Induction Information for New Staff Members
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for New Staff Members
Contents

Welcome to Trinity

p.9  Patrick Prendergast, Provost & President

p.10  1.  Getting Started in Trinity

1.1.  Information for All New Members of Staff
1.2.  About Trinity College Dublin, the University of Dublin
1.3.  Your Employment Contract
1.4.  Employee Services Section
1.5.  HR Service Centre

p.11  1.6.  Payslips
1.7.  Employer Registration Number
1.8.  How to Organise your Tax
1.9.  Your First Job
1.10. Applying for a PPS Number
1.11. What should I do if I do not have a PPS Number?
1.12. International Staff Moving and Working in Ireland For The First Time

p.12  1.13.  How to Organise Work Permits/Hosting Agreements for Non-EU Employees
1.14.  How to Organise Payment of your Salary into your Bank Account
1.15.  Opening an Irish Bank Account
1.16.  ATM Machines
1.17.  How to Obtain your Staff ID cards / E-mail accounts / Voicemail
    Staff Numbers
    Staff Identification Cards
    Tcard-Cashless Payments on Campus
    Building Access
    Access to IT Services
    IT Security & Phishing
    Voicemail

p.13  1.18.  How to Organise Library Borrowing Rights
    Library Borrowing
1.19.  How to Organise Parking and Access
    Car Parking Permits
    Perimeter Gate Keys
2. **Staff Schemes**
   2.1. Pension
   2.2. Travel Pass Scheme
   2.3. Bike to Work Scheme
   2.4. Employee Assistance Programme
      Services Offered
      Contacting the Service to make appointments:
      Accessibility Information

2.5. Relocation Expenses
2.6. Private Health Insurance.
      Medical Insurance – VHI / Hospital Saturday Fund Application
2.7. Sports Facilities
2.8. Day Nursery

3. **Overview of Some Key Trinity Policies/Initiatives**
   3.1. Annual Leave and University Holidays
   3.2. Accidents in the University
   3.3. Sick Leave
      Notification and Recording of Sick Leave
      PRSI Arrangements (Social Welfare Payments)
   3.4. Dignity and Respect

3.5. Diversity and Inclusion
3.6. Induction Day
3.7. Training & Development

4. **General Information for New Staff**
   4.1. Trinity Health Service
   4.2. Other Health Service Options
   4.3. Medication
   4.4. Irish Language
   4.5. Chaplaincy
   4.6. Disability Services
   4.7. Mobile Phones

4.8. Shopping
4.9. Smoking in Ireland
4.10. Electricity Voltage
4.11. Trinity Security
4.12. Staff ID Discounts
4.13. Useful Links

4.15. Finding Accommodation
4.16. Trinity Green Campus / Sustainability Initiative

5. Facilities on Campus
5.1. Shops on Campus
   Old Library Gift Shop
   The Old Library and the Book of Kells Exhibition
   The Students’ Union Shops
   Science Gallery Shop
5.2. Catering Facilities
   Common Rooms
   The Buttery Food Court
   Lavazza at the Arts Café
   Dining Hall Student Buffet
   Lavazza at the Westland
   Áras an Phiarsaigh Coffee Area

5.3. Staff Restaurants
   The East Dining Hall
   The 1592 Restaurant
5.4. Delivered Catering and Banqueting
5.5. Off Campus Catering Outlets
   St James’s or Tallaght Trinity Health Sciences

6. Travelling from and to Trinity
6.1. Travelling from and to Trinity
6.2. Public Transport in Dublin
   Leap Card
   Dublin Bus
   Nitelink
   DART
   Luas

6.3. Other Transport Options
   DublinBikes

6.4. Nationwide Public Transport
   Iarnrod Éireann (Irish Rail)
   Bus Éireann (Irish Bus)
   Bus Tours

7. Trinity College Dublin, the University of Dublin Strategic Plan 2014-2019
   7.1. Vision
   7.2. Mission

7.3. Goals
   7.4. Academic Services
   Academic Practice & e-Learning (CAPSL)
   Library
   Trinity Teaching & Learning
   Careers Advisory Service
   7.5. Staff Involved in Research

7.6. Trinity Access Programmes (TAP)
   7.7. Academic Registry

7.8. Financial Services Division
   7.9. Financial Services Division (FSD) General Information
   7.10. Overall University Structure
   7.11. Trinity Visual Identity

8. Appendix
   8.1. Trinity Policies
Welcome to Trinity!

I’m delighted to welcome you as a new staff member to Trinity College Dublin.

You are joining a community of 12,633 undergraduates, 4,447 postgraduates, 3,011 staff across three faculties and twenty-four schools, and 107,353 alumni across 130 countries. As well as being an internationally recognised centre of education and research, Trinity is a leading visitor destination and plays a crucial role in Dublin life through convening public lectures, exhibitions, conferences, and performances.

Our excellence and our ability to meet our many different commitments depends greatly on the talents and commitment of staff members. We value our staff hugely and we do what we can to reward excellence, initiative, and commitment through, for instance, the Provost Teaching Awards, the Global Awards, and the Provost’s Professional Staff Awards. I hope that you can enter fully into campus and city life in all its richness and make the most of the many opportunities available here for personal and professional growth.

In 2017 our community will celebrate the 425th anniversary of the founding of the college. Over four centuries and counting, we have enjoyed an illustrious – and frequently dramatic history. Your contribution will help shape our future direction.

Thank you for choosing to bring your talents to Trinity. I wish you every success in your career here.
1. Getting Started in Trinity

Getting Started in Trinity

1.1. Information for All New Members of Staff

Welcome to Trinity College Dublin, the University of Dublin and thank you for choosing to further your career here. The following are guidelines to help you in making a smooth transition into employment with the University. We wish you every success and hope that you have a successful and fulfilling experience in your employment with us. Further advice and information is available on the University’s website at www.tcd.ie

1.2. About Trinity College Dublin, the University of Dublin

Trinity is Ireland’s top ranked University, and the only Irish University in the world’s top 100 universities (QS World University Rankings).

Diversity and inclusivity are core values of Trinity, and on campus we promote an ethos, not only of respect, understanding and appreciation of difference, but an ethos where difference in individuals and in groups is supported and celebrated.

Trinity’s campus is situated in the heart of Dublin’s city centre. Its state-of-the-art modern facilities include the Sports Centre, Science Gallery, Nanoscience Research Centre, Long Room Hub, and the Biomedical Sciences Institute, situated in a 47-acre campus of cobbled squares, historic buildings and green playing fields.

Trinity’s central location makes it highly accessible for all forms of public transport, such as LUAS (light rail transit) lines, the DART line (Dublin’s suburban rail system) and a large number of Dublin’s bus routes. The national bus routes are a few minutes walk away, Dublin’s two main train stations are in close proximity, while Dublin airport is 13km from the campus and is directly accessible via bus or taxi.

