECTS (credits) of taught modules as a requirement to receive your PhD. All PhD students must take the 5-credit module 'Research Integrity and Impact in an Open Scholarship Era,' and will be automatically enrolled in this module in Semester 1. The number of credits required may differ from School-to-School, and your School may have some mandatory module requirements. You can find a full list of available modules on the Graduate Studies webpages, and you should check with your School about what local requirements you need to fulfil.

tcd.ie/graduatestudies/students/research/structured-phd-modules

The Student-Supervisor Relationship

While you are here in Trinity, one of your most important relationships will be with your supervisor. Having a world-class academic to supervise your PhD research is a privilege, but it's also important that you get the most for your research from this relationship, too. Make sure to attend the 'Student-Supervisor Relationship' workshop during Orientation Week to get off to the best start possible, and remember that the Postgraduate Advisory Service are always there to talk to you about maximising your time with your supervisor.

tcd.ie/seniortutor/students/postgraduate



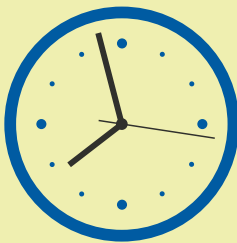
Skills for Success

In October and March we run a PhD ‘Skills for Success’ Programme, providing you with skills workshops you will need for each stage of your PhD programme. We will email you details and sign-up information a few weeks before the Programme starts, and you’ll also find the necessary information on the Orientation website.

tcd.ie/students/orientation/postgraduates/skills-for-success.php

3 Minute Thesis Competition

In spring we run a **3 Minute Thesis Competition (3MT)** which provides you with an opportunity to present your research (under strict, but fun, constraints), win great prizes, and meet other researchers. The winners of our 3MT Competition are eligible to compete in a number of international competitions, so it can be a great thing for your career to throw your hat in the ring! We’ll send you information about the competition via email, or you can find out more on the Student Life webpages.



Travel Grants

The Executive Committee of the Trinity Trust makes funds available to the Graduate Studies Committee for allocation to graduate research students for attendance at conferences related to their research, or for students who wish to carry out research abroad to supplement research already undertaken in Dublin. These grants aren’t guaranteed, and you must apply for them in advance through the Dean of Graduate Studies’s Office.

tcd.ie/graduatestudies/students/research

English for Academic Purposes (EAP)

As part of the Structured PhD, students whose first language is not English may take a 10-credit module in English for Academic Purposes (EAP) to fulfil their credit requirements. The EAP modules provide targeted, discipline-specific training in advanced academic English, designed to enhance your written and spoken discourse skills. Students are assessed through an assignment of 3,000 words, an oral presentation, and a skills-based language test.

tcd.ie/slscs/english/trinity_in-sessionnal_programme/phd_credit_bearing

INTERNATIONAL STUDENTS

Trinity is an exciting place, full of opportunities to learn, make friends, and experience new things. While Trinity delivers world class courses, your time here is not just about your academic development: we also want Trinity to be a place where you can develop socially, responsibly, culturally, and personally. But with so much going on, we know that you might need a helping hand every now and then. We have specific support services for international students.

Trinity Global Room

With a team of staff and student ambassadors who are a mix of Irish and international students, the Global Room is a great first stop for students with questions about navigating life in Trinity, Dublin, and Ireland. The Global Room hosts social, cultural, and educational events throughout the year, as well as providing a space for students to relax, enjoy their lunch, and make friends. The Global Room team can also assist with visa and immigration, banking, and health insurance queries, as well as with locating student services.

Find out more at: tcd.ie/study/international/student-experience

New to Dublin

Student Ambassadors run this programme, aimed at undergraduate students, which covers everything from Dublin grocery shopping and public transport, to making friends and adjusting to the city's culture.

International Student Orientation

During Orientation Week, we host a series of sessions for international students addressing cultural adjustment as well as practical concerns such as banking, health insurance, and immigration.

International Societies and Clubs

Trinity is famous for its diverse society life, and Trinity societies and clubs with international themes include the Chinese Society, the Germanic Society, and the Indian Society. Have a look at the lists on pages 13 & 14 to see the whole range.





Discover Ireland with the International Student Society

The International Student Society aims to enhance connections and collaboration between the Irish students of Trinity and those coming from abroad and now has over 500 members. International Student Society events include social nights, talks and presentations, film screenings, day trips, and weekends away. This is only one of the many international societies on campus.

