VISITING STUDENT ORIENTATION

11th January 2018
WELCOME!!!
## Orientation Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 – 10:45am</td>
<td>Pick Up Welcome Pack</td>
<td>Outside Edmund Burke Theatre, Arts Building</td>
</tr>
<tr>
<td>9:45 – 10:00am</td>
<td>Welcome Message from Dean of Undergraduate Studies</td>
<td>Edmund Burke Theatre, Arts Building</td>
</tr>
<tr>
<td>10:00 – 10:45am</td>
<td>Introduction to Dublin</td>
<td>Edmund Burke Theatre, Arts Building</td>
</tr>
<tr>
<td></td>
<td>- Transportation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Leap Cards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Mobile Phones</td>
<td></td>
</tr>
<tr>
<td>10:45 – 11:15am</td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>11:15 – 12:00am</td>
<td>Making the Move: Thinking about Culture</td>
<td>Edmund Burke Theatre, Arts Building</td>
</tr>
<tr>
<td>12:00 – 1:00pm</td>
<td>Student Breakout Sessions</td>
<td>Meet at Edmund Burke Theatre, Arts Building</td>
</tr>
</tbody>
</table>
# ORIENTATION SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 – 3:00pm</td>
<td><strong>General Orientation</strong></td>
<td>Edmund Burke Theatre, Arts Building</td>
</tr>
<tr>
<td></td>
<td>- Module Enrolment (how to sign up for classes)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- INIS, Visas, Health Insurance</td>
<td></td>
</tr>
<tr>
<td>3:00 – 3:45pm</td>
<td><strong>Student Services</strong></td>
<td>Edmund Burke Theatre, Arts Building</td>
</tr>
<tr>
<td></td>
<td>- IT Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Student Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Health and Safety</td>
<td></td>
</tr>
<tr>
<td>3:45 – 4:00pm</td>
<td><strong>Meet Your Trinity Team</strong></td>
<td>Edmund Burke Theatre, Arts Building</td>
</tr>
<tr>
<td>4pm</td>
<td><strong>Student 2 Student Campus Tour</strong> (includes Libraries and Sports Centre)</td>
<td>Meet in the Arts Building concourse</td>
</tr>
</tbody>
</table>
ORIENTATION SCHEDULE

• ID Card collection takes place from January 11-16
  Check your email for your specific time-slot

• Saturday 13th January walking tours – sign up!

• Wednesday 18th January Refreshers session in the Atrium

• Coffee mornings in the Global Room
CALENDAR AND IMPORTANT DATES

15 January 2018   Hilary Term teaching begins

Week 7          Study Week (26th Feb)

6 April 2018    Hilary Term teaching ends

9 April 2018    Revision/Examination Prep period begins

30 April 2018   Examinations begin

25 May 2018     Examinations end

• Exam Schedule available in March

• Do not book flights home until you have received your exam timetable
CHECKLIST

study.abroad@tcd.ie
ERASMUS STUDENTS

Confirmation of Arrival Slips:

Please contact the Service Desk team in Academic Registry for the validation of your Confirmation of Arrival Slips.

Learning Agreements:

Please contact your academic coordinator as outlined in your offer letter regarding your Learning Agreement.

Contact Information for Academic Registry:

Please contact the Erasmus desk at Erasmus@tcd.ie or through the AskAR link in the portal should you wish to speak with someone in the Academic Registry.
VISITING STUDENT BLOGGER PROGRAMME
Share your experience at Trinity!

• Bloggers who complete the Programme will receive a bag of Trinity Gifts as a thank you for their participation.

• It is an excellent way to gain experience in writing, photography and social media, and it will look great on your résumé.

• Make sure to take one of the Blogger Programme Flyers for application instructions and more info.