Take a virtual tour of Trinity’s campus: www.tcd.ie/virtualtour

Browse campus maps and directions to Trinity: www.tcd.ie/maps

1.3. Your Employment Contract

All new staff members will be issued with a contract of employment before commencing employment. The contract of employment will set out all terms and conditions of employment. If you have any queries on your contract, please contact the Recruitment Team in the Human Resources Department. All contracts must be signed and sent back to Human Resources, House 4, Trinity College Dublin, the University of Dublin, Dublin 2. Employees are required to return a signed and dated contract of employment to Human Resources before they can be set up on Payroll and start work in the University.

1.4. Payroll Services Section

Monthly paid staff are paid on the 20th of the month for the full calendar month and weekly paid staff are paid on each Thursday for week ending Friday. The Pay Mandate form must be received by the Payroll Services section of HR prior to the 6th of the month for inclusion in that calendar month’s payroll: http://www.tcd.ie/hr/

Also, please note that employments commencing after the 10th of the month will not be paid until the following month.

1.5. HR Service Centre

Contact our HR Service Centre for all your employment related queries.

T: +353 (01) 896 3333
E: hr@tcd.ie
In person: HR Service Centre, Ground Floor, House 4, Front Square, Trinity College, Dublin, the University of Dublin, Dublin 2.

The HR Service Centre team will be happy to address any queries you may have.

The HR Service Centre is open from 9am to 5.30pm Monday – Thursday and 9am–5pm on Friday. The HR Service Centre is open throughout lunchtime.
1. Getting Started in Trinity

1.6. Payslips

Monthly paid employees can access their payslip through the following link: https://hrservices.tcd.ie/pls/coreportal_live/ or via the HR website http://www.tcd.ie/hr/

Staff who have access to Core Portal can update their personal details such as their bank details, address and their Emergency Next of Kin details using this system.

Please note: Core Portal is only accessible from computers connected to the Trinity network.

1.7. Employer Registration Number

The Employer Registration Number for Trinity is 0053370i. This may be needed for some queries/correspondence that staff have with the Revenue Commissioners and the Department of Social Protection.

1.8. How to Organise your Tax

New employees or staff re-joining Trinity should send their original P45 to the Payroll Services Office, House 4, Trinity College Dublin, the University of Dublin, Dublin 2 or they must contact the Revenue, on 1890-333-425 for a Certificate of Tax Credits to be issued.

1.9. Applying for a Tax Cert

Details of how to apply for a tax cert can be found at the following link: http://www.citizensinformation.ie/en/employment/starting_work_and_changing_job/starting_work/tax_and_starting_work.html

You can only apply for a Tax Cert once you have a PPS Number. You can register online through www.revenue.ie/myaccount

Please note: If your employer does not get a Tax Cert or P45 they are obliged to deduct emergency tax.

1.10. Applying for a PPS Number

Details of how to apply for a PPS Number can be found at the following link: http://www.citizensinformation.ie/en/social_welfare/irish_social_welfare_system/personal_public_service_number.html

1.11. What should I do if I do not have a PPS Number?

You should contact your local office of the Department of Social Protection. This office will try to trace a number for you or, in the event of you not having a number, will request one on your behalf.

For more information, please see here: www.welfare.ie/en/pages/PPSN.aspx

1.12 International Staff Moving and Working in Ireland For The First Time

These staff need to take the following actions:

1. Register for a PPS Number (see Section 1.10).
2. Need a Irish address (need this for opening bank account).
3. Once they have a PPS Number, inform HR Service Centre.
4. Open a Bank account: to do this you need a PPS Number and a letter of employment which can be issued by the HR Service Centre hr@tcd.ie or 01 896 3333.
5. Revenue: Once you have a PPS you need to register for a Tax Credit Certificate which can be done online through www.revenue.ie/myaccount
1.13. How to Organise Work Permits/Hosting Agreements for Non-EU Employees

If you are a non-EU/EEA national, your School or Department must advise the Human Resources Department prior to you commencing employment. Further information on work permits is available on the Human Resources website at:
http://www.tcd.ie/hr/our-services/resourcing/research-pi/employment-permits-renewals/

The Work Permit Section of the Department of Jobs, Enterprise and Innovation issues permits where appropriate. Further information is also available on their website at www.djei.ie.

Research Assistants and Fellows may avail of the Hosting Agreement scheme, details of which are available on our website at:
http://www.tcd.ie/hr/our-services/resourcing/research-pi/employment-permits-renewals/

Please note: Employees cannot commence employment with the University until their Work Permit or Hosting Agreement has been approved and issued.

1.14. How to Organise Payment of your Salary into your Bank Account

Pay Mandate Form and P45

Pay Mandate Forms, for payment of salary directly to your bank account, are available from the Human Resources Department or to download at http://www.tcd.ie/hr/

Also, where applicable, your P45 should be forwarded to the Payroll Services Office, House 4, Trinity College Dublin, the University of Dublin, Dublin 2.

Monthly paid staff are paid on the 20th of the month for the full calendar month and weekly paid staff on each Thursday for week ending Friday.

1.15. Opening an Irish Bank Account

Salary must be paid into an Irish bank account. Some banks will require a letter from your employer in order to open a bank account. The contract of employment letter should suffice in most cases, however, if you require a letter to open a bank account, please contact the HR Service Centre (HR@tcd.ie). You will also need to bring your Passport with you to most banks as proof of identity when opening a bank account.

1.16. ATM machines

There are two ATMs on the main Trinity campus located off Front Square, close to the Buttery and in the Hamilton Building.

1.17. How to obtain your Staff ID cards, E-mail accounts or Voicemail Staff Numbers

All new members of staff are issued with a staff number by Payroll. This number must be known before a Staff ID card can be issued. You can obtain your staff number from Human Resources on (01) 896 3333.

Staff Identification Cards

Staff Cards are issued at the following times from the Human Resources Service Centre, House 4, Trinity College Dublin, the University of Dublin: Monday to Thursday 9am to 5.30pm and Friday from 9am to 5pm.

If you have a query in relation to your Staff Card please contact the Human Resources Service Centre on (01) 896 3333.

Tcard-Cashless Payments on Campus

All new staff ID cards are enabled to make cashless payments across campus where you see the ‘Tcard accepted here’ signs. Cards can be topped by up cash or with a credit card. There are two cash loaders on campus, one on the ground floor of the Arts Building and one on the ground floor of the Hamilton Building. You can also top up your Tcard with your credit card via https://tcard.tcd.ie/ using your name and network password. For further details contact extension 1370 or email tcard@tcd.ie

Building Access

If your staff ID card is required to enter buildings and is not permitting you access, please contact estatesandfacilities@tcd.ie
1. Getting Started in Trinity

Access to IT Services
Information on IT services for new staff, such as how to access your email account and how to get Wi-Fi access, can be found at [www.tcd.ie/itservices/getting-started](http://www.tcd.ie/itservices/getting-started). This section of the site also outlines the IT services for teaching and research as well as the IT training resources available to staff. Whenever you need help with the central computing services the IT Service Desk can be contacted by phone at ext. 2000 or by emailing itservicedesk@tcd.ie.

New staff members can obtain their Trinity computer account username and password and their Trinity email account details from the Human Resources Services Centre. You will need this username and password to access the majority of central computing services. When obtaining your Staff ID Card, please ask at the Human Resources Service Centre for your computer account details also. If they are not available from Human Resources at that time, you may obtain your computer account details from the IT Service Desk in Áras an Phiarasgaigh, on presentation of your Staff ID Card.

