

General Regulations and Information

I THE EDUCATIONAL OBJECTIVES OF THE MODERATORSHIP

1 All moderatorship degree programmes entail a broad base of knowledge of both a general and particular nature, and the intellectual skills that must be mastered are broadly similar in all areas.

All moderatorship degree programmes seek to impart the following:

- (a) a strong broad base of knowledge that introduces the student to all the main aspects of the discipline or disciplines concerned, and to relevant aspects of closely related disciplines;
- (b) advanced expertise in the major subject that provides the students with a thorough understanding of the basic principles and methodology of the discipline and of the means by which the frontiers of the discipline can be expanded and new knowledge discovered;
- (c) a range of intellectual skills that develop as fully as possible the complete range of mental abilities, i.e. the enlargement and proficiency of mind that has long been a fundamental goal of university education.

These skills may be divided into two categories:

(i) Thinking skills

These include:

- A — the capacity to make sense of what one learns, to analyse and sort data and solve problems
- B — to extend what one has learned, to generate new ideas and concepts, to apply what one has learned to new contexts
- C — to deal with knowledge in a critical way, to develop the capacity to evaluate information and ideas.

(ii) Communication skills

These involve the capacity to organise information and arguments and conclusions, and to present them in a clear and well-reasoned manner.

Structure of undergraduate degree programmes

2 All undergraduate degree programmes are designed to achieve the objectives described above. In the first two years there is an emphasis on acquiring a broad base of knowledge in the major subjects and in related areas that complement the major subjects and increase the student's understanding of them. In the third year there is a gradual shift to the study in depth of particular areas of the major fields with a greater emphasis on small group learning and on independent work and on the development of a critical and analytical approach to the subject matter.

In the fourth year the student, having acquired a solid grasp of the fundamental elements and methodology of the particular discipline and a broad base of knowledge, is in a position to undertake advanced, intellectually demanding work, requiring extensive independent research, the critical evaluation of data, the search for new interpretations, and the rigour, discipline and independence of effort that are designed to develop the mental capacities and creative skills.

Students typically do much of their formal work in this fourth year in tutorials, in seminars or in the laboratory, where they are required to present reports on particular problems and have to deal with the criticism of their peers and lecturers. They also have to write extended essays or dissertations, which are elaborate exercises in independent research, analysis, argumentation and presentation. Their examinations require them not merely to reproduce facts but to show understanding and to make sense of what they have learned.

The object of this fourth year is to ensure that students emerge with a high level of expertise in a

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chosen field and with versatile skills of a high order that equip them to proceed at once to advanced research or to bring to bear in whatever employment they enter the capacity to master quickly new areas of expertise, to solve problems, to generate ideas and to communicate well.

3 In 1999, the policy on the Broad Curriculum was approved by the University Council and the Board of the College. This set out the College's policy in relation to actions which might be taken to broaden the educational experience of undergraduate students and to promote further the skills and attributes identified above. Details of the policy and of associated initiatives may be viewed on the College website at http://www.tcd.ie/Broad_Curriculum.

Ordinary Bachelor's degrees (Level 7, National Framework of Qualifications)

4 Qualifications which signify completion of the first cycle at ordinary Bachelor's level are awarded to students who have completed a programme of study which enables them to show:

- (a) a comprehension (that builds on and supersedes their general secondary education) of the theory, concepts and processes pertaining to a field or (in the case of joint degrees) fields of learning;
- (b) a knowledge, supported by the use of advanced textbooks, of one or more specialised areas;
- (c) that they can apply this knowledge and comprehension in a manner that indicates a thorough and informed approach to their work or vocation, and have competences typically demonstrated through devising and sustaining arguments, and formulating and solving problems within their field or fields of study;
- (d) that they have a mastery of a number of specialised skills and tools which they can use selectively to address complex problems, including design problems;
- (e) that they have the ability to devise data gathering experiments, and to gather and interpret relevant data to inform independent judgements which include reflection on relevant social, scientific or ethical issues;
- (f) that they can act effectively, under the guidance of qualified practitioners, in a peer relationship within multiple, complex and heterogeneous groups;
- (g) that they can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences;
- (h) that they have developed those learning skills which are necessary for them to continue to undertake further study at an honors Bachelor or a Higher Diploma level.

Honors Bachelor's degrees (Level 8, National Framework of Qualifications)

5 Qualifications which signify completion of the first cycle at honors Bachelor's level are awarded to students who have completed a programme of study which enables them to show:

- (a) a comprehension (that builds on and supersedes their general secondary education) of the theory, concepts, methods and processes pertaining to a field or (in the case of joint degrees) fields of learning;
- (b) a detailed knowledge, supported by the use of advanced textbooks, of one or more specialised areas, some of it at the current boundaries of the subjects;
- (c) that they can apply this knowledge and comprehension in a manner that indicates a thorough and informed approach to their work or vocation, and have competences typically demonstrated through devising and sustaining arguments, and formulating and solving problems within their field or fields of study;
- (d) that they have a mastery of a number of specialised skills and tools which they can use selectively to address complex problems, including design problems, or to conduct closely guided research;
- (e) that they have the ability to devise data gathering experiments, and to gather and interpret relevant data to inform independent judgements which include reflection on relevant social, scientific or ethical issues;

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- (f) that they can act effectively, under the guidance of qualified practitioners, in a peer relationship within multiple, complex and heterogeneous groups;
- (g) that they can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences;
- (h) that they have developed those learning skills that are necessary for them to continue to undertake further study with a high degree of autonomy.

II ACADEMIC PROGRESS

Terminology defined

1 During the first year of their undergraduate programme students are called Junior Freshmen, during the second year Senior Freshmen, during the third Junior Sophisters, and during the fourth Senior Sophisters. Students become Candidate Bachelors on successful completion of their degree course. When they have received their undergraduate degree they become Bachelors. Bachelors of the University of at least three years' standing may proceed to the degree of Master in Arts (see DEGREES AND DIPLOMAS, section II, §4).

The expression 'rising Junior Freshman' is used to describe a student who has been granted admission to the Junior Freshman class of the coming Michaelmas term, and whose name has been placed on the College books. A rising Senior Freshman is a student who has credit for the Junior Freshman year but has not entered upon the Senior Freshman year; and similarly in the Sophister years.

Academic year and terms 2006-07

2 The academic year begins on 11 September 2006. It is divided into three terms, Michaelmas term (11 September-15 December), Hilary term (8 January-16 March), Trinity term (2 April-12 July). The period in each of these terms during which instruction is given is called teaching term. All faculties, except for clinical years in the Faculty of Health Sciences, have two teaching terms of nine weeks' duration and one of six weeks' duration. The dates of teaching terms are given in the ALMANACK.

Public and other holidays within academic terms

3 On the following days (which may fall within the academic terms) no lectures, demonstrations or examinations are held: St Patrick's Day, Good Friday, Easter Monday, May Monday, June Monday, October Monday, together with the Monday and the afternoon of the Wednesday of Trinity Week. All offices and libraries remain open on Trinity Monday.

Registration

4 All rising Junior Freshmen, and all other undergraduate students entering the College for the first time, are required to attend for registration in the Examination Hall from 2-6 October 2006. Students who have been offered a place by the Senior Lecturer will be notified in writing of the dates of registration.

5 All undergraduate students other than those entering the College for the first time, are required to attend for registration in the Examination Hall either between 10-13 October or during the week commencing 16 October 2006, depending on the student's course or faculty. Further details of registration dates are posted on faculty notice-boards and may be viewed through the College website at http://www.tcd.ie/Senior_Lecturer/sro/sroreg.htm.

6 All postgraduate students are required to attend for registration in the Examination Hall from 28-29 September 2006. Graduate students admitted to the graduate register on 1 April must register in the Student Records Office by 17 April 2007.

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7 A charge of €193 will be imposed for late registration (i.e. after 20 October 2006). If late registration has not been completed by 10 November 2006, this charge will increase to €327 and services such as library and e-mail accounts will be withdrawn. Students who do not register by the end of Michaelmas term will be deemed to be withdrawn. In such circumstances, undergraduate students must apply to the Senior Lecturer for re-admission and pay a replacement fee of €327. Postgraduate students must apply to the Dean of Graduate Studies for re-admission and pay a replacement fee of €327.

Students eligible for the Government's tuition fee remission scheme (see COLLEGE CHARGES, section II) must re-register during the week commencing 8 January 2007.

In the case of graduate students admitted to the graduate register on 1 April, a charge of €193 will be imposed for registration after 17 April 2007. If late registration has not been completed by 30 April 2007, students must apply for re-admission to College and pay a replacement fee of €327.

