Academic Induction
Welcome to Trinity College Dublin, The University of Dublin

Ms Louise Power
Learning and Development Manager

Tuesday 5th September 2017
When you start

- Know your exit routes
- Familiarise yourself with the Fire Equipment
  - Break Glass Units
  - Fire Extinguishers
- Know the Emergency Procedures
- First Aid / Medical Assistance
- Department Safety Statement

For Emergency Services on Campus (Ambulance, Fire or Police) or in the event of gas leaks, chemical spills, serious injuries etc. report to Supervisor or use Campus Emergency number

Emergency Number in College ext 1999
Nationwide 112 / 999
Personal Security

City Centre campus – Be alert

- CCTV on campus and Surrounding Areas

Risk of theft of personal belongings

- Laptops, phones, wallet, purse

Park bicycles in visible, secure, public areas or bicycle parks

- Use a good lock
HouseKeeping

Bathrooms

Access to Loyola contact Louise 0868042417

Next tea break 10.30am

Mobile Phones/laptops
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.15</td>
<td><strong>Welcome to Trinity &amp; Meet the Provost</strong></td>
</tr>
<tr>
<td></td>
<td>Dr Patrick Prendergast, Provost &amp; President</td>
</tr>
<tr>
<td>10.45</td>
<td>Break</td>
</tr>
<tr>
<td>11:00</td>
<td><strong>University Structure and Services</strong></td>
</tr>
<tr>
<td>13:00</td>
<td>1.00 - 2.00 Lunch Venue Loyola Institute</td>
</tr>
<tr>
<td>14:00</td>
<td><strong>Meet the Deans</strong></td>
</tr>
<tr>
<td>15.00</td>
<td>Break</td>
</tr>
<tr>
<td>15:15</td>
<td><strong>College Tour</strong></td>
</tr>
<tr>
<td></td>
<td>Joseph O'Gorman</td>
</tr>
</tbody>
</table>
Introductions

Your Name and role you have taken up

Your School, and when you started

Where have you come from (previous job/University)?

Have you relocated from outside of Dublin?

Desert island song/book/film? or Favourite Museum/Gallery?
Thank you

For your open participation
Ms Paula Kennedy-Hogan
Deputy Director of Human Resources
HR Service Desk Model

01 896 3333
hr@tcd.ie
Drop-in Callers

HR Service Desk

Escalate to appropriate Department
**HR Service Centre**

- **Dedicated Service to deal with all employment-related queries from staff, including prospective and former staff**
- **Resolve as many queries as possible at first point of contact**
- **FAQs & user-friendly HR A-Z section on website**
  - Includes pay dates
  - Probation & Promotion Information
  - Benefits
  - Learning & Development
  - Employee Assistance
- **Also, HR Partners located in Faculties and Divisions to provide strategic HR advice**

**Drop by House 4**
**Tel: 896 3333**
**Email: hr@tcd.ie**
**Open through lunchtime!**
**Dedicated Front-Line Staff**
**Website www.tcd.ie/hr**

**HUMAN RESOURCES**
House 4, Trinity College, Dublin 2
**T: +353 1 896 3333**
**W: www.tcd.ie/hr**
Mon-Thurs 09.00-17.30
Friday 09.00-17.00
Academic Induction
Welcome to Trinity College Dublin, The University of Dublin

Dr Patrick Prendergast
Provost & President
University Structure, Governance and Services

Eimear Leonard, HR Partner (CSD) and Jill Galvin, Learning & Development Specialist
Introduction

- University at a glance
- Key Facts & Figures
- Key Personnel
- University Structure: Academic & Divisional Structures
- University Governance: Board & Council
Trinity Staff at a Glance (August 2017)

- Academic: 832
- Technical: 133
- Library: 110
- Support: 464
- Research: 841
- Admin: 919

Total Employees: 3,299
Trinity Students at a Glance (2016/17) (Approx. figures)

13,000
Undergraduate

18,000
Total Students

5,000
Postgraduate
Dr Patrick Prendergast

The Provost is the Chief Officer of the University, and the Chief Accounting Officer under the Universities Act, 1997.
Professor Chris Morash

The Vice-Provost is the Chief Academic Officer of Trinity with overall responsibility for education and research in Trinity.

