Tutor’s Handbook

2015-16

Claire Laudet. Senior Tutor
House 27, College
senior.tutor@tcd.ie or stosec@tcd.ie
01-896 2551/2004/1095
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Welcome to all tutors. We hope that you find the information we have included here helpful to you in dealing with students. We have tried to include as much as possible but if we have omitted any information please let us know by email to stosec@tcd.ie. Much of this information has been taken from the websites at http://www.tcd.ie/Senior_Tutor/ and https://www.tcd.ie/undergraduate-studies/academic-progress/. The College Calendar (https://www.tcd.ie/calendar/), the Academic Registry on-line calendar (http://www.tcd.ie/academicregistry/ar-calendar/) and the course handbooks (https://www.tcd.ie/undergraduate-studies/course-handbooks/ ) are other important sources of information.

The handbook contains dates which may vary from year to year. The key point is the existence of the dates. You can check them on the relevant websites (Academic Registry, Undergraduate Studies, Senior Tutor’s Office)

**Tutor as Advocate**

The question of the role of tutor as advocate was a query in the Tutorial Service Review in November 2007. Acting as an advocate for students is an important part of a tutor’s role especially in the appeals process and in discipline cases. Gerry Whyte, a previous Dean of Students in his capacity as a Professor of Law, combined with his experience as a tutor has contributed the following helpful observations:

“Tutors should act as advocates for their students, particularly in the context of academic appeals and disciplinary matters, for three reasons. First, where a student may be disadvantaged by a College decision, the onus should rest on College to justify the decision. Having the tutor act as advocate will require College to prove its case, thereby discharging this onus.

Second, where a student is involved in an academic appeal or in a disciplinary matter, it is the duty of the relevant College body, not the tutor, to decide the matter. However if a tutor decides not to represent a student because the tutor is not convinced of the strength of the student’s case, then the tutor is effectively determining the matter and so the student is denied his or her right to make a case to the correct authority.

Third, the knowledge on the part of a student that his/her tutor will act as his/her advocate will help to engender trust between the student and tutor.

None of the above, however, precludes the tutor from advising a student as to the best course of action for the student to take in a given situation such as, for example, trying to negotiate a settlement of the
case rather than contest it. However, should the student decide not to take this advice, the tutor should then commit himself/herself to the advocacy role unless there are reasonable grounds for securing professional legal representation as, for example, in cases of serious allegations of misconduct.”

It is also possible for tutors to ask the Senior Tutor to take the case on in such instances.

**Sources of Information**

Every tutor should be very familiar with the Calendar [http://www.tcd.ie/calendar/1516-2/part-ii/general-regulations-and-information/](http://www.tcd.ie/calendar/1516-2/part-ii/general-regulations-and-information/). Rules and regulations vary substantially throughout College and over the last few years, as a result of the harmonisation process, there have been a number of changes when it comes to progression and compensation rules. You may want to see a copy of any handbook given or made available to students. Handbooks are normally available at [https://www.tcd.ie/undergraduate-studies/course-handbooks/](https://www.tcd.ie/undergraduate-studies/course-handbooks/) and on Schools and Department websites. If you cannot find them, ask the School/Department for a copy.

Information on specific modules and programmes is also available on [https://my.tcd.ie](https://my.tcd.ie), under the course and module tab (left-hand column).

You will also find information on the Senior Tutor’s Website at [http://www.tcd.ie/Senior_Tutor/](http://www.tcd.ie/Senior_Tutor/) This site has links to a series of useful forms e.g. Appeals and Transfers as well as to the Academic Progression section of the Undergraduate Studies website [http://www.tcd.ie/undergraduate-studies/](http://www.tcd.ie/undergraduate-studies/) where you will find yet more forms. The other major sources of information are fellow tutors and the Senior Tutor’s office.

**If you are not sure of how to progress a case, please contact the Senior Tutor’s Office NOT Student Cases.**

Please check the rules and regulations pertaining to your tutee’s course before contacting any of the offices.