8 It should be noted that registration cannot be completed until any debts owing to the College have been paid and until all fees for the forthcoming year have been paid, or pledged as payable by an education authority. Students who establish that they are eligible for the Government's fee remission scheme for full-time undergraduate courses will qualify to have all or part of their tuition fees claimed from the Higher Education Authority by the College on their behalf. See COLLEGE CHARGES for further information.

9 All students must, within one week, notify the Student Records Office (No. 5, College) of any change of address occurring after they have registered. A charge of €32 will be imposed for failure to notify a change of address within one week of such change.

10 The name under which a student registers in College is that given on the relevant application form. A student's name may only be changed on presentation of official documentation (i.e. passport, birth certificate, marriage certificate, certificate of name-change by deed poll, or other documentation deemed acceptable by the Senior Lecturer). Relevant forms and further procedures are available from the Senior Lecturer's Office.

11 A student may not normally be registered on the undergraduate and postgraduate registers of the University at the same time.

Regulations

12 During the registration process, all students must sign their registration form to confirm, among other things, that they have received a copy of the Board's general regulations for students and that they are applying for registration in accordance with the provisions of such regulations. Students must ensure that they are familiar with both the general regulations and the more detailed school or department regulations.

In the event of any conflict or inconsistency between the general regulations and school, department or course handbooks, the provisions of the general regulations shall prevail.

Tutors

13 Undergraduate students are assigned a tutor when they are admitted to College. The tutor, who is a member of the teaching staff, takes a personal interest in the students' progress, represents the students before the College authorities, and will give confidential advice on courses, discipline, examinations, fees and other matters. The tutor is not a supervisor of studies. Students may change their tutor with the approval of the Senior Tutor. For the list of tutors, see UNIVERSITY AND COLLEGE OFFICERS.

Student Counsellor

14 Confidential help with personal problems is available for all students through the Student Counselling Service.

Attendance

15 All students should enter into residence in or near Dublin and must begin attendance at the College not later than the first day of teaching term, and may not go out of residence before the last day of teaching term, unless they have previously obtained permission from the Senior Lecturer through their tutor.

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

17 The requirements for attendance at lectures and tutorials vary between the different faculties, schools and departments. *Attendance is compulsory for Junior Freshmen in all subjects.* The faculty, school or department, whichever is relevant, publishes its requirements for attendance at lectures and tutorials on notice-boards, and/or in handbooks and elsewhere, as appropriate. For professional reasons lecture and tutorial attendance in all years is compulsory in the School of Engineering, the School of Dental Science, the School of Nursing and Midwifery, the School of Pharmacy and Pharmaceutical Sciences, for the B.Sc. in Clinical Speech and Language Studies, the B.Sc. in Occupational Therapy, the Bachelor in Education and the Bachelor in Acting Studies. Attendance at practical classes is compulsory for students in all years of the moderatorship in drama and theatre studies and drama studies two-subject moderatorship.

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

19 Students who in any term have been unable, through illness or other unavoidable cause, to attend the prescribed lectures satisfactorily, may be granted credit for the term by the Senior Lecturer, but must perform such supplementary exercises as the Senior Lecturer may require. The onus for informing the Senior Lecturer of illness rests with individual students who should make themselves familiar with the general and more detailed school, department or course regulations regarding absence from lectures or examinations through illness. The Senior Lecturer may require evidence of fitness from a medical referee, nominated by the Senior Lecturer, as evidence that a student can continue his/her studies.

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

Course work

21 Students may be required to perform course work as part of the requirements of their course of study. The assessment of course work may be based on the writing of essays, the setting of tests and assessments, attendance at practical classes and field trips, the keeping and handing in of practical books, the carrying out of laboratory or field projects, and the satisfactory completion of professional placements. The faculty, school or department, whichever is appropriate, publishes its requirements for satisfactory performance of course work on faculty or school notice-boards and/or in handbooks and elsewhere, as appropriate.

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Non-satisfactory attendance and course work

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

23 At the end of the teaching term, students who have not satisfied the school or department requirements, as set out in §§17, 21 and 22 above, may be returned to the Senior Lecturer as non-satisfactory for that term. In accordance with the regulations laid down by the University Council non-satisfactory students may be refused permission to take their annual examinations and may be required by the Senior Lecturer to repeat their year.

Credit weighting of courses

24 In sections K, L, M, N, O and P of the Calendar, a credit weighting is given to each course. While the European system works to a yearly norm of 60 credits, the Trinity College formula permits a credit variation between 55 and 65. In exceptional instances, almost always related to professional and interdisciplinary courses, there can be an excess of credits above 65 in certain years.

Institutional marking scale

25 The following institutional marking scale has been adopted for undergraduate degree and diploma courses with effect from the academic year 2006-07: I = 70-100 per cent, II₁ = 60-69 per cent, II₂ = 50-59 per cent, III = 40-49 per cent, F₁ = 30-39 per cent, F₂ = 0-29 per cent.

Courses where this scale is not in use are those in clinical speech and language studies, dental science, human nutrition and dietetics, medicine, midwifery, nursing, occupational therapy, physiotherapy, radiation therapy and the Bachelor in Education (Home Economics). Further details are given in the *Assessment and examination procedures for undergraduate degree and diploma/certificate courses*, available on the College website at http://www.tcd.ie/Senior_Lecturer/teo/assessproc.php.

Examinations¹

26 Examination timetables are published in advance of the dates of examinations on faculty, school or department notice-boards as appropriate. The College reserves the right to alter the published time and date of an examination in exceptional circumstances. Students should ensure that they are available for examinations for the duration of the relevant examination session as stated in the ALMANACK.

No notice is required of intention to take an annual or supplemental examination in the course for which students have registered.² The onus lies on each student to establish the dates, times and venues of examinations by consulting the notice-boards. No timetable or reminder will be sent to individual students by any office.

27 The College has approved the practice of anonymous marking for undergraduate examinations. This does not apply to continuous assessment and term tests. Undergraduate examination results, with the exception of final year results, are published anonymously on faculty, school or department notice-boards, and on the College website as appropriate. Final year results are published under a student's registered name.

28 There are two examination sessions: annual and supplemental.³ Students are, in the first instance, required to present for examination at the annual session for their class. Students who are

¹The College has approved in principle a regulation requiring that only approved models of calculators can be used in examinations. When this regulation becomes effective students will be required to use an approved model.

²Notice is required for Foundation Scholarship.

³This applies to non-final or non-degree examinations.

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unable to complete their examinations at the annual or supplemental session due to illness or other grave cause beyond their control may apply to the Senior Lecturer for permission to repeat the year. Examinations outside these two sessions will only be considered by the Senior Lecturer in exceptional circumstances.

29 Where an examination has been completed, subsequent withdrawal is not permitted. Students who have successfully completed an examination and are qualified to rise with their year are not permitted to repeat the examination.

30 Students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical adviser and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student's tutor within three days of the beginning of the period of absence from the examination. The tutor must immediately forward the certificate to the Senior Lecturer's Office. Medical certificates must state that the student is unfit to sit examinations. Medical certificates will not be accepted in explanation for poor performance.

(a) Where a student becomes ill prior to the commencement of the annual examination, they may seek permission from the Senior Lecturer to withdraw and take the supplemental examination in that year.

(b) Where illness prevents a student from completing any part of the annual examination and they withdraw from the examination, permission may be given for a supplemental examination to be taken in that year.

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

Students who consider that other grave cause beyond their control may prevent them from attending an examination (or any part thereof) should consult their tutor who should make representations immediately to the Senior Lecturer that permission be granted for absence from the examination. Regulations (a) and (b) also apply in the case of absence from annual examinations due to other grave cause beyond a student's control.

Regulations (a) and (b) apply only to examinations which are non-final non-degree examinations.

31 The acceptance of medical evidence of disability is entirely at the discretion of the Senior Lecturer, who may ask for a report from the medical officers in charge of the College Health Service. This report will be strictly confidential.

32 Applications for special examinations, which should be submitted by the tutor to the Senior Lecturer, will be considered only in exceptional circumstances as noted in §28 above. Such examinations commence in the week beginning 23 October 2006. They will not be arranged after that date. In all cases a fee of €349 is charged for a special examination. Special examinations are not granted for all or any part of degree examinations.

33 If protracted illness prevents students from taking the prescribed examination, so that they cannot rise into the next class, they may withdraw from College for a period of convalescence, provided that appropriate medical certificates are submitted. If they return to College in the succeeding academic year and take advantage of any academic instruction or facilities, they must complete the requirements of their class and pay the full fee prescribed for their course. Students who qualify for the fee remission scheme should refer to COLLEGE CHARGES, section II. Alternatively, with the Senior Lecturer's consent, they may present themselves at the next annual examination for their class on payment of an examination fee of €349.