Coordinates:

- Strategic Planning
- Quality Assurance and Improvement
- Academic Staffing
The University has a 3-Faculty structure with 24 Schools:

• **Arts, Humanities & Social Sciences**
  
  Dean of Faculty: Professor Darryl Jones  
  12 Schools  
  FAHSS – FTE: 533

• **Engineering, Mathematics & Science**
  
  Dean of Faculty: Professor Vinny Cahill  
  8 Schools  
  FEMS – FTE: 1,056

• **Health Sciences**
  
  Dean of Faculty: Professor Mary McCarron  
  4 Schools  
  FHS – FTE: 571
## Faculties and Schools

### Faculty of Arts, Humanities and Social Sciences
- Business
- Drama, Film and Music
- Education
- English
- Histories and Humanities
- Languages, Literatures and Cultural Studies
- Law
- Linguistics, Speech and Communication Sciences
- Psychology
- Social Sciences and Philosophy
- Social Work and Social Policy
- Confederated School of Religious, Peace Studies and Theology

### Faculty of Engineering, Mathematics and Science
- Biochemistry and Immunology
- Chemistry
- Computer Science and Statistics
- Engineering
- Genetics and Microbiology
- Mathematics
- Natural Sciences
- Physics

### Faculty of Health Sciences
- Dental Science
- Nursing and Midwifery
- Pharmacy and Pharmaceutical Sciences
- Medicine
The University has 3 Divisions:

- **Academic Services Division**
  
  Vice Provost: Professor Chris Morash
  
  FTE: 264

- **Corporate Services Division**
  
  Chief Operating Officer: Ms. Geraldine Ruane
  
  FTE: 810

- **Financial Services Division**
  
  Chief Financial Officer: Mr. Ian Mathews
  
  FTE: 65
Divisions

**Academic Services Division**
- Library
- Trinity Teaching & Learning
- Academic Secretariat
- Trinity Access Programmes
- Careers Advisory Service
- Centre for Academic Practice & e-Learning
- Trinity Research & Innovation
- Science Gallery
- Office of the Vice Provost
- Senior Tutor’s Office

**Corporate Services Division**
- Commercial Revenue Unit
- IT Services
- Estates and Facilities
- Human Resources
- Academic Registry
- Project Management Office
- Student Support Services
  - Student Counselling
  - Health Centre
  - Day Nursery
  - Sports Centre
  - Disability Service

**Financial Services Division**
- Accounts Payable/Receivable
- Financial Resources and Planning
- Management Information Systems
- Procurement, Taxation, Projects administration
Faculty & Division Management

Faculty Deans & Chief Officers have:

- Overall authority for budgets allocated to Schools/Divisions, strategic planning and staffing.
- Members of Executive Officer Group, chaired by Provost

Each Faculty/Division have the following:

- Finance Partner
- HR Partner
- Faculty Administrator/Division Administrator
University Governance
• The **Board** is the governing authority of the University and is responsible for overall management of College, including its financial affairs. The Chairperson of Board is the Provost.

• The **University Council** is the academic council of College, and subject to financial constraints, is responsible for College's academic affairs including curriculum development and academic appointments. The Provost is the Chairperson of Council.
Principal Committees of Board

- Audit Committee
- Equality Committee
- Finance Committee
- Library and Information Policy Committee
- Human Resources Committee
- Quality Committee
- Safety Committee
- Estates Policy Committee
- Coiste na Gaeilge
- Coiste na Gaeilge (English)
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Provost and Chief Academic Officer</td>
<td>Professor Chris Morash</td>
</tr>
<tr>
<td>Bursar &amp; Director of Strategic Innovation</td>
<td>Professor Veronica Campbell</td>
</tr>
<tr>
<td>Registrar</td>
<td>Professor Paula Murphy</td>
</tr>
<tr>
<td>Dean &amp; Vice-President for Research</td>
<td>Professor John Boland</td>
</tr>
<tr>
<td>Dean of Graduate Studies</td>
<td>Professor Neville Cox</td>
</tr>
<tr>
<td>Associate Dean for Online Education</td>
<td>Dr Tim Savage</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>Professor Gillian Martin</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Professor Kevin O'Kelly</td>
</tr>
<tr>
<td>Senior Tutor</td>
<td>Professor Aidan Seery</td>
</tr>
<tr>
<td>Community Liaison Officer</td>
<td>Professor Ciaran Brady</td>
</tr>
</tbody>
</table>
College Officers continued:

