



Trinity College Dublin

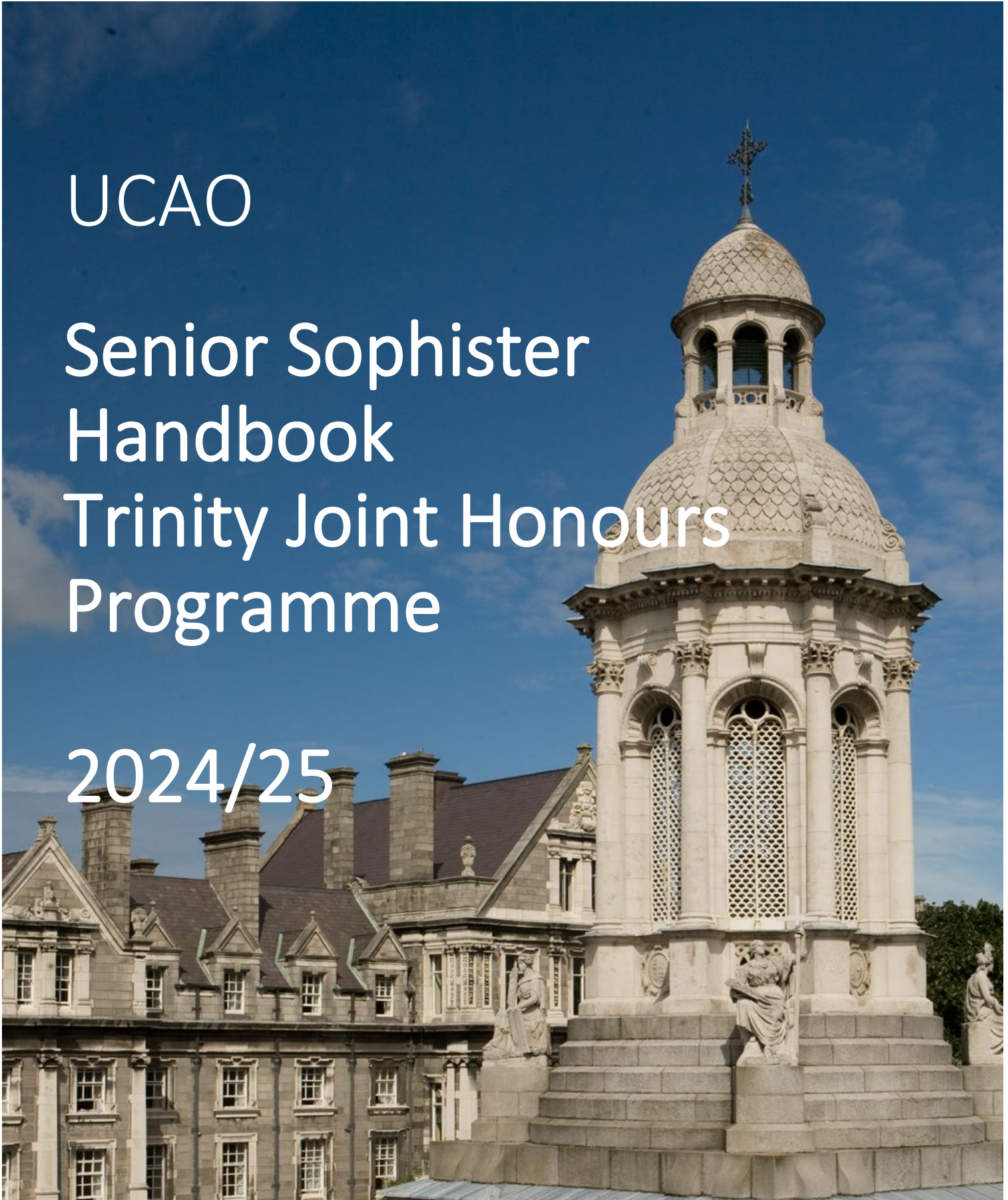
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

UCAO

Senior Sophister  
Handbook  
Trinity Joint Honours  
Programme

2024/25



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**Alternative formats of the Handbook can be made on request.**

## 1 Welcome Message

Dear JS students,

On behalf of the Undergraduate Common Architecture Office team, I'd like to welcome you to 2024/25 of the Trinity Joint Honours programme and to wish you all the very best for the year ahead. Each year of your degree programme will offer its own opportunities and its own challenges and I hope that you will find the former stimulating and the latter manageable. The UCAO team are here to support you at all stages of your student journey, and you'll find details of how to contact us in the following pages. You will also find a good deal of useful information and, while not all of it will be immediately relevant, I would encourage you to take the time to read through the handbook now and to bookmark it for future consultation as needed. Please do remember to keep an eye on your Trinity inbox for emails from the office or myself.