34 Students who are prevented by illness or other grave cause beyond their control from writing the whole or part of the moderatorship examination in their final year may apply to the Senior Lecturer, through their tutor, for permission to present for the examination at the next annual examination for their class. Such application must be made as soon as the extent of the illness or

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grave cause becomes evident and must be accompanied by a full explanation of the illness or grave cause.

Aegrotat degree

35 In exceptional circumstances, students who are prevented by illness or other grave cause beyond their control from writing the whole or part of the honor examination in their final year may apply to the Senior Lecturer, through their tutor, for the award of an aegrotat degree. Such application must be made as soon as the extent of the illness or grave cause becomes evident and must be accompanied by a full explanation of the illness or grave cause.

If the Senior Lecturer is satisfied that a case for the award of an aegrotat degree has been made successfully, the Senior Lecturer will advise the appropriate court of examiners accordingly and request that they proceed in the course of their regular meeting to make arrangements for the publication and award of an aegrotat degree at either unclassified honor or ordinary degree level, which level to be determined by reference to the previous appropriate academic record of the candidate. The names of persons to whom an unclassified honor aegrotat award is being made will be included on the customary moderatorship examination result sheets in a section at the end of the lists headed 'aegrotat unclassified honor award'. The names of persons to whom an ordinary degree award is being made will be included on the customary ordinary degree examination result sheet in a section at the end of the list headed 'aegrotat ordinary degree award'.

As an alternative, a student who has been awarded but not conferred with an aegrotat degree of unclassified honor or ordinary level may, within one year of the award and with the permission of the Senior Lecturer, elect to write the next moderatorship examination in the appropriate discipline with the prospect of proceeding to the award of a classified honor degree.

This same provision applies to students reading other undergraduate degree courses in the Faculty of Arts and Humanities, the Faculty of Engineering and Systems Sciences and the Faculty of Social and Human Sciences.

Aegrotat degrees are not available in certain professional courses where the award of the degree confers a right to practise. Such courses are the B.Sc. in Clinical Speech and Language Studies, Bachelor in Education (B.Ed.), Bachelor in Social Studies (B.S.S.) and Bachelor in Engineering (B.A.I.), and all courses in the Faculty of Health Sciences.

Conduct of examinations

36 Except as provided for below, candidates for examination are forbidden during an examination to do or to attempt to do, any of the following: to have in their possession or consult or use any books, papers, notes, memoranda, mobile phones or written or electronic material of any nature, or to copy from or exchange information with other persons, or in any way to make use of any information improperly obtained.

37 Where the examination is of such a nature that materials are provided to the candidates, or where the candidates are allowed by the rules of that examination to have materials in their possession, then candidates may of course make use of such materials, *but only of such materials*, and the general prohibition above continues to apply in respect of any and all other materials.

38 Where candidates have the prior written permission of the examiner(s), of the Senior Lecturer, or of the Disability Officer, to have materials in their possession during an examination, then candidates may of course make use of such materials, *but only of such materials*, and the general prohibition above continues to apply in respect of any and all other materials.

39 Where candidates are allowed to bring personal belongings into the examination venues upon condition that such belongings are stored in an area – such as the back of the venue – away from the area in which the candidates are sitting their examinations, then candidates may bring personal belongings into the hall, provided that they are placed in the indicated area *and are not returned to by the candidates* until they have finished their examinations and are leaving the hall.

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40 Any breach of this regulation is regarded as a major offence for which a student may be expelled from the University (see §4 under CONDUCT AND COLLEGE REGULATIONS).

41 Students must not leave the hall before the time specified for the examination has elapsed, except by leave of the invigilator.

42 Examinations or other exercises which are part of continuous assessment are subject to the same rules as other College examinations. Where submitted work is part of a procedure of assessment, plagiarism is similarly regarded as a major offence and is liable to similar penalties (see §§66-74).

Examination papers

43 The annual examination papers set in each calendar year, with certain exceptions such as some multiple choice question examination papers, are available from the beginning of the following Hilary term on the College website at http://www.tcd.ie/Local/Exam_Papers/index.html.

44 *Access to scripts and discussion of performance*

- (i) All students have a right to discuss their examination and assessment performance with the appropriate members of staff as arranged for by the director of teaching and learning (undergraduate) or the head of department as appropriate. This right is basic to the educational process.
- (ii) Students are entitled to view their scripts when discussing their examinations and assessment performance.
- (iii) Students' examination performance cannot be discussed with them until after the publication of the examination results.
- (iv) To obtain access to the breakdown of results, a student or his/her tutor should make a request to the director of teaching and learning (undergraduate) or the head of department or course co-ordinator.⁴
- (v) Examination scripts are retained by schools and departments for thirteen months from the date of the meeting of the court of examiners which moderates the marks in question and may not be available for consultation after this time period.

45 *Re-check/re-mark of examination scripts*

- (i) Having received information about their results and having discussed these and their performance with the director of teaching and learning (undergraduate) or the head of department and/or the appropriate staff, students may ask that their results be reconsidered if they have reason to believe:
 - (a) that the grade is incorrect because of an error in calculation of results;
 - (b) that the examination paper specific to the student's course contained questions on subjects which were not part of the course prescribed for the examination; or
 - (c) that bias was shown by an examiner in marking the script.
- (ii) In the case of (a) above, the request should be made through the student's tutor to the director of teaching and learning (undergraduate) or the head of department or course co-ordinator as appropriate.⁴
- (iii) In the case of (b) and/or (c) above, the request should be made through the student's tutor to the Senior Lecturer. In submitting such a case for reconsideration of results, students should state under which of (b) and/or (c) the request is being made.
- (iv) Once an examination result has been published it cannot be amended without the permission of the Senior Lecturer.

⁴Unless there is a designated course co-ordinator, where the student's course is based in a school, the request should be made to the director of teaching and learning (undergraduate), or to the head of department where the course is based in a department within a vice-deanery.

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- (v) Requests for re-check or re-mark should be made as soon as possible after discussion of results and performance and no later than twelve months from the date of the meeting of the court of examiners which moderated the marks in question.
- (vi) Any student who makes a request for re-check or re-mark that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the request has been confirmed.

Academic Appeals Committee

46 The Academic Appeals Committee meets to consider appeals arising out of examinations or other academic circumstances where a student case (i) is not adequately covered by the ordinary regulations of the College, or (ii) is based on a claim that the regulations of the College were not properly applied in the applicant's case, or (iii) represents an *ad misericordiam* appeal. An appeal other than an *ad misericordiam* appeal, cannot be made against the normal application of College academic regulations approved by the University Council. The Academic Appeals Committee will consider appeals concerning events occurring more than eighteen months previously only in the most exceptional circumstances. Appellants, in the first instance, must have exhausted the appropriate faculty machinery through the Faculty Court of First Appeal⁵ before coming before the Academic Appeals Committee. Appeals should be made in writing by a student's tutor or, if the tutor is unwilling to act, by the student alone, having first consulted with the Senior Tutor. Tutors who are filing an appeal must use the procedural form, must indicate the precise grounds upon which the appeal is being made and what the appeal is attempting to achieve on the student's behalf, e.g. permission to repeat the year, special supplemental etc. The attention of those bringing an appeal is directed to the assistance offered by the faculty or school administrators and the Senior Lecturer's Office in helping them to complete their records, provide copies of medical certificates and other appropriate documents.

The Senior Tutor acts as secretary to the Academic Appeals Committee. The Senior Lecturer and the Senior Tutor attend the committee as non-voting members.

The Graduate Studies Committee performs the same function for graduate students.

Any student who has an appeal underway that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the appeal has been confirmed.

Transfer of course

47 Students may apply, through their tutor, to the Senior Lecturer for permission to transfer to another course. Transfer applications, which must be made using a standard form, should be submitted to the Admissions Officer, who will process the applications on behalf of the Senior Lecturer. The form may be obtained by the student's tutor from the Admissions Office website at http://www.tcd.ie/Senior_Lecturer/ao/aoproc.php or from the Admissions Office directly.

While every effort will be made to allow adequately qualified students to change course, it will not be possible to permit a transfer into a course which already has a full complement of students. Students who are being considered for a transfer to the first year of another course should register for the course to which they were admitted. In no case may students register for a course until their application to transfer has been formally approved by the Senior Lecturer.

48 The categories of transfer applicants are as follows:

- (i) Newly entered Junior Freshman students who in their first term seek to transfer into the Junior Freshman year of a different course.
- (ii) Continuing Junior Freshman students and non Junior Freshman students seeking to transfer into the Junior Freshman year of a different course.

⁵Details of procedures relating to Faculty Courts of First Appeal are available from relevant Faculty Offices.

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- (iii) Continuing Junior Freshman students and non Junior Freshman students seeking to transfer into a year other than the Junior Freshman year of a different course.

