

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

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a 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;
- (f) that they can act effectively, under the guidance of qualified practitioners, in a peer relationship within multiple, complex and heterogeneous groups;

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- (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 2011-12

2 The academic year begins on 29 August 2011. It is divided into three terms, Michaelmas term (29 August-16 December), Hilary term (16 January-6 April), Trinity term (9 April-29 June). The period in Michaelmas term and Hilary term during which instruction is given is called teaching term. There are two teaching terms of twelve weeks' duration both of which contain a designated study period falling on the seventh week. The dates of teaching terms are given in the ALMANACK. As approved by the University Council, certain courses, normally professional, are permitted to hold teaching and/or placements outside the standard academic year structure.

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 19-23 September 2011. 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 from 26 September-14 October in accordance with the annual registration schedule. Further details of registration dates are posted on school notice-boards and may be viewed through the College website at <http://www.tcd.ie/vpcao/administration/records-awards/registration.php>.

6 All postgraduate students are required to attend for registration in the Examination Hall from 13-16 September 2011. New entrant graduate students admitted to the graduate register on 1 March are required to attend for registration in the Student and Graduate Records Office from 1 March 2012 and no later than 4 April 2012. Continuing graduate students admitted to the graduate register in March must register in the Student and Graduate Records Office between 12 March and 4 April 2012.

7 A charge of €212 will be imposed for late registration (i.e. after 14 October 2011). If late registration has not been completed by 28 October 2011, this charge will increase to €358 and services such as library and e-mail accounts will be withdrawn. Students who do not register by

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the end of Michaelmas term will be deemed to be withdrawn. In such circumstances, undergraduate students must apply through the Admissions Office to the Senior Lecturer for re-admission and pay a replacement fee of €358. Postgraduate students must apply to the Dean of Graduate Studies for re-admission and pay a replacement fee of €358.

All students who are deemed eligible for the Government's tuition fee remission scheme will be considered registered for the full academic year 2011-12 (and fee claimed by the College for a full year) unless the College is formally notified in writing of their intention to withdraw from College prior to 31 January 2012. For further information, see COLLEGE CHARGES, section II.

In the case of graduate students admitted to the graduate register on 1 March, a charge of €212 will be imposed for registration after 4 April 2012. If late registration has not been completed by 18 April 2012, students must apply for re-admission to College and pay a replacement fee of €358.

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 and Graduate Records Office (Regent House, 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 Administrative Officer in the Student and Graduate Records Office). Relevant forms and further procedures are available from <http://www.tcd.ie/vpcao/administration/records-awards/change-details.php>. A student's name may not be changed later than the end of the Hilary term before he/she is due to graduate from his/her course.

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

12 During the registration process each newly entering student is provided with a username and password to access his/her individual Trinity College computer and e-mail account. All students are required to check their Trinity College e-mail account on a regular basis as official College e-mails will be sent to this account.

Regulations

13 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

14 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.

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A comprehensive range of academic, pastoral and professional supports can be availed of by postgraduate students through the Postgraduate Advisory Service which is administered through the Senior Tutor's Office.

Student Counsellor

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

Attendance

16 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.

17 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 the Student Information System and on school or department notice-boards before the beginning of Michaelmas teaching 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.

18 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 school, department or course office, 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 Medicine, the School of Nursing and Midwifery, the School of Pharmacy and Pharmaceutical Sciences, for the B.Sc. in Clinical Speech and Language Studies and the Bachelor in Education. 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.

19 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.

20 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 or course regulations regarding absence from lectures or examinations through illness. In addition, issues with students may arise from time to time, which in the opinion of the Senior Lecturer affect a student's ability or suitability to participate in his or her course. If required by the Senior Lecturer, students (other than those subject to §26 below) are obliged to undergo a medical examination or assessment by a doctor or specialist nominated by the Senior Lecturer at the expense of the College for the purpose of obtaining an opinion as to the student's medical fitness to continue with his/her studies or as to his/her ability or suitability to participate in his/her course to the standards required by the College. Students found to be unfit following such a medical examination or assessment may be required to withdraw until such times as they are deemed fit to resume their studies. Students who fail to attend such a medical examination or assessment within a reasonable period may be required by the Senior Lecturer to withdraw until such time as they attend the aforementioned medical examination or assessment and are deemed fit to resume their studies.