Detailed information on all the central IT Services, as well as the latest news, developments and notifications of service disruption can be found at [www.tcd.ie/itservices](http://www.tcd.ie/itservices). News, developments and service alerts are also posted to Twitter at [www.twitter.com/tcditservices](http://www.twitter.com/tcditservices).

IT Security & Phishing
All staff have a responsibility to maintain the security of the computer equipment and data on the Trinity data network for which they are responsible. Visit the ‘Keeping IT Secure’ section of the IT Services website at [www.tcd.ie/itservices/security](http://www.tcd.ie/itservices/security) for detailed information on the IT security resources available to you, and advice on how to keep your equipment and data secure.

In recent years there has been an increase in the number of illegitimate ‘phishing’ emails. These can often appear to be coming from a legitimate source but please note — IT Services will never directly ask you for your login details via email. Be watchful for phishing emails that ask you to ‘update,’ ‘validate,’ or ‘confirm’ your account information and if in doubt contact the IT Service Desk — [www.tcd.ie/itservices/help](http://www.tcd.ie/itservices/help).

Thinking of storing or processing University data on the internet? Make sure you familiarise yourself with the Trinity Cloud policy at [www.tcd.ie/about/policies/cloud-policy.php](http://www.tcd.ie/about/policies/cloud-policy.php) to ensure that you are keeping University data safe and secure.

Voicemail
To set up a voicemail account please see the information on the IT Services website at: [www.tcd.ie/itservices/telephone-services](http://www.tcd.ie/itservices/telephone-services).

1.18. How to Organise Library Borrowing Rights

Library Borrowing
For permission to borrow books, you must fill out a Library Bond Form. Library Bond Forms can be obtained from the Berkeley Library or from the Human Resources Services Centre. These forms must be completed and submitted to the Berkeley Library at least 24 hours prior to obtaining your staff card. Once encoded your staff card will act as your library card. Contact Human Resources on (01) 896 3333 or [https://www.tcd.ie/hr/assets/pdf/library.pdf](https://www.tcd.ie/hr/assets/pdf/library.pdf).

1.19. How to Organise Parking and Access

Car Parking Permits
To apply for a parking permit you must present your Vehicle Registration Certificate to the Estates and Facilities Department located at West Chapel, Front Square. Further information and application forms are available on the web at [https://www.tcd.ie/estatesandfacilities/](https://www.tcd.ie/estatesandfacilities/). Please note that there is currently a considerable waiting list for midweek car parking permits. Weekend car parking permits are available. The Office can be contacted at on (01) 896 4000.

Perimeter Gate Keys
Perimeter gate keys are available from the Estates and Facilities Department during office hours on production of a valid Trinity staff card and €26 deposit. Please bring exact change to avoid unnecessary inconvenience and delay.
2. Staff Schemes

Staff Schemes

2.1. Pension

If your position is pensionable, this will be specified in the terms and conditions of your Contract of Employment. Comprehensive information on the various pension arrangements in operation within the University may be accessed on the HR intranet at www.tcd.ie/hr/pensions or is available from the Trinity Pensions Office (Telephone (01) 8962422 or e-mail pensions@tcd.ie). Non-pensionable employees have access to a Standard Group PRSA facility. Further details may be obtained from the Trinity Pensions Office.

2.2. Travel Pass Scheme

The HR Service Centre administers the Travel Pass Tax Saver Scheme for eligible Trinity Staff. This scheme provides for the supply of Annual Dublin Bus, Irish Rail, Bus Eireann, Luas and some private bus company annual travel passes to eligible staff, without them incurring benefit-in-kind tax liability. The scheme runs twice annually. The first scheme runs from 1st July until 30th June the following year. The second scheme runs from 1st November until 31st October the following year. Log on to www.taxsaver.ie to see the selection of annual tickets available through this scheme. For further information regarding the Travel Pass Scheme please contact the HR Service Centre at hr@tcd.ie

2.3. Bike to Work Scheme

The Bike to Work Scheme operates once a year. The scheme works whereby the University purchases the bike or equipment on behalf of the staff member and the cost is deducted from the staff member's salary in weekly/monthly instalments over 12 months (or less depending on employment status). For further information regarding the Bike to Work Scheme please contact hr@tcd.ie or log on to www.biketowork.ie

In conjunction with an active commute to Trinity during the week, the Sports Centre offers all Trinity staff the option of free showers from 7–9am, Monday – Friday. Please email sport@tcd.ie for more or call extension (01) 8964116.

2.4. Employee Assistance Programme

The Clanwilliam Institute is engaged by Trinity to provide up to five professional counselling sessions to staff and their immediate families (those living at home with them) at no cost to employees.

Services Offered:

- Face to Face counselling on a broad range of issues.
- Telephone counselling — where practical and suitable for the issue at hand.

Contacting the Service to make appointments:

- Telephone (01) 676 1363 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: www.clanwilliam.ie
- For general queries on the service: Telephone (01) 896 3333 or email us at hr@tcd.ie

Accessibility Information:

- There is wheelchair access in the Clanwilliam Offices.
- Appointments can be made via email: office@clanwilliam.ie
- Irish Sign Language Services with Clanwilliam are free to staff members. There is currently an ISL counsellor in Clanwilliam, however, if this person is known to you, Clanwilliam will organise a different ISL interpreter via Bridge Interpreting. In order to maintain your confidentiality, the University will not receive information on your attendance or on the usage of an interpreter.
2.5. Relocation Expenses
Information on Relocation Expenses can be found at the following link: [http://www.tcd.ie/hr/](http://www.tcd.ie/hr/)
If you have any queries relating to relocation expenses please contact the HR Service Centre by telephone at (01) 896 3333 or by email at on [hr@tcd.ie](mailto:hr@tcd.ie).

2.6. Private Health Insurance.
Medical Insurance — VHI / Hospital Saturday Fund Application and Aviva Forms

VHI Group Scheme
Trinity has a VHI Group Scheme, number 132. Our renewal date is 1st January each year.
Individuals deal directly with VHI ensuring to quote your Staff Number on your application form. They in turn notify Trinity of your contribution amount to be deducted weekly/monthly from your payroll. If you wish to transfer from another group scheme you just have to contact VHI on 1890 444 444 quoting the above scheme number and they will look after all the paper work.

Hospital Saturday Fund
Hospital Saturday Fund is a non-profit making organisation, which provides a level of health insurance to subscribers. Facilities exist to make deductions directly from salaries in respect of staff subscriptions to the Hospital Saturday Fund. Application forms can be obtained from the HR Service Centre on (01) 896 3333.