We look forward to seeing your applications!
PERSONAL SAFETY

• Dublin and Ireland are very safe

• OECD ranks Ireland as 7th safest country in the world

• Take the same precautions as you would in any major city

• Pickpocketing/phone snatching

• Don’t leave your bag unattended or carry large amounts of cash
PERSONAL SAFETY

• Be aware of your surroundings, particularly at ATMs

• Keep your apartment door locked

• Be cautious in areas that you don’t know

• Inform College Security (01 896 1317) immediately of any suspicious persons or activities which you may come across.
OFF CAMPUS HEALTH ACCESS

• Go to any doctor clinic and pay, reimbursed through health insurance. Normally around €45 - €60 (student rates normally available)

• Urgent care clinics (VHI Swiftcare, Mater Rapid Injury Clinic) €125. Open 8am – 10pm 7 days per week

• GP or urgent care clinic can refer to hospital

• Prescriptions generally inexpensive

• Specialist women’s health centres such as Well Woman Clinic

• Check your health insurance
IN EMERGENCIES

Hospital emergencies: closest hospitals include the Mater, St James and St Vincent's (all public). Charge applies when you register.

Closest police station: Pearse Street

Check in with a staff member in the (very unlikely!) case you are admitted to hospital

Note the role of your Tutor should you need to arrange alternative examination

Update your phone number and emergency contact information in my.tcd.ie
Academic Registry – Module Enrolment

www.tcd.ie/academicregistry
www.facebook.com/TCDAcademicRegistry
@TCDAcadRegistry

Luke Fitzgerald
Communications, HR, Admin
Academic Registry
Trinity College Dublin, The University of Dublin
TRINITY ACADEMIC STRUCTURE

Faculty of Arts, Humanities and Social Sciences (FAHSS)
- Business
- Creative Arts
- Education
- English
- Histories & Humanities
- LLCS
- Law
- LSCS
- Psychology
- Religion & Theology
- SSP
- SWSP

Faculty of Engineering, Maths and Science (FEMS)
- Biochemistry & Immunology
- Chemistry
- Computer Science
- Engineering
- Genetics & Microbiology
- Mathematics
- Natural Sciences
- Physics

Faculty of Health Sciences (FHS)
- Dental Sciences
- Medicine
- Nursing & Midwifery
- Pharmacy
JARGON

MICHAELMAS, HILARY, AND TRINITY TERMS

Michaelmas is first term, Hilary is second term, and Trinity is the third term.

FRESHMAN AND SOPHISTER

Junior Freshman (1st) Senior Freshman (2nd), Junior Sophister (3rd), Senior Sophister (4th).

MODULE V COURSE

Module is a class and a course is a programme of study.

AR

Academic Registry, located in the Watts Building.

https://www.tcd.ie/orientation/jargon/
WHAT IS MODULE ENROLMENT?

- Module Enrolment is how you sign up for classes
- Top 10 Tips Guide
- Variety of year levels and disciplines
- School/Departmental orientation meetings - www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php
- Questions? Come to the Q&A sessions tomorrow at 3pm
  - Study Abroad in the Global Room
  - Erasmus outside the Ed Burke Theatre
Module Enrolment

- Module Enrolment in Academic Registry Service Desk area **9.30 am – 2pm, 15th - 24th January**
- Module Enrolment Forms and list of available modules at: [http://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php](http://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php)
- Queries on course content and course requirements can be directed to relevant academic department contact person listed in Directory.
MODULE ENROLMENT - TOP TIPS

• Make sure you’re clear on how many credits your home institution requires you to take. You can take a minimum of 20 and a maximum of 30 ECTS per term

• Some modules are worth 5 ECTS and some are worth 10 ECTS. You’ll take 3 – 6 classes

• Most modules available to visiting students are in the second and third years. Not many fourth year level modules are normally available.

• Try to be open minded on modules and have a number of options in mind

• Some areas will not be offered (Dentistry etc)
• Your offer letter should list the departments to which you have been accepted.

• You have a form in your packs – please use only one form.

• Some Schools have large meetings which all visiting students attend. At these meetings you will meet academic staff who can provide further advice on modules and they will officially sign the module enrolment form.