I look forward to meeting you all one way or another over the coming year and, in the meantime, would like to take this opportunity to wish you all the very best for the year ahead.

Mark Sweetnam FTCD

Associate Dean of Undergraduate Common Architecture

## 2 General Regulations

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.

[Calendar Part II, Part B: General Regulations and Information](#)

## 3 Programme Information

### 3.1 Introduction

Welcome to the Senior Sophister (SS) year of your Trinity Joint Honours programme! You are in the fourth and final year of your programme. In the SS year you will undertake an independent piece of work in the form of the year-long Capstone project.

This handbook aims to provide you with an overview of information that will be useful to you throughout the 2024/25 academic year. It is important to note that this handbook provides information that applies to most students in SS year of Trinity Joint Honours programmes and that you will need to consult School or Departmental handbooks for detailed information on each of your Trinity Joint Honours (TJH) subjects.

The Undergraduate Common Architecture Office (UCAO) provides programme-level support to you as a TJH student throughout all four years of your programme. We will be communicating to you throughout the academic year via your TCD email address, advising of important information, timelines and information sessions that may be relevant to you. It is important to engage with these messages as soon as possible once you receive them, many of these messages will come from either [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie) or [ADUCA@tcd.ie](mailto:ADUCA@tcd.ie).

Likewise, please reach out to [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie) with any questions you might have and be sure to include your Trinity ID number – we will do our best to support you directly or point you in the direction of someone who may be better placed to help.

### 3.2 Undergraduate Common Architecture Office Contact Details

Staff Name	Role/Title	Contact
Mark Sweetnam	Associate Dean of Undergraduate Common Architecture (ADUCA)	<a href="mailto:ADUCA@tcd.ie">ADUCA@tcd.ie</a>
Marie McPeak	Undergraduate Common Architecture Office (UCAO) Manager	<a href="mailto:joint.honours@tcd.ie">joint.honours@tcd.ie</a>
Elaine Denehan	Undergraduate Common Architecture Sophister Co-ordinator	<a href="mailto:joint.honours@tcd.ie">joint.honours@tcd.ie</a>
	Erasmus or Study Abroad queries	<a href="mailto:tjh.erasmus-studyabroad@tcd.ie">tjh.erasmus-studyabroad@tcd.ie</a>
Eilís Dunne	Undergraduate Common Architecture Fresh Co-ordinator	<a href="mailto:joint.honours@tcd.ie">joint.honours@tcd.ie</a>
Jason O'Callaghan	Undergraduate Common Architecture Executive Officer	<a href="mailto:joint.honours@tcd.ie">joint.honours@tcd.ie</a>
Mary Kirk	Undergraduate Common Architecture Executive Officer	<a href="mailto:joint.honours@tcd.ie">joint.honours@tcd.ie</a>

The Undergraduate Common Architecture office is based in Room 3135, Arts Building. The office hours are:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	10am - 1pm	10am - 1pm	10am - 1pm	10am - 1pm	10am - 1pm
Afternoon	2pm – 4pm		2pm – 4pm	2pm – 4pm	

Please note that if you wish to speak to a specific person, it is best to request an appointment to guarantee they will be available and so a suitable location can be arranged.

### 3.3 Key Dates

Key dates relating to revision/reading weeks and formal periods of examinations can be found at [Academic Year Structure 2024/25](#). Please ensure you also check key dates for each of your TJH subjects and keep an eye on your email and Blackboard module updates for information throughout the year about important dates.

### 3.4 Timetable

Lecture timetables for the 2024/25 academic year are prepared by School and Course Offices and made available through [MyTCD](#) as soon as they are completed. If you encounter a timetable clash with one of your TJH subjects, please contact the relevant department listed below. If your clash is with an open module, please contact [open.modules@tcd.ie](mailto:open.modules@tcd.ie).