2.7. Sports Facilities
Adjoined to Science Gallery (Naughton Institute building), the Sports Centre is a hub of activity that offers something for everyone. For membership enquiries, please contact the Sports Centre Office on (01) 896 1803 or at the following link: [www.tcd.ie/sport](http://www.tcd.ie/sport)
As an annual member, you have full access to:
- State of the art fitness theatre
- 25M swimming pool
- Free membership for your children under 16 years.
- Sauna, steam room & changing facilities

Preferential member rates are offered for:
- Exercise classes (50 per week)
- Exercise courses including swimming, climbing, tennis & more
- Bookings for climbing/tennis/badminton and other outdoor facilities
- Individual fitness appointments/personal training
- Sports & holistic therapy treatments

2.8. Day Nursery
The Day Nursery is located in House 49/50 and is open on weekdays from 8am to 6pm during term time and from 8am to 5.15pm during summertime.
For more details, please see [https://www.tcd.ie/about/services/daynursery/](https://www.tcd.ie/about/services/daynursery/) or contact the Nursery Supervisor on (01) 896 1938.
3. Overview of Some Key Trinity Policies/Initiatives

3.1. Annual Leave

Please refer to the Annual Leave policy on the website at [www.tcd.ie/hr/az](http://www.tcd.ie/hr/az) for details regarding your annual leave entitlement.

3.2. Accidents in the University

If you have an accident in the University, however minor, you should report the incident to your Head of Department and ensure that an accident report form is completed. For emergencies (e.g. fire, Gardaí (police), ambulance, gas leak, chemical spill, or personal safety) contact (01) 896 1999 (Front Gate).

The accident and report form can be found at the following link: [http://www.tcd.ie/estatesandfacilities/health-and-safety/](http://www.tcd.ie/estatesandfacilities/health-and-safety/)

3.3. Sick Leave

A copy of the University’s Sick Leave policy can be found at the following link: [www.tcd.ie/hr/](http://www.tcd.ie/hr/)

Notification and Recording of Sick Leave

Any employee who is absent due to illness must notify, their Manager/Head of Department in person, by telephone, on the first day of absence and may be asked to substantiate the absence with medical certification which, in any event, will be required following the second day of absence. The employee should, where possible, indicate the likely duration of the absence.

Sick Leave — PRSI Arrangements (Social Welfare Payments)

In the case of Class A, E, H or PRSI contributors, the MC1 Social Welfare Certificate must be completed and submitted by the employee to the Department of Social Protection after a period of six consecutive days (one week) of sick leave.

Illness benefits must be submitted in full to the University if the employee is in receipt of sick pay.

On Section 6 (i.e. Payment Method) of the MC1 form, staff should take the following steps to ensure the form is completed correctly and that the payment comes directly to the University.

1. Tick the box that directs payment to the Employer (the University), not to the Employee.

2. Enter the following details:
   - Bank Name: Bank of Ireland Bank
   - Address: College Green, Dublin 2, Ireland
   - Account Name: Trinity College Dublin No.4 Account
   - Account No.: 10023986
   - Sort Code: 90–00–17
   - IBAN: IE86 BOFI 90001710023986
   - IBC/Swift Code: BOFIE2ID

Employees will receive a remittance slip from the Department of Social Protection and are required to give this remittance slip to their Head/Manager/Supervisor as soon as possible.

Please note: The Employer Registration Number for Trinity College Dublin is 0053370i.

3.4. Dignity and Respect

All members of the University community share the responsibility for ensuring an environment that protects the dignity and respect of its members.

The University strives to create an environment that is supportive and conducive to work and study.

The University promotes, and is committed to supporting, a collegiate environment for its staff, students and other community members, which is free from discrimination, bullying and sexual harassment.

Please visit [https://www.tcd.ie/hr/staff-wellbeing/](https://www.tcd.ie/hr/staff-wellbeing/) for further details on Dignity and Respect matters.
3.5. Diversity and Inclusion

Diversity and Inclusion are core values of Trinity, and in this regard the University has specific commitments to Diversity in the Trinity’s Strategic Plan 2014 –19. Trinity’s vision for Diversity and Inclusion is set out in detail in our Diversity Statement: [https://www.tcd.ie/diversity-inclusion/diversity-statement](https://www.tcd.ie/diversity-inclusion/diversity-statement)

(See pg.26 for more information on Trinity’s Strategic Plan 2014 –19)

Responsibility for promoting and advancing the role of diversity in the University in support of the University’s mission and strategic goals is led by the Director of Diversity and Inclusion, and information, resources and news in relation to all aspects of Diversity and Inclusion can be found at [https://www.tcd.ie/diversity-inclusion/](https://www.tcd.ie/diversity-inclusion/)

3.6. Induction Day

Staff Induction days are run every two months to provide staff new to Trinity with an introduction to the University’s many services and supports. Induction days are a valuable opportunity to meet other staff new to the University as well as senior University personnel. [https://www.tcd.ie/hr/our-services/leadership-people-development/staff-induction/](https://www.tcd.ie/hr/our-services/leadership-people-development/staff-induction/)

3.7. Training & Development

U-LEAD – University Leadership and Academic Practice

The Strategic Plan 2014-2019 reaffirms the University’s commitment to facilitate and enable its staff to be leaders in teaching, research, and engagement through the provision of career-development opportunities. Through U-LEAD, a new Trinity initiative in 2016, staff can access a diverse suite of programmes and events to support career development delivered by Trinity Teaching and Learning (TT&L), Trinity Research and Innovation (TR&I), Science Gallery, the Innovation Academy, The Library, HR, IT Services, and WISER.

For more information on developing skills for Teaching and Learning including curriculum development and course design, technology-enhanced and mediated teaching and learning strategies, connecting research and teaching, assessment methods, research supervision and teaching awards see:

• [CAPSL – Academic Practice & eLearning – https://www.tcd.ie/CAPSL/](https://www.tcd.ie/CAPSL/)

• [Graduate Studies – Student Supervision – https://www.tcd.ie/Graduate_Studies/education-policy/supervision/](https://www.tcd.ie/Graduate_Studies/education-policy/supervision/)

• [IT Services – IT applications for Academic Practice – http://www.tcd.ie/itservices/training/](http://www.tcd.ie/itservices/training/)

For more information on Research Leadership, including advancing a research agenda, proposal development and grant writing, developing and managing research teams, entrepreneurship, information management skills, building partnerships, and articulating impact see;

• [Trinity Research and Innovation – https://www.tcd.ie/research_innovation/](https://www.tcd.ie/research_innovation/)

• [Research support system – https://www.tcd.ie/research/dean/rss/-](https://www.tcd.ie/research/dean/rss/-)

• [The Library – https://www.tcd.ie/Library/support/](https://www.tcd.ie/Library/support/)

• [WISER – https://www.tcd.ie/wiser/development/](https://www.tcd.ie/wiser/development/)

For more information on broader Engagement and Impact, as well as professional development including performance management, public engagement, and leadership and development, see;

• [Human Resources – Staff Development Courses https://www.tcd.ie/hr/pmds/index.php and http://www.tcd.ie/hr/our-services/leadership-people-development/](http://www.tcd.ie/hr/our-services/leadership-people-development/)


• [Science Gallery – public engagement for research - https://dublin.sciencegallery.com](https://dublin.sciencegallery.com)

• [Further education fee remission policy – https://www.tcd.ie/hr/assets/pdf/procedure11-feer-emission.pdf](https://www.tcd.ie/hr/assets/pdf/procedure11-feer-emission.pdf)

4. General Information for New Staff

General Information for New Staff

4.1. Trinity Health Service

www.tcd.ie/College_Health/
(01) 8961591/1556
Open 9.30am—4.40pm, House 47

The Trinity Health Service offers on-campus primary health and psychiatric care. To arrange an appointment, either drop into reception or ring the office. As well as general practice (including sports medicine) and nurse-run clinics, there are specialised clinics in physiotherapy, psychiatry, travel health, sexual health, eating disorders and minor surgery.