**Useful websites:**

- Senior Tutor’s Office: [http://www.tcd.ie/Senior_Tutor/](http://www.tcd.ie/Senior_Tutor/)
- Senior Lecturer’s Area/Undergraduate Studies: [https://www.tcd.ie/undergraduate-studies/academic-progress/](https://www.tcd.ie/undergraduate-studies/academic-progress/)
- On-line College Calendar, Health Sciences regulations: http://www.tcd.ie/calendar/1516-2/part-ii/faculty-of-health-sciences/
- On-line College Calendar, Prizes and other awards) http://www.tcd.ie/calendar/1516-2/part-ii/prizes-and-other-awards/
- Academic Registry (including Admissions, Student Records, Student Fees, Exams Office): http://www.tcd.ie/academicregistry/
- Study at Trinity, definition of EU/Non-EU students : https://www.tcd.ie/study/
- Study at Trinity, Transfers: https://www.tcd.ie/study/eu/undergraduate/apply/transferring/within-trinity/

**Contacting your tutees**

We would encourage all tutors to contact their tutees once a semester by email, around week 6 and before the exams. The Senior Tutor’s office will send you a general email that you can use as a template to send to your tutees which you can amend and make more personal.

**E-mail lists for tutors**

Your tutorial chamber e-mail list is as follows:
‘TUTOR_GROUP_USERNAME-list@tcd.ie’
So if your user name is jbloggs, your chamber e-mail list is ‘TUTOR_GROUP_JBLOGGS-list@tcd.ie’.

A full list of tutors’ e-mail lists is available at https://isservices.tcd.ie/email/tutors.php

Tutors are expected to meet their incoming Freshman tutees on a one-to-one basis during Freshers’ Week. The STO will be in contact with you towards the end of Hilary Term to ask for the times you will set aside for these meetings during Freshers’ Week. The information is made available via the Senior Tutor’s Office website (Please contact stosec@tcd.ie if you want to make any changes).

You will also need to contact your tutees on an individual basis either because schools/departments/colleagues/fellow students have raised concerns or if your tutee has been returned **NS (Non-satisfactory)** by their course/school/department. For more information regarding the NS process used by some courses/schools, please see http://www.tcd.ie/undergraduate-studies/academic-progress/attendance-course-work.php. This is important as students may be barred from sitting their examinations as a result of being returned NS.

It is also good practice to contact students who have failed their summer exam and to encourage them to reflect on why they have failed as well as to look for feedback and advice from their examiners BEFORE the end of June.

The my.tcd.ie portal (which can be accessed from the Local Home Page) is very useful for accessing information about your individual tutees as well your tutorial chamber as a whole (UG Tutor Chamber list). Go to the following page https://my.tcd.ie/urd/sits.urd/run/siw_lgn.

**Individual Student Records and Academic History:**

You can access the record of individual students by clicking on the “View Student Record” tab on the left. Once you have entered the student’s number or name, you can either select the student’s record or their academic history with details of their results module by module. Click on the relevant blue arrows on the right-hand side.
**Chamber List:**

You can also see your tutorial chamber list by clicking on the “Student lists” tab, then go down to the “My Students” heading and select “My Chamber List” (new tutor report). The ‘report’ will appear in a different window. You can either get the list for your whole chamber or use a series of different filters such as year, course, registration status, etc. Don’t forget to click on the ‘run report’ button. Once you have your list, you can sort by clicking on the black arrows next to each heading. You can access a student’s individual record by clicking on their number (but unfortunately not their academic history. To access that, you need to go back the View Student Record Tab).

You can also download your list by selecting the desired format in the box at the top and then press ‘export’. If you select Excel, you can then sort your list as you wish. You may need to do some tidying-up such as ensuring that all the merged cells are of the same size. The easiest is to select all and then go to format, format cell, alignment tab and unmerge.