- Senior Dean, Professor Brian McGing
- Junior Dean, Professor Tim Trimble
- Senior Proctor, Professor Werner Blau
- Junior Proctor, Professor Richard Timoney
- Public Orator, Professor Anna Chahoud
- Associate Dean of Research, Professor Martina Hennessy
- Associate Dean of Research, Professor Peter Gallagher
- Associate Vice-President for Global Relations/Dean of Development, Professor Gerard McHugh
- Associate Dean of Undergraduate Science Education, Professor Kevin Mitchell
Legislation

• A summary of key pieces of legislation can be found at the following link: http://www.tcd.ie/about/legislation/summary/

University Policies

• A summary of key policies can be found at the following link: http://www.tcd.ie/about/policies/summary/

HR Policies

• All HR policies are available at the following link:
  • https://www.tcd.ie/hr/az/
Trinity Identity Initiative
Naming and identification guidelines

<table>
<thead>
<tr>
<th>Naming convention</th>
<th>The University should be referred to as ‘Trinity College Dublin, the University of Dublin’ on all documentation the first time it is mentioned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The short version ‘Trinity’ should be used in documents thereafter</td>
</tr>
<tr>
<td></td>
<td>Researchers and Authors should refer to ‘Trinity College Dublin’ as their primary institutional affiliation and/or address in submissions for rankings purposes</td>
</tr>
<tr>
<td></td>
<td>The preference is that we refer to ourselves externally as a ‘university’ rather than a ‘college’ in all documentation</td>
</tr>
</tbody>
</table>
Visual Identity

Approved Trinity logos are available to download as high-resolution jpegs from tcd.ie/identity

Any manipulation of these logos, removal of wording or isolation of the shield is strictly forbidden. Details of the approved use of each logo is available at tcd.ie/identity

Vector files (.eps) may be requested via email at identity@tcd.ie

Any queries surrounding Trinity’s identity policy should be sent to identity@tcd.ie

Further details can be found at the following link: https://www.tcd.ie/local/identity/visual-identity/
Irish Language at Trinity
# Irish Language in University Life

## Conversation Opportunities

<table>
<thead>
<tr>
<th>An Chéadaoin @ an Bhutrach</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Every Wednesday during term time from 10:30 – 11:30</td>
</tr>
<tr>
<td>- Open to all staff and students</td>
</tr>
</tbody>
</table>

## An Cumann Gaelach

<table>
<thead>
<tr>
<th>An Cumann Gaelach</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Seomra na Gaeilge every Tuesday during term</td>
</tr>
<tr>
<td>- 19:30 – 21:00</td>
</tr>
</tbody>
</table>

## An Lón Gaeilge

<table>
<thead>
<tr>
<th>An Lón Gaeilge</th>
</tr>
</thead>
<tbody>
<tr>
<td>- informal Irish lunch for Trinity staff</td>
</tr>
<tr>
<td>- Room 3104, Arts Building</td>
</tr>
<tr>
<td>- Wednesday during term from 13:00 – 14:00</td>
</tr>
</tbody>
</table>
Human Resources
# Common Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>When do I get paid?</td>
<td>20\textsuperscript{th} of the month or every Thursday depending on contract.</td>
</tr>
<tr>
<td>What benefits do I have?</td>
<td>Induction booklet/staff schemes.</td>
</tr>
<tr>
<td>If I have a problem who will help me?</td>
<td>Line Manager/ HR Service Centre.</td>
</tr>
<tr>
<td>How do I get parking on campus?</td>
<td>Estates and Facilities.</td>
</tr>
</tbody>
</table>
Payroll Services

CorePortal – Employee Self Service Portal to access Payslips, P60’s, change address etc.

The Employer Registration Number for Trinity is 00533701.

Paper payslips are no longer being issued for staff on the standard monthly payroll. You can access your payslip online via CorePortal: https://hrservices.tcd.ie/pls/coreportal_live.

If you require assistance with CorePortal, please email hrsupport@tcd.ie
Employee Assistance Programme

Services Offered:

• 5 Face to Face Counselling sessions.
• Telephone counselling – where practical and suitable for the issue at hand.