For emergency visits, the Trinity Health Service sees patients on a first-come, first-served basis in the mornings beginning at 9.30am and after lunch, beginning at 2pm. There are often queues for these emergency clinics, so staff hoping to speak to a physician are advised to arrive early.

4.2. Other Health Service Options

Staff can also attend DUBDOC, an out-of-hours emergency general practitioner service in St. James’s Hospital, James’s Street, Dublin 8 between 6pm and 10pm weekdays and 10am to 6pm weekends and bank holidays. There is an attendance fee of €60. Consultations are strictly by appointment; however telephone advice from the triage nurse is free of charge. DUBDOC can be reached on (01) 4545607 or (01) 4538006 or www.stjames.ie

Outside these hours, please telephone the Contractors Medical Bureau at (01) 8300244. They will send a doctor on request. Staff are responsible for any fees incurred for home visits. These services have no affiliation to Trinity.

4.3. Medication

If you need to import prescribed medication until you can find an alternative source in Ireland, please note that the maximum amount of imported medication permitted is a three months’ supply, which must be cleared through Customs by the Irish Medicines Board. Customs will only clear medication that is licenced for use in Ireland.

4.4. Irish Language

Further details can be found at the following link: www.tcd.ie/gaeloifig

- An Chéadaoin @ an Bhutrach is an Irish conversation circle held in the Buttery Restaurant every Wednesday during term from 10.30am to 11.30am. It is open to staff, students and the general public.

- An Cumann Gaelach hold a conversation circle in Seomra na Gaeilge every Tuesday during term from 7.30pm to 9pm (things usually continue afterwards in Club Chonradh na Gaeilge, the Irish speaking pub on Harcourt Street).

- An Lón Gaeilge is an informal Irish lunch for Trinity staff, hosted by the School of Education in room 3104, Arts Block, every Wednesday during term from 1pm–2pm.

- Seomra na Gaeilge is open 9.30am–4.30pm, Monday–Friday during term, and all Trinity staff and students are welcome to drop in and have a chat as Gaeilge.

4.5. Chaplaincy

Chaplains offer pastoral and spiritual guidance. Further information can be found at the following link: www.tcd.ie/chaplaincy

4.6. Disability Services

Further information on Disability Services can be found at the following link: www.tcd.ie/disability

4.7. Mobile Phones

Most staff coming from abroad buy a mobile phone for use in Ireland, with the most popular option being the ‘pre-pay’ phone, also known as “top up” or “pay as you go”. Instead of getting a monthly bill, you top up your credit as needed. With the pre-pay option, you purchase the phone and get a certain amount of free credit with it. Once your credit has run out, you can top up your credit a number of ways, including through an ATM, buying it in a newsagent or supermarket, or online.
There are three major mobile phone service providers:

- **Vodafone**  
  [www.vodafone.ie](http://www.vodafone.ie)

- **Meteor**  
  [www.meteor.ie](http://www.meteor.ie)

- **3**  
  [www.three.ie](http://www.three.ie)

All of the major mobile providers have retail locations on Grafton Street, just south of Trinity’s main gates. Look for mobile phones with Skype capability and other features to allow for inexpensive international calls and texts. It is also possible to obtain an Irish SIM card for use in your existing mobile phone, but you should check with your current provider for details.

If you are phoning a landline in Dublin from your mobile, you should put **01** (Dublin’s area code) before the telephone number.

### 4.8. Shopping

There are many shops a few minutes walk from Trinity including the following:

- **Bookstores:**  
  **Hodges Figgis,** 56–58 Dawson Street, textbooks available on top floor;  
  **Chapters,** Ivy Exchange, Parnell Street, large selection of used and discounted books;  
  **Easons,** 40 Lower O’Connell Street, large chain bookstore.

- **Stationery:**  
  **Easons,** Nassau Street, large paper goods selection on lower level.

- **Pharmacies:**  
  **Lombard Pharmacy,** 32 Lombard Street East;  
  **Boots,** Grafton Street and St. Stephen’s Green Shopping Centre;  
  **Prices Medical Hall,** 26 Clare Street;  
  **Hickey’s Pharmacies,** 21 Grafton Street;  
  **Trinity Pharmacy,** Nassau Street. The Trinity Pharmacy offers Trinity staff a 15% discount on all purchases, including prescriptions.

- **Groceries/Household items:**  
  There are grocery shops located on Grafton Street, the **St. Stephen’s Green Shopping Centre,** Baggot Street, Fleet Street and Henry Street. These are all within 5 to 15 minutes walking distance from the main Trinity campus.

### 4.9. Smoking in Ireland

Smoking is banned in all workplaces throughout Ireland, including offices, pubs, bars, restaurants and public transport.

### 4.10. Electricity Voltage

Staff who wish to bring electrical appliances with them should note that the voltage in Ireland is 220v. You will also need an adaptor, as the sockets in Ireland have three rectangular holes.

### 4.11. Trinity Security

Trinity’s campus is very safe and the Security Officers provide a 24-hour service. However, when you leave the campus it is important to appreciate that Dublin is a major international city with a population of over 1.2 million people and as such, you should remain vigilant about your personal belongings at all times.

The contact number for 24-hour Security Centre is +353 (01) 896 1317. The emergency number is +353 (01) 896 1999.

### 4.12. Staff ID Discounts

You can get discounts by showing your Trinity Staff ID card in the following shops/outlets:  
- **The Trinity Library Shop, O’Brien’s** (Sandwiches),  
- **Kilkenny Shop** Nassau Street (Retail/Food),  
- **KC Peaches** (Food),  
- **Compu b** (Apple Computers),  
- **House of Ireland** (Retail),  
- **Fields** (Jewellery),  
- **Weirs & Sons** (Jewellery),  
- **Specsavers** (Opticians) and  
- **Lombard Pharmacy** (Pharmacy).

### 4.13. Useful Links

Useful information for new staff  
- [http://www.tcd.ie/hr/new/](http://www.tcd.ie/hr/new/)  
- [www.tcd.ie/news_events](http://www.tcd.ie/news_events)  
- [www.facebook.com/trinitycollegedublin](http://www.facebook.com/trinitycollegedublin)  
- [www.youtube.com/trinitycollegedublin](http://www.youtube.com/trinitycollegedublin)  
- [http://itunes.tcd.ie](http://itunes.tcd.ie)
Postal Service. The nearest An Post office to Trinity is on Suffolk Street, a five minute walk from campus.
www.anpost.ie

Electricity Supply Board
www.esb.ie

Gas Supply Board
www.bordgais.ie

Broadband and Cable Suppliers
www.eircom.ie
www.virginmedia.ie


You should call 999 or 112 in the case of an emergency which requires an immediate Garda response. Emergencies include:
• A danger to life.
• Risk of serious injury.
• Crime in progress or about to happen.
• Offender still at scene or has just left.