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

Course work

22 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 sitting 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 school, department or course office, whichever is appropriate, publishes its requirements for satisfactory performance of course work on school notice-boards and/or in handbooks and elsewhere, as appropriate.

Non-satisfactory attendance and course work

23 All students must fulfil the course requirements of the 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.

24 At the end of the teaching term, students who have not satisfied the school or department requirements, as set out in §§18, 22 and 23 above, may be reported as non-satisfactory for that term. Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their annual examinations and may be required by the Senior Lecturer to repeat their year. Further details of procedures for reporting a student as non-satisfactory are given on the College website at <http://www.tcd.ie/undergraduate-studies/academic-progress/attendance-course-work.php>.

Garda/police vetting

25 Students on programmes with clinical or other professional placements or on programmes that will bring them into professional contact with children and/or vulnerable adults will be required to undergo vetting by the Garda Síochána or other relevant police force prior to commencing placements. If, as a result of the outcome of these vetting procedures, a student is deemed unsuitable to attend clinical or other professional placements, he/she may be required to withdraw from his/her programme of study.

Fitness to practise

26 Situations may arise where there are concerns regarding a student's fitness to participate in clinical or other placements, which are an essential component of the student's course. Such concerns should be addressed to the student's head of department or school (in the case of single discipline schools) so that he/she may consult with the Junior Dean or Director of the Disability Service, if relevant, in order to determine the appropriate mechanism to deal with the situation. Cases, not falling within the remit of Garda/police vetting or College disciplinary procedures may be referred to a school's Fitness to Practise Committee. Where an alleged disciplinary offence or matter of student mental health comes before the Junior Dean, the Junior Dean may decide to refer the case to the Fitness to Practise Committee of the relevant school if the Junior Dean considers this to be a more appropriate way of dealing with the case. Where a fitness to practise issue arises in the context of an academic appeal, whether through a Court of First Appeal or the Academic Appeals Committee, the relevant body hearing the appeal may decide to refer the case to the Fitness to Practise Committee of the relevant school if it is considered to be a more appropriate way of dealing with the case.

Refusal on the part of the student to engage with the procedure set out in relation to fitness to practise cases shall be regarded as misconduct for the purposes of S.1(1), Schedule 2 of the 2010 Consolidated Statutes.

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Where the school's Fitness to Practise Committee decides that the concern is well founded, it may take one of the following actions:

- (i) Caution the student in relation to the matter.
- (ii) Recommend that the student be required to undergo testing, at College's expense, in respect of suspected drug or alcohol addiction. A student failing to comply with this requirement or whose tests confirm continued drug or alcohol use may be required to withdraw from his/her course or to go off-books until such time as he/she is certified by an appropriately qualified person to be fit to proceed with his/her course of studies.
- (iii) Recommend that the student be required to undergo a medical examination or assessment, which may include psychiatric assessment, by a doctor or specialist nominated by the committee at the expense of College for the purpose of obtaining an opinion as to the student's medical fitness to continue with his/her studies or as to his/her ability or suitability to participate in his/her course to the standards required by College. Where a student fails to comply with this requirement, or where he/she is assessed to be unfit to continue with his/her studies or unable or unsuitable to participate in his/her course to the standard required by College, he/she may be required by the committee to withdraw from his/her course or to go off books until such time as he/she is certified by an appropriately qualified person, nominated by College, to be fit to proceed with his/her course of studies.
- (iv) Recommend that the student be suspended until such time as he/she is certified by an appropriately qualified person, nominated by College, to be fit to proceed with his/her course of study.
- (v) Recommend that the student complete such additional academic exercises, which may include placements, as prescribed by the committee. Prior consultation with the Senior Lecturer or the Dean of Graduate Studies, as appropriate, may be necessary.
- (vi) Recommend that the student be required to withdraw from his/her course.