**NOTE:** students are ‘progressed’ (SITS jargon!) to the next academic year once their exam results are published and they have passed. For some, it happens after the Annual exam results, for others after the Supplementals. This means that during the summer, your chamber list for the next academic year only includes the students who have passed in the annuals. The others should still be in your chamber list for the previous year. You can select the appropriate filter when you ask for your chamber list report.
Contacting the Senior Tutor’s Office

The Senior Tutor’s Office is your first port of call for any queries and advice. You can contact us at stosec@tcd.ie or at ext. 2551, 1095 or 2004 or just drop in to House 27.

Senior Tutor
Dr. Claire Laudet, 01-8962004 or email stutor@tcd.ie

Undergraduate Student Support Officer/Administrative Officer
Helen Richardson, 01-8961095 or email helen.richardson@tcd.ie

Executive Officer
Donncha Millane, 01-8962551 or email stosec@tcd.ie

Postgraduate Student Support Officer
Gillian Roddie, 01-8961417 or email pgsupp@tcd.ie

Making a case to the Senior Lecturer’s Office

The Senior Lecturer’s Office falls under the remit of the Vice Provost. The Senior Lecturer has a general email address at student.cases@tcd.ie for student cases. Please include the full name, course, year and ID number of the student when contacting the Senior Lecturer. You can also contact the office (Lorraine Norton) by phone at ext. 1090. Please remember that if you need advice on how to proceed with a case, you should contact the Senior Tutor’s Office, not Student Cases.

Please note that applications and queries regarding transfers and re-admissions must be addressed to the Admissions Office, Academic Registry http://www.tcd.ie/Admissions/undergraduate/apply/transferred/within-trinity/ and http://www.tcd.ie/Admissions/undergraduate/apply/re-admission/ not the Senior Lecturer’s Office

The Senior Lecturer’s Office would appreciate if we could do the following:

- Use the appropriate form for each situation and state clearly what outcome you are looking for. Save using the form name + student name/number. Attach the form to your e-mail together with scanned back-up documentation.
- In the e-mail subject line, give the student’s full name, standing and course (JF TSM, SS BESS, JS Medicinal Chemistry, SF SH Psychology, etc) and use the following headings to indicate the desired outcome.
  - Exam Absence
• Exam Accommodations – URGENT (if just before or doing exam session)
• Exam Deferral to next sitting
• Exam: Reschedule in Session – URGENT
• Exams
• Fees issue (extension, waiver, paid)
• Lifting of exclusion
• Off-books exams only/assessment/placement
• Off-books good standing
• Off-books remainder of current academic year
• Permission to Repeat Year
• Withdrawing from College (not planning to return)
• Other

**Forms to be used when making a case**

The required forms are either available at [http://www.tcd.ie/Senior_Tutor/forms/](http://www.tcd.ie/Senior_Tutor/forms/)

- [Readmission Form](http://www.tcd.ie/Senior_Tutor/forms/)
- [TCD Medical Readmission Form](http://www.tcd.ie/Senior_Tutor/forms/)
- [Transfer Application Form](http://www.tcd.ie/Senior_Tutor/forms/)

*or on the Undergraduate Studies page, as follows:*

<table>
<thead>
<tr>
<th>Category</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee remission for repeat year (medical/counselling repeat)</td>
<td><a href="http://www.tcd.ie/undergraduate-studies/academic-progress/repetition.php#Application">http://www.tcd.ie/undergraduate-studies/academic-progress/repetition.php#Application</a></td>
</tr>
<tr>
<td>Non-satisfactory Attendance and Course Work (NS return)</td>
<td><a href="http://www.tcd.ie/undergraduate-studies/academic-progress/attendance-course-work.php">http://www.tcd.ie/undergraduate-studies/academic-progress/attendance-course-work.php</a></td>
</tr>
<tr>
<td>Other cases</td>
<td><a href="http://www.tcd.ie/undergraduate-studies/academic-progress/">http://www.tcd.ie/undergraduate-studies/academic-progress/</a></td>
</tr>
</tbody>
</table>
If you are requesting the rescheduling of exam papers during the examination period or to request special exam accommodations (extra-time, scribe, etc) write URGENT in the subject line.