Contacting the Service to make appointments:

• Telephone 01 6761363 during office hours 9am-5pm. Counselling appointments are available from 8am to 8pm Monday to Friday and from 8am to 12 noon on Saturdays.
• Email: office@clanwilliam.ie - Website: http://www.clanwilliam.ie/

https://www.tcd.ie/hr/staff-wellbeing/employee-assistance/index.php
Diversity, Inclusion and Equality
Diversity and Inclusion

Diversity Statement

- https://www.tcd.ie/diversity-inclusion/
- You can have legitimate high expectations of the campus environment that you will experience
- You all have a role to play – from being yourself, through adhering to ‘rules’, to calling out behaviour/practice that is not acceptable
- Supports and services are in place to ensure that policies become reality
- Trinity has a strategic commitment to diversity and inclusion. Diversity is not an ‘initiative’ or a ‘project’; it is an ongoing core process
Equality Initiatives

An LGBT Staff Network was launched in February 2016 and further details are available from Joel McKeever and/or Eimear Leonard (lgbtstaff@tcd.ie).

Details of Trinity’s Equality initiatives can be found at the following link: http://www.tcd.ie/equality/

Staff on Interview Panels are required to complete LEAD training: https://www.tcd.ie/equality/projects/LEAD.php
Questions?
Siobhán Dunne
Head of Teaching,
Research & User Experience.

27th July 2017
The Library Manifesto

Moral

We have a moral responsibility to the future generations of Ireland to develop students’ full potential and advance research that benefits Ireland and the world.

Intellectual

We have an intellectual responsibility to create the current and future library in this revolutionary and disruptive time of educational, technological and information change.

Cultural

We have a cultural responsibility to steward world-heritage items entrusted to our care.

Social

We have a social responsibility to make the library spaces welcoming, safe, individual and community places that reflect different and changing styles of learning, teaching and research.

Statutory

We have a statutory responsibility for legal deposit on behalf of Ireland.

Financial

We have a financial responsibility to contribute to the knowledge economy, nationally and globally.

Professional

We have a professional responsibility to develop our own skills and talents to be able to achieve the above.
Where are we?

- Hamilton
- Ussher
- Berkeley
- Lecky
- Old Library
- Stearne

1937 RR

St. James’s Hospital

Trinity College Dublin, The University of Dublin
ORIENTATION TOURS (Oct 2016)

- Undergraduate - 3,288 students
- Postgraduate - 581 students
- Trinity Access Programme
- Mature Students
- Semester Start Up
- Irish language
Library Services for Research & Teaching

Library as place
- Berkeley/Lecky/Ussher
- Hamilton, John Stearne Medical Library
- Early Printed Books, Manuscripts
- Kinsella Hall 24/7 Access
- 6M volumes, Maps, Music

Virtual space
- 80,000 electronic journals
- 500,000 electronic books
- 24/7 Access
Popular sessions for staff:
Endnote online
Publishing & promoting your research

Popular sessions for early career researchers:
The Literature Review
Early printed books and manuscripts

Popular sessions for Students:
• Citing & Referencing
• Essay Writing

13 programmes
1,296 attendees
(October 2016 stats)
Your Subject Librarian

Sean Hughes
Classics
Gender & Women’s Studies
History
History of Art & Architecture

Brian O’Connell
Ecumenics
French
German
Hispanic Studies
Italian
Mediterranean & Near Eastern Studies
Religion

Isolde Harpur
Asian Studies
Clinical Speech & Language Studies
Deaf Studies
English
European Studies
Irish & Celtic languages
Language & Communication
Russian & Slavonic Studies

Geraldine Fitzgerald
Education
Psychology

Roy Stanley
Music

Terry McDonald
Law

Cliona Ni Shuilleabhain
Drama
Film Studies
Your Subject Librarian

Caitríona Honohan
Computer Science
Statistics
Dental Science
Pharmacy

David Mockler
Medicine

Margaret Rooney
Biochemistry
Botany
Environmental Science
Genetics
Geography
Geology
Immunology
Microbiology
Zoology

Greg Sheaf
Chemistry
Physics

Jessica Eustace-Cooke
Nursing & Midwifery
SFI Research Support

David McNaughton
Business
Economics
Philosophy
Politics
Sociology
Engineering
Maths
Trinity Graduate Attributes

Ethical use of information

- Search for reliable information
- Critically engage with literature
- Synthesise information into new knowledge

- Manage research
- Communicate research

Reflect on + apply information to real world contexts

To Think Independently

- I have a deep knowledge of an academic discipline
- I can do independent research
- I can think creatively
- I can think critically
- I appreciate knowledge beyond my chosen field
- I can analyse and synthesise evidence