Decisions of the school's Fitness to Practise Committee shall be referred to the Senior Lecturer, in the case of undergraduate students, or to the Dean of Graduate Studies in the case of postgraduate students, for approval.

A decision of the school's Fitness to Practise Committee may be appealed to the College Fitness to Practise Committee, which is vested with the same powers as a school Fitness to Practise Committee and will hear the case as new. A student appearing before either committee is entitled to representation by their tutor, by the Students' Unions, or by any other person of their choice. Decisions of the College Fitness to Practise Committee shall be referred to the University Council and the Board of the College for approval. An appeal against a decision of Board in such cases shall be made to the Visitors of the College.

Where a student's behaviour threatens the well-being of patients, students or staff, the head of school, head of department or other appropriate member of the work-based placement staff shall have the power to suspend the student from the placement with immediate effect, provided the case shall then be referred immediately to the Junior Dean, if misconduct is alleged, or, in all other cases, to the relevant school's Fitness to Practise Committee. This is without prejudice to the disciplinary powers of the Junior Dean, as provided under the 2010 Consolidated Statutes, or the powers of the Senior Lecturer to require a student to withdraw from his/her course until such time as he/she is deemed fit to resume his/her studies.

A student with a disability undertaking a professional course may apply for, and be provided with, such reasonable accommodation as is necessary to enable the student to participate in all aspects of the course unless the provision of such accommodation entails more than a nominal cost. If concerns are raised in relation to a student who is known to have a disability, consideration must first be given, in conjunction with the College's Disability Service, to the level and types of support put in place to allow the student to participate as fully as possible in his/her chosen course. If the supports are deemed to be appropriate or if the student does not engage with the reasonable accommodations process to provide appropriate supports, and concerns

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remain in relation to the student's fitness to participate in professional placements, the case shall be dealt with in accordance with the procedures outlined above.

Credit weighting of courses

27 The College has adopted the European Credit Transfer and Accumulation System (ECTS), under which each year of full-time undergraduate study carries 60 credits. In exceptional instances, almost always related to professional and interdisciplinary courses, the Senior Lecturer may permit an excess of credits above 60 in certain years.

Institutional marking scale

28 The following institutional marking scale has been adopted for undergraduate degree and diploma courses: 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. For the ordinary Bachelor in Education degree, the terms Distinction, P1, P2 and P3 are used instead of I, II₁, II₂ and III, but to the same scale.

Courses where this scale is not in use are those in dental science, human nutrition and dietetics, medicine, midwifery, nursing, occupational therapy, physiotherapy and radiation therapy. Further details are available on the College website at <http://www.tcd.ie/vpcao/administration/examinations/markings.php>.

Results for undergraduate diploma courses are published as either distinction (70-100 per cent), pass (40-69 per cent), or fail (0-39 per cent).

Examinations

29 Examination timetables are published in advance of the dates of examinations on the College website at <http://www.tcd.ie/vpcao/administration/examinations-timetables.php>. 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.¹ The onus lies on each student to establish the dates, times and venues of examinations by consulting the relevant timetable on the College website. No timetable or reminder will be sent to individual students by any office.

30 The College has approved the practice of anonymous marking for undergraduate examinations. This does not apply to continuous assessment and term tests. All undergraduate examination results are published anonymously by student number on school, department or course office notice-boards, and on the College website as appropriate.

31 There are two examination sessions: annual and supplemental.² Students are, in the first instance, required to present for examination at the annual session for their class. Students who are unable to complete their examinations at the annual or supplemental session due to illness or other grave cause beyond their control may apply through their tutor 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.

32 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.

33 Students who consider that illness may prevent them from attending an examination (or any part thereof) should consult their medical advisor 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. Medical certificates must state that the

¹Notice is required for Foundation Scholarship.