Where a transfer results in the repetition of a year, students will not qualify for the fee remission scheme, see COLLEGE CHARGES, section II.

49 The specific procedures and timetables for each category are as follows:

(i) *Newly entered Junior Freshman students who in their first term seek to transfer into the Junior Freshman year of a different course.* A two-tiered system applies to transfer applicants in this category.

First tier

Students seeking to transfer should apply by the end of the second week of Michaelmas teaching term (20 October 2006). All such applications will be held until the closing date (except in the case of applications from students failing to satisfy the requirements for the course into which entry is sought). Decisions on applications received by the closing date will be made on the basis of the following criteria: (a) availability of places, (b) entry qualifications and (c) timetabling constraints.

Applicants will be notified of the result of their transfer request as soon as possible after the receipt of their application.

Second tier

At a second level, students in this category who have not applied by the earlier date may apply for transfer up to the end of the first week of Hilary term (12 January 2007). These requests will be processed on a 'first come, first served' basis and students are eligible for only such course vacancies as still exist after the earlier transfer period.

Applicants will be assessed only on the basis of (i) their entry qualifications and (ii) timetabling constraints, and having met these conditions, (iii) approval by the relevant school(s) or department(s). Eligible applicants must consult with their tutor and the relevant school(s) or department(s) to determine the advisability of accepting a late transfer. In no case can acceptance of late transfer be cited by students as grounds for poor performance at examinations.

Applicants will be notified of the result of their transfer request as soon as possible after the receipt of their application.

(ii) *Continuing Junior Freshman students and non Junior Freshman students seeking to transfer into the Junior Freshman year of a different course.* Students in this category should apply before 1 August and will be assessed on the basis of their original entry qualifications. With the sole exception of mature students, College examination results will not be taken into consideration. Students who miss this cut-off date may apply in the same way as newly entered Junior Freshman students (see category (i) above), i.e. by the end of the second week of Michaelmas teaching term or the end of the first week of Hilary term.

(iii) *Continuing Junior Freshman students and non Junior Freshman students seeking to transfer into a year other than the Junior Freshman year of a different course.* Students in this category should apply no later than the Friday before the start of Michaelmas teaching term (6 October 2006), and will be assessed, after consultation with the school(s) or department(s) concerned, on the basis of the total qualifications presented, i.e. original entry qualifications and results of College examinations.

In categories (i) (first tier) and (ii) above, schools and departments will be consulted by the Admissions Officer only in the case of mature students. Schools and departments must not enter into individual arrangements with transfer applicants. Transfers will not be permitted at a level lower than the cut-off point at which admissions were originally made.

Academic progress

50 In order to rise with their class, students must obtain credit for the academic year by

General regulations and information

satisfactory attendance at lectures and tutorials, by carrying out the required course work, and by successful completion of examinations.

51 Subject to the specific regulations concerning repetition of year in each course, students who fail to satisfy the requirements of their year may be permitted to repeat the year. Permission to repeat the year will normally be granted only to students who are considered to have made a serious attempt at their examinations, or who have been able to provide the Senior Lecturer with acceptable reasons for absence from examinations. In accordance with the terms of the fee remission scheme, students repeating the year will not be eligible for fee remission and will be liable for full fees.

52 The Board of the College reserves the right to exclude from the College, on the recommendation of the University Council, students whose academic progress is unsatisfactory.

53 Students may not repeat any academic year more than once within a degree programme and may not repeat more than two academic years within a degree programme, except by special permission of the University Council.

54 Students must pursue their undergraduate course continuously unless they are permitted by the Senior Lecturer to interrupt it, normally for a period of one year. Such permission will only be granted to students who have completed the academic exercises of their class, i.e. are already entitled to join the class above on their return to College. In exceptional circumstances the Senior Lecturer, after consultation with the faculty dean, or head(s) of school(s) or department(s) as appropriate, may permit students who are not in good standing to go 'off-books', where to do so in the judgement of the Senior Lecturer is in the best interests of the students. During the period of interruption students are not required to keep their names on the College books, and do not pay an annual fee or a replacement fee.

55 Students who have been permitted to go off the books may return to College as detailed below, depending on the circumstance of their going off the books.

- (a) Junior Freshman students with permission from the Senior Lecturer to go off the books after 1 February and be re-admitted to the same course of study at a specified date must apply for re-admission by completing a special application form, obtainable from the Admissions Office website at http://www.tcd.ie/Senior_Lecturer/ao/aoproc.php or from the Admissions Office directly.
- (b) Students who for reasons of ill-health have allowed their names to go off the books can only be re-admitted, even in the current academic year, at the discretion of the Senior Lecturer. Such students will be required to submit to the Admissions Office a certificate of fitness from a medical referee, nominated by the Senior Lecturer, as evidence that they can continue their studies.
- (c) Students with permission from the Senior Lecturer to go off the books for an academic year (or part thereof) and sit examinations in that year must complete an examination form, giving details of year and subjects to be taken, and pay an examination fee of €349. Examination forms may be obtained from the Examinations Office directly or from the Examinations Office website at http://www.tcd.ie/Senior_Lecturer/teo/teopdf/offbooks.pdf and must be completed before the end of Hilary term. Such students are not required to apply for re-admission and should register for the following academic year as set out in the general regulations concerning registration.
- (d) Students with permission from the Senior Lecturer to go off the books for one or more academic year(s) for reasons other than medical are not required to apply for re-admission and are expected to register for the academic year that they are due to return to College as set out in the general regulations concerning registration.

56 E.U. Junior Freshman students who withdraw from College before 1 February (having been admitted the previous October) must re-apply through the C.A.O. for admission in a subsequent year.

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Non-E.U. Junior Freshman students withdrawing before 1 February must re-apply through the Office of International Student Affairs. E.U. or non-E.U. students who withdraw from College after 1 February may apply for re-admission through the Admissions Office by 1 July of the proposed year of entry.

SOCRATES

57 To facilitate participation in the SOCRATES programme, students may be permitted to satisfy the requirements of their year, in whole or in part, by study abroad under an approved SOCRATES exchange (or other exchange programme approved by the Registrar) with the assessment at the host university counting as part of the student's academic record in College. The maximum period for such study is one academic year and the minimum period is three months. Arrangements governing specific exchange programmes are made by the school, department or faculty concerned, subject to the following regulations of the University Council:

- (a) work examined abroad will not be examined in Trinity College;
- (b) students studying abroad will not be expected to be examined in work taught in Trinity College during their absence; candidates for moderatorship in modern languages may however be required to submit to assessment in language competence;
- (c) study abroad in the Senior Sophister/final degree year should not extend beyond Michaelmas term of that year;⁶
- (d) assessment of courses taken in the overseas university should be weighted in the calculation of the final degree result as if the courses had been taken in this university.

Students who, with the approval of their school(s) or department(s) and while remaining 'on books', spend a year of study at a foreign university with which there is no exchange agreement, shall continue to be liable to pay full annual fees to the College.⁷ Where a student is also required to pay fees at the foreign university, the College will reimburse the student up to a maximum of half the tuition fees paid to Trinity College. The College has made special provision for students attending Russian universities whereby the College will reimburse the student for fees paid at the foreign university up to a maximum of the annual fee paid to Trinity College less the student charge. In the case of students participating in the Ecole Supérieure de Commerce de Paris/Ecole Européenne des Affaires de Paris or the Ecole des Hautes Etudes Commerciales programme Trinity College will transfer to the foreign university a maximum of the annual fee less the student charge. Students participating in exchange programmes must register in the normal way and pay the appropriate fees to the College and are exempted from fees at the host university. Students participating in an exchange approved by the Socrates National Agency are eligible for a grant to offset some of the travel and living costs.

58 The University of Dublin has an agreement of co-operation and exchange with the Universities of Edinburgh, Strathclyde and Aberdeen and the Queen's University, Belfast. The academic disciplines involved include Irish history, Scottish history, Anglo-Irish and Scots literature, Irish and Gaelic languages and literature.

The agreement provides for collaboration in relation to both staff and student activities. On the staff level, exchange of academic staff, and joint research projects are included; on the student level, the agreement provides for shared postgraduate supervision and also for undergraduate student exchange, both within and outside the SOCRATES programme.

Students may, with the approval of the school(s) and/or department(s) involved, participate in the

⁶Students who study abroad for their Junior Sophister year under these regulations may nevertheless be eligible for the award of an ordinary B.A. on successful completion of that year according to the specific regulations for their course.

⁷Where students are eligible for the free fees initiative or qualify for a higher education grant they will not be required to pay the tuition fee element of the amount due to the College as this will be claimed on their behalf from the Higher Education Authority or local authority as appropriate.

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scheme for a maximum period of one year, while remaining 'on books'. The assessment given by the host university will form part of the student's academic record. Participating students are exempted from fees at the host university.

