

University of Dublin  
Trinity College



## Managing College

### How to get the most from the College Community

Please read this booklet carefully and keep it for future reference

My Tutor: .....

School: .....

Room: .....

Tel: .....

E-mail: .....

Office hours: .....

## **Senior Tutor's Office House 27, Trinity College**

Welcome and congratulations on becoming a student at Trinity College. One definition of a college is a group of colleagues working together with a common purpose, and one of our aims is to ensure that you become a member of this community.

We hope that you will find enjoyment, stimulation and satisfaction over the next few years, as well as newly acquired expertise and advanced knowledge in your chosen field of study.

As you may have already noticed when you walked across Front Square during Freshers' Week, Trinity is a great hive of activity, both mental and physical. And this, at time, can be quite challenging for all of us, and in particular for you, the new comers.

It is quite normal to sometimes feel confused, uncomfortable and daunted: adjusting to a new environment is never easy. And these feelings are probably not entirely new: do you remember your first days in Secondary School? And you did more than survive! In addition, you are not alone: your new colleagues are also experiencing the same feelings, at least some of the time! In addition, there is help available.

In particular, your College Tutor is here to listen and to help and advise you, in strict confidence.

This booklet explains what a tutor is, when and why you should see her/him. You will also find information about some basic rules about College life and the other sources of help in College.

Keep it for further reference and read it again in a few weeks. More information is available on the Tutorial Service web site at [http://www.tcd.ie/Senior\\_Tutor/](http://www.tcd.ie/Senior_Tutor/)

Wishing you all the best during your years in College.

*Claire Laudet*

Senior Tutor

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## What is a Tutor?

A tutor is a member of the academic staff, appointed by College to look after your general welfare and deal with your queries in an efficient and **CONFIDENTIAL** way. Your tutor usually comes from an academic area closely related to your course.

### ***What does he/she do?***

- **Offers help and advice on a variety of topics, whether personal or academic**, for example Personal Issues, Illness, Academic problems, Course choices, Sexual Assault/Harassment, Finances/Legal Issues, Domestic problems, Family Bereavements, or if you need to talk to someone who can point you in the right direction or refer you to the best people to help you

In short, s/he **offers a sympathetic ear** when you are facing any difficulty that is affecting your life as a student

- Acts as your **Advocate** in your dealings with College
- **Discuss course choices if you are having any doubts about our current course** (e.g. course transfer, going off-books)
- **Discuss exam results**
  - If you feel puzzled about the result of an examination, you should arrange to discuss the script in question with the examiner via the Head of Department.
  - Should you wish to query your grade, your tutor will advise on the procedures
- **If you wish to change your tutor**
  - Identify a new Tutor who you would like to transfer to (see the list on the Senior Tutor's Office website) and contact them to ask if they are willing to take you as a Tutee
  - If both you and the new Tutor are agreeable, contact Donncha Millane in the Senior Tutor's Office in House 27 ([stosec@tcd.ie](mailto:stosec@tcd.ie) or call 8962551), giving your name, student number and the name of your new tutor.
  - Do not request a change of tutor without careful consideration

### **And remember two important things:**

- Everything you say to your tutor is **in strict confidence**. Unless you give her/him permission to do so, s/he will not give any information to anybody else, whether inside College or outside (to your parents or partner, for example)
- Your tutor can only help if s/he knows you're facing difficulties: so if you are worried about anything, contact your tutor now! Don't delay! Call in to their office or e-mail them. If your tutor is not in when you call, leave a note and a contact number/e-mail address to allow her/him to contact you. If they have not responded to your e-mail within 2 working days, e-mail them again.

***Talk to your Tutor – they won't mind – it's what they do!***

## **Golden Rule 1: It's your job to know the rules...**

### **...And your responsibility to know which rules apply to you!**

Information on the College regulations and on department and courses requirements is available from the following:

- The College Calendar contains all the rules relating to the College, to courses and departments. It is available on the College web site, at <https://www.tcd.ie/calendar/>
- Your Course Handbook. Most departments provide a Course Handbook, either in hard copy or on the School/Department/Course website. There is also a central repository of handbooks at <https://www.tcd.ie/undergraduate-studies/course-handbooks/> If you don't have access to a copy, ask your Course Administrator.
- The website [my.tcd.ie](http://my.tcd.ie) includes a description of modules, including the mode of assessment under the courses and modules tab.
- Department notice board
- Your College E-mail account (can also be consulted from home or elsewhere on [myzone.tcd.ie](http://myzone.tcd.ie)). Check your College account at least once a week as most official communication will come directly from College via email.
- Your tutor
- The Students' Union Diary which you receive during Orientation Week – this has an extensive list of important dates listed in it as well as lots of information about College Supports and Services available to you.

### **Important points to note**

- Make sure you know what is required of you and enter those important dates (assignment submission dates etc...) in your diary or phone NOW.
- You must inform College of ANY change of address (home or term time). Please notify the Academic Registry in the Watts Building at the East End of campus. Check <http://www.tcd.ie/academicregistry/service-desk/> for more information.

**Remember: Other students are not always the best source of information. If you're unsure, check with your tutor.**

## **Golden rule 2: Keep everything in balance**

If you want to enjoy your years in College and get the most out of it, you need to be able to keep things in balance. Try and find out what's the best for you, review your situation regularly and remember that what suits others may not suit you and vice versa.