²This applies to non-final or non-degree examinations.

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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 through their tutor 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.

34 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.

35 As noted in §31 above special examinations will be considered by the Senior Lecturer only in exceptional circumstances, normally on the recommendation of a Court of First Appeal. Such examinations commence in the third week of the Michaelmas teaching term. They will not be arranged after that date. In all cases a fee of €382 is charged for a special examination. Special examinations are not granted for all or any part of degree examinations.

36 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 €382.

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

Aegrotat degree

38 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

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level, which level to be determined by reference to the previous appropriate academic record of the candidate. 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'. 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, Humanities and Social Sciences and the Faculty of Engineering, Mathematics and Science.

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 with the exception of the B.Sc. in Human Health and Disease.

Conduct of examinations

39 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.

40 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.

41 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.

42 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.

43 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).

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

45 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 §§77-85).

Examination papers

46 The annual examination papers set in each calendar year, with certain exceptions such as

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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.

47 *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 course co-ordinator.
- (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.

48 *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 course co-ordinator as appropriate.
- (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.³
- (iv) Once an examination result has been published it cannot be amended without the permission of the Senior Lecturer.
- (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

49 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 must have exhausted the

³Details of the procedures relating to the re-check/re-mark of examination scripts are available on the College website at <http://www.tcd.ie/vpcao/administration/examinations/recheck-remark.php>.

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appropriate appeals mechanism in the first instance through the relevant Court of First Appeal⁴ prior to 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 examination etc. The attention of those bringing an appeal is directed to the assistance offered by the school or course administrators and the undergraduate studies staff in the Office of the Vice-Provost 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.

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

50 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 Senior Tutor's Office website at http://www.tcd.ie/Senior_Tutor/forms 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.

51 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.
- (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.

52 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 third week of Michaelmas teaching term (14 October 2011). 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.

⁴Details of procedures relating to Courts of First Appeal are available on the College website at <http://www.tcd.ie/vpcao/undergraduate-studies/academic-progress/Appeals.php>, and from relevant course offices.

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 eighth week of Michaelmas teaching term (18 November 2011). 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 and eighth weeks of Michaelmas teaching 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 end of the fifth week of Michaelmas teaching term (28 October 2011), 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

53 In order to rise with their class, students must obtain credit for the academic year by satisfactory attendance at lectures and tutorials, by carrying out the required course work, and by successful completion of examinations.

54 Under certain conditions approved by the University Council, on the recommendation of the Senior Lecturer in consultation with the appropriate head(s) of school(s), director(s) of undergraduate teaching and learning, head(s) of department(s) or course director, the University regards attendance at courses and the passing of approved examinations in other colleges as fulfilling or partially fulfilling the exercises required for certain degrees of the University. Where places are available students may be permitted to abridge their course, if they are deemed qualified by their knowledge and attainment to do so, or by passing specified examinations. Applicants must pay a fee before presenting themselves for examination (see COLLEGE CHARGES). Applications for permission to abridge any course should be made through the Admissions Office in the first instance.

55 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.

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56 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.

57 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.

58 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, either by going 'off-books' or by intermitting their studies for extra-curricular reasons.

59 Students wishing to interrupt their course and go 'off-books' should apply through their tutor to the Senior Lecturer. 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 head(s) of school(s) or department(s) or course director 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. Junior Freshman students who seek to discontinue their course before 1 February will normally be required to withdraw (see §64 below).

60 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 before 1 August by completing a special application form, obtainable from the Admissions Office website at <http://www.tcd.ie/Admissions/undergraduate.apply/re-admission> 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 before 1 August 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 and sit examinations in that year must pay an examination fee of €382. Off-books students with permission to take examinations are advised to consult with their school, department or course office before the end of Michaelmas term to confirm their examination and/or assessment requirements while off-books. 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.