If possible, scan and send medical certificates as e-mail attachment with the request for a student. No need to send in hard copy too.

If you can’t scan and you send a med cert through the internal mail, please attach a copy of your original e-mail with the request’s details and indicate clearly that this relates to an earlier request.

Do not duplicate the requests by sending via email and also snail mail.

Check calendar regulations/school regulations themselves prior to calling for advice (check the Calendar or the relevant handbook, normally available at https://www.tcd.ie/undergraduate-studies/course-handbooks/ on the course/school/department website). **Please note that the first port of call for advice is the Senior Tutor’s Office.**

Remember that it is the tutor’s responsibility to advise the student of the outcome of each case. This is particularly important when it comes to the time-table for rescheduled papers or Special examinations.

Do not send students directly to the Student Cases desk and don’t give students the SLO’s number to get up-dates on cases. This will only clog up the system.

Keep a copy of all documents you send if you use internal post. They have been known to get lost on the way!

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**Withdrawing from College and going off-books**

There is a difference between these two options:

**Withdrawing from College implies that the student is not planning to come back.**

If the student wishes to take a year out and are planning to return to College, then they should apply, through their tutor, for permission to go ‘off-books’. This needs to be reapplied for every year.

**Withdrawing from College**

If a student wishes to withdraw from College, it is important to try and find out the reason for withdrawal. The tutor then has to complete a withdrawal form, to be signed by the student. (see http://www.tcd.ie/undergraduate-studies/academic-progress/withdrawal-college.php ) and send it to student.cases@tcd.ie. There are two important dates here:

- **31st October**
**New Incoming JF Students** eligible for free fees who withdraw before this date do not lose any entitlement to free tuition fees. In other words, they can repeat the same year without paying tuition fees. They will also receive a refund of the Student Contribution (or of the first instalment if they only paid that). If this was paid by SUSI, it will be refunded to SUSI.

- **31st January**

Students eligible for free fees who withdraw before this date will only have to pay half the tuition fees (+ the Student Contribution) if they repeat the year or transfer to another institution. However, they cannot reclaim the first instalment of the Student Contribution or Sports Centre charge.

Fee-paying students who withdraw before 31st January will not be liable for the second instalment of their fees.

- **After 31st January**

Students who withdraw after 31st of January will be liable for full tuition fees and will not be refunded any part of the student student contribution.

**Going off-books**

There are different options:

- Off-books in good standing
- Off-books doing exams/assessments (not in good standing)
- Off-books not in good standing, no exams/assessments

**Please note that students going ‘off the books’ are not registered as students, do not have a student card, have no access to the Library unless a specific request for a reader’s ticket (without borrowing rights) is made. If they are not doing exams or assessment, they do not keep their live computer account (so no access to digital resources in the Library) but they all keep their e-mail address. The Sports Centre will normally issue them with a Sports Centre Members card on payment of the normal student sports centre fee (€120 in 2015-16) on production of a letter from their tutor confirming they are off-books.**


**All students going off-books for medical reasons** must provide a certificate of fitness to return to full-time study to the Senior Lecturer before they can register, preferably before 1st August to ensure all
formalities are completed on time.

**Off-books in good standing**

Normally, going off-books applies to students who are in good standing. (student in good standing = who have passed their exams)

In some cases, students may be allowed to go off-books not in good standing or to go off-books to retake assessment (OBA). See below.

**Calendar regulations:**

a) Students must pursue their undergraduate courses continuously unless they are permitted by the Senior Lecturer to interrupt them (usually for a year only). This is called going off-books

- b) Students may be permitted to go "off the books" for academic reasons (e.g. to study abroad) or for medical or personal reasons. Clear guidelines and the relevant form are given on the student cases website (http://www.tcd.ie/undergraduate-studies/academic-progress/off-books-re-admissions.php). Please note that students are not able to download the form themselves as access is restricted to staff.

