Honours degree programme in

Engineering with Management
B.Sc. (Ing.)

Junior Sophister Handbook
2015/2016

Department of Mechanical & Manufacturing Engineering
Faculty of Engineering, Mathematics & Science
Trinity College Dublin
Introduction

The third year of the B.Sc. course is designed to integrate the fundamental engineering and management tools that you have developed in the first two years. You will be asked to view things and develop solutions involving two or more distinct areas in both individual and team based work.

Modules

The third year sees the introduction of several subjects that will challenge your ability to master non-technical topics. These are the skills that most often challenge engineers in their professional lives.

Junior Sophister Courses

**Mandatory**

- **3E2** Numerical Methods 5 credits
- **3B3** Mechanics of Solids 5 credits
- **3B4** Engineering Materials 5 credits
- **3MEMS1/4B5** Manufacturing Technology II 5 credits
- **3MEMS3** Engineering Design II 10 credits
- **ST3005** Information Systems 5 credits

**Mandatory group A or group B**

**Group A**

- **3BIO1** Anatomy and Physiology 5 credits
- **3BIO2** Biomedical Design Project 5 credits
- **3E3** Probability modelling 5 credits

**Group B**

- **3MEMS5/4B6** Project & Operations Management 5 credits
- **ST3010** Applied Forecasting 5 credits
- **3C1** Signals & Systems 5 credits

**Choose two:**

- **3B1** Thermodynamics 5 credits
- **3B2** Fluid Mechanics 5 credits
- **3B5** Mechanics of Machines 5 credits
- **3MEMS6** Communications & People Management 5 credits

Broad Curriculum [www.tcd.ie/Broad_Curriculum](http://www.tcd.ie/Broad_Curriculum)
KEY DATES

Semester 1  (Michaelmas Term)

12 weeks   Monday, 28 September to Friday 18 December 2015.

Semester 2  (Hilary Term)

12 weeks   Monday, 18 January to Friday 8 April 2016.

Revision/Examinations/Results (Trinity Term)

Annual Examinations commence Monday, 02 May 2016 and finish at the latest on Friday 27 May 2016.

Lecture/tutorial/laboratory timetables

Lecturers assume that you carry out a significant amount of personal study and expect you to be able to understand aspects of the subject not explicitly covered in lectures, tutorials, and laboratories.

The timetable for lectures, tutorials, and laboratories is attached at the end of this handbook. The assignment of students to the numbered laboratory groups will take place after registration. Every effort has been made to create a schedule that leaves significant blocks of time available to you to facilitate library and study time. There is an average of 30 scheduled hours per week. The expectation is that you will spend at least an additional 15 hours/week carrying out personal study (e.g. reading, problem sets, projects, lab reports).
Details of Junior Sophister Course

A detailed syllabus for each of the BAI modules taken by Junior Sophister students in the Department is available on the Mechanical & Manufacturing Engineering website http://www.tcd.ie/Engineering/undergraduate/baiyear3/mechanical/

A detailed syllabus for each of the Engineering with Management modules taken by students is available on the Engineering with Management website in the handbook section https://www.tcd.ie/mecheng/bsc/

Module Title: 3B1 Thermodynamics
Code: ME3B1
Level: Junior Sophister
Credits: 5
Lecturer(s): Professor Anthony Robinson (arobins@tcd.ie)

Module Title: 3B2 Fluid Mechanics
Code: ME3B2
Level: Junior Sophister
Credits: 5
Lecturer(s): Prof. Craig Meskell (cmeskell@tcd.ie)