61 A requirement to undertake a period of professional re-orientation may apply in the case of certain undergraduate courses which have clinical or practice components and which are subject to accreditation by external professional bodies. Students who have been off-books for two or more consecutive years, with the permission of the Senior Lecturer, may be required to complete a programme of professional re-orientation before proceeding to the next year of their course. Such professional re-orientation programmes may not be repeated in the event of non-satisfactory completion, and the student will be required to withdraw from their course.

Students must pay a professional re-orientation fee but will not be liable for the student contribution and related levies.

62 Arrangements for the intermission of studies for extra-curricular reasons are governed by

the regulations below.

- (a) Applications from students to intermit studies for extra-curricular reasons shall be submitted to the Dean of Students by the end of Trinity term of the academic year preceding the proposed year of intermission. The application must be accompanied by a letter of support from the relevant director of undergraduate teaching and learning.
- (b) An applicant must be a registered student in good academic standing, not subject to any disciplinary process, and must have discharged any financial obligation to College.
- (c) Applications shall be reviewed by a panel which will forward its recommendations to the Senior Lecturer for final decision.
- (d) In making its recommendation, the panel shall, in particular, have regard to the applicant's proposed work plan and whether he/she could achieve this work plan if he/she was not permitted to intermit studies for the year.
- (e) A student who is permitted to intermit studies shall be entitled to be issued with a student card and to retain his/her e-mail account on condition that he/she signs a bond whereby he/she agrees to pay any financial debts incurred to College and to be bound by College's conduct and regulations, see section III below (CONDUCT AND COLLEGE REGULATIONS).
- (f) Students permitted to intermit their studies for extra curricular reasons 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.

63 Should a student become pregnant, whilst under no obligation to disclose her pregnancy, she is strongly advised to contact her academic department or school at the earliest opportunity to discuss reasonable flexible arrangements, as appropriate, and, depending on the course of study, any health and safety considerations. Information and guidance are also available from tutors and the Students' Union. Where necessary, the Senior Lecturer may grant permission for a range of measures to support the student, as provided for in the general regulations.

64 E.U. Junior Freshman students who withdraw from College before 1 February (having been admitted the previous September) must re-apply through the C.A.O. for admission in a subsequent year. Non-E.U. Junior Freshman students withdrawing before 1 February must re-apply through the International Office. 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 August of the proposed year of entry.

ERASMUS and study abroad

65 To facilitate participation in the Lifelong Learning Programme – ERASMUS, students may be permitted to satisfy the requirements of their year, in whole or in part, by study abroad under an approved ERASMUS exchange (or other exchange programme approved by the Vice-Provost/Chief Academic Officer) 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 course office 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) students studying abroad for a full academic year must obtain not less than 45 ECTS credits, or equivalent, from the host university in order to rise with their year;
- (d) study abroad in the Senior Sophister/final degree year should not extend beyond Michaelmas term of that year;⁵

⁵Students 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.

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(e) assessment of modules taken in the overseas university should be weighted in the calculation of the final degree result as if the modules had been taken in this university.

66 Students who achieve a first class honors grade in their overall results on an ERASMUS year abroad may be awarded a book prize (under review). These prizes are not awarded in the Senior Sophister year.

These prizes, which are issued in the form of vouchers, can be exchanged by the student at designated booksellers. Book prizes are issued by the Examinations Office and are posted to recipient students at their home address.

67 Students who, with the approval of their school(s) and department(s) and while remaining 'on books', spend a year or part-year of study at an ERASMUS partner university, continue to be liable to pay to College the full annual fee for their course, at E.U. or non-E.U. rates according to their status at the point of admission to College. No fees are payable by students to the partner institution.

68 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 a formal exchange agreement, must register at Trinity College in the normal way and shall continue to be liable to pay full annual fees to the College.⁶ 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 following approved programmes at 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 contribution and the student Sports Centre charge. In the case of students participating in the Ecole Supérieure de Commerce de Paris/Ecole Européenne des Affaires de Paris (E.S.C.P./E.A.P.), or the Ecole des Hautes Etudes Commerciales (H.E.C.) programme Trinity College will transfer to the foreign university a maximum of the annual fee less the student contribution and the student Sports Centre charge. Students participating in an exchange approved by the Irish National Agency are eligible for a grant to offset some of the travel and living costs.