59 Students who achieve a first class honors grade in their overall results on a SOCRATES year abroad may be awarded a book prize to the value of €32 (or €16 per subject in two-subject moderation). These prizes are not awarded in the Senior Sophister year.

Book prizes must be claimed in the Examinations Office, West Theatre, by the award holder in person. These prizes are issued in the form of vouchers which can be exchanged by the students at designated booksellers.

Notice required for conferring degrees at Commencements

60 Degrees are publicly conferred under a student's registered name within degree class by the Chancellor, or a Pro-Chancellor in the Senate or Congregation of the University, at the ceremony known as Commencements. Candidates for a particular Commencements must give notice on the prescribed form which is issued to the graduating class by post and is also obtainable from the Proctors' Office. The form must be returned so as to reach that office not later than twenty-eight days before the first date of that group of Commencements ceremonies (thirty-one days in the case of Winter Commencements). A Commencements fee of €104 must accompany the application form. Conditional notice may be lodged at any time but must be confirmed seven days prior to the ceremony. Primary degree results must be published at least fourteen days prior to the first date of the Commencements ceremonies. Higher degrees must have the approval of Council and Board fourteen days prior to the first date of the Commencements ceremonies. Any student who has an appeal underway that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the appeal has been confirmed.

Diploma and certificate award ceremonies

61 Those who have successfully completed a diploma or certificate course are awarded the qualification at the next available award ceremony for that course. All such candidates are written to by the Proctors' Office inviting them to attend the ceremony. Those that cannot attend shall have the qualification awarded *in absentia*. All candidates are presented for the award under a student's registered name within class, where appropriate.

Library⁸

62 Readers, including all undergraduates, are admitted to the Library reading rooms on production of a current Identity Card and are required to observe the terms of the Library declaration and the general Library regulations.

The Library declaration is:

'Ego,....., solemniter promitto, me, quoties in Bibliothecam hujus Collegii venire contigerit, libros ceteramque Bibliothecae supellectilem sic tractaturum, ut superesse quam diutissime possint. Promitto etiam quod neque ipse librum aliquem asportabo, sponte corrumpam, interscribam, aut alio quovis modo abutar, nec ab aliis haec fieri (quantum in me est) permittam. Quae omnia et singula, et omnia Bibliothecae statuta (quantum ad me attinet), me fideliter observaturum promitto, et spondeo.'

The following is a translation of the declaration:

'I,....., do solemnly promise that, whenever I enter the Library, I will treat the books and other furniture of the Library in such fashion that they may last as long as possible. I further promise that

⁸The regulations governing student discipline set out in this edition of the University *Calendar* come into effect on 1 November 2006 and the regulations set out in the 2005-06 edition of the University *Calendar* remain in force until that date.

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neither will I myself take away any book nor designedly damage or write in or badly treat in any way whatever any book, nor so far as in me lies will I suffer such things to be done by others. All and each of which things and all the Statutes of the Library, in as far as they concern me, I promise and vow faithfully to observe.'

63

Library regulations

- (a) It is a breach of the Library regulations to attempt to enter any Library building by use of another reader's Identity Card. Readers must show their Identity Card or Library Card on request to any member of the Library staff when within the Library.
- (b) Readers before leaving Library buildings must present all books, bags and briefcases to the guards for inspection. No Library book may be taken out of a Library building except a book the loan of which is permitted and which has been recorded by the Library staff as being on loan to the reader.
- (c) Mutilation or defacement of any book or article of Library property is regarded as a major offence.
- (d) Readers may not use bottles of ink or correction fluid in the Library, nor may such substances be left on desks or in reading rooms.
- (e) Silence must be observed as far as possible in all parts of the Library. The use, in a manner causing noise or disturbance, of electrical equipment such as computers, mobile phones, personal stereos, or radios is prohibited. Except in respect of computers in specifically designated areas, the Library does not make power outlets available for such electrical equipment. Users of computers in the Library are reminded that they must also comply with the college's IT and network code of conduct and other regulations for the time being in force.
- (f) Smoking and the consumption of food and drink are forbidden in all parts of the Library open to readers, and no items of food or drink may be left on desks or in reading rooms.
- (g) Readers are not allowed to bring visitors into the reading rooms.
- (h) Readers are not permitted to reserve seats by leaving their belongings or books on seats and desks. The Library staff may move any property left at unoccupied desks or seats for more than 15 minutes except for officially reserved seats and carrels.
- (i) Readers are at all times responsible for their own property.
- (j) Readers are required to comply with the provisions of the Copyright and Related Rights Acts, 2000 and 2004 when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and, in the case of a student or staff member of College, to College disciplinary procedures. The attention of readers is drawn to the notices on display beside all photocopying machines in the Library.

Sanctions for breach of Library regulations

64 Breach of the Library regulations will result in sanction by the Librarian, the Junior Dean or the Disciplinary Committee, as appropriate. Appeal against a Library penalty or decision of the Junior Dean is to the Disciplinary Committee. The Librarian operates a system of penalties (as approved from time to time by the Board) for breaches of the Library regulations. Penalties may include fines, administrative and other charges, ejection and temporary or permanent exclusion from the Library and/or the College and/or the University, and the confiscation of any personal property brought into or used within the Library in breach of Library and/or any other applicable College regulations. The Library shall not be responsible, in any way whatsoever, for any property so confiscated.

Senior Sophisters and other final year students who have passed their final examinations are required to return all books to the Library within one month following their examinations. The Library will return records of books and fines outstanding to the Proctors' Office, for the purpose of alerting students to their obligation to clear their Library records so that they may proceed to Commencements.

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Student charter

65 The Board of the College has approved a student charter setting out the College's intentions in regard to entitlements of students as members of the academic and general community. This charter will be available to all students annually at registration.

Plagiarism⁹

66 Plagiarism is interpreted by the University as the act of presenting the work of others as one's own work, without acknowledgement.

Plagiarism is considered as academically fraudulent, and an offence against University discipline. The University considers plagiarism to be a major offence, and subject to the disciplinary procedures of the University.

67 Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

Plagiarism can arise from actions such as:

- (a) copying another student's work;
- (b) enlisting another person or persons to complete an assignment on the student's behalf;
- (c) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format;
- (d) paraphrasing, without acknowledgement, the writings of other authors.

Examples (c) and (d) in particular can arise through careless thinking and/or methodology where students:

- (i) fail to distinguish between their own ideas and those of others;
- (ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
- (iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
- (iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

Students should submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, work submitted which is the product of collusion with other students may be considered to be plagiarism.

68 It is clearly understood that all members of the academic community use and build on the work of others. It is commonly accepted also, however, that we build on the work of others in an open and explicit manner, and with due acknowledgement. Many cases of plagiarism that arise could be avoided by following some simple guidelines:

- (i) Any material used in a piece of work, of any form, that is not the original thought of the author should be fully referenced in the work and attributed to its source. The material should either be quoted directly or paraphrased. Either way, an explicit citation of the work referred to should be provided, in the text, in a footnote, or both. Not to do so is to commit plagiarism.
- (ii) When taking notes from any source it is very important to record the precise words or ideas that are being used and their precise sources.

⁹The regulations governing student discipline set out in this edition of the University *Calendar* come into effect on 1 November 2006 and the regulations set out in the 2005-06 edition of the University *Calendar* remain in force until that date.

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- (iii) While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one's own work and the work of others. Particular care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged.

69 It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.

70 Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments should include, in their handbooks or other literature given to students, advice on the appropriate methodology for the kind of work that students will be expected to undertake.

71 If plagiarism as referred to in §66 above is suspected, in the first instance, the head of school or department as appropriate¹⁰ will write to the student, and the student's tutor advising them of the concerns raised and inviting them to attend an informal meeting with the head of school or department,¹¹ and the lecturer concerned, in order to put their suspicions to the student and give the student the opportunity to respond. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for the student to attend. If the student does not in this manner agree to attend such a meeting, the head of school or department may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2.

72 If the head of school or department forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the informal meeting as noted in §71 above must state their agreement in writing to the head of school or department. If the facts of the case are in dispute, or if the head of school or department feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2.

73 If the offence can be dealt with under the summary procedure, the head of school or department will recommend to the Senior Lecturer one of the following penalties:

- (a) that the piece of work in question receives a reduced mark, or a mark of zero; *or*
- (b) if satisfactory completion of the piece of work is deemed essential for the student to rise with his/her year or to proceed to the award of a degree, the student may be required to re-submit the work. However the student may not receive more than the minimum pass mark applicable to the piece of work on satisfactory re-submission.

74 Provided that the appropriate procedure has been followed and all parties in §71 above are in agreement with the proposed penalty, the Senior Lecturer may approve the penalty and notify the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as referred to under CONDUCT AND COLLEGE REGULATIONS §2.