Module Title: 3B3 Mechanics of Solids
Code: ME3B3
Level: Junior Sophister
Credits: 5
Lecturer(s): Prof Henry Rice hrice@tcd.ie - coordinator
Dr Tim Persoons tim.persoons@tcd.ie
Dr Patrick Prendergast provost@tcd.ie
<table>
<thead>
<tr>
<th>Module Title</th>
<th>Code</th>
<th>Level</th>
<th>Credits</th>
<th>Lecturer(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3B4 Mechanical Engineering Materials</td>
<td>ME3B4</td>
<td>Junior Sophister</td>
<td>5</td>
<td>Prof. Kevin O'Kelly (<a href="mailto:okellyk@tcd.ie">okellyk@tcd.ie</a>)</td>
</tr>
<tr>
<td>3B5 Mechanics of Machines</td>
<td>ME3B5</td>
<td>Junior Sophister</td>
<td>5</td>
<td>Prof. Ciaran Simms (<a href="mailto:csimms@tcd.ie">csimms@tcd.ie</a>) and Prof. Garret O'Donnell (<a href="mailto:odonnege@tcd.ie">odonnege@tcd.ie</a>)</td>
</tr>
<tr>
<td>3C1 Signals and Systems</td>
<td>EE3C01</td>
<td>Junior Sophister</td>
<td>5</td>
<td>Prof. Liam Dowling</td>
</tr>
<tr>
<td>3E2 Numerical Methods</td>
<td>ME3E2</td>
<td>Junior Sophister</td>
<td>5</td>
<td>Assistant Prof. Ciaran Simms (<a href="mailto:csimms@tcd.ie">csimms@tcd.ie</a>) and Assistant Prof. Tim Persoons (<a href="mailto:persoont@tcd.ie">persoont@tcd.ie</a>)</td>
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<tr>
<td>3E3 Probability Modelling</td>
<td>ME3E3</td>
<td>Junior Sophister</td>
<td>5</td>
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</tr>
<tr>
<td>3BIO1 Anatomy and Physiology</td>
<td>ME3E3</td>
<td>Junior Sophister</td>
<td>5</td>
<td></td>
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</tbody>
</table>
Lecturer(s): Professor Veronica Campbell  
Dr Á Kelly  
Dr S Harney  

Specialist lecturers:  
Dr AM Baird  
Prof O Sheils  
Dr E Roche  
Dr E Harris  

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**Module Title:** 3BIO2 Biomedical Design Project  
**Level:** Junior Sophister  
**Credits:** 5  
**Lecturer(s):** Dr. Sonja Hermann (hermanns@tcd.ie)  

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**Module Title:** ST3010 Applied Forecasting  
**Code:** ST3010  
**Level:** Junior Sophister  
**Credits:** 5  
**Lecturer(s):** Rozenn Dahyot  

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**Module Title:** 3MEMS1 Manufacturing Technology  
**Code:** ME3MM1  
**Level:** Junior Sophister  
**Credits:** 5  
**Lecturer(s):** Prof. Rocco Lupoi (lupoir@tcd.ie)  
Prof. John Monaghan (JMONGHAN@tcd.ie)  


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**Module Title:** 3MEMS3 Engineering Design II  
**Code:** ME3MM3  
**Level:** Junior Sophister  
**Credits:** 10  
**Lecturer(s):** Prof. Garret O’Donnell (odonnege@tcd.ie)  
Dr. Daniel Trimble (dtrimble@tcd.ie)  
Conor McGinn (mconfign@tcd.ie)
<table>
<thead>
<tr>
<th>Module Title</th>
<th>Code</th>
<th>Level</th>
<th>Credits</th>
<th>Lecturer(s)</th>
<th>URL</th>
</tr>
</thead>
</table>
Regulations and Assessment

**College Regulations**

College regulations are set out in the University Calendar, which may be consulted in any College Library, the Enquiries Office, any academic or administrative office or online – [www.tcd.ie/calendar/](http://www.tcd.ie/calendar/). You are expected to be aware of the various regulations - ignorance of the regulations is not a valid reason for failure to comply.

**Collaboration, Plagiarism and Individual Work**

Engineering is about co-operation, but also individual effort. The everyday fruits of engineering, such as jet aircraft, suspension bridges, microprocessors or software systems, have been designed and built by teams of hundreds, even thousands, of engineers working together. These engineers exchange ideas and ultimately co-ordinate their efforts to achieve the overall project goal. However, each component of even the largest project is the result of one individual’s engineering skill and imagination. If you want to become a successful engineer, you must develop your own ability to analyse problems. This means that, while it is useful to work as a team initially, you must ultimately produce your own work. For example, for a computing exercise, discuss the task with your classmates, swap ideas on how to solve the problem, but at the end of the day, implement your own solution. The examinations will test your ability rather than just your knowledge and the only way to develop your ability for engineering analysis is to complete the laboratory and tutorial exercises yourself.

**Plagiarism**

In the academic world, the principal currency is ideas. As a consequence, you can see that plagiarism – i.e. passing off other people’s ideas as your own– is tantamount to theft. It is important to be aware the plagiarism can occur knowingly or unknowingly, and the offence is in the action not the intent.