### 3.5 TJH Subject Contact Details

Subject	School/ Department	Email	Location
<a href="#">Ancient History &amp; Archaeology</a>	Classics	<a href="mailto:ryanw1@tcd.ie">ryanw1@tcd.ie</a>	Level 6, Arts Building
<a href="#">Business</a>	Business	<a href="mailto:Undergraduate.business@tcd.ie">Undergraduate.business@tcd.ie</a>	Trinity Business School
<a href="#">Classical Civilisation</a>	Classics	<a href="mailto:ryanw1@tcd.ie">ryanw1@tcd.ie</a>	Level 6, Arts Building
<b>Classical Languages – Greek/Latin</b>	Classics	<a href="mailto:ryanw1@tcd.ie">ryanw1@tcd.ie</a>	Level 6, Arts Building
<a href="#">Computer Science</a>	Computer Science and Statistics	<a href="mailto:undergraduate@scss.tcd.ie">undergraduate@scss.tcd.ie</a>	O'Reilly Institute
<a href="#">Drama</a>	Drama	<a href="mailto:creativearts@tcd.ie">creativearts@tcd.ie</a>	Samuel Beckett Centre
<a href="#">Economics</a>	Economics	<a href="mailto:econsec@tcd.ie">econsec@tcd.ie</a>	Room 3014 Arts Building
<a href="#">English Studies</a>	English	<a href="mailto:english@tcd.ie">english@tcd.ie</a>	Room 4013/4015/4024 Arts Building
<a href="#">Film</a>	Film	<a href="mailto:filmstds@tccd.ie">filmstds@tccd.ie</a>	Samuel Beckett Centre
<a href="#">French</a>	French	<a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a>	Room 5042, Arts Building

Subject	School/ Department	Email	Location
<a href="#">Geography</a>	Geography	<a href="mailto:geog@tcd.ie">geog@tcd.ie</a>	Museum Building
<a href="#">German</a>	Germanic Studies	<a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a>	Room 5042, Arts Building
<a href="#">History</a>	History	<a href="mailto:histhum@tcd.ie">histhum@tcd.ie</a>	Room 3123, Arts Building
<a href="#">History of Art &amp; Architecture</a>	History of Art & Architecture	<a href="mailto:arthist@tcd.ie">arthist@tcd.ie</a>	Room 5082 Arts Building
<a href="#">Irish</a>	Irish	<a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a>	Room 5042, Arts Building
<a href="#">Italian</a>	Italian	<a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a>	Room 5042, Arts Building
<a href="#">Law</a>	Law	<a href="mailto:law.school@tcd.ie">law.school@tcd.ie</a>	House 39, New Square
<a href="#">Linguistics</a>	Centre for Language and Communication Studies	<a href="mailto:clcsinfo@tcd.ie">clcsinfo@tcd.ie</a>	Room 4091, Arts Building
<a href="#">Mathematics</a>	Mathematics	<a href="mailto:mathdep@maths.tcd.ie">mathdep@maths.tcd.ie</a>	17 Westland Row
<a href="#">Middle Eastern, Jewish &amp; Islamic Civilisations</a>	Near & Middle Eastern Studies	<a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a>	Room 5042, Arts Building
<a href="#">Music</a>	Music	<a href="mailto:musicsec@tcd.ie">musicsec@tcd.ie</a>	House 5, Front Square
<a href="#">Philosophy</a>	Philosophy	<a href="mailto:philosophy@tcd.ie">philosophy@tcd.ie</a>	Room 5009, Arts Building
<a href="#">Political Science</a>	Political Science	<a href="mailto:polsci@tcd.ie">polsci@tcd.ie</a>	3 College Green
<a href="#">Religion</a>	Religion	<a href="mailto:religion@tcd.ie">religion@tcd.ie</a>	Loyola Institute Building
<a href="#">Russian</a>	Russian and Slavonic Studies	<a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a>	Room 5042, Arts Building
<a href="#">Social Policy</a>	Social Work & Social Policy	<a href="mailto:moorem11@tcd.ie">moorem11@tcd.ie</a>	Room 3063, Arts Building
<a href="#">Sociology</a>	Sociology	<a href="mailto:sociology@tcd.ie">sociology@tcd.ie</a>	3 College Green
<a href="#">Spanish</a>	Hispanic Studies	<a href="mailto:undergraduate.sllcs@tcd.ie">undergraduate.sllcs@tcd.ie</a>	Room 5042, Arts Building