69 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 ERASMUS programme.

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

70 Students in good academic standing who, with the approval of their school(s) or department(s), wish to study abroad at an institution with which Trinity College has not entered into an agreement providing for student mobility, may apply through their tutor to the Senior Lecturer for permission to go off the books, normally for a period of one year.

Notice required for conferring degrees at Commencements

71 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

⁶Where 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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ceremony known as Commencements. Candidates for a particular Commencements must give notice on the prescribed form which is issued to the undergraduate graduating class by e-mail and is also available for download at <http://www.tcd.ie/vpcao/administration/records-awards/application-for-conferral-of-degree.php>. The prescribed form in respect of higher degrees is available for download at <http://www.tcd.ie/vpcao/administration/records-awards/application-for-conferral-of-degree.php>. The form must be returned so as to reach the Student and Graduate Records Office not later than the specified closing date for a Commencements session. A Commencements fee of €14 must accompany the application form. Conditional notice may be lodged at any time but must be confirmed fourteen 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

72 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 Student and Graduate Records 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.

Library

73 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 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.'

74

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.

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- (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 to 2007 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

75 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 Student and Graduate Records Office, for the purpose of alerting students to their obligation to clear their Library records so that they may proceed to Commencements.

Student charter

76 The Board of the College has approved a student charter setting out the College's intentions in regard to expectations of students as members of the academic and general community. This charter may be viewed on the College website at <http://www.tcd.ie/about/policies/>.

Plagiarism

77 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.

78 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:

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- (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.

79 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.
- (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.

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

81 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.

82 If plagiarism as referred to in §77 above is suspected, in the first instance, the head of school, or designate, 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 designate,⁷ 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

⁷The 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.

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attend such a meeting, the head of school, or designate, 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.

83 If the head of school, or designate, 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 §82 above must state their agreement in writing to the head of school, or designate. If the facts of the case are in dispute, or if the head of school, or designate, 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.

84 If the offence can be dealt with under the summary procedure, the head of school, or designate, 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.

85 Provided that the appropriate procedure has been followed and all parties in §82 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.

III CONDUCT AND COLLEGE REGULATIONS

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 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

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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.
- (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, organised 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.
- (o) Actions of students responsible for, or contributing to, the activities of student publications and/or student societies and/or sports clubs which may be injurious to the health, safety and welfare of any person.

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.

Not in good standing

7 A student may be deemed to be 'not in good standing' with the College as a result of disciplinary sanctions arising out of decisions of the Junior Dean, the Disciplinary Committee or the Panel of Enquiry under the College Statutes. Students who are not in good standing for disciplinary reasons cannot proceed to graduation and cannot be re-admitted to College.

Misconduct and noise in rooms

8 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.

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Posters and notices

9 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. Posters and notices advertising events or activities in College may not be fixed to the walls of buildings, lamp posts, litter bins or benches.

Sale or distribution of printed matter

10 (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. It is prohibited to distribute promotional material on campus on behalf of external outlets.

(c) It is forbidden to leave printed matter such as student newspapers or magazines in bundles in any external area of College.

Erection of stalls in College

11 Stalls may **NOT** be erected in College except 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.

Banners

12 Banners may only be erected with the approval of the Senior Dean at the following locations: Front Arch (east), the Arts and Social Sciences Building ramp (north) and the Pearse Street Gate (viaduct).

Collecting boxes

13 Collecting boxes can only be used with the prior permission of the Senior Dean.

Sale of goods

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

Booking of rooms for events

15 Individuals or groups wishing to hold events on College property (indoor or outdoor) on or off the main campus are required to make an 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 an event likely to give rise to a need for additional security must be sought from the Junior 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 an event 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 an event,

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the plans for which turn out to require special security, will be grounds for refusing permission for that event.