Plagiarism is a serious offence within College and the College’s policy on plagiarism is set out in a central online repository hosted by the Library which is located at [http://tcd-ie.libguides.com/plagiarism](http://tcd-ie.libguides.com/plagiarism). This repository contains information on what plagiarism is and how to avoid it, the College Calendar entry on plagiarism and a matrix explaining the different levels of plagiarism outlined in the Calendar entry and the sanctions applied.

Undergraduate and postgraduate new entrants and existing students, are required to complete the online tutorial ‘Ready, Steady, Write’. Linked to this requirement,
all cover sheets which students must complete when submitting assessed work, must contain the following declaration:

I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at: http://www.tcd.ie/calendar
I have also completed the Online Tutorial on avoiding plagiarism ‘Ready, Steady, Write’, located at http://tcd-ie.libguides.com/plagiarism/ready-steady-write

Plagiarism detection software such as “Turnitin” and Blackboard’s “SafeAssign” may be used to assist in automatic plagiarism detection. Students are encouraged to assess their own work for plagiarism prior to submission using this or other software.

**Attendance, non-satisfactory attendance, course work**

For professional reasons lecture and tutorial attendance in all years is compulsory in the School of Engineering. For more on this, See Part II, Academic Progress Section (25) of the College Calendar http://www.tcd.ie/calendar/1415-2/part-2-undergraduate-courses-and-other-general-information/general-regulations-and-information/academic-progress/

All students must fulfil the course requirements of the school or department, as appropriate, with regard to attendance and course work. Students may be deemed non-satisfactory if they miss more than a third of their course of study or fail to submit a third of the required course work in any term. **Therefore, a minimum 75% attendance rate at lectures, Laboratories and Tutorials is required.**

At the end of the teaching term, students who have not satisfied the school or department requirements may be reported as non-satisfactory for that term. Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their annual examinations and may be required by the Senior Lecturer to repeat their year.

Further details of procedures for reporting a student as non-satisfactory are given on the College website at:
http://www.tcd.ie/undergraduate-studies/academic-progress/attendance-course-work.php

**Assessment**

The overall result for the year is the weighted average of the individual module results. The weighting is based on the credits associated with each module.
Students are obliged to be present and make a serious attempt at all their examinations. You are advised to read the examination regulations on the School Website. Particular attention should be given to the College Regulations concerning medical certificates in the case of missed examinations. Further information is available in Part II, Academic Progress Section (35) of the College Calendar.

Examination timetables are published on your personal TCD portal page some weeks before the examinations take place. It is your responsibility to note these carefully – you will be informed that timetables have been published but you must check them continuously, as examination details may change.

**Course Regulations**

**Assignment deadlines**

Many E&M courses include an element of continuous assessment. Different departments have their own rules on continuous assessment and homework. You should make sure you are familiar with these rules and that you understand them. The Department of Mechanical and Manufacturing Engineering rules are summarised below:

1. The lecturer must notify the students of:
   - the deadline
   - where and how the assignment is to be handed in
   - the penalties for late submission
   - the procedure for granting permission for late submissions.

   Otherwise the default rules, as set out below, will apply.

2. The deadline for all continuous assessment work will be 5pm on the day specified.

3. The work must be handed in to the Department Secretary who will stamp it with the date and time and record the submission in a log. The submission must be clearly labelled and must show the student’s name, the assignment title, the course number, and the lecturer’s name.

4. Penalties for late submission are as follows: material submitted late will be marked down 20% of the mark that would otherwise have been awarded for each day (or part thereof) that it is late. Work submitted after 5pm of the fifth day after the deadline will receive a mark of zero.

5. Extensions are normally granted if you can present a good reason for not being able to submit on time. If you need an extension, you should speak to your tutor, not your lecturer. Lecturers will normally grant an extension following a letter from a tutor. Keep in mind that valid reasons are those that could not have been foreseen.
6. Sometimes, where there is a general problem, a Lecturer may award an extension to the entire class. This will be posted (and optionally e-mailed to all students). Penalties will apply as stated above from the revised deadline.

Students are obliged to be present and make a serious attempt at all their examinations. You are advised to read the Examination Regulations (included in this Section 5 of this booklet). Particular attention should be given to the College Regulations concerning medical certificates.

Examination timetables are placed on the notice board some weeks before the examinations take place. It is your responsibility to note these carefully.