In a non-emergency situation, you should ring your nearest Garda station if you need assistance. The nearest Garda station to Trinity College is on Pearse Street. Their phone number is (01) 666 9000.
www.gardai.ie

4.15. Finding Accommodation

• www.daft.ie
• www.myhome.ie
• The Herald Newspaper
• Trinity Intranet
www.tcd.ie/secretary/communications/noticeboard

4.16. Trinity Green Campus / Sustainability Initiative

Trinity has been awarded Green Flag status for its campus since 2013 and has had a sustainable development policy in place since 2008. All staff, students and visitors are encouraged to respect the campus environment, report issues and to participate in creating a smart sustainable campus. Staff are also welcome to join the voluntary green campus committee.

The University has 9 key areas of focus for improving sustainability. These are:
• Energy/Greenhouse Gas Emissions,
• Waste/Recycling/Litter,
• Water/Wastewater,
• Sustainable Transport,
• Sustainable Food/Resources,
• Biodiversity & Trees,
• Green Procurement,
• Sustainability Education/Research,
• Communications/Student Involvement.

Further details on how staff can help improve the campus environment can be found here:
http://www.tcd.ie/GreenPages
Facilities on Campus

5. Facilities on Campus

5.1. Shops on Campus

Old Library Gift Shop

The Old Library Gift Shop stocks a wide range of books, postcards and other items. During the summer the stock is geared mainly to the interests of visitors, but it is changed seasonally and has a particularly attractive Christmas selection. The surplus from the shop is used directly to support Library services. On production of current staff ID you are entitled to a 10% discount. Items can also be purchased online at The Old Library and the Book of Kells Exhibition.

Staff on production of their current staff ID are entitled to bring in three guests free of charge to visit the Old Library and the Book of Kells exhibition. See Facilities on Campus for details.

The Students’ Union Shops

The Students’ Union Shops are located at House No. 6, Trinity and in the Hamilton Building. They stock a wide range of goods including stationery, confectionery, food, beverages, cards, etc. Newspapers are also available at discounted prices.

Science Gallery Shop

The Science Gallery Cafe and Shop is located on the ground floor of Science Gallery in the Naughton Institute building on the main Trinity campus. The cafe has award winning coffee and a full breakfast and lunch menu open daily from 8 am. The shop sells a range of beautiful books spanning the arts, science and design as well as hands-on, do-it-yourself science kits and gifts with an expanded selection at Christmas. Further details can be found at: https://dublin.sciencegallery.com

5.2. Catering Facilities

Common Rooms

Academic, Administrative and Library staff at or above the rank of Assistant Librarian are eligible for membership of the Senior Common Room. An Application form is available from the Human Resources Department. Members of staff not otherwise eligible to join the Senior Common Room may join the General Common Room. Application for membership and enquiries should be made to extension (01) 896 1865.

The Buttery Food Court

Located just off the main square, the Buttery offers a wide range of food choices, this is a great place to meet and catch up with friends between lectures. They offer a full breakfast range, made-to-order deli bar featuring a wide range of breads and fillings, a hot food offer and salad bar and a Lavazza speciality premium coffee bar located in the Vaults. The Food Court regularly features ‘meal deal’ promotions or themed food events.

Opening hours: 7.30am to 4pm Monday to Thursday, 7.30am to 3pm on Fridays.

Lavazza at the Arts Café

This cafe offers a range of quality coffees, teas and hot chocolate. They also offer a range of hot and cold beverages, mouth-watering pastries, sandwiches and grab-and-go food offers. There is also additional outdoor seating provided in Library Square.

Opening hours: 8am to 7pm Monday to Thursday, 8am to 6pm on Fridays.

Dining Hall Student Buffet

Located in historic surroundings off front square, this restaurant serves a selection of hot dishes, salads, soups and desserts.

Opening hours: 12 noon to 3pm Monday to Friday.

Westland Eats

Located in the Hamilton building, this is the newest eatery on campus offering a choice of three distinct food offers. It includes a Costa Cafe, Gastro (hot food offer) along with Freshii, the latest healthy food offer featuring salads, wraps, burritos and freshly made juices.

Opening Hours:
Costa Cafe: 8.00am to 6.00pm (5.30 on Friday)
Gastro: 8.30am to 2.30pm
Freshii: 8.30am to 4.00pm (3.00pm on Friday)

Áras an Phiarsaigh Coffee Area

Serves tea and coffee and a small range of pastries and snacks. Located near to the Day Nursery, the Samuel Beckett Theatre and IT Services.

Opening hours:
8am to 4pm Monday to Thursday, 8am to 3pm on Fridays.
5.3. **Staff Restaurants**

In addition to our staff being welcome at any of the restaurants listed above on campus, we would like to let you know about the following areas which are exclusively for staff of Trinity: (01) 896 1779 or email banqueting@tcd.ie

**The East Dining Hall**

Accessed through the Common Room, the Dining hall or via the stairs at the rear of the Catering Building, this private dining room serves lunch, which includes a full range of hot meals, desserts and a salad bar. They also serve a choice of soups and daily specials and a made to order sandwich bar.

Opening hours: 12 noon to 3pm Monday to Friday.

**The 1592 Restaurant**

This exclusive fine dining restaurant is ideal for staff who wish to entertain guests at lunchtime. Please see our 1592 website for further details:

Opening hours: 12.30pm to 2.30pm Monday to Friday.
(01) 896 1592 or e-mail the 1592@tcd.ie

5.4. **Delivered Catering and Banqueting**

For further information, please contact (01) 896 1779 or email catering@tcd.ie

5.5. **Off Campus Catering Outlets**

**St James’s or Tallaght Trinity Health Sciences**

For staff and students located in either St James’s or Tallaght Trinity Health Sciences centres, Kylemore operate cafes in both sites with a premium Starbucks coffee offer, deli made-to-order sandwich range and grab-and-go snacks.

Opening hours in the Old Stone Building, St James’s Hospital: 8am to 4pm Monday to Thursday, 8am to 3.30pm on Fridays.

Opening hours in Tallaght Hospital: 8am to 3.30pm Monday to Thursday, 8am to 3pm on Friday.

For more information please see the following link:
Travelling to and from Trinity

6.1. Travelling to and from Trinity

Dublin Airport is approximately 13 km from the city centre and Trinity’s campus. Transportation options include:

The Aircoach bus service runs 24 hours a day and stops near Trinity. Buses depart from Dublin Airport every 10–20 minutes, except between the hours of 12.30am and 4.30am when they depart every hour (12.30, 1.30, 2.30, 3.30, 4.30). Further details can be found at the following link: [www.aircoach.ie](http://www.aircoach.ie).

The AirLink is an express bus service operated by Dublin Bus. Airlink Bus 747 stops on Dame Street, opposite the Trinity entrance ([www.dublinbus.ie](http://www.dublinbus.ie)).