- Students who are off-books for medical reasons and wish to return to College must, via their tutor, send a certificate of fitness to return to studying to the Senior Lecturer (Student Cases), preferably before 1st August.

- Note that JF students may not normally go 'off the books' before 31st January, which is only allowed to students who are `in good standing', i.e. who may rise with their year. JF students must withdraw and if they do so before the end of January, they should reapply via the CAO. Those who withdraw later may apply for readmission. A JF student who gets permission to go off-books after 31st January must apply for re-admission by 1st August and complete the readmission form available at http://www.tcd.ie/Admissions/undergraduate/assets/pdf/Readmission-form.pdf

- In practice, students who are unable to complete the current academic year may apply for permission to go off-books and come back the following year (or even a year later if they are not well enough to return) – See off-books, no exams below.
Going off-books not in good standing, doing exams/assessment (OBA)

Requests to go off-books where a student is not in good standing (i.e. off-books with permission to take examinations/assessments) should be made to the relevant Court of First Appeal following the annual or supplemental examination session, or to the Senior Lecturer using the off-books application form (e-mail to student.cases@tcd.ie), who will consider the case in consultation with the relevant Heads of School(s)/Head(s) of Discipline/Course Director as appropriate.

It is also possible for students to do placements/field trips whilst off-books if explicit permission to do so is granted by the Senior Lecturer. They are then covered by the College insurance policy.

Please note that an exam fee of €382 applies (even in cases where students are only repeating a placement and not actually sitting any examinations) and even if they did not sit any examinations the previous year. The examination fee should be paid on-line through my.tcd.ie.

Students ‘off-books – exams only’ normally keep their e-mail and computer accounts. They may obtain a reader’s ticket from the Library but they will have no borrowing rights.

They will normally be examined on the course as it existed when they attended. Special papers will need to be produced by schools/departments if the course has since changed.

Off-books students with permission to take examinations are advised to consult with their school, department or course office before the end of Michaelmas term to confirm their examination and/or assessment requirements while off-books. They should also keep an eye out for correspondence from the Exams Office and respond to it promptly (e-mail and/or my.tcd.ie in-tray message).

Off-Books, not in good standing, no exams

In some cases, students who are not in good standing may need to go off-books for a year, for example in order to recover from illness. In this case, you need to apply to the Senior Lecturer (student cases) and state the reasons why the student is applying to go off-books. The Senior Lecturer will consult the head(s) of school(s) or department(s) or course director as appropriate and may grant permission if this is deemed to be in the student’s best interest. JF students who wish to go off-books before end of February will normally be required to withdraw and reapply through the CAO.
Documentary evidence is helpful if it can be obtained without undue stress or invasion of the student’s privacy. In sensitive cases it may be better to make a fairly general written statement (e.g. "difficult domestic circumstances").

### Exams

These are very stressful times for students in college. For students who are very stressed, you may wish to direct them to the workshops that are held by Student Counselling or to the Student Counselling web-site and podcasts (see [http://www.tcd.ie/Student_Counselling/counselling/podcasts/](http://www.tcd.ie/Student_Counselling/counselling/podcasts/)).

**The most important advice to give students is not to do an exam if they are unwell.** Illness, even when certified, will not excuse poor performance. If a student misses an exam through illness they need to submit a medical certificate to you, which you should forward to the Senior Lecturer's office within three days of an exam.

**All requests to the Senior Lecturer regarding examinations and assessments must be done using the form available from [http://www.tcd.ie/undergraduate-studies/academic-progress/absence-examinations.php](http://www.tcd.ie/undergraduate-studies/academic-progress/absence-examinations.php), appropriate form.**

**Rescheduling of exams in cases of certified illness or other serious event (bereavement) – Rescheduled examination paper during the session.**

During the **summer exam period**, up to 2 papers may be rescheduled during the exam period **if the student is sitting exams that are part of their finals and there are no supplementals** (Some JS and most SS). Contact Student Cases, using the [exams form](http://www.tcd.ie/undergraduate-studies/academic-progress/absence-examinations.php), the exams office and the relevant school/department as a **matter of urgency**.