**EXAMINATION RULES**

**FRESHMAN AND JUNIOR SOPHISTER**


The full set of overall grades is set out below;

<table>
<thead>
<tr>
<th>Description</th>
<th>Grade</th>
<th>Criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honors</td>
<td>I</td>
<td>mark greater than or equal to 70%</td>
</tr>
<tr>
<td>Second Class Honors,</td>
<td>II.1</td>
<td>mark greater than or equal to 60% and less than 70%</td>
</tr>
<tr>
<td>First Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Class Honors,</td>
<td>II.2</td>
<td>mark greater than or equal to 50% and less than 60%</td>
</tr>
<tr>
<td>Second Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Class Honors</td>
<td>III</td>
<td>mark greater than or equal to 40% and less than 50%</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>the candidate has failed to satisfy the criteria listed above</td>
</tr>
<tr>
<td>Exclude</td>
<td>EX</td>
<td>the candidate has not made a serious attempt at the examinations or the candidate has not passed the year within eighteen months from that date on which they first became eligible or the candidate has at least one unexplained absence</td>
</tr>
<tr>
<td>Deferred</td>
<td>D</td>
<td>the candidate was absent with permission due to medical or other grounds and the result is incomplete</td>
</tr>
<tr>
<td>ERASMUS Awaiting</td>
<td>ER</td>
<td>Applies to Erasmus / International Exchange</td>
</tr>
</tbody>
</table>
Result
Result Withheld RW it may be necessary for academic or administrative reasons to withhold a result (e.g. unpaid fees or fines)
Withdrawn WD the candidate has withdrawn from the course
Repeat year R the candidate is given permission to repeat the year IN FULL (applies at SUPPLEMENTAL examinations ONLY)
Pass P the candidate may rise to the next year of the degree programme (applies at SUPPLEMENTAL examinations ONLY)

After the Court of Examiners' meeting, ANNUAL and SUPPLEMENTAL examination results are published anonymously in student number order.

**Individual module results**

All individual module results are published anonymously by student number on the College notice boards, on the local School of Engineering website - [http://www.tcd.ie/Engineering/Results/](http://www.tcd.ie/Engineering/Results/) (students will need their College username and password) and on the College’s Examinations Office website - [http://www.tcd.ie/Examinations/Results/](http://www.tcd.ie/Examinations/Results/)

Where a mark is not reported for a module the following codes apply where appropriate:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>f</td>
<td>mark is less than 25%;</td>
</tr>
<tr>
<td>a</td>
<td>absent with permission/explained absence – may take a SUPPLEMENTAL examination;</td>
</tr>
<tr>
<td>A</td>
<td>absent without permission or explanation – <strong>automatic exclusion</strong>;</td>
</tr>
<tr>
<td>mc</td>
<td>medical certificate supplied to and accepted by the Senior Lecturer;</td>
</tr>
<tr>
<td>cr</td>
<td>credit for subject e.g. candidate is exempt on the basis of their performance in the Foundation Scholarship examination;</td>
</tr>
<tr>
<td>gw</td>
<td>grade withheld (e.g. unpaid fees or fines).</td>
</tr>
<tr>
<td>p</td>
<td>credit for subject passed on previous occasion.</td>
</tr>
</tbody>
</table>

**Repeating the year**

Candidates must repeat the year IN FULL which includes all continuous assessment requirements and laboratory experiments.
Publication of Results

Examination results are published on the Department Notice board in Parsons Building. The examination results of candidates are published on the notice board in order of the candidates’ student numbers. Candidates’ names are not listed. Anyone seeking a candidates’ result must have their student number. Tutors can also be contacted regarding your examination results.

Re-checking/Re-marking of Examination Scripts

Extract from Part II, Academic Progress Section (52) of the College Calendar:

(i) All students have a right to discuss their examination and assessment performance with the appropriate members of staff as arranged for by the director of teaching and learning (undergraduate) or the head of department as appropriate. This right is basic to the educational process.

(ii) Students are entitled to view their scripts when discussing their examinations and assessment performance.

(iii) Students’ examination performance cannot be discussed with them until after the publication of the examination results.

(iv) To obtain access to the breakdown of results, a student or his/her tutor should make a request to the director of teaching and learning (undergraduate), course co-ordinator or appropriate member of staff.