• For other Schools, just go to the course office

• http://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php
<table>
<thead>
<tr>
<th>School</th>
<th>Time &amp; Date</th>
<th>Location</th>
<th>Signator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religions, Peace Studies and Theology</td>
<td>13:00-14:00, 10th January</td>
<td>Room 5011, Arts Building</td>
<td>Prof Maureen Junker-Kenny</td>
</tr>
<tr>
<td>Law</td>
<td>14:00-15:00, 10th January</td>
<td>Room 11, Law School</td>
<td>Celine Walsh</td>
</tr>
<tr>
<td>Semester Start Up Programme</td>
<td>15:00-16:00, 10th January</td>
<td>Davis Theatre</td>
<td>N/A</td>
</tr>
<tr>
<td>Botany</td>
<td>14:30-15:00, 11th &amp; 12th January</td>
<td>Ground Floor, Botany Building</td>
<td>Prof John Parnell</td>
</tr>
<tr>
<td>Computer Science and Statistics</td>
<td>10:00-11:00, 12th January</td>
<td>Large Conference Room, O'Reilly Institute</td>
<td>Dr Inmaculada Arnedillo-Sánchez</td>
</tr>
<tr>
<td>Histories and Humanities</td>
<td>14:00-15:00, 12th January</td>
<td>Classics Seminar Room, 6th floor, Arts Building</td>
<td>TBC</td>
</tr>
<tr>
<td>Social Work and Social Policy</td>
<td>15:00-16:00, 12th January</td>
<td>Room 3068 Arts Block</td>
<td>Dr. Catherine Conlon</td>
</tr>
<tr>
<td>Social Sciences and Philosophy</td>
<td>18:00-19:00, 15th January</td>
<td>Thomas Davis Theatre, Arts Building</td>
<td>TBC</td>
</tr>
<tr>
<td>Trinity Business School</td>
<td>18:00-19:00, 15th January</td>
<td>Thomas Davis Theatre, Arts Building</td>
<td>Mr James White, Room 3.14, Tuesday &amp; Thursday 09.30 - 12.30</td>
</tr>
</tbody>
</table>
Module Enrolment Form

<table>
<thead>
<tr>
<th>Surname/Family Name</th>
<th>Forename(s)</th>
<th>Trinity ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home University</td>
<td>Trinity Email Address</td>
<td>Mobile #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Erasmus</th>
<th>Visiting</th>
<th>Course Level</th>
<th>Undergraduate</th>
<th>Postgraduate</th>
<th>Course Duration</th>
<th>Academic Year [AY]</th>
<th>Hilary Term (Jan – April) [HT]</th>
<th>Semester Start-Up Programme: Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Discipline/School</th>
<th>ECTS</th>
<th>Term [HT/AY]</th>
<th>Coordinator Signature</th>
</tr>
</thead>
</table>

Module Enrolment Form (HT) V01

PLEASE COMPLETE CLEARLY USING BLOCK CAPITALS AND BLACK PEN

+353 1 896 4500
MODULE ENROLMENT

Module forms must be filled out clearly in black ink

Each module listed must be signed by the module coordinator in each relevant department

Students are not permitted to take “clashing” modules i.e. modules scheduled for the same time/day

Queries on course content and course requirements can be directed to the relevant academic department contact person listed in Module Directory

Take a scan or photocopy of your form before submission
BROAD CURRICULUM

Broad curriculum modules are applied for online at
http://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php

Broad curriculum modules will be visible on your timetable once confirmed by the Broad Curriculum Team in the Academic Registry

You can log a ticket if there are changes to your BC module choices through the MyTCD portal

Broad curriculum modules do not require a signature for approval and should not be submitted on your Module Enrolment Form

If you have a query in regards to the academic element of your BC module, contact the relevant academic department
Module Enrolment Process

Submit...

Your module form to the Module Enrolment Room on the first floor of the Watts Building in the Academic Registry Service Desk

Do Not...

Take a ticket or join the general queue

Wait...

While your form is processed. Our team will confirm if this is complete or advise you of an error which needs to be amended.
How to Login to my.tcd.ie

New Entrants who have not yet completed online registration:
If you are a new student to TCD, or have taken a break in your studies, and have not yet registered online please login using the username and password recently communicated to you via email.