To Act Responsibly

- I act on the basis of knowledge and understanding
- I am self-motivated and able to take responsibility
- I know how to deal with ambiguity
- I am an effective participant in teams
- I have a global perspective
- I am ethically aware

To Develop Continuously

- I have a passion to continue learning
- I build and maintain career readiness
- I am committed to personal development through reflection
- I am building confidence to take measured risks
- I am capable of adapting to change

To Communicate Effectively

- I am able to present work through all media
- I am expert in the communication tools of my discipline
- I can connect with people
- I can listen, persuade and collaborate
- I have digital skills
- I have language skills
Research Information Systems & Services

Research Support System

Update your research profile with information on your research interests, research projects and publications.

TARA (Institutional Repository)

Upload the fulltext of your peer-reviewed publications, conference papers, book/chapters, journal articles, electronic theses, working papers and technical reports.
Where to start for now?  www.tcd.ie/library
HIRING TRANSFORMATIONAL LEADERS IN EDUCATION: 
LESSONS LEARNED FROM STRUCTURED EMPLOYMENT 
INTERVIEWS

Denver J. Fowler
djfowler@olemiss.edu

Richard A. Posthuma
rposthuma@utep.edu

Wei-Chi Tsai
weichi@nccu.edu.tw

Abstract
In the educational setting, hiring transformational leaders is essential to a schools’ success or failure. In this study, we examine Confucianism and country influence on structured employment interviews from both Western (United States) and Eastern cultures (Taiwan). Eastern cultures have certain values not prevalent in Western cultures that may reduce the use of transformational leadership questions in job interviews. Eastern cultures have higher levels of uncertainty avoidance, collectivism, and power distance. We examined questions asked in actual job interviews in Taiwan and the United States (N = 178). Additionally, we examined the three dimensions of interview structure including evaluation standardization, question sophistication, and questioning consistency. We found that the number of questions about transformational leadership were less common in Taiwan, with its lower selection ratios, and when question sophistication and consistency were higher. In the United States, we found that the number of questions about transformational leadership increased with selection ratio, question sophistication, and question consistency, but not in Taiwan. The results of this study have important implications to all workplace settings around the globe where it may be argued that it is advantageous to hire transformational leaders to improve any organization. However, the results of this study may have particular importance to the educational setting, in both China and the United States, and globally, where the need to attract and hire transformational leaders can be vital to a schools’ success (or failure).

Keywords: leadership, employment interviews, transformational leadership, education

1. Introduction
“The global stage of education has added to the complexity of education reform. The continuous pressure to turn around education is an obsession of policy makers” (Kirtman & Fullan, 2016). Perhaps now more than ever, the need to hire transformational leaders in the education setting is vital to improving education, especially at the school district and building
Top Tips for new staff

Drop in to the information desk to say hello and get your bearings

Make an appointment to meet with your subject librarian
-to find out what resources we have to support your research
-to embed information skills training in your curriculum

-Encourage your students to contact their subject librarian
Financial Services Division

Financial Information System

Samantha Maguire, Service Liaison Officer, FSD
5 September 2017
Contents

• Financial Services Division (FSD)
  o Organisational Chart
  o Overview

• Financial Challenges

• Financial Strategy

• Financial Information System
  o iProcurement
  o iExpenses
  o Business Intelligence Reporting

• Key Financial Policies
Location - The Financial Services Division Office is located at 3 College Green, Dublin 2.

Directions from College - Leaving the Front Gate of College walk in the direction of Dame Street. Passing Foster Place on your right, the next block begins with Starbucks. Take the next doorway - this is the reception area for 3 College Green.

Website - [http://www.tcd.ie/financial-services/](http://www.tcd.ie/financial-services/)

Email - Financial.Services@tcd.ie
Financial Services Division - Overview

- Chief Financial Officer Strategic & Administrative Support Team
  - Incl. Service Liaison Officer
- Finance Partners
  - Financial Planning, Compliance, Communication & Support
- Financial Information System (FIS)
  - FIS Support Helpdesk
  - FIS Process Leads
- Financial Operations
  - Accounts Payable, Accounts Receivable, Taxation
- Financial Planning & Risk Management
  - Annual Budgetary Cycle etc.
- Management & Financial Accounting
  - Financial & Management Reporting (including OBIEE Reports)
- Procurement
  - Category/Supplier Management, Tenders, Oracle Business Analyst
- Projects Administration & Accounting
  - Research and Capital Projects
- Project Appraisal & Assessment
  - New Business Proposals
Financial Challenges for Trinity