(v) Examination scripts are retained by schools and departments for thirteen months from the date of the meeting of the court of examiners which moderates the marks in question and may not be available for consultation after this time period.

“52 Re-check/re-mark of examination scripts

(i) Having received information about their results and having discussed these and their performance with the director of teaching and learning (undergraduate) or the head of department and/or the appropriate staff, students may ask that their results be reconsidered if they have reason to believe:

(a) that the grade is incorrect because of an error in calculation of results;

(b) that the examination paper specific to the student’s course contained questions on subjects which were not part of the course prescribed for the examination; or

(c) that bias was shown by an examiner in marking the script.
In the case of (a) above, the request should be made through the student’s tutor to the director of teaching and learning (undergraduate) or course co-ordinator as appropriate.

In the case of (b) and/or (c) above, the request should be made through the student’s tutor to the Senior Lecturer. In submitting such a case for reconsideration of results, students should state under which of (b) and/or (c) the request is being made. (Details of the procedures relating to the re-check/re-mark of examination scripts are available on the College website at https://www.tcd.ie/academicregistry/exams/results/recheck/)

Once an examination result has been published it cannot be amended without the permission of the Senior Lecturer.

Requests for re-check or re-mark should be made as soon as possible after discussion of results and performance and no later than twelve months from the date of the meeting of the court of examiners which moderated the marks in question.

Any student who makes a request for re-check or re-mark that could have implications for their degree result is advised not to proceed with degree conferral until the outcome of the request has been confirmed”.

Appeals

Extract from Part II, Academic Progress Section (53) of the College Calendar:

"53 A student may appeal a decision of the court of examiners relating to academic progress to a Court of First Appeal. (Details of procedures relating to Courts of First Appeal are available on the College website at https://www.tcd.ie/undergraduate-studies/academic-progress/appeals.php and from relevant course offices) Appeals should be made in writing by a student’s tutor or, if the tutor is unwilling or unable to act, by the Senior Tutor or his/her nominee who shall be another tutor. Students may request a representative of the Students’ Union to represent them as an alternative to their tutor or the Senior Tutor. Tutors or Students’ Union representatives who are filing an appeal must use the procedural form, must indicate the precise grounds upon which the appeal is being made (see Academic Appeals Committee §54 below for applicable grounds) and what the appeal is attempting to achieve on the student’s behalf, e.g. permission to repeat the year, special examination etc. The attention of those bringing an appeal is directed to the assistance offered by the school or course administrators and the undergraduate studies staff in Trinity Teaching and Learning in helping them to complete their records, provide copies of medical certificates and other appropriate documents. The Court of First Appeal shall not hear requests for re-checking/re-marking of examinations and assessments which should be processed according to the regulations as set out in §52 above. The recommendations of the Court of First Appeal are forwarded to the Senior Lecturer who may approve or reject or
vary any such recommendations. As a consequence recommendations of a Court of First Appeal are not binding and shall not have a formal effect unless and until they have been considered and approved by the Senior Lecturer. In particular, pursuant to §37, the Senior Lecturer will approve a recommendation that a student be permitted to sit a special examination, outside of the annual and supplemental sessions, as set out in the Almanack, only in exceptional circumstances. (This power is exercised by the Senior Lecturer by delegation from the University Council, and the principles of delegation set out in Part 3 of the Introduction Chapter of the 2010 Statutes shall apply.) A student may appeal such decisions of the Senior Lecturer, whether approved or rejected or varied, to the
Health & Safety

Safety in the Department

Dear Student,

The Department of Mechanical & Manufacturing Engineering operates a 'safe working environment' policy and we take all practical precautions to ensure that hazards or accidents do not occur. We maintain safety whilst giving you the student very open access to the departmental facilities. Thus safety is also your personal responsibility and it is your duty to work in a safe manner when within the department. By adopting safe practices you ensure both your own safety and the safety of others.

Please read the Safety Document on the Departmental website: http://www.mme.tcd.ie/ and comply with the instructions given within. Failure to behave in a safe manner may result in your being refused the use of departmental facilities.

Mr. Gerry Byrne
Departmental Safety Officer
5 College Map
6 Student Disability Services

If you have a disability or a specific learning disability (such as dyslexia) you may want to register with Student Disability Services.

Do you know what supports are available to you in College if you have a disability or a specific learning disability? Further information on our services can be found at www.tcd.ie/disability

Declan Reilly and Alison Doyle are the Disability Officer for the Engineering Faculty.