¹⁰Where the student's course is based in a school, this will be done by the head of school, or by the head of department where the course is based in a department within a vice-deanery.

¹¹The director of teaching and learning (undergraduate) may also attend the meeting as appropriate. As an alternative to their tutor, students may nominate a representative from the Students' Union to accompany them to the meeting.

General regulations and information

III CONDUCT AND COLLEGE REGULATIONS¹²

1 All students are required to observe, in addition to the laws of the State, the regulations laid down by the Board of the College from time to time. Disciplinary offences therefore include breaches or attempted breaches of the criminal law and of College regulations, whether committed inside or outside the College, including but not limited to

- (a) activity which brings the College into disrepute,
- (b) misconduct in relation to examinations, libraries, and the use of other College facilities, services, and accommodation,
- (c) disruption of the normal operation of activities within the College, and
- (d) harassment or misbehaviour on College property or in dealings with others.

However, this does not preclude the legitimate right of students to assemble and express grievances.

2 The Junior Dean shall maintain discipline and good order among the students, and enquire into and otherwise deal with the alleged commission of a disciplinary offence by a student. The relevant procedures and penalties are set out in Schedule II of Chapter XII of the College Statutes; they are available on the College website or from the Registrar's Office, but a non-binding summary is provided below. At all stages of the disciplinary process, students are entitled to representation by their tutor, by the Students' Unions, or by any other person of their choice.

3 The Junior Dean (or a person exercising the powers of the Junior Dean, e.g. the Warden of Trinity Hall, the Librarian or the Director of IS Services) will usually interview a student suspected of having committed a disciplinary offence. If it relates to a minor offence, the Junior Dean can deal with the matter quickly (summarily), and the decision can be appealed to the Disciplinary Committee. If it relates to a major offence, the Junior Dean can deal with the matter summarily only if the student agrees; otherwise the matter is heard by the Disciplinary Committee.

4 It shall be for the Junior Dean in the first instance to decide whether an offence is major, but he or she shall have regard to factors such as the potential for criminal or professional misconduct proceedings arising out of the offence, the impact of the offence on others, the disruption of the normal functioning of the College and/or its facilities and/or members, plagiarism, falsification or serious misuse of official College or University documents or false pretences in connection with academic attainments, or refusal to comply with any final penalty. Without prejudice to the general power of the Junior Dean to decide whether an alleged offence is major or minor, the following examples would normally be regarded as major offences:

- (a) Conduct which does, or is liable to cause, violence to person or damage to property.
- (b) Conduct which does, or is liable to obstruct, the holding of, or frustrates the purpose in holding, any lecture, class or other instruction given by the College or any laboratory work or any research in the College, or any meeting, hearing or other function (including administrative and sporting activities) authorised to take place within the College.
- (c) Seriously interfering with, or unreasonably impeding members of the College in carrying out their duties.
- (d) Theft, fraud or misapplication in connection with funds or property of any kind in College.
- (e) Offences in connection with degrees or diplomas or annual examinations or tests conducted by the College.
- (f) Falsification or serious misuse of University records, including degree or diploma parchments.
- (g) False pretences or personation of others, within or without the College, in connection with academic attainments or financial awards.

¹²The regulations governing student discipline set out in this edition of the University *Calendar* come into effect on 1 November 2006, and the regulations set out in the 2005-06 edition of the University *Calendar* remain in force until that date.

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- (h) Refusal or failure to pay a fine or comply with any penalty (subject to any right of appeal applicable) imposed by the Junior Dean or Librarian.
- (i) Refusal to produce a College I.D. card or other acceptable means of identification at the request of the Senior Dean, Junior Dean or any of his/her assistants or any College security officer. (Other members of the College have the right to call for identification of any person found in areas properly under their control.)
- (j) Failure to comply with any reasonable instruction of a fire warden.
- (k) All forms of bullying and harassment, including sexual and racial harassment, in all College locations and situations where students are participating in formal College activities or are representing the College or are present at events, social or otherwise, organized in association with the College.
- (l) Misuse of e-mail, computer facilities, or any aspects of College communications networks.
- (m) Dishonesty in relation to academic work.
- (n) Any action by a student on a professional course which would constitute professional misconduct.

5 The Disciplinary Committee consists of members of the academic staff and of the non-academic staff, and students; and it hears appeals from decisions of the Junior Dean as well as matters referred to it.

6 There may also be a Panel of Enquiry. It can hear appeals from decisions of the Disciplinary Committee, or conduct initial hearings into the most serious offences.

Misconduct and noise in rooms

7 All occupants of rooms in College will be held responsible for any misconduct in the rooms under their control. This will include the making of noise deemed to be excessive.

Posters and notices

8 Only College societies and clubs may advertise in College. Notices may not exceed 75 x 55 cm (2'6" x 1'9") and must be placed on the student notice-boards provided. Chalked notices, stickers and (except in special cases with the permission of the Junior Dean) unattended free standing notices are forbidden. Not more than one copy of a notice may be displayed on the same board or within 15 m (16 yards) of a similar notice. Advertisements for a particular event must be removed not later than 48 hours after the event. All notices must identify their origin.

Sale or distribution of printed matter

9 (a) Printed matter may be sold or distributed by members of the College provided that it is *either* a recognised student newspaper *or* material issued by the Students' Union *or* material issued by an authorised society or club of the University including publicity or tickets for any function organised by those societies.

(b) Provided that no obstruction or unnecessary noise is caused, such printed matter may be sold or distributed in all the open areas of College and within and approaching the Front Gate precinct, at the Pearse Street and Lincoln Place Gates, in the hallways of the Museum and Chemistry Buildings, in the Buttery foyer, in the concourses of the Arts and Social Sciences Building, the Hamilton Building and the Smurfit and Panoz Institutes and outside the entrances to the catering areas. Printed matter may be sold but not distributed *gratis* in any of the catering areas except the Buttery foyer. All printed matter must identify its origin, and in the case of a student newspaper, its editor.

Erection of stalls in College

10 Stalls may **NOT** be erected in College except:

- (a) within and approaching the Front Gate precinct, for which arrangement must be made with the

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Enquiries Office and the Senior Dean. Authorised stall holders may not obstruct the roadway through the Front Gate or access to Regent House or to the post boxes;

- (b) at the Pearse Street or Lincoln Place Gates, also by arrangement with the Enquiries Office and the Senior Dean;
- (c) in the foyer of the Arts and Social Sciences Building and the Hamilton Building by arrangement with the Campus Superintendent and the Senior Dean.

No society, club or person may normally have a stall more than one day per week.

Collecting boxes

11 Collecting boxes are prohibited in College.

Sale of goods

12 The sale or distribution of goods other than printed matter is not allowed in the open within the College precincts.

Booking of rooms for meetings

13 Individuals or groups wishing to hold meetings in College rooms or halls on or off campus are required to make application, normally five working days in advance, at the Enquiries Office, West Theatre. Permission to host such events is sought from the Junior Dean. Permission to hold a meeting likely to give rise to a need for additional security must be sought from either the Junior Dean or the Senior Dean two weeks in advance, through the Enquiries Office, and the cost of extra security and other special arrangements must be borne by the organisers. The cost of any damage caused as a result of such a meeting will also be charged to the organisers, who may be required to lodge a deposit beforehand. Failure to apply in time for permission to hold a meeting, the plans for which turn out to require special security, will be grounds for refusing permission for that meeting.

Bookings for meetings in the O'Reilly Institute must be made in advance with the Director of the Office of Research and Innovation Services.

Access to buildings

14 Those sitting on the steps of public buildings must allow free access to the building by leaving an unobstructed pathway to the door. On the Dining Hall steps painted lines indicate the area to be kept free. Sunbathing is permitted only in College Park.

Outdoor eating

15 Food and drink may **NOT** be consumed out of doors except in the College Park. Alcoholic drink may not be consumed out of doors.

Walking on lawns

16 No persons are permitted to walk on the lawns, or to cross the playing fields unless they are participating in games or in training authorised by D.U.C.A.C.

Amplifying equipment

17 Radios, loudspeakers and other amplifying equipment may **NOT** be used in public areas within the College precincts without the Senior Dean's permission. Permission for the use of megaphones must be sought at least twenty-four hours prior to the event. This will normally be granted only to the officers of the Students' Union.

Traffic regulations

18 Persons who drive cars or motor-cycles must acquaint themselves with the current traffic regulations, which are strictly enforced. The Director of Buildings is responsible for these regulations.

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Bicycles

19 It is forbidden to park bicycles in hallways, staircases, or landings of houses. Bicycles must not be ridden either through the Front Gate or Arts Building entrance. Bicycles must be parked in the bicycle racks provided.