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

Access to buildings

16 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

17 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

18 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

19 Radios, loudspeakers and other amplifying equipment may **NOT** be used in public areas within the College precincts without the permission of the Junior Dean. 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

20 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.

Bicycles

21 Bicycles may not be parked on the centre walk in Parliament Square. It is forbidden to park bicycles in hallways, staircases, or landings of houses. Bicycles must not be ridden either through the Front Gate, the Arts Building entrance or the new entrance at Pearse Street East. Bicycles must be parked in the bicycle racks provided.

Derelict vehicles

22 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

23 The Students' Union and any College society or club planning to hold a concert or gig in College must apply for permission to do so at least eight days in advance of the function. Permission is granted by the Junior 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. Application form available from the Junior Dean's website at http://www.tcd.ie/Junior_Dean/Parties/index.php.

Pets

24 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

25 The Junior Dean must be consulted in advance if College organisations propose to arrange

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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

26 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

27 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

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

Roofs and attics

29 College roofs and attic spaces are out of bounds.

Waste management and recycling

30 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 Students' Union who will provide advice on accommodation in Dublin. Generally, private rented accommodation is in reasonable supply. An accommodation advisory service operates from late August to the end of Freshers' Week to assist students seeking private accommodation.

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

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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 700 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 full-time students registered for undergraduate or postgraduate degree courses. Ordinarily, applications will not be accepted from students registered for diploma courses. Where a degree course is jointly delivered with another institution, applications will be accepted from students in those years that the course is delivered by Trinity College. There is normally a considerable demand for rooms.

6 Most of the allocations of College rooms for the coming academic year are made in May. Students are notified electronically. 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 a number of direct bus routes, 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 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 may retain their rooms until the morning following final May examinations, provided that they inform the Registrar of Chambers, or the Warden of Trinity Hall respectively, before the commencement of annual examinations 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 receive a discount equivalent to one third of the rent of a standard

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room. 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 may be given as detailed below.

A. Four weeks' written notice is given to the Accommodation Office which is received on or before the first working day of December, with the room vacated by 1 January.

In this case the licensee will also be liable for rental and utility charges for a further period of four weeks after the expiry of the initial notice period.

In the event that the licensee vacates before the expiry of the required period of notice, the licensee still remains liable for the rental and utility charges for the full notice period. After the expiry of the period of notice, the licensee is liable for the rental and utility charges for a further period of four weeks.

The four week liability may be reduced to the length of time the place remains vacant during that period in the following circumstances:

- (a) Where the departing resident introduces in a new applicant who is acceptable to the relevant College Officer to take up occupancy.
- (b) Where the place is filled by another applicant. In such cases where there is more than one vacancy, vacancies will be filled in rotation in the order in which they arise.

B. Where the room is to be vacated on or after 1 January, four weeks' written notice must be given to the Accommodation Office. In this case the licensee remains liable for the full cost of all rental and utility charges to the end of the licence.

In the event that the room is re-let as described above, credit may be allowed for the period the room is re-let.

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.

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 three rental periods i.e. mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. In Trinity Hall the periods are mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. Residents wishing to extend the occupancy of their rooms beyond the end of the third billing period may do so up to the day following their last May examination on payment of a daily extension charge provided the Accommodation Office or the office at Trinity Hall is notified prior to the commencement of annual examinations. Daily extension charges include the cost of energy.

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

18 Students wishing to reside in rooms in College or Trinity Hall may obtain details of the residential charges and deposits on the Accommodation Office's 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 three account periods, mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. Payment must be made in advance for all 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 a rental period, 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 mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. For the first period, payment must be made before residence is taken up. For the second and third periods payment must be made before the first day of the period. 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 a rental period, the account will remain outstanding but the rooms become automatically forfeit upon notice from the Warden of Trinity Hall.

Publication of examination results may be withheld where students fail to settle their residential accounts. The Registrar of Chambers or the Warden of Trinity Hall may request this course of action, through the Senior Lecturer, pending the discharge of the outstanding account.