Take into account the following points when making decisions:

- Keep the right balance between:
  - Study, work and social life - they are all important.
  - Mind and body. Be physically active: get involved in sports or walk or cycle to College some of the time
- Your lecturers' assumptions are that you are first and foremost a student and we assume that this is a full-time job: i.e. you should be devoting around 35/45 hours per week, (depending on your course) to lectures, classes and tutorials, study sessions and reading.
- Make sure you have a balanced diet. It's not as easy as it seems if you're living on your own for the first time. You should ensure that you have at least one nourishing meal per day – these can be purchased from numerous venues throughout College i.e. The Buttery, The Pavilion, The Westland, Commons etc.
- Join a few student societies and take an active part: again, think in terms of balance: 3 or 4 seems reasonable, 10 is far too many! It's a great way to meet people outside your course and to get a really well-rounded education.

### Golden rule 3: Ask for help earlier rather than later

Issue:	Talk to...
<b>Academic</b>	Your lecturer or teaching assistant The year head, course director/coordinator or the head of your department/school Your tutor
<b>You received an NS letter</b>	<p>You may be returned as a “non-satisfactory” (NS) for the term by your department, if your attendance is insufficient or your work of poor quality.</p> <p>If this is the case, contact your tutor immediately – they will most likely get in touch too.</p> <p>You may have a good reason to explain your absence whether it is due to illness, family problems etc.: go and discuss it in confidence with your tutor. If you can provide good reasons in explanation, the NS report may be cancelled</p> <p>If you have no good reason, be careful: if you have more than one NS return for any one module during the year, you may be prevented from taking your examinations: it’s a good idea to go and see your tutor, however trivial your reasons for not attending.</p>
<b>Financial issues</b>	Your tutor He/she can help in making a case to the College Financial Assistance Committee, again on a confidential basis. See <a href="http://www.tcd.ie/Senior_Tutor/Financial%20Assistance/">http://www.tcd.ie/Senior_Tutor/Financial%20Assistance/</a>
<b>Breach of discipline</b>	If you are in <b>breach of discipline</b> , the Junior Dean ask you to attend for an interview. He may then fine you or even consider expelling you. If this happens, go and talk to your tutor, who will explain the process and can act as your advocate.
<b>Legal Issues</b>	Students Union, House 6 Your tutor Trinity Free Legal Aid holds weekly drop-in sessions. See

	<p><a href="https://www.facebook.com/groups/167248955994/?fref=ts">https://www.facebook.com/groups/167248955994/?fref=ts</a></p> <p><b>Illness</b></p> <p>If you are <b>ill</b> at examinations time, contact:</p> <p>Your tutor immediately. If you can't come in, ring or e-mail Your doctor – you will need a medical certificate covering the specific dates missed</p> <p>Submit this certificate to your tutor within 3 days of the exam</p> <p>While failure at an examination cannot be condoned by a medical certificate, you will not be penalised because of your absence from an examination for genuine reasons of illness.</p> <p><b>bullying or sexual harassment/ Dignity and Respect Policy</b></p> <p>Trinity College is committed to supporting the right of all members of the College community to work and study in an environment which is free from all forms of harassment, including sexual harassment and bullying. See <a href="https://www.tcd.ie/about/policies/respect.php#studbroch">https://www.tcd.ie/about/policies/respect.php#studbroch</a></p>
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## SOURCES OF SUPPORT AND HELP IN COLLEGE

**Your own UG College Tutor.** You can find your tutor's name and contact e-mail on your my.tcd.ie portal: <https://my.tcd.ie>. If you are an Erasmus student, please contact your Erasmus coordinator.

**Sabbatical Officer/Students Union 2015/16 Welfare Officer** Conor Clancy  
[welfare@tcdsu.org](mailto:welfare@tcdsu.org); 086 319 9145  
**2015/16 Education Officer** Molly Kenny  
[education@tcdsu.org](mailto:education@tcdsu.org), 085 770 6186

**College Health Service** - Tel: 896 1556, House 47, next to Rugby Pitch. This service is free to most students. [www.tcd.ie/College\\_Health](http://www.tcd.ie/College_Health)

**Student Counselling Service**, Tel: 896 1407, or email: [student-counselling@tcd.ie](mailto:student-counselling@tcd.ie). See [http://www.tcd.ie/Student\\_Counselling/](http://www.tcd.ie/Student_Counselling/). The Student Counselling Service is now located on the 3rd Floor of 7/9 South Leinster Street, (Near the National Gallery).

On-line information is also available. <http://ie.reachout.com/thirdlevel>

**Chaplains** – email: [chaplaincy@tcd.ie](mailto:chaplaincy@tcd.ie). Phone 01 896 1901 or 1402 or 1260.

**Senior Tutor's Office**, Tel: 896 2551 email: [stosec@tcd.ie](mailto:stosec@tcd.ie)

**Niteline** - A confidential, non-judgmental help-line for students run by students is available during term-time, by telephone (freephone) between 9pm and 2.30am, 7 days a week at 1800 793 793 and also on-line at <http://www.niteline.ie/onlinelistening.php>

**Student2Student** - A group of Trinity students trained in listening and support skills who are available for one to one supportive chats (Peer Supporters). Confidential, free, and flexible.

Email: [student2student@tcd.ie](mailto:student2student@tcd.ie) phone: 896 2438



## PLAGIARISM

### Note to Students

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at <http://tcd-ie.libguides.com/plagiarism>

We ask you to take the following steps:

Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>.

**Completing the tutorial is compulsory for all students.**

Don't forget to sign and include the declaration when you submit course work or assignments. See

<http://tcd-ie.libguides.com/plagiarism/declaration>

Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at <http://tcd-ie.libguides.com/plagiarism> . You should also familiarize yourself with the 2015-16 Calendar entry on plagiarism located on this website and the sanctions which are applied;

Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.