Taxis are metered and will cost approximately €25 – €30 from Dublin Airport to Trinity, with extra charges for each additional passenger and for carrying luggage.
6.2. Public Transport in Dublin

Leap Card
A Leap Card is a reusable plastic smartcard that can be used instead of paper tickets to pay for transport in Dublin. A Leap Card offers the flexibility to jump on Dublin Bus, Luas, DART and commuter rail services around Dublin when it suits you without having to buy a specific ticket in advance. The fare for using your Leap Card is also cheaper than paying the fare by cash. For further information on the Leap Card and where to get one please see: www.leapcard.ie

Dublin Bus
Dublin has an extensive bus route network. Please note that you must have exact change, as the bus driver will not give change back but will give back a receipt. You can reclaim your change at a later stage by handing in your receipts to the Dublin Bus Head Office in O’Connell Street. For further information on routes and timetables please see: www.dublinbus.ie

Nitelink
Dublin Bus operates a night service called Nitelink which runs from the city centre to the suburbs. The Nitelink fare is €6. The Nitelink buses are a cheap and safe alternative to taxis. For further information on routes and timetables please see: www.dublinbus.ie

DART
The DART train runs along the coast from Howth and Malahide in the north to Greystones in the south. The main DART stations close to Trinity College are Tara Street Station and Pearse Station. For further details on routes and timetables please see: www.irishrail.ie

Luas
The Luas service has two tramlines between the city centre and the suburbs. The Green Line connects Sandyford to St. Stephen’s Green, passing through Stillorgan, Dundrum, Milltown and Ranelagh. The Green Line also connects Trinity Hall with the top of Grafton Street, a 5-minute walk from Trinity’s campus. The Red Line connects Tallaght to Connolly Station passing through Rialto, Smithfield and Abbey Street. For details, see: www.luas.ie

6.3. Other Transport Options

DublinBikes
Dublin has a growing bike-sharing scheme, allowing you to collect a bike from any DublinBikes stand and return it to any other stand. They offer annual memberships at very low cost. More information is available here: www.dublinbikes.ie

In conjunction with an active commute to college during the week, the Sports Centre offer all Trinity staff the option of free showers from 7–9am, Monday – Friday. Please email sport@tcd.ie for more or call ext. 4116.

6.4. Nationwide Public Transport

Iarnrod Éireann (Irish Rail)
Irish Rail operates train services to Irish cities from two train stations in Dublin: Heuston Station and Connolly Station, both of which are located in the city centre. For timetables please see: www.irishrail.ie

Bus Éireann (Irish Bus)
Bus Éireann has a nationwide network connecting all major Irish cities and also provides linking services from major cities to smaller towns or villages. Buses leave and arrive in Dublin at Busaras (Central Bus Station), which is close to Connolly Station. For further details please see: www.buseireann.ie

Bus Tours
The main tourist office in Dublin can provide information about coach tour providers in Ireland. The tourist office is located on Suffolk Street. For more details please visit www.visitdublin.com
Trinity College Dublin, the University of Dublin Strategic Plan 2014–2019

7. Trinity College Dublin, the University of Dublin Strategic Plan 2014–2019

The Strategic Plan 2014 – 2019 outlines the vision, mission and goals within the term of the strategic plan.

7.1. Vision

As a University of global consequence, we will be known for realising student potential and for research and scholarship that benefits Ireland and the world.

7.2. Mission

We provide a liberal environment where independence of thought is highly valued where all are encouraged to achieve their full potential. We will:

A. Encompass an ever more diverse student community, providing a distinctive education based on academic excellence and a transformative student experience.

B. Undertake research at the frontiers of disciplines, spurring on the development of new interdisciplinary fields and making a catalysing impact on local innovation and on addressing global challenges.

C. Fearlessly engage in actions that advance the cause of a pluralistic, just, and sustainable society.
7.3. Goals

For all nine components of the mission, nine goals are identified, each to be achieved within five years. Our nine goals are to:

A1  Strengthen Community.
A2  Promote Student Life.
A3  Renew the Trinity Education.
B4  Activate Talents.
B5  Build Valuable Partnerships.
B6  Research for Impact.
C4  Engage Wider Society.
C5  Demonstrate Institutional Leadership.
C6  Secure Trinity’s Future.

The full version of the Strategic Plan 2014 – 2019 can be viewed at the following link: www.tcd.ie/strategy

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7.4. Academic Services

Further information can be found at the following links for a range of Academic Services areas within Trinity:

**Academic Practice & e-Learning (CAPSL)**
CAPSL offers a number of services and resources designed to enhance and support best academic practice and eLearning. Further information can be found at: www.tcd.ie/CAPSL

**Library**
Academic staff in particular will have a high level of interaction with the Library to support course modules. There are a range of supports that the Library offers to staff. Details can be found at the following links: www.tcd.ie/library and www.tcd.ie/library/support

**Science Gallery Dublin**
Science Gallery Dublin is located in the Naughton Institute building on the main Trinity campus at the corner of Pearse Street and Westland Row. Science Gallery Dublin has an ever-changing programme of public exhibitions and events fuelled by the expertise of scientists, researchers, students, artists, designers, inventors, creative thinkers and entrepreneurs with a mission to ignite creativity and discovery where science and art collide. Since opening in 2008, over two million visitors to the gallery have experienced more than 37 unique exhibitions ranging from living art experiments to tasting sessions and from the future of the human race to the future of play.

Science Gallery Dublin is supported by the expertise of its Leonards, a “brain trust” of exceptional people that includes many Trinity staff who contribute to generating and exploring ideas. Science Gallery Dublin also regularly collaborates with Trinity Academics who work with the team as curators on exhibitions. The focus of the Science Gallery is on providing programmes and experiences that allow visitors to participate and facilitate social connections, always providing an element of surprise. There is a café and shop located on the ground floor, both are open daily.

The exhibitions are free of charge and open from 12pm Tuesday - Sunday. Science Gallery Dublin is part of the Global Science Gallery Network pioneered by Trinity College Dublin with further galleries opening in London (2017), Melbourne (2018) and Bengaluru (2018) with additional galleries in development. To find out more about Science Gallery check the following link: https://dublin.sciencegallery.com

**Trinity Teaching and Learning.**
Trinity Teaching and Learning, led by the Academic Secretary, is responsible for the conduct of activities in support of undergraduate and postgraduate education, and includes: the development and implementation of academic policy; development and coordination of the University’s quality assurance and improvement processes and support for the University Council and its academic committees. Further information can be found at: www.tcd.ie/teaching-learning

**Careers Advisory Service**
The Careers Advisory Service has responsibility for assisting students to identify and put into action their career plans using a wide variety of activities, services and resources. Its core function is to provide careers education, information, advice and guidance to students and graduates to enable them to connect with employers or postgraduate programme providers.

Whether you are a member of the academic staff or you work in another student service some of the activities
which the Careers Advisory Service can help with include:

- Working with students referred to the service so as to facilitate their educational, training or occupational choices.
- Providing information on the Graduate Labour Market including employment trends, salaries etc.
- Providing tips on writing a student reference.
- Marketing the University to prospective students.

