



Policy on Advertising Opportunities with the Trinity Careers Service

The Trinity Careers Service supports organisations to promote and advertise their opportunities to Trinity students and graduates both in Ireland and overseas.

The aim of this policy is to provide guidance to organisations who wish to list opportunities on [MyCareer](#), the career management tool used by Trinity students to view and access recruitment and postgraduate course and funding opportunities. While every care has been taken in its preparation, Trinity accepts no responsibility for any errors or omissions from this policy. To provide feedback on this policy document, please email employer.careers@tcd.ie.

This policy is informed by legislation supporting equal opportunities and minimum wage obligations and by the policies of the relevant professional associations:

- Association of Higher Education Careers Services (AHECS) (Ireland)
- Association of Graduate Careers Services (AGCAS) (UK and Ireland)

Student data privacy

Under the [EU General Data Protection Regulation](#), Trinity has an obligation to protect student data and takes its responsibility to protect the privacy of our students very seriously. Organisations who receive applications or information containing sensitive data belonging to our students must not pass these details to a third party unless the student has given their consent.

Organisations must not use students' details for any purpose other than that specified on their opportunity, i.e. recruitment and/or postgraduate study or funding.

The Trinity Careers Service will respond to any reports that the privacy rights of our students and/or graduates have been infringed and will remove access to MyCareer if necessary.

Advertising Recruitment Opportunities and Competitions

Trinity Careers Service facilitates the recruitment of Trinity students and graduates for career-related opportunities, including:

- Short-term work
- Internships
- Graduate opportunities
- Recruitment competitions

Student and graduate feedback indicates that MyCareer is now students' primary source of recruitment opportunity information.



Terms and Conditions

1. Organisation registration: The Trinity Careers Service will try to establish that organisations registering with us are legitimate organisations offering genuine work opportunities for our students and graduates. If we are unable to gather sufficient evidence for this purpose, the organisation may not meet our due diligence requirements. We reserve the right to reject organisations and opportunities that do not fulfil the criteria required.
2. Opportunity submission: The Trinity Careers Service asserts full editorial control over the opportunities submitted by organisations to MyCareer and reserves the right to refuse to advertise opportunities without giving a specific reason (a list of some common reasons for rejection is provided [below](#)).
3. Opportunities and competitions submitted via MyCareer go through an approval process before they are listed on the system. Organisation registrations, opportunities and competition postings are proofread and approved by a member of the Careers team. We aim to approve and publish all opportunities within two working days of receiving them, exceptionally within three working days.
4. Unpaid work opportunities. Unpaid opportunities are normally not accepted for advertisement on MyCareer. The [Trinity Careers Service Opportunity Disclaimer](#) is included with all opportunities listed on MyCareer. Please contact us at employer.careers@tcd.ie if you would like to discuss further.
5. To advertise volunteering opportunities please contact the [Trinity Civic Engagement Office](#).
6. Recruitment of non-EEA students and graduates: It is the responsibility of the organisation advertising the opportunity to ensure that it complies with employment law in the relevant jurisdiction and that it meets relevant good practice.
7. Internships/Placements: Only internships/placements that are not for academic credit can be advertised on MyCareer. If an organisation wishes to participate in a for-credit internship/placement, they should contact the relevant School/Department within Trinity (further information available [here](#)).
8. Erasmus Traineeships are permitted to be advertised on MyCareer.
9. Requests for Conventions de Stage or Convenio de Colaboración will be considered on a case by case basis. Trinity College will only sign this [Conventions de Stage or Convenio de Colaboración](#)

Guidelines for submitting Recruitment Opportunities and Competitions

Trinity Careers Service can only advertise recruitment opportunities and competitions submitted through [MyCareer](#) so all organisations must first register with MyCareer.



Contact details

All organisations registering on MyCareer must provide full contact details including organisation postal address, website address, e-mail address and phone number.

Access to opportunities and competition information

Details of opportunities and competitions listed on MyCareer are accessible only to Trinity students and graduates.

Text limit

Text for opportunity descriptions is limited to 2,000 words; MyCareer will generate an error message if this word count is exceeded. Contact details or a link to your website for full job/ competition descriptions, person specifications and application forms should be included.

Multiple postings

In an effort to keep our list of opportunities offered as broad and varied as possible, we reserve the right to reject multiple postings of opportunities.

Closing dates

The maximum closing date allowable in MyCareer is 12 weeks. Following this time, the closing date can be further extended if required.