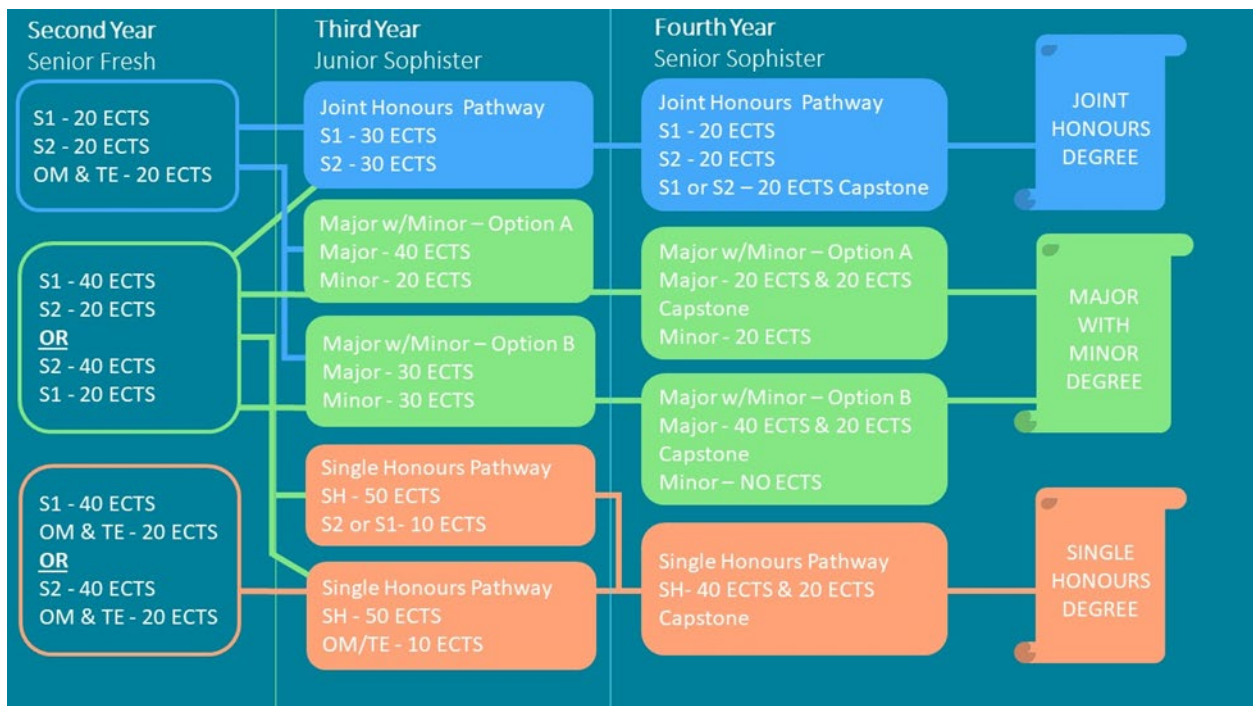
## 4 Teaching and Learning

### 4.1 Programme Architecture

All students will undertake 60 credits/ECTS in each academic year, with 30 credits/ECTS studies each semester. As a Senior Sophister student you have indicated your final degree pathway.

Your degree award will reflect the pathway you've chosen. It is important to note that there is no opportunity to change your pathway between Junior Sophister and Senior Sophister year. If

a student has a query about changing their pathway they must contact the UCAO before 20 September 2024. Below is an image of the [Trinity Joint Honours programme pathways](#):



#### Joint Honours

- In Senior Sophister you will take 20 ECTS in each of your Joint Honours subjects and a 20 ECTS capstone project in one of your subjects.
- You should be aware that some subjects have module pre-requisites that you will be required to fulfil in order to complete a Capstone project in that subject. More information is available on the [TJH Capstone webpage](#).
- In your Junior Sophister year you will have picked which subject to take your Capstone in.

### Single Honours<sup>1</sup>

- In Year 4 you will take 40 ECTS in modules in your Single Honours subject and complete the 20 ECTS capstone in your Single Honours subject.

### Major with Minor

- You should be aware that some subjects have module pre-requisites that you will be required to fulfil in order to complete a Capstone project in that subject. More information is available on the TJH Capstone webpage.
- **Major with Minor Pathway Option A** – Continue studying your minor in Year 4
- In Year 4 you will undertake 20 ECTS in each of your Major and Minor subject and complete your 20 ECTS Capstone in your Major subject.
- **Major with Minor Pathway Option B** – Finish studying the Minor in Year 3
- In Year 4 you will undertake 40 ECTS in your Major subject and complete your 20 ECTS Capstone in your Major subject.

If you have any queries regarding your pathway, please contact us at [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie).

## 4.2 Capstone Project

What is a Capstone project? This is an independent piece of work that you will undertake in your Senior Sophister year. It is worth 20 ECTS. Please be aware that prerequisites or module requirements may apply. Please read the Capstone Requirements per TJH Subject document on the [TJH Capstone webpage](#) for further information.

Your pathway will determine which subject your Capstone is in.