You can make an appointment with a member of the Disability Service by:

- **Phoning**: 01 8963111
- **emailing**: disablilty@tcd.ie
- **texting**: 086 3442322

The disability Service holds drop-in sessions during the academic year. Details are given below:

**Office Hours**

- **Monday – Thursday**: 9:15 – 5:15
- Drop in – or appointments may be made during these times
- **Friday**: By appointment only
7 New Student Information System (SITS)

All communications from College will be sent to you via your online portal which will give you access to an ‘intray’ of your messages. You will also be able to view your timetables online, both for your teaching and for your examinations. All fee invoices/payments, student levies and commencement fees will be issued online and all payments will be carried out online. You will be able to view your personal details in the new system – some sections of which you will be able to edit yourself. Up until 2013, all examination results were published online by the Examinations Office at http://www.tcd.ie/vpcao/examinations.php – from now on, your results will also be communicated to you via the online portal. Future plans for the new system include online module registration and ongoing provision of module assessment results.

DESCRIPTION OF THE EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.
The ECTS weighting for a module is a **measure of the student input or workload** required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European **norm for full-time study over one academic year is 60 credits.**

**ECTS credits are awarded to a student only upon successful completion of the module year.** Progression from one year to the next is determined by the module regulations. Students who fail a year of their module will not obtain credit for that year even if they have passed certain component modules. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.
## Academic Year Structure 2015/2016

<table>
<thead>
<tr>
<th>Cal. Wk</th>
<th>Dates 2015/16 (week beginning)</th>
<th>Outline Structure of Academic Year 2015/16</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31-Aug-15</td>
<td>Supplemental Examinations</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>07-Sep-15</td>
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<tr>
<td>3</td>
<td>14-Sep-15</td>
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<tr>
<td>4</td>
<td>21-Sep-15</td>
<td>Freshers’ Week/Undergraduate Orientation Week</td>
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<tr>
<td>5</td>
<td>28-Sep-15</td>
<td>Teaching Week 1</td>
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<td>6</td>
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<td>9</td>
<td>26-Oct-15</td>
<td>Teaching Week 5 (Monday, Public Holiday)</td>
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<tr>
<td>10</td>
<td>03-Nov-15</td>
<td>Teaching Week 6</td>
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<td>09-Nov-15</td>
<td>Teaching Week 7 - Study Week</td>
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<td>16-Nov-15</td>
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<td>Teaching Week 11</td>
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<td>16</td>
<td>14-Dec-15</td>
<td>Christmas Period (College closed)</td>
<td></td>
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<tr>
<td>17</td>
<td>21-Dec-15</td>
<td>24 December 2015 to 1 January 2016, inclusive)</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>28-Dec-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>04-Jan-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>11-Jan-16</td>
<td>Foundation scholarship examinations</td>
<td>Notes: It may be necessary to hold some exams in the preceding week.</td>
</tr>
<tr>
<td>21</td>
<td>18-Jan-16</td>
<td>Teaching Week 1</td>
<td></td>
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<tr>
<td>22</td>
<td>25-Jan-16</td>
<td>Teaching Week 2</td>
<td></td>
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<tr>
<td>23</td>
<td>01-Feb-16</td>
<td>Teaching Week 3</td>
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<tr>
<td>24</td>
<td>08-Feb-16</td>
<td>Teaching Week 4</td>
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<td>25</td>
<td>15-Feb-16</td>
<td>Teaching Week 5</td>
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<tr>
<td>26</td>
<td>22-Feb-16</td>
<td>Teaching Week 6</td>
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<tr>
<td>27</td>
<td>29-Feb-16</td>
<td>Teaching Week 7 - Study Week</td>
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<tr>
<td>28</td>
<td>07-Mar-16</td>
<td>Teaching Week 8</td>
<td></td>
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<tr>
<td>29</td>
<td>14-Mar-16</td>
<td>Teaching Week 9 (Friday, Public Holiday)</td>
<td></td>
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<tr>
<td>30</td>
<td>21-Mar-16</td>
<td>Teaching Week 10</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>28-Mar-16</td>
<td>Teaching Week 11 (Monday, Easter Monday)</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>04-Apr-16</td>
<td>Teaching Week 12</td>
<td>Notes: 1. Hilary Term begins</td>
</tr>
<tr>
<td>33</td>
<td>11-Apr-16</td>
<td>Revision Trinity Week (Monday, Trinity Monday)</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>18-Apr-16</td>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>25-Apr-16</td>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>02-May-16</td>
<td>Annual Examinations 1 (Monday, Public Holiday)</td>
<td>Notes: Annual Examination period: Four weeks followed by five weeks for marking, examiners’ meetings, publication of results, Courts of First Appeal and Academic Appeals.</td>
</tr>
<tr>
<td>37</td>
<td>09-May-16</td>
<td>Annual Examinations 2</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>16-May-16</td>
<td>Annual Examinations 3</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>23-May-16</td>
<td>Annual Examinations 4</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>30-May-16</td>
<td>Annual Examinations 5</td>
<td></td>
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<tr>
<td>41</td>
<td>06-Jun-16</td>
<td>Marking/Courts of Examiners/Results</td>
<td></td>
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<tr>
<td>42</td>
<td>13-Jun-16</td>
<td>Marking/Courts of Examiners/Results</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>20-Jun-16</td>
<td>Courts of First Appeal/Examiners/Results</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>27-Jun-16</td>
<td>Courts of First Appeal/Academic Appeals</td>
<td>Notes: 1. Statutory (Trinity) Term ends Friday 1 July 2016</td>
</tr>
<tr>
<td>45 to 52</td>
<td>04 Jul 2016 – 22 Aug 2016</td>
<td>Postgraduate dissertations/theses/Research 1-8</td>
<td>Notes: Eight weeks between end of statutory (Trinity) term and commencement of statutory (Michaelmas) term. This period is also used for writing up Masters dissertations and research theses due for submission in September. Ends Friday 26 August 2016</td>
</tr>
</tbody>
</table>
Student Supports