Financial challenges

• Diminishing funding levels
  - State Grant reduced by €36.8m (2010 – 2016)
• Constraints over pay and non-pay expenditure
• Increase in students numbers
• Reduced flexibility compared with other Sectors
• Limited capacity to provide for capital renewal/strategic financial planning
• Challenge to achieve Target Surplus 2% - 3% by 18/19
Financial Strategy for Trinity

Financial Strategy

• Operate within budgeted resources

• Invest for the future where appropriate (staff, infrastructure)

• Promote non-Exchequer and Exchequer income generation

• Prioritise cost management, procurement and efficiency initiatives

• Review financial risks
Financial Information System

• iProcurement
  o Purchasing goods and services

• iExpenses
  o Claiming your expenses

• Business Intelligence Reporting
  o Reporting your financial position
Training

• Financial Information System Training
  o Online booking form available at:
    https://www.tcd.ie/financial-services/fis/training/fis_training_booking_form.php

• iProcurement
  o New user & refresher training, Purchase order hold clinics

• iExpenses
  o Workshops and onsite training available on demand (booking form above)

• Business Intelligence Reporting
  o Workshops and onsite training available on demand (booking form above)

• Finance for Non-Financial Staff
  • Lynda.com – TCD online training facility
    https://www.tcd.ie/hr/our-services/leadership-people-development/lynda/lynda-faq.php
Key Financial Policies


• **Travel Policy**  [https://www.tcd.ie/financial-services/docs/TravelPolicy2016.pdf](https://www.tcd.ie/financial-services/docs/TravelPolicy2016.pdf)


• **Guidelines on Managing Research Grants and Contracts**  

• **Oracle Financial Information System (FIS) Access Forms**  
  [https://www.tcd.ie/financial-services/fis/fis_access_forms.php](https://www.tcd.ie/financial-services/fis/fis_access_forms.php)

• **FIS Training Booking Form**  
  [https://www.tcd.ie/financial-services/fis/training/fis_training_booking_form.php](https://www.tcd.ie/financial-services/fis/training/fis_training_booking_form.php)
Support & Assistance

• **FSD Website:**

• **FIS Support Helpdesk:**
  - Tel: 8962700
  - Email: fis-support@tcd.ie

• **FSD General Contacts:**
  - Email: financial.services@tcd.ie
  - Staff contacts: [https://www.tcd.ie/financial-services/gen_contacts.php](https://www.tcd.ie/financial-services/gen_contacts.php)

• **FSD Quick Reference Guides:**
  - iProcurement (handouts)
  - iExpenses (handouts)
Thank you
Academic Registry
Introduction to our services
About the Academic Registry

The Academic Registry (AR) was established in July 2013.

The Mission of Academic Registry is to provide key centralised administrative services to students and staff supporting the best possible Trinity experience.

Our Vision is to be an integrated, flexible team with a professional service ethos supporting all stages of the student lifecycle.
AR Services

Admissions
Fees & Payments
Registration
Lecture Timetables
Study Abroad
Examinations & Assessment

Research Degrees
Graduation
Seanad Éireann
University Senate
Statistical Reporting
Prizes & Awards
AR Communications

Web

[Images of various web pages and screenshots related to Academic Registry and TCD Academic Registry]

Campus Display Screens
Updates and information for Staff & Students are displayed on screens throughout the campus.
How to contact the AR

Primary method of contact via my.tcd.ie portal.

- Log a query by clicking the Ask AR button.

https://www.youtube.com/watch?v=i9Qt04Be7F4&feature=youtu.be
Other contact methods

Email: academic.registry@tcd.ie

Phone: +353 1 896 4500 (Academic Registry support)
Phone: +353 1 896 4501 (Academic Registry staff support)

- Option 1 – Examinations
- Option 2 – Progression
- Hold for Service Desk
AR Location on campus

We are located in the Watts Building at the East End of campus.

All face-to-face queries are dealt with at our Service Desk located on the Upper Ground Floor.

Please enter through the Panoz Building entrance and turn left to go up the stairs. Go through the red doors on your left and The Academic Registry Service Desk is straight ahead.