**Single Honours Pathway** - Students will complete a Capstone project in the subject of the Single Honours award.

**Major with Minor Pathway** - Students will complete a Capstone project in the Major subject of their degree award.

**Joint Honours Pathway** - Students will have chosen which subject their Capstone project is in during Semester 2 in their JS year. If there are any issues with this please email [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie).

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<sup>1</sup> This award is not available in the following subjects: Computer Science, Classical Languages, Linguistics and Social Policy. It is important to note that students on the Business & Computer Science combination cannot obtain a Single Honours award in Business or Computer Science.

### 4.3 Marking Scale

Most modules will have a pass mark of 40. Below is the key to grades and results:

- I = first class, 70% and above
- II.1 = second class first division, 60-69%
- II.2 = second class second division, 50-59%
- III = third class, 40-49%
- F1 = fail, 30-39%
- F2 = fail, 0-29%

Find out more at [TJH Assessment and Progression webpage](#).

### 4.4 Progression

To pass the year, students will need to meet all assessment requirements for their modules AND either Pass the Year Outright or Pass the Year by Compensation.

In order to **pass the year outright** a student will need to achieve an overall credit-weighted pass mark of 40% or higher for the year, based on the full 60 credits (ECTS) undertaken AND they will also need to achieve a pass mark of 40% or higher in each of their modules.

In order to **pass the year by compensation** a student will need to achieve an overall credit weighted pass mark of 40% or higher for the year; they will also need to pass a minimum of 50 credits (ECTS) with a minimum module mark of 40% in each module; AND they will need to achieve a fail mark between 35% and 39% in modules not exceeding 10 credits (ECTS) in total.

Please note that some modules within the School of Law are non-compensatable. If you fail one of these modules, you will not be eligible for the pass by compensation rule. Please confirm which modules this applies to with the School of Law or by reviewing the [Derogation information](#).

Please see the [TJH Assessment and Progression webpage](#) for general information and FAQs on Assessment and Progression in TJH.

## 4.5 Past Exam papers

Past papers for formal examinations are available on the [Academic Registry Exam and Assessment webpage](#) – there will be a pop-up button asking you to login so be sure to have your College details to hand. It is important to note that MCQ and reassessment exams are not published here and that some disciplines or module co-ordinators may opt not to publish papers. If a paper is not available on this website you should contact the relevant discipline with your query.

## 4.6 Open Modules & Trinity Electives

Students on the Single Honours pathways in their Junior Sophister year will take 10 ECTS in Open Modules & Trinity Electives along with their core subject modules.

### 4.6.1 Open Modules

TheUCAO is responsible for the management of open modules. If you have any issues with these modules, you should contact [open.modules@tcd.ie](mailto:open.modules@tcd.ie).

### 4.6.2 Trinity Electives

Student queries regarding Trinity Electives (those modules beginning TEU), should be sent to [ome@tcd.ie](mailto:ome@tcd.ie).

## 4.7 Transcripts/Confirmation of Study

The Academic Registry can provide transcripts of study for Trinity Joint Honours students. Transcripts for an academic year can only be issued once the results have been ratified and published at the Annual Court of Examiners normally held in May or early June.

If you need a letter confirming you are a registered student of the College, you can access this via your my.tcd.ie portal or request the letter from Academic Registry. Please ensure you include your student number in all correspondence.

If you require correspondence other than the above, please enquire with our office at [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie).

## 4.8 Attendance Requirements

All students must fulfil the requirements of modules taken in different Schools and departments, as appropriate, with regard to attendance.

On attendance requirements please see: [Calendar, Part II, General Regulations and Information, Section II, 'Attendance'](#).

## 4.9 Trinity Inclusive Curriculum Project

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](mailto:trinityinc@tcd.ie) to learn more about what we do and how you could get involved.

## 4.10 Degree Award

Depending on student choices made within their programme of study and available pathways, it may be possible to be conferred with a Bachelor in Arts (Moderatorship) award<sup>2</sup> in one of the following categories:

- Joint Honors
- Single Honors<sup>3</sup>

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<sup>2</sup> Students on the TJH programmes in Law may be eligible to obtain a Bachelor in Laws (LL.B.) depending on following a prescribed pathway and selecting specified modules.

<sup>3</sup> This award is not available in the following subjects: Computer Science, Classical Languages, Linguistics and Social Policy. It is important to note that students on the Business & Computer Science combination cannot obtain a Single Honours award in Business or Computer Science.