**Academic Concerns: Sources of Assistance**
- Other students in the class;
- Course lecturer;
- Engineering class representatives;
- your personal tutor (or any other tutor if you cannot find yours), or the Senior Tutor;
- Head of Department,
- Head of School or Director of Teaching and Learning (Undergraduate), Assistant Prof. Ciaran Simms (csimms@tcd.ie);
- Students’ Union Education Officer (education@tcdsu.org)

**Student Learning Development**
Student Learning Development is here to help you develop and master the academic skills to succeed at Trinity. The supports available include:

- Free workshops throughout the year on a variety of topics for students from all departments.
- A Blackboard module featuring a range of resources, including podcasts and interactive workshops that provide academic support to students. Topics include:
  - Time management
  - Presentation skills (incl poster presentations)
  - Procrastination and Concentration
  - Effective study skills
  - Writing skills
  - Exam skills
  - Individual consultations – meet with a learning advisor to discuss your study issues

For more information please visit [http://student-learning.tcd.ie](http://student-learning.tcd.ie)

**Other supports for learning in College include:**
- The Maths Help Room, which provides informal help from Trinity students. It is located in the Maths Seminar Room, 2nd Floor, 18 Westland Row and is open on Monday-Friday, from 1-2pm
- The Programming Support Centre is available to all computer science and engineering students taking programming courses. See [www.scss.tcd.ie/misc/psc](http://www.scss.tcd.ie/misc/psc)
- Peer Learning is available in several of the modern language departments. It involves working with other students to get the most from your course to improve performance. E-mail us for further information: student.learning@tcd.ie
S2S Peer Support

S2S Peer Support is all about one student listening to another student and providing information and assistance. Peer Supporters are available for any student in the College and are there for anything you might want to talk through with them. You don’t need to be in distress or crisis to talk to a Peer Supporter, but they can help with the larger problems as well as the smaller things. Our volunteers are highly trained, confidential and professional, but they’re also fellow students who can offer some genuine empathy and a friendly ear.

If anything is on your mind and you’d like to share it with a good listener then a Peer Supporter would love to help. You can email us directly at student2student@tcd.ie or request a meet-up with a Peer Supporter by calling 01 896 2438 or filling out an online form.

S2S website: http://student2student.tcd.ie

Contacting Academic Registry

All enquiries should be directed through one of the 4 channels:

- Log an enquiry via ASK AR on the my.tcd.ie portal
- Via email at academic.registry@tcd.ie
- Via phone at #4500 [students] or #4501 [staff]

From there they will be answered directly or escalated to the correct team.