Editing your opportunities and competitions

You can update your opportunities and competition listings through MyCareer.

Additional information for Recruitment Agencies

Trinity Careers Service levies an annual fee on recruitment agencies who wish to advertise opportunities on behalf of other organisations on MyCareer. Please contact us at employer.careers@tcd.ie for up-to-date information on fee structures.

Advertisements for specified opportunities are permitted but generic advertisements are not allowed. An organisation must disclose to the Trinity Careers Service if they are an agency acting on behalf of another organisation when registering with MyCareer.

If an agency wishes to advertise opportunities but does not want to publicise the name of their client, we are willing to list such opportunities without this information. However, the agency must release the name of their client to the Trinity Careers Service when submitting opportunities.

An agency can list up to a maximum of three opportunities on MyCareer at any one time. Any more than this will incur a charge of €2000 per opportunity, billed and collected in advance of the opportunities going live.

Grounds for rejecting an organisation or a recruitment opportunity or competition



- Organisation is not registered with the Companies Registration Office, the Charities Regulator if normally required to do so. Public bodies, government agencies and other institutions may be exempt from registration – please confirm with us if this applies to your organisation.
- Organisation does not provide a business email address (e.g. Gmail or personal address is given) and/or phone number
- Organisation does not provide a website address (this makes it difficult for Trinity and its students to research and verify the organisation)
- Self-employment opportunities (e.g. childcare at home)
- Unpaid or commission-only opportunities
- Opportunities that are not in compliance with minimum wage and/or equal opportunities legislation
- Opportunities that incur a payment: we will not normally advertise opportunities that require students to make any payment to take up an opportunity, e.g. an internship opportunity. However, we recognise that there may be some exceptions, e.g. not-for-profit/charitable organisations who offer voluntary opportunities overseas, which will be dealt with on a case-by-case basis
- Opportunities and competitions that are not legal and/or are not in keeping with the policies, goals and objectives of Trinity College Dublin.

In addition for Recruitment Agencies:

- Client details are not supplied and/or where the agency has not been explicitly commissioned by the employer to act on their behalf.
- Specific, accurate and complete details of the opportunity are not provided.

Advertising Postgraduate Courses and Funding

Trinity Careers Service is a key point of contact for postgraduate course and funding providers wishing to advertise to Trinity students and graduates.

Terms and Conditions

Trinity Careers Service asserts full editorial control over the postgraduate course and funding opportunities listed on MyCareer and reserves the right to refuse to advertise an opportunity (a list of some common reasons for rejection is provided [below](#)).

We will try to establish that organisations registering with us are legitimate organisations offering genuine study and funding opportunities for our students and graduates. If we are unable to gather sufficient evidence for this purpose, the organisation may not meet our due diligence requirements. We reserve the right to reject organisations and opportunities that do not fulfil the criteria required.

Postgraduate courses and funding opportunities submitted via [MyCareer](#) go through an approval process before they appear on the website. We aim to approve and publish all opportunities within two working days of receiving them, exceptionally within three working days.



Guidelines for submitting postgraduate courses and funding opportunities

Submitting postgraduate courses and funding opportunities

Trinity Careers Service can only advertise opportunities submitted through [MyCareer](#) so all organisations using our service must first register with MyCareer.

Contact details

All organisations registering on MyCareer must provide full contact details including organisation postal address, website address, e-mail address and phone number.

Access to information on opportunities

Details of opportunities listed on MyCareer are accessible only to Trinity students and graduates.

Course and funding descriptions

Course and funding descriptions are limited to 2,000 words. MyCareer will generate an error message if you exceed this word count. Concise advertisements are more likely to be read so include contact details or a link to your website with further information and application forms.

Multiple postings

In an effort to keep our list of opportunities as broad and varied as possible, we reserve the right to reject multiple opportunities postings.

Closing dates

The maximum closing date allowable in MyCareer is 12 weeks. Following this time, the closing date can be further extended if required.

Editing your opportunities

You can update your course and funding listings through MyCareer.

Grounds for rejecting a postgraduate course provider

We advertise courses that we deem to be suitable to Trinity students and graduates. We therefore reserve the right not to advertise certain courses, although this is a rare occurrence.

Some common reasons for rejecting a postgraduate course provider include:

- Organisation does not provide a business email address (e.g. gmail or personal address is given) and/or phone number.
- Organisation does not provide a website address (this makes it difficult for Trinity and its students to research and verify the organisation)