English for Academic Purposes

Trinity offers both pre-sessional and in-session English language programmes for incoming and current students who are non-native speakers of English. Please note that places are limited. Find out more at: tcd.ie/slscs/english

Visas and Immigration

If you are joining us as a non-EU/EEA/Swiss/UK student, you will need to register with the Irish Immigration Service Delivery (ISD). Details on how to do this can be found at: tcd.ie/students/orientation/add-int

Health Care Provision in Ireland

All EU/EEA/Swiss/UK students can find out more about healthcare provision in Ireland through the Irish Health Service Executive at: hse.ie

- All EU/EEA/Swiss students should bring a European Health Insurance Card issued in their country of origin with them to Ireland. UK students should bring a GHIC. Find out more at: hse.ie/services/schemes-allowances/ehic/visitors-to-ireland
- Non-EU/EEA/Swiss/UK students are not entitled to free national health services in Ireland and are obliged to take out insurance cover (including cover for hospitalisation) before leaving their home country.

In order to register with the Immigration Service Delivery, as all non-EU/EEA/Swiss/UK students are required to do, you must show proof of health insurance to cover any major medical care necessary during your stay. Find out more at: tcd.ie/students/orientation/add-int

DID YOU KNOW?

Upon successful completion of a postgraduate programme at Trinity, students have the possibility to stay in Ireland to work for one year on the Graduate Scheme visa. This allows students to gain unrivalled work experience opportunities in Ireland in a wide range of industries and organisations. While completing their degree, full-time non-EU/EEA/Swiss/UK students are allowed to work 20 hours per week during term time and 40 hours per week outside term. All students can learn more about their right to work in Ireland at: workplacerelations.ie/en/what_you_should_know/coming_to_work_in_ireland

10% OFF ALL FOOD & DRINKS

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You can set up your new card, check your balance and top up online at tcard.tcd.ie



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

FREQUENTLY ASKED QUESTIONS

Wi-Fi?



Wi-Fi is available on campus and in most Trinity locations, including Trinity Hall. All the instructions on how to get connected, and how to get help, can be found at tcd.ie/itservices/students/orientation/connecting-to-the-student-wi-fi

Accommodation?



You can apply to live on campus on the Accommodation Office's website: tcd.ie/accommodation

Alternatively, you can rent privately. Check out our accommodation resources at tcd.ie/students/living-dublin and the Students' Union's Accommodation Advisory Service at tcdsuaccommodation.org

Emergency?



Campus Security: (+353) 01 896 1317

Emergency Campus Security Number:

(+353) 01 896 1999

Or, send an alert via the SafeZone App

Pearse Street Garda Station:

(+353) 01 666 9000

National Emergency Number: 112 or 999

Sick?



You can visit the College Health Service for free if you are a registered Master's or PhD student. Learn more at tcd.ie/collegehealth

Food?



You can get hot food in the Dining Hall, the Buttery, and the Pavilion Bar. There are also a number of coffee shops on campus. Find out more at visittrinity.ie/eat

Lockers?



You can rent a locker online at tcard.tcd.ie. Locker rentals open each September and are allocated on a first-come, first-served basis. One year's rental costs €20. Lockers are located in buildings across campus, and in off-campus locations - including the Arts Block, Hamilton Building, and the TBSI.

Lockers in the 1937 Reading Room are managed by the Students' Union. To rent one of these lockers ONLY, visit tcdsu.org/services/postgraduate-services

Registration?



Information on how to register and pay your fees is on the Academic Registry's website at tcd.ie/academicregistry/student-registration

You must register in order to receive your student card and your IT login details.

Bank Account?



Bring some photo ID, your student card, and proof of address to any bank to set up a student account. Once you have registered, you can generate a 'Confirmation of Registration' letter from the Academic Registry in your my.tcd.ie portal to serve as both proof of address and your student status if needed.

Transport?



We recommend that all students acquire a Child, Young Adult, or Student Leap Card. You can buy a Child Leap Card if you are aged 18 or younger. If you are 19-25, you can buy a Young Adult Leap Card. Both of these kinds of Leap Cards can be ordered online at leapcard.ie. If you are aged 26+, you can apply for a Student Leap Card online at leapcard.ie, however you must either collect your card in person, or complete a remote verification process to confirm your student status. See tcdsu.org for more information.

More questions?



These are just a few of the questions new students often ask. There is a comprehensive FAQ as well as lots more useful stuff on the Orientation website: tcd.ie/students/orientation



Trinity College Dublin

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