Students who have completed their studies at Trinity College, or Students who are off books (no assessment) and cannot log into my.tcd.ie
Please click on the ‘Forgot your password?’ link and follow the on-screen instructions.

Staff members, Continuing Students, and New Entrants who have completed online registration:
Please use your College username and network login password to access my.tcd.ie.

Staff members who are also students:
If you are a College staff member as well as a student (new entrant or continuing) please login using your staff username and network login password.

1. Your modules will be live in your MyTCD portal within 24 hours. Log on to verify the modules are correct.

2. In the event of an error in your modules, please log a ticket using the AskAR button. This will allow us to assign your query to the correct support team and ensure faster resolution.
AR Social Media

www.tcd.ie/academicregistry

- Daily updates on AR activities, deadlines, urgent notices.
- Monitored & responded to during business hours.

Moderated Facebook account
- www.facebook.com/TCDAcademicRegistry

AR Twitter Account
- @TCDAcadRegistry (www.twitter.com/TCDAcadRegistry)
THE GLOBAL ROOM
Here to help you
Student Space and International Student Support Hub

Global Room Manager and team of trained student ambassadors available to provide guidance about navigating Trinity, Dublin and Ireland.

TRINITY GLOBAL ROOM

Location: Watts Building (beside Academic Registry)

Email: tcdglobalroom@tcd.ie

Open Mon-Fri, 9.30am-9pm
• Student focused social and event space
• Global Ambassadors
• New 2 Dublin
• Access Student Services

Global Relations Office
GLOBAL ROOM STUDENT SPACE AND SUPPORT HUB
A HOME AWAY FROM HOME...
NEW 2 DUBLIN

5 - 7pm Every Monday
TCD Global Room
+ ongoing social events throughout the year

www.meetup.com/new2Dublin
www.facebook.com/groups/New2Dublin
INTERNATIONAL STUDENT EXPERIENCE

Joining a vibrant community where approximately 25% of students are international
TIPS & TRICKS

Global Ambassador Blog
Tips and tricks for life at Trinity and life in Dublin
BANKING

How to open a bank account
STUDENT ACCOUNT OPENING REQUIREMENTS

Required documents to open a BOI 3rd level account:

1. Completed application form (provided by BOI Trinity)
2. Proof of address in Ireland: Letter can be obtained from Academic Registry.
4. Account will take 3-5 days to open.
5. Once open funds can be lodged.

SMS will be sent once account is open confirming account IBAN & BIC.

Come Visit us in our new state of the art branch In the Hamilton Building, we have open Workbench with full Wi-Fi access for all your student needs.
IMMIGRATION
If you do not have an EU/EEA passport, you MUST register with the Irish Naturalisation & Immigration Service (INIS)

- Online appointment system for registering
- To book an appointment for Burgh Quay: https://burghquayregistrationoffice.inis.gov.ie/
- Appointments are made available at 10am and 2.30pm every weekday
- After you have made the appointment, you will receive a confirmation by email. Bring a copy of this email on the day of your appointment
- Arrive 10 minutes early for your INIS appointment - if you are late, you may not be seen
Welcome • Fáilte • Bienvenue • 欢迎 • Bienvenido • أهلا بك

APPOINTMENT BOOKING SYSTEM FOR IMMIGRATION REGISTRATION

E-MAIL: burghquayregoffice@justice.ie

Please note that this site is for appointments at the Burgh Quay Registration Office only.
You MUST have the following documentation ready in order to make your appointment and you MUST be able to PRINT your confirmation email:
1. GNIB Card (for renewals only)
2. Passport
3. Your email address

Check early & often to book a registration appointment in Dublin.
You can book an appointment up to 10 weeks early. A small number of extra near-term appointments are also released every day at 14:30. If you can’t book one straightaway, keep trying. It may take 2 or 3 days to find one.

Make Appointment  View Appointment  Cancel Appointment
ON THE DAY OF YOUR INIS APPOINTMENT AT BURGH QUAY

WHAT YOU NEED TO BRING?