Further information can be found at the following links: [www.tcd.ie/careers](http://www.tcd.ie/careers) and [www.tcd.ie/careers/academics/information](http://www.tcd.ie/careers/academics/information)

### 7.5. Staff Involved in Research

Details of how to subscribe to the University’s research focus circulation list where funding opportunities are circulated are available at: [https://www.tcd.ie/research_innovation/research/support-services/research-focus.php](https://www.tcd.ie/research_innovation/research/support-services/research-focus.php)

1. All research applications sent to external funding agencies have to be endorsed via the Head of School and Research Development Office.
2. All open calls are advertised via the University’s RPAMS system: [https://rpams.tcd.ie/sites/rpams/Lists/FundingCall/opencalls.aspx](https://rpams.tcd.ie/sites/rpams/Lists/FundingCall/opencalls.aspx)
3. Anyone involved in research should be aware of and adhere to the University’s Policy on Good Research Practice and the Intellectual Practice Policy. They can be accessed on the Research Policies website: [https://www.tcd.ie/research/dean/policies/](https://www.tcd.ie/research/dean/policies/)
4. Trinity Research & Innovation reviews, negotiates and administers all research, service and consultancy agreements issued to and by Trinity. The Contracts Office administers all research contracts, while the Office of Corporate Partnership and Knowledge Exchange administers research services and consultancy agreements, liaising with each other as required.

### 7.6. Trinity Access Programmes (TAP)

Since 1993, the Trinity Access Programmes (TAP) have formed a central part of Trinity’s plan to encourage young adults, adults and ethnic minority students who come from socio-economic groups under-represented in higher education, to go to University.

TAP provides a range of supports to students, families and communities enabling them to identify and fulfil their educational goals.

**The TAP Programmes are:**

1. **School and Community Outreach Links (SCOL)**
2. **The Higher Education Access Route (HEAR)**
3. **University Access Courses:**
   - The TAP Foundation Course for Higher Education – Young Adults
   - The TAP Foundation Course for Higher Education – Mature Students
   - The University Access Partnership Courses: TCD and the City of Dublin Education and Training Board (CDETB)
4. The Post-Entry Progression Programme Learning What Works: TAP Evaluation and Research Further details can be found at: [www.tcd.ie/trinity_access](http://www.tcd.ie/trinity_access)

### 7.7. Academic Registry

The Academic Registry forms part of the Corporate Services Division, which oversees the governance and management of professional administrative and support services in the University and is led by the Chief Operating Officer.

The Academic Registry was established in July 2013 in order to improve service to students and staff in the delivery of central academic administrative services. The foundation of the Academic Registry saw the amalgamation of six previously separate offices, and the creation of a new integrated, cross-functional Service Desk team to provide customer-focused first-line support. The Service Desk team is the public face of the Academic Registry, with responsibility for all first-line face-to-face, telephone, portal and email queries.

The Academic Registry’s mission is “to provide key centralised administrative services to students and staff, supporting the best possible Trinity experience”. In doing so, the Academic Registry provides
administrative support to students and staff in line with the student lifecycle:

**Application & Admissions—Fees & Payments—Registration & Records Management—Lecture Timetables—Exams & Assessment—Graduation**

As well as these core functions, the Academic Registry is responsible for the conduct of elections to Seanad Éireann for the University of Dublin 3 seater constituency; supporting meetings of the University Senate. The Academic Registry also provides statistical reporting in respect of its activities, including fulfilling Trinity’s statutory reporting requirements.

**The Academic Registry can be contacted as follows:**

- **Portal:** [https://my.tcd.ie](https://my.tcd.ie) (To Log Student/Staff Queries)
- **Email:** academic.registry@tcd.ie
- **Phone:** +353 (01) 8964500 (Academic Registry Support)  
  +353 (01) 896 4501 (Academic Registry Staff Support)
- **Post:** Academic Registry, Watts Building, Trinity College, Dublin 2, Ireland
- **Web:** [www.tcd.ie/academicregistry/](http://www.tcd.ie/academicregistry/)

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**7.9. Financial Services Division (FSD) — General Information**

**FSD Contact Details:**
- **Tel:** [https://www.tcd.ie/financial-services/gen_contacts.php](https://www.tcd.ie/financial-services/gen_contacts.php)
- **Email:** financial.services@tcd.ie

**Relevant Financial Policies:**
- [https://www.tcd.ie/financial-services/docs/Travel_Policy.pdf](https://www.tcd.ie/financial-services/docs/Travel_Policy.pdf)
- [https://www.tcd.ie/financial-services/docs/Travel_and_Subsistence_Booklet.pdf](https://www.tcd.ie/financial-services/docs/Travel_and_Subsistence_Booklet.pdf)
- [https://www.tcd.ie/financial-services/docs/Hospitality_and_Entertainment_Policy.pdf](https://www.tcd.ie/financial-services/docs/Hospitality_and_Entertainment_Policy.pdf)

**Trinity Finance Manual:**

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**7.10. Overall University Structure**

The full organisational structure of Trinity College Dublin, the University of Dublin can be viewed at the following link: [www.tcd.ie/provost/trinity-structure](http://www.tcd.ie/provost/trinity-structure)

Information on Executive Officers and Annual Officers can be found at the following link: [www.tcd.ie/provost/college-officers/executive](http://www.tcd.ie/provost/college-officers/executive)

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**7.11. Trinity’s Visual Identity**

Trinity’s visual identity guidelines and templates regarding Trinity documents and communications can be found at the following link: [https://www.tcd.ie/communications](https://www.tcd.ie/communications)
8.1. Trinity Policies

Trinity policies may be updated from time to time. All employees must agree to be bound by them and must undertake to check for new and updated policies during their employment. Each new employee will be required to sign a document confirming this with their contract of employment. The most recent version of the University’s HR policies will be available at www.tcd.ie/hr

Full transcripts of Trinity policies are available at www.tcd.ie/about/policies and include the following:

- Access and Equality Policy.
- Accessible Information Policy.
- Alcohol Policy.
- College IT & Network Code of Conduct.
- College IT Security Policy.
- Emergency Procedures.
- Employment of People with Disabilities.
- Equal Opportunity Policy.
- Force Majeure Leave.
- Fraud Policy.
- Harassment including Sexual Harassment and Racial Harassment.
- Information Systems Services Policies
- Intellectual Property Policy.
- Parental Leave.
- Records Management Policy.
- Safety Statement.
- Smoking in College.
- Teleworking.
- Trademarks.
- Use of College Resources to use and access the Web.
- Waste Management and Recycling on Campus.
- Web Facilities for Campus Companies.
- Code of Conduct for Employees.
- Social Networking and Social Media
- Sustainable Development policy
Campus Map

1. College Green
2. Front Gate
3. Parliament Square
4. Library Square
5. New Square
6. Rugby Ground
7. College Park
8. Botany Bay (Tennis Courts)
9. Long Room Hub
10. Moyne Institute
11. Pavillion Bar
12. Goldsmith Hall
13. Trinity Biomedical Sciences Institute
14. Trinity Technology Enterprise Centre
15. The Lir
16. House 4 (Human Resources)
17. Financial Services Division
18. School of Nursing and Midwifery Studies