- Major with minor

The calculation of the Trinity Joint Honours Degree award is based on the combined Junior and Senior Sophister years' results, weighted at 30 per cent (Junior Sophister) and 70 per cent (Senior Sophister).

The Ordinary B.A. is also available to the following students:

1. Junior Sophister students who successfully complete and pass their year;
2. Senior Sophister students who attempt and fail the Senior Sophister year and who opt not to repeat the year.

If you are considering exiting the College with an Ordinary B.A. we would recommend you discuss this with your College tutor. For further information please visit the [TJH Assessment and Progression webpage](#).

#### 4.11 Graduate Attributes

Students come to Trinity not only to acquire a certain set of facts or competencies but because they have an understanding of the sort of person they want to become. Building on the strong value placed on a solid disciplinary formation, we wanted to answer the question 'what kind of person can I be?' We distilled this sense of transformation into four Trinity graduate attributes: To think independently, to communicate effectively, to develop continuously and to act responsibly.

Defining the Trinity Education, these attributes encompass the qualities, skills and abilities that our students have the opportunity to develop throughout their entire university experience, both in and outside the classroom in activities such as internships or volunteering. They will benefit our students not just in their careers, but in their future lives as individuals and members of society.

#### 4.12 Explanation of ECTS Weighting

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to

facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year is 60 credits. Within Undergraduate courses 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain component. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

## 5 Students Roles and Responsibilities

### 5.1 Registration

Students are invited to register on an annual basis via the [my.tcd.ie portal](https://my.tcd.ie). It is your responsibility to ensure you complete this process. The Academic Registry have videos and FAQs on their website to guide you through this process. Failure to register for your programme will result in your withdrawal from College books. In order to be put back on College books, students will be required to pay a readmission fee.

If you encounter any difficulties in completing registration, please contact our office and your tutor.

## 5.2 Online Module Enrolment

Ahead of the start of a new academic year, students will be invited to select their modules. Students must familiarise themselves with the requirements of their pathway. All students must take 60 ECTS in total, 30 in each semester. As a SS student, your Capstone project will be pre-assigned to you according to your relevant pathway, if there are any issues with this please contact us [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie). As with the registration process, [Academic Registry](#) provide videos and FAQs on how to complete the [online module enrolment process](#).

## 5.3 Pathway Selection

As a Trinity Joint Honours student, you will have made your final pathway decision near the end of your second year. It is important to note that there is no opportunity to change your pathway between Junior Sophister and Senior Sophister year. If a student has a query about changing their pathway they must contact the UCAO before 20 September 2024.

## 5.4 Blackboard/Virtual Learning Environment (VLE)

[Blackboard Learn](#) is the University's Virtual Learning Environment (VLE) providing an online space for staff and students to interact. Depending on your module, you can access lecture notes, online assignments and other activities. All registered students automatically have accounts in Blackboard.

All modules you are registered to should appear here. If your modules are not listed, please check with the module coordinator to ensure you are enrolled and timetabled for the modules. For more information on access and enrolment issues, visit the [IT Services VLE page](#).

## 5.5 Attendance and Absence from Examinations

Students are required to complete and submit the assessment components for each module as prescribed by their subject/module handbook. Completion includes the submission continuous assessment and attendance at examinations and other tests.

Students who are experiencing difficulties that could affect their ability to complete their assessment components should contact their Tutor at the earliest opportunity to discuss the nature of the difficulties and the options available in Trinity.



Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their College 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 College 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 College tutor to the relevant school/departmental/course office. If non-medical grounds are stated, such deferral requests should be made to the Senior Lecturer.

## 5.6 Contacting the UCAO

The Undergraduate Common Architecture Office is based in Room 3135. Our opening hours are:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	10am - 1pm	10am - 1pm	10am - 1pm	10am - 1pm	10am - 1pm
Afternoon	2pm – 4pm		2pm – 4pm	2pm – 4pm	

You can also email us at [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie), ensuring you include your student number in all correspondence.

- General Queries please email [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie)
- Erasmus/Study Abroad Exchange email [tjh.erasmus-studyabroad@tcd.ie](mailto:tjh.erasmus-studyabroad@tcd.ie)
- Open Modules email [open.modules@tcd.ie](mailto:open.modules@tcd.ie)

If you want to speak to a specific member of staff in the office, please email them to arrange an appointment.

## 5.7 Evaluation

Students at Trinity will be asked to evaluate their experiences of their teaching and learning in each module they complete. It is also likely that various offices, including the Undergraduate Common Architecture Office, will send surveys or invite you to focus groups to provide

feedback on your experiences in College. We encourage students to participate in feedback and evaluation wherever possible.