Unfortunately, if more than 2 papers need to be rescheduled, the student will need to present at the next exam session (usually the following year). In the case of JS students, it might be worth considering applying to the Senior Lecturer (Student Cases) or appealing to the Court of First Appeal for permission to sit the papers at the time of Supplementals. Please contact the Senior Tutor to discuss this.

Rescheduling of exam papers is not available to JF and SF students nor to JS students who are not sitting part of their finals and/or who have the option of supplementals. In these cases, you should request from the SL permission for the student to defer the exams to the Supplementals ([use Exams form](http://www.tcd.ie/undergraduate-studies/academic-progress/absence-examinations.php)). If the reason is not serious enough (ie did not wake up, missed the bus), the student’s absence will be excused (so they won’t be returned as exclude) but they will sit the paper(s) as a Supplemental rather than a deferred paper. This will have implications in terms of the class of their results (pass/fail at
supplementals rather than 1st/II.1/II.2/III) and whether continuous assessment/coursework will be taken into account (this can vary from course to course. Check the relevant course handbook).

During the **Supplemental exam period**, the same principle applies to all students but is more difficult to implement as the exam period is much shorter. Contact the Student Cases (use the Exams form), the exams office and the relevant school/department as a **matter of urgency**. If rescheduled papers cannot be organised, you will need to take an appeal and look for permission to sit a Special exam (normally up to a maximum of 2). Please note that there is a compulsory fee of €382 for Specials, whether or not the student sat exams during the year. In some cases, the Senior Lecturer may grant permission to sit a Special without the need for an appeal.

**Extra Time, smaller exam venue and use of a computer**

Some students may require special arrangements for exams. If student is registered with Disability this is taken care of by their office. In the case of short-term incapacity, for example following an accident, you need to write to the Senior Lecturer, using the Exams form, requesting additional time, permission to sit in a smaller venue or use of a computer or a scribe, stating the reason and providing the appropriate documentation (Med Cert). Again you can email using the [Student.Cases@tcd.ie](mailto:Student.Cases@tcd.ie) address.

**Scribe**

If the student has a hand injury and needs somebody to write their answers, you apply to the Senior Lecturer using the student cases address ([Student.Cases@tcd.ie](mailto:Student.Cases@tcd.ie)). You may want to ask for a person from a similar area to the student especially if the exam deals with scientific terms. In these situations students will be allocated a separate room and the proceedings will be taped. It is a good idea to suggest to the student to practice giving their answers verbally. In some cases, use of a computer may be a better option and should be explored. Contact the Disability Service for advice on the best option.

**What do I do if I am missing my exam number?**

In a situation like this, the student can e-mail [askexams@tcd.ie](mailto:askexams@tcd.ie) (in advance of the examination session), or ask the Chief Invigilator to contact exams (during an exam) and they can provide the number at that point.

Re anonymous marking – if the SCN is not written on the script, process of elimination generally works for the Schools, or they will ring exams with a seat number and they can provide the information. The scripts will be marked anonymously regardless.
What I do if a student turns up in my office saying they were late for an exam?

If the exam is currently ongoing, phone the exam office immediately at either extension 1060 or 2345. If no student has left the exam venue, it may be possible for the student to take the exam at a different location on the same day. You will need to stay with the student until the time of the exam. You can also call in directly to the Exams Office in the Academic Registry with the student.

Re-checking of exam papers

Students often get confused by the TCD terminology and think they can simply ‘appeal their mark’ or request for somebody else to look at the exam paper.

The closest process we have in this regard is the re-mark/re-check process and the possible grounds are quite restricted. (See Calendar H11 § 51)

The first step is for the student to go and review their script with the relevant lecturer/examiner. They may need to contact the Head of School or the appropriate Director of Teaching and Learning. This is their right (Calendar H11, § 50). If they then want to have their scripts re-marked, their case needs to meet the following criteria:

1. Grade is incorrect due to an error in calculating