• Valid Passport
• Proof of Registration*
• Proof of Fees Paid*
• Bank statement from Irish bank showing €3000** available OR Proof of financial support (scholarship letter)
• Proof of Health Insurance, policy document is required
• €300 Fee (No cash accepted. Credit card or debit card or a Bank giro

*From Academic Registry: Allow 5 days

** Students staying for single semester: €500 per month/Account from home
IMMIGRATION CARD

- Recently called Irish Residence Permit (IRP) card
- Issuing is different for Dublin or Outside Dublin
- Sent by post in Dublin; Return to reg office outside Dublin
- Allow for 5 to 10 days for issue (by post)
- If not issued in 10 days, contact immigration.
- burghquayregoffice@justice.i2 (Dublin only)
- gnib_dv@garda.ie (Outsie Dublin)
- ** Make sure to confirm the right address at your appointment.
HEALTH INSURANCE

All non-EU students are required to have private medical insurance. This should provide emergency accident cover and should cover any period of hospitalisation.

Where to obtain?

- O'Driscoll O'Neil (www.odon.com)
- VHI Healthcare (www.vhi.ie)
- Aviva Health (www.avivahealth.ie)
- Laya Healthcare (www.layahealthcare.ie)
RE-ENTRY/ MULTIPLE ENTRY VISAS
RE-ENTRY/MULTIPLE ENTRY VISAS

If you require a visa to study in Ireland and you wish to travel home or to another country, you MUST obtain a re-entry visa. Necessary only for travel purposes only.

Apply by:

- **Registered Post (mail)**
- Or in person via the online re-entry visa appointment system

Please refer to [www.inis.gov.ie](http://www.inis.gov.ie) for application form and guidelines

**DOCUMENTS REQUIRED:**

- Passport
- GNIB card
- 2 colour passport-sized photographs
- Registration letter from Trinity with dates of course
- Fee: €60 single entry/€100 multiple entry
<table>
<thead>
<tr>
<th>School</th>
<th>Time &amp; Date</th>
<th>Location</th>
<th>Signator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religions, Peace Studies and Theology</td>
<td>13:00-14:00, 10th January</td>
<td>Room 5011, Arts Building</td>
<td>Prof Maureen Junker-Kenny</td>
</tr>
<tr>
<td>Law</td>
<td>14:00-15:00, 10th January</td>
<td>Room 11, Law School</td>
<td>Celine Walsh</td>
</tr>
<tr>
<td>Semester Start Up Programme</td>
<td>15:00-16:00, 10th January</td>
<td>Davis Theatre</td>
<td>N/A</td>
</tr>
<tr>
<td>Botany</td>
<td>14:30-15:00, 11th &amp; 12th January</td>
<td>Ground Floor, Botany Building</td>
<td>Prof John Parnell</td>
</tr>
<tr>
<td>Computer Science and Statistics</td>
<td>10:00-11:00, 12th January</td>
<td>Large Conference Room, O'Reilly Institute</td>
<td>Dr Inmaculada Arnedillo-Sánchez</td>
</tr>
<tr>
<td>Histories and Humanities</td>
<td>14:00-15:00, 12th January</td>
<td>Classics Seminar Room, 6th floor, Arts Building</td>
<td>TBC</td>
</tr>
<tr>
<td>Social Work and Social Policy</td>
<td>15:00-16:00, 12th January</td>
<td>Room 3068 Arts Block</td>
<td>Dr. Catherine Conlon</td>
</tr>
<tr>
<td>Social Sciences and Philosophy</td>
<td>18:00-19:00, 15th January</td>
<td>Thomas Davis Theatre, Arts Building</td>
<td>TBC</td>
</tr>
<tr>
<td>Trinity Business School</td>
<td>18:00-19:00, 15th January</td>
<td>Thomas Davis Theatre, Arts Building</td>
<td>Mr James White, Room 3.14. Tuesday &amp; Thursday 09.30 - 12.30</td>
</tr>
</tbody>
</table>
Thank You and have a great time in Trinity!