Derelict vehicles

20 Any derelict or unlicensed motor-car, motor-cycle or bicycle will be removed by the College authorities after fourteen days' notice has been placed thereon.

Concerts, dances and parties

21 The Students' Union and any College society or club planning to hold a concert, dance, gig or discotheque in College must apply for permission to do so at least eight days in advance of the function. Permission is granted by the Senior Dean, to whom written application should be made *through the Enquiries Office, West Theatre*. Societies or clubs wishing to hold dances outside the College must apply to the Senior Dean at least three weeks before the proposed date.

Permission to hold a party in College must be obtained from the Junior Dean at least five working days in advance. Forms of application for the holding of a party are obtainable from the Enquiries Office.

Pets

22 No animal, fish, bird or other livestock may be kept in College residences (except for guide dogs) without the prior consent, in writing, of the Registrar of Chambers.

Activities outside College

23 The Junior Dean must be consulted in advance if College organisations propose to arrange parades, collections, demonstrations or any other activities of this kind, using the name of Trinity College. Approval is given on the understanding that relevant by-laws are understood and will be observed. Notice to the appropriate public authorities, where required, should be arranged well in advance. Individual students participating in any activity outside College remain subject to the general regulation that students' conduct shall not bring the College into disrepute.

Outside activities in College

24 As there is no general right for members of the public to enter the College precincts, the Junior Dean must be consulted fourteen clear days in advance if any individuals or groups within College propose to participate with individuals or organisations from outside College in holding parades, demonstrations, meetings or other activities of this kind in the open within the College precincts.

Approval for such activities may be given on conditions which include the observance of the relevant College by-laws by those attending or organising the activity. Such approval may be withdrawn at any time by the Junior Dean, or those acting under his/her authority, in the event of a breach of any condition of such approval.

Gowns

25 Students are entitled to wear gowns appropriate to their standing within the College precincts. They are required to do so when attending Commencements.

Sports clothing

26 Appropriate sports clothing must be worn while playing games or training in College Park.

Roofs and attics

27 College roofs and attic spaces are out of bounds.

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Waste management and recycling

28 It is a College offence to deposit litter or other waste in any location within the College perimeter other than in the designated litter bins or other waste disposal units provided on campus. It is also an offence to use College waste management or recycling facilities to dispose of personal, domestic waste of any kind – whether recyclable or not. All staff and students are requested to co-operate and support the College waste management and recycling policy by reducing the volumes of waste produced on campus, re-using products and using the facilities provided to segregate waste at source to facilitate recycling.

IV RESIDENCE — GENERAL

1 The following types of accommodation are provided by the College:

- (a) rooms in College;
- (b) rooms in Trinity Hall, about 4 km (2½ miles) from the College.

Residence in College is arranged by the Provost through the Registrar of Chambers for whom administrative services are provided at and through the Accommodation Office. Residence at Trinity Hall is arranged by the Provost through the Warden of Trinity Hall for whom administrative services are provided at and through the office at Trinity Hall. Rules governing students in residence are obtainable from the offices concerned.

2 Students looking for other accommodation are advised to contact the staff of the Accommodation Office who will provide advice on accommodation in Dublin. Generally, private rented accommodation is in short supply and is expensive. An accommodation advisory service operates from early September to the end of Freshers' Week to assist students seeking private accommodation. Lists of lodgings (digs) are available from the office.

3 Comprehensive information is available on the College website at <http://www.tcd.ie/Accommodation>.

Accommodation in the College

4 Single, double, twin and treble sets and bedrooms within 3 to 7 person apartments are available. These are fully-furnished and all include, or have access to, at least elementary cooking facilities. There are approximately 720 places for men and women.

5 Applications for residential rooms will be accepted after charges for the following year have been set by the Board. This is usually in a four week period during February/March (see ALMANACK).

Applications for rooms in College will be accepted from registered full-time students. There is normally a considerable demand for such rooms.

6 Most of the allocations of College rooms for the coming academic year are made in May. Students are notified at their home address unless the office is otherwise directed. Vacancies may occur during the year and applicants interested in taking up these rooms should keep in touch with the Accommodation Office.

Accommodation in Trinity Hall

7 Trinity Hall at Dartry near Rathmines is 4 km (2½ miles) from the centre of Dublin. It is on two direct bus routes (14A and 13B), the LUAS tramline, and is within easy cycling distance of the College. Part of the grounds form the University of Dublin Botanic Garden.

Undergraduates in all years, visiting students and postgraduates will be considered for accommodation at Trinity Hall. New entrants and particularly students entering their first year are advised to apply to Trinity Hall. Applications should be made by students after they have been issued with a student ID number.

Standard accommodation located in Cunningham House (70 places) is comprised of single study

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bedrooms, which are fully furnished and are grouped around kitchen/common rooms where 14 students may cater for themselves. Students share bathroom and toilet facilities.

There are 940 places in modern accommodation arranged within apartments with four or six ensuite bedrooms sharing a kitchen/dining room. Room types available in the modern accommodation are ensuite single or twin rooms. There are a number of modern rooms available at Trinity Hall for those with mobility impediments and special needs. Students wishing to apply for these rooms should contact the Warden at Trinity Hall. These rooms are designed for students who are capable of independent living and are not suitable for students requiring special care. These are ensuite rooms within apartments and share kitchen/living rooms with other students.

Residents have access to a library, computer room and common rooms, and have the use of the indoor sports facilities. All residents at Trinity Hall pay a small annual subscription which covers membership of the Junior Common Room.

8 Applications from students seeking places in Trinity Hall cannot be dealt with until they have received a College ID number. Vacancies may occur during the year and interested students should keep in touch with the office at Trinity Hall.

Tenure

9 Foundation (and non-foundation) scholars are entitled to remain in residence as provided for in the Statutes.

10 Students who have held rooms during the academic year and who intend to present themselves for examinations after the expiry of the tenancy period in May/June may retain their rooms until the morning following final June examinations, provided that they inform the Registrar of Chambers, or the Warden of Trinity Hall respectively, before 1 May that they wish to extend their occupancy.

11 Students who are the sons or daughters of Fellows of the College are granted priority in the allocation of rooms. They pay two-thirds of the normal rent. In all other respects they must conform to the regulations regarding tenure which are binding on students in general.

12 Students seeking leave to retain rooms for longer than one period of tenure should re-apply to the Registrar of Chambers, or the Warden of Trinity Hall, during the period indicated in §5 above. In College, such an extension of the normal period of residence is sparingly granted.

13 Residents are liable for the residential charges for each billing period. Notice to vacate rooms at the end of January must be given to the Accommodation Office or the office at Trinity Hall not later than mid-December. Failure to give a calendar month's notice before vacating accommodation in the course of an academic year will leave the resident liable for charges in respect of one month's notice and one further month's rent. The liability for the further month's rent may be abated (and pro-rata charges applied) if the room is re-let or the normal vacation date occurs within the month.

Sub-letting

14 Sub-letting is not allowed unless there are exceptional circumstances and prior permission is sought from the Registrar of Chambers or the Warden of Trinity Hall.

Deposits

15 Students granted rooms for normal tenure must each pay a deposit (see §18) to the Accommodation Office, or to the office at Trinity Hall, within a fortnight of their being granted; otherwise their right to the rooms lapses. Having paid the deposit, students should collect their keys from the Accommodation Office, or from the office at Trinity Hall respectively, when taking up residence. The deposit is returned towards the end of July after students have vacated, provided that keys have been surrendered and all outstanding charges (which may include fines) are paid. Where residents have been allocated rooms for the subsequent academic year their deposit will be carried forward.

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16 Vacation occupants must each pay a deposit (see §18), which is refunded when they vacate, provided that keys have been surrendered and all outstanding charges paid.

Residential charges

17 For rooms in College students pay a fixed charge for two rental periods i.e. early October to 31 January and 1 February to 31 May (mid-June for Goldsmith Hall). In Trinity Hall the periods are late September to 31 January and 1 February to mid-June. Residents wishing to extend the occupancy of their rooms beyond the end of the second billing period may do so up to the day following their last June examination on payment of a daily extension charge provided the Accommodation Office or the office at Trinity Hall is notified prior to 1 May. The charge for students resident in twin, treble or double sets will be based on the departure date of the last occupant to vacate and all residents are liable for charges up to that date. Daily extension charges include the cost of energy.

Subject to availability, short-term occupancy is available to students from outside the greater Dublin area who are sitting supplemental examinations during September. Rooms are available from 1 September and must be requested before 12 July.

18 Students wishing to reside in rooms in College or Trinity Hall may obtain details of the residential charges and deposits on our web page during the February/May application period (<http://www.tcd.ie/Accommodation>).