In your Junior Fresh and Senior Sophister years, you will have the opportunity to take part in the National Student Survey. This survey gives you the chance to use your voice to influence how your programme is run.

## 5.8 Preparing for future years



1. Get Involved  
[Student to Student mentor](#)  
[Run Student Union Election](#)
2. [Careers Service](#)

3. Student Services
  - [Careers Service](#)
  - [Student Learning Development](#)
  - [Student 2 Student \(s2s\)](#)
  - [Trinity Global Room](#)
4. [UCAO](#)  
Email [joint.honours@tcd.ie](mailto:joint.honours@tcd.ie)

## 6 Prizes and Gold Medals

### 6.1 Prizes

Many of our schools and departments offer prizes to high performing students in various subjects. Please see the [Trinity Calendar for details of the wide range of prizes and awards](#) available in different departments.

### 6.2 Gold Medals

Gold medals are awarded by the Board to candidates of the first class who have shown exceptional merit in assessments for their honours bachelor degree. The Board of Trinity College has approved specific Criteria for the Award of Gold Medals. Please visit the [AR webpage](#) for further information.

## 7 Student Services

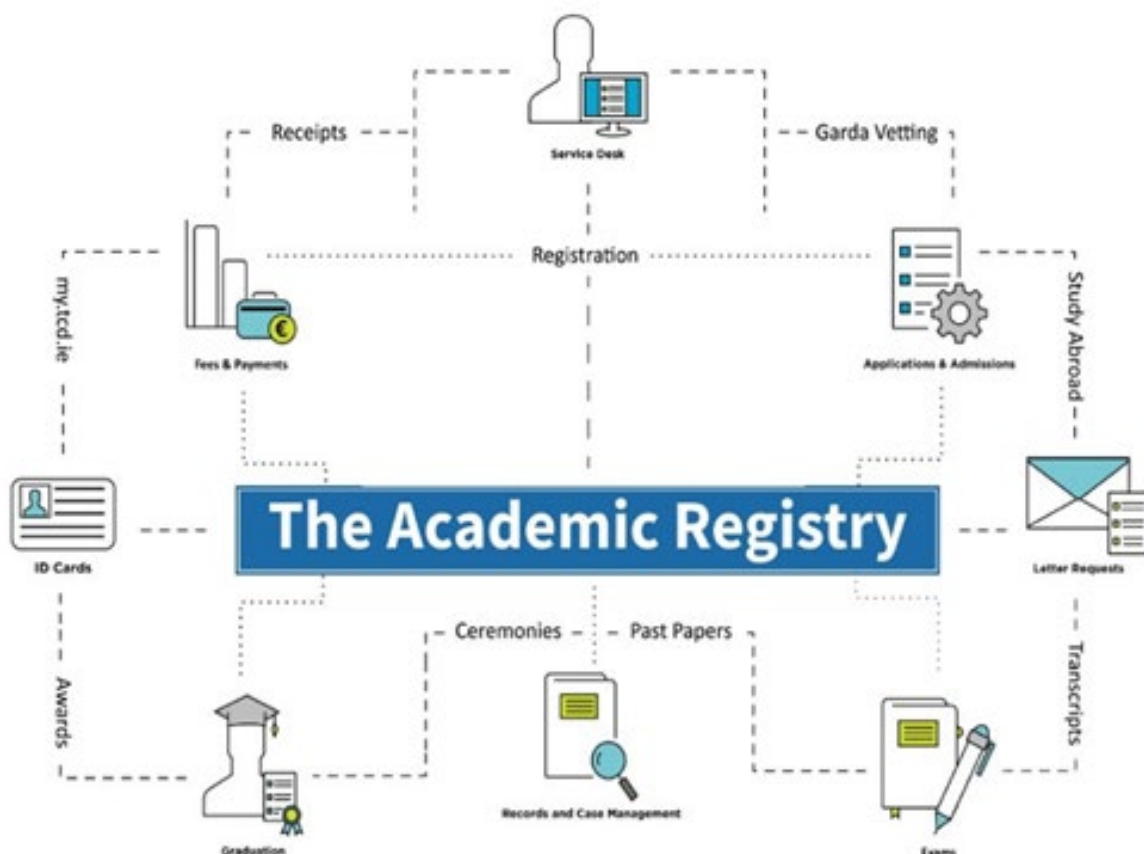
There are a wide range of support services within College for students. If you need assistance with your academic, financial, administrative or health & wellbeing, you will find the relevant contact in the [Student Services Handbook](#).