**Service Desk Opening Hours**

The Service Desk Opening Hours are:

**Monday, Wednesday, Thursday, Friday**

9am – 5.30pm

**Friday**

9am – 5pm
Useful Links

My.tcd.ie portal
https://my.tcd.ie/

AR Website
https://www.tcd.ie/academicregistry/

AR Facebook
www.facebook.com/TCDAcademicRegistry

AR Twitter
https://twitter.com/tcdacadregistry
Thanks for Listening.
IT SERVICES - OVERVIEW
All about the central IT facilities available to staff in Trinity
Central Provider of IT Facilities in Trinity.
Support for Teaching, Research & Admin
Staff & Students: around 20,000 users.
Network Infrastructure > 30,000 devices
Services provided include:

Secure Network Connectivity
Email & Internet Services
Lecture Theatre AV Equipment
Desktop Support (IT Service Desk)
Research IT
IT Training Courses

See ‘Our Services’ at www.tcd.ie/itservices for more information.
Getting help

Email
itservicedesk@tcd.ie

Phone 01 896 2000

Visit us at the IT Service Desk on ground floor in Áras an Phiarsaigh

Log or check an enquiry at www.ask.tcd.ie
Manage your password

Must change password every 180 Days

TCD Password Manager -
https://password.tcd.ie

Use Password Manager to:

• Change Password if Forgotten
• Change Password if Expired
• Unlock Your Account
Staff email service mail.tcd.ie

Get straight to your Inbox at mail.tcd.ie
Desktop Clients: Outlook

O365 (Office 365) office.tcd.ie

Use online or download for free on up to five devices, running Windows, Mac, Android or iPhone

Suite of apps including Word, OneDrive, Excel, PowerPoint, Outlook, Lync and more

OneDrive: 1TB of storage with a maximum file size of 2GB
A form of online fraud where you receive an email asking you to 'validate' or 'confirm' your account and seems to be from a credible source.

Treat these messages with extreme caution.

If you're ever in doubt, then double-check with us. We alert staff and students of phishing messages which have been reported.

**Dear user,**

We noticed a **violation** of our services on your E-mail account and for this reason, your E-mail account will be **closed** if you fail to resolve the issue within the next 48 hours.

This will only take a moment. Click the “RESOLVE” link below and enter the requested details to complete the process.

**RESOLVE**

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IT Training resources

Free, targeted courses for staff & postgrads

SITS – Assessment & Progression
MS Office - Word, PowerPoint, Access, Excel
Maintaining College Websites - Dreamweaver
Intro to Photoshop
Survey Monkey

Book Online via www.tcd.ie/itservices/training

This site also contains user guides & tutorial videos
Computer Rooms, Software & Trinity myday app

Windows and macOS Computer Rooms throughout campus

Software installed includes MS Office & other course-specific software

Students & Academics can access software on own laptop while on Trinity Network via mytrinityapps.tcd.ie

Students can also access their myday app via myday.tcd.ie for timetables, emails and more
Communications

News & Alerts

Twitter: @tcditservices

Emails to Staff & Students

User feedback

Liaison groups

Focus groups
Useful links

SITS (Student information system)
my.tcd.ie

Research Support System (RSS)
www.tcd.ie/itservices/websystems

Blackboard VLE
mymodule.tcd.ie

People Finder (staff directory)
peoplefinder.tcd.ie
Thank You
Campus Sustainability

Mr Joe Borza
Sustainability Champion
Sustainability

Strategic Plan Goal: C8.1 Sustainable Campus

Highlights:

– Promoting environmental sustainability;
– Publishing an annual sustainability report, including carbon, energy, waste, transport and water consumption data;
– Become the first university in Ireland to join the eminent group of visionary universities constituting the International Sustainable Campus Network (ISCN).
– Setting up a Sustainable Campus Advisory Group and appointing a sustainability champion.

“Trinity aspires to be a global leader in university sustainability”
Our Journey To Date
25 years of campus sustainability


Professor Simon Perry

Trinity Information » College Policies » Sustainable Development

College Recycling and Environment Committee
“Setting an example is not the main means of influencing others;

It is the only means.”

- ALBERT EINSTEIN
YES!
FREE Lunch!

ONE WEEK
OF CAFETERIA
LEFTOVERS
"PARM"

RobComplains.com
Meet the Faculty Deans

Professor Vinny Cahill
Professor Darryl Jones
Professor Mary Mc Carron

Facilitator: Paula Kennedy-Hogan, Deputy Director of Human Resources
College Tour

TOMORROW
8.45AM