**Tutors**

The tutors responsible for engineering students are:

<table>
<thead>
<tr>
<th>Tutor</th>
<th>Location</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Kelly</td>
<td>Mechanical Engineering, Parsons Building</td>
<td>1465</td>
</tr>
<tr>
<td>Bruce Murphy</td>
<td>Mechanical Engineering, Parsons Building</td>
<td>8503</td>
</tr>
<tr>
<td>David Taylor</td>
<td>Mechanical Engineering, Parsons Building</td>
<td>1703</td>
</tr>
<tr>
<td>Henry Rice</td>
<td>Mechanical Engineering, Parsons Building (Erasmus only)</td>
<td>1996</td>
</tr>
<tr>
<td>Trevor Orr</td>
<td>Civil Engineering, Museum Building</td>
<td>1204</td>
</tr>
<tr>
<td>Bidisha Ghosh</td>
<td>Civil Engineering, Museum Building</td>
<td>3646</td>
</tr>
<tr>
<td>Brian Caulfield</td>
<td>Civil Engineering, Museum Building</td>
<td>2534</td>
</tr>
<tr>
<td>Aonghus McNabola</td>
<td>Civil Engineering, Museum Building</td>
<td>3837</td>
</tr>
<tr>
<td>Laurence Gill</td>
<td>Civil Engineering, Museum Building</td>
<td>1047</td>
</tr>
<tr>
<td>Dermot O’Dwyer</td>
<td>Civil Engineering, Museum Building</td>
<td>2532</td>
</tr>
<tr>
<td>Alan O’Connor</td>
<td>Civil Engineering, Museum Building</td>
<td>1822</td>
</tr>
<tr>
<td>Liwen Xiao</td>
<td>Civil Engineering, Museum Building</td>
<td>3741</td>
</tr>
<tr>
<td>Sarah McCormack</td>
<td>Civil Engineering, Museum Building</td>
<td>3321</td>
</tr>
<tr>
<td>Francesco Pilla</td>
<td>Civil Engineering, Museum Building</td>
<td>1638</td>
</tr>
<tr>
<td>Naomi Harte</td>
<td>Electronic and Electrical Engineering, Printing House</td>
<td>1861</td>
</tr>
<tr>
<td>Edmund Lalor</td>
<td>Electronic and Electrical Engineering, Printing House</td>
<td>1743</td>
</tr>
<tr>
<td><strong>Senior Tutor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Claire Laudet</td>
<td>Senior Tutor’s Office, House 27</td>
<td>2004</td>
</tr>
</tbody>
</table>
Student Counselling Service, 3rd Floor, 7/9 South Leinster Street, Trinity College, Dublin 2 (Near the National Gallery).
email: student-counselling@tcd.ie; tel: (01) 896 1407
Niteline (Thursdays to Sundays during term only, 9pm - 2.30am) at 1800 793 793;
Student Health Service, House 47
Medical Director: Dr David McGrath 896 1556;
Doctor: Dr David Thomas 896 1556;
Health Promotion Officer, Ms Martina Mullin 896 1556;
Physiotherapist: Ms Karita Cullen 896 1591;
Welfare Officer, Students’ Union, House 6, College; email: welfare@tcdsu.org;
Chaplains, House 27, College:
Paddy Gleeson (Roman Catholic) 896 1260;
Darren McCallig (Church of Ireland) 896 1402;
Julian Hamilton (Methodist and Presbyterian) 896 1901;
Peter Sexton (Roman Catholic) 896 1260;
Email: chaplain@tcd.ie
Website: www.tcd.ie/chaplaincy
Any student, member of staff or other person with whom you feel able to discuss your concerns;
Disability Service – Room 2054, Arts Building. Tel: 8963111. Email: disab@tcd.ie Web: http://www.tcd.ie/disability/ Office is open 8.00 – 5.00.

NOTE: IF YOU HAVE A CONCERN OF ANY SORT, PLEASE TALK TO SOMEONE STRAIGHT AWAY
The Clinical staffs in the College Health Service are as follows:

Medical Director: Dr. David McGrath

Assistant Medical Director/Psychiatrist: Dr. Niamh Farrelly

Doctors: Dr. Niamh Murphy  
Dr. Mary Sheridan  
Dr. Aisling Waters  
Dr. Colette Horgan

Physiotherapist: Ms. Karita Cullen

Health Promotion Officer: Ms. Martina Mullin