### 7.1 Your Tutor

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

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

## 7.2 The Academic Registry



The Academic Registry is the central administrative hub for students. They will support you at every stage of your student lifecycle – from application to graduation.

### 7.3 Information on key campus locations

These are some key campus locations.

UCAO (TJH)	Room 3135. <a href="#">Arts Building</a>
Academic Registry	<a href="#">Watts Building</a>
Senior Tutor's Office	<a href="#">House 27</a>
College Health Centre	<a href="#">Printing House Square</a>
Disability Office	<a href="#">Printing House Square</a>
Student Learning Development	<a href="#">5/7 South Leinster Street</a>
Students Union	<a href="#">House 6, Front Square</a>

For other locations in College, you can use the [Interactive College Map](#) to find it on campus.

### 7.4 Student Representation and Governance

We would encourage all years to nominate, or even run for, class representatives via the Trinity Students Union elections. In addition to these representatives, the Trinity Joint Honours programme has a TJH Convenor. As TJH Convenor, they represent students at our Executive committee meetings providing vital feedback regarding programme policies. They report back to class representatives on these meetings. They can be contacted at the email address [tjh@tcdsu.org](mailto:tjh@tcdsu.org). You can find out more information about the Trinity Students Union on their [website](#).

### 7.5 Careers Information

#### **Trinity Careers Service**

The Trinity Careers Service are here to help and advise Trinity Joint Honours students on questions you may have about your future career. Each student has a designated careers consultant to support you in your next step.

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

**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. Work experience opportunities for current final year students must have begun by the end of the summer following your final examinations.

**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.


**Mentoring & Connecting:** Message or meet with a Trinity graduate mentor through Career Mentoring. A great resource to find out about job roles and organisations of interest to you.



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

**Find a Job or Work Experience:** 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.

**Meet your careers consultant:** Book a 20minute confidential careers appointment on MyCareer to discuss your career ideas and concerns. All students are welcome- whatever your grades, ambitions, abilities or work experience levels they are here for you.

 <a href="http://www.tcd.ie/careers">www.tcd.ie/careers</a>	More information on the above and lots more at Trinity Careers Service website
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 MyCareer: mycareerconnect.tcd.ie	Sign into MyCareer to book appointments, find information about vacancies and bursaries, and book your place on upcoming employer events
 trinity.careers.service/	Follow the service on Instagram for career news and advice

## 8 Academic Writing

### 8.1 Academic Integrity and Referencing Guide

Throughout your studies in Trinity College Dublin, you will develop and write assignments that require research. Your ideas will be expressed through words, images, diagrams and other multi-media forms. As you research you will be expected to understand and build upon the work of others. This requires acknowledging correctly and fully the contributions of others to your own scholarship. Regardless of what discipline you enter in Trinity, the cornerstone of its scholarship is academic honesty. So, no matter what form your scholarly writing takes, you are expected at all times to take responsibility for the integrity of your work as you advance knowledge in your field of study.

Students in Trinity Joint Honours programmes should be mindful that the modules you have selected may have unique referencing requirements and that these requirements are met as appropriate.

The word plagiarism is derived from the Latin words meaning ‘kidnapper’. In its simplest sense, plagiarism can be seen as stealing someone else’s words or ideas and passing them off as your own, although plagiarism comes in many forms. Whether unintentional or intentional, plagiarism is your responsibility, and you need to know exactly what it is in order to avoid it.

All students must read and understand the [Library Guidelines for Avoiding Plagiarism](#). You will find the [Ready, Steady Write Plagiarism tutorial](#) which you must complete. You should also check with your module coordinators for any coversheet that is required to be submitted with coursework.

## 9 General Information

### 9.1 Emergency Procedure

In the event of an emergency, **dial Security Services on Extension 1999**

Security Services provide a 24-hour service to the College community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone Extension 1999 (+353 1 896 1999) in case of an emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance.

It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

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

### 9.2 Health and Safety Statements

Trinity College is committed to providing a safe and healthy educational, recreational and residential environment for all its student. Please familiarise yourself with the general codes of practice:

<https://www.tcd.ie/students/orientation/shw/> in relation to Health and Safety as students return to campus in the 24/25 academic year.

### 9.3 Data Protection

Please use this link [Data Protection for Student Data](#) for guidance and information on data protection.

### 9.4 Links to Further University Policies and Procedures

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

[All Academic Policies](#)



[Student Complaints Procedure](#)

[Dignity & Respect Policy](#)

[Equality Policy](#)