19 Staff wishing to reside in College may obtain details of rent and availability from the Accommodation Office. Details of accommodation at the Trinity Hall residences for both staff and students with partners are available from the office at Trinity Hall.

Accounts

20 Accounts include residential charges and utility charges and are payable in advance. Where dilapidation charges or fines are incurred these will be included on a resident's account.

Utility charges include heating, hot water, consumed energy and other services such as data connection and piped TV where supplied. In some residential areas an inclusive charge is made for utilities while in other areas consumed gas and electricity is charged on the basis of metered consumption. Information on energy charges is published on the Accommodation Office's web pages.

21 For rooms in College there are two account periods, early October to 31 January and 1 February to 31 May (mid-June for Goldsmith Hall). Payment must be made in advance for both periods. Most residential charges are now payable online using a secure web based payments service that debits charges against selected credit and charge cards. Students will be notified by either letter or e-mail about payment arrangements. The first period payment must be made by mid-September. Accounts not paid by the due date automatically incur a surcharge of €65. If the account and any fine are outstanding by the end of October or February respectively, the account will remain outstanding but the rooms become automatically forfeit upon notice from the Registrar of Chambers.

In Trinity Hall the account periods are late September to 31 January and 1 February to mid-June. No accounts are issued. For the first period, payment must be made before residence is taken up. For the second period payment must be made before 1 February. Accounts not paid by the due date automatically incur a surcharge of €65. If the account and any fine are outstanding by the end of February, the account will remain outstanding but the rooms become automatically forfeit upon notice from the Warden of Trinity Hall.

22 Students in whose names rooms stand registered at the beginning of any billing period are liable for all charges in respect of their rooms, unless they have given due notice to the Accommodation Office or to the office at Trinity Hall respectively, and surrendered their keys.

23 Students who fail to vacate their rooms on or before the date appointed are liable to forfeiture

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of deposit, or of such portion of it as the Registrar of Chambers or the Warden of Trinity Hall may determine.

Transfers

24 If students wish to change their rooms between October and May inclusive they must apply to the Registrar of Chambers or to the Warden of Trinity Hall respectively for permission to do so. If permission is granted the residential charge and, in College, the heating charge will be adjusted according to the date on which they exchange their keys.

Discipline

25 All resident students are required to abide by the conditions of occupancy in force for residences on campus and at Trinity Hall.

26 Permission to hold parties in students' rooms in College must be obtained from the Junior Dean five working days in advance. Permission to hold parties in students' rooms in Trinity Hall must be obtained from the Warden five working days in advance. The occupants of rooms will be held responsible for any damage or excessive noise resulting from a party held in their rooms. In particular they will be liable to a fine for any disturbance after midnight. Permission will not be given for parties in rooms on any occasion when an ENTS 'gig' is scheduled to take place in the Buttery or elsewhere in College. Permission to hold parties in other College rooms (e.g. those belonging to clubs and societies) must be obtained from the Junior Dean five working days in advance. The person or group receiving permission to hold such a party will be responsible for any damage or excessive noise resulting therefrom. In all cases the Junior Dean should be notified on forms available from the Enquiries Office, West Theatre. Permission to hold parties in other Trinity Hall rooms must be obtained from the Warden five working days in advance. The person or group receiving permission to hold such a party will be responsible for any damage or excessive noise resulting therefrom. In all cases the Warden should be notified on forms available from the office at Trinity Hall.

V COMMONS¹³

1 During teaching term Commons is served in the evening on week-days (Monday to Friday inclusive). There is no service on any week-end or Bank Holiday. During vacations Commons is served at lunchtime on week-days with the exception of the March/April period when Commons remains at 6.15 p.m. each evening. Precise details of the days and times of service are published in advance.

2 Commons bookings are made by means of vouchers distinguished by date and valid only for the day of issue. These vouchers can be purchased at least one day in advance at the Enquiries Office, West Theatre or from the Catering Office.

3 Exchange of Commons vouchers for future days will be possible at the Catering Office during office hours, but no retrospective exchanges nor refunds for any unused vouchers will be made.

4 Commons vouchers are now on sale at €18 per voucher. Each voucher will be date stamped for the Commons meal required. Vouchers can also be purchased undated, however they must be brought back to the Enquiries Office to be date stamped not later than 3 p.m. on the day prior to the day the voucher is to be used.

Vouchers may be redated, if required, provided they are surrendered in good time, i.e. prior to the original date of use.

5 Scholars and sizars receive their Commons free of charge. Scholars not on the College books,

¹³The price of Commons is subject to change.

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but with an entitlement to Commons, free of charge, can obtain Commons vouchers from the Registry of Chambers. Scholars wishing to attend Commons must sign on by 3 p.m. daily at http://www.tcd.ie/Junior_Dean/Scholars/Scholar/.

6 The wearing of gowns at Commons is optional.

7 Any member of the College may dine on Commons. Guests (i.e. non-members of the College) will be admitted to Commons but their hosts will have to provide vouchers for them.

8 All Commons regulations are subject to revision at short notice should the Board consider it necessary.

VI INSURANCE

1 The Board cannot accept responsibility for the personal property of individuals in College; they are strongly recommended to insure their belongings under an 'all risks' policy. The College arranges a scheme for the benefit of residents in College and at Trinity Hall. Details are available at the Accommodation Office, West Chapel.

VII SAFETY

1 The Board of the College maintains a working environment in which the physical and mental well-being of the College community is maintained at the highest levels practicable, and provides a basis whereby the College is able to solve problems that arise in the working environment in co-operation with staff and students and their representative organisations.

2 The Board has appointed a College Safety Committee and a College Safety Officer to advise it on general matters of policy relating to safety; to supervise, develop and integrate the College safety system; and to foster co-operation with staff and student representatives on safety matters.

3 Ultimate responsibility for safety in College rests with the Board of the College.

4 A copy of the comprehensive College safety statement is available from the College Safety Officer, Director of Buildings Office, West Chapel. Individual school or department safety statements are available from school or department heads.

VIII DATA PROTECTION

Data protection legislation safeguards the privacy rights of individuals in relation to the processing of their personal data. The College is registered as a 'data controller' under the Data Protection Acts 1988 and 2003. All members of staff are required, in addition to their general obligations under the Acts, to comply with the terms of the College's registration and the regulations relating to data protection which may from time to time be laid down by the Board of the College. Further information is available from the College website at www.tcd.ie/info_compliance/dp/.

IX COPYRIGHT

The use of copyright materials is governed by the Copyright and Related Rights Acts 2000 and 2004. All users of College photocopying equipment are required to comply with the provisions of the legislation when making photocopies from material which enjoys copyright protection. Equivalent rules apply to all other forms of copying equipment. Failure to comply may expose the person to potential civil liability and, in the case of a student or staff member of College, to College disciplinary procedures. It is also an offence under the legislation to distribute copyright material in any format without authorisation, e.g. by way of computer networks, including publishing it on a website. Those who distribute such material without authorisation are not only in breach of the legislation but also contravene the College's code of conduct for the use of computer resources. Further information is available from the College website at www.tcd.ie/info_compliance/copyright/.

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X CHILD TRAFFICKING AND PORNOGRAPHY ACT 1998

All staff and students should be aware that the terms of the Child Trafficking and Pornography Act 1998 are applicable to College. This Act makes it an offence to knowingly:

- (a) produce, distribute, print or publish child pornography and to knowingly import, export, sell, show or advertise child pornography;
- (b) cause or facilitate, or encourage, any of these activities;
- (c) be in possession of any child pornography.

The provisions of this Act cover the storing, viewing or distribution of child pornography on any computer system and persons found guilty of any of the above offences are liable to a fine and/or prison sentence. (A child for the purposes of the Act is a person under the age of 17 years.)

XI FREEDOM OF INFORMATION

The University of Dublin, Trinity College, was designated as a 'public body' subject to the terms of the Freedom of Information Act, 1997, with effect from 1 October 2001. The Act established three new statutory rights: (a) a legal right for each person to access information held by public bodies; (b) a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading; (c) a legal right to obtain reasons for decisions affecting oneself. The College has published a guide to its functions and records, in compliance with section 15 of the Act, and a guide to its rules and practices as required by section 16.

The College's Freedom of Information website www.tcd.ie/info_compliance/foi/ includes these publications and provides further information about the Freedom of Information Acts 1997 and 2003 and how they apply to Trinity College. Enquiries and formal requests under the terms of these Acts should be addressed to the Freedom of Information Officer (Information Compliance Officer), Secretary's Office, West Theatre, Trinity College.

XII SMOKING IN COLLEGE

College is required to comply with the requirements of The Tobacco Smoking (Prohibition) Regulations, 2003. College policy prohibits smoking in all College buildings and other enclosed workspaces, including College vehicles.