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 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 September 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.

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26 Permission to hold parties in students' rooms in College must be obtained from the Junior Dean five working days in advance. Application form available from the Junior Dean's website at http://www.tcd.ie/Junior_Dean/Parties/index.php. 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 to hold parties in other College rooms must be obtained from the Junior Dean five working days in advance. Application form available from the Junior Dean's website at http://www.tcd.ie/Junior_Dean/Parties/index.php. The person or group receiving permission to hold such a party will be responsible for any damage or excessive noise resulting therefrom. 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 COMMONS⁸

1 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 the summer vacation Commons is served at 1.05 p.m. on week-days. Precise details of the days and times of service are published in advance.

2 Commons bookings are made by means of a full and valid departmental charge code or 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 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 on sale at €20.50 per voucher. Each voucher will be date stamped for the Commons meal required. Vouchers can be purchased no 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 Fellows, scholars and sizars receive their Commons free of charge.

Scholars wishing to attend Commons must sign on by 3 p.m. daily at http://www.tcd.ie/Junior_Dean/Scholars/Scholar/. During the summer vacation Commons is served at 1.05 p.m. on week-days and scholars must sign on by 11 a.m. Scholars not on the College books, but with an entitlement to Commons, free of charge, can obtain Commons vouchers from the Registry of Chambers.

Fellows wishing to attend Commons must sign on by 3 p.m. daily at <http://www.tcdlife.ie/scholars/fellow/login.php>. During the summer vacation Commons is served at 1.05 p.m. on week-days and fellows must sign on by 11 a.m.

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 pre-paid vouchers or a full and valid departmental charge code 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

⁸The price of Commons is subject to change.

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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; to foster co-operation with staff and student representatives on safety matters; and to assist in ensuring compliance with health and safety legislation and regulation.

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 of individuals in relation to the processing of their personal data. The Data Protection Acts 1988 and 2003 lay down rules about the safeguarding of the privacy of personal data, including such areas as the obtaining, processing, keeping, use, disclosure, accuracy, appropriateness, retention and an individual's right to access and correct their personal data. The legislation applies to personal data held in both manual and electronic format. All members of staff are required, in addition to observing their obligations under the Acts, to comply with the terms of the College's data protection policy and any regulations 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 to 2007. Those copying material which enjoys copyright protection are required to comply with the provisions of the legislation. This applies to the use of College and other photocopying equipment and to copying by other means, including digital copying. Failure to comply may expose the person to potential civil and criminal 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 or make available copyright material in any format without authorisation, e.g. by way of computer networks, including publishing it on a website. Those who distribute or make available 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/.

X CHILD TRAFFICKING AND PORNOGRAPHY ACTS 1998 TO 2004

All staff and students should be aware that the terms of the Child Trafficking and Pornography Acts 1998 to 2004 are applicable to College. These Acts make 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 these Acts 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 Acts is a person under the age of 17 years.)

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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, 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.

XIII DIGNITY AND RESPECT

All staff and students should be aware of and uphold the College's dignity and respect policy. The College is committed to supporting a collegiate environment for its staff, students and other community members, which is free from discrimination, bullying and harassment. The Employment Equality Acts 1998-2010 and Equal Status Acts 2000-2010 outlaw discrimination and harassment in relation to any of the nine equality grounds (gender, age, sexual orientation, religion, ethnicity, disability, family status, civil status, and membership of the Traveller community) in employment and service provision.

College has published a policy detailing roles and responsibilities, and a framework and procedures for addressing any issues that arise, including informal and formal complaint procedures. Failure to comply with the dignity and respect policy could result in disciplinary action. This policy applies to all members of the College community – staff, students and visitors. A panel of contact persons has been appointed by the Board and members are available to provide confidential advice. The Equality Committee is responsible for monitoring the implementation of this policy. Further information on procedures and sources of help is available at <http://www.tcd.ie/about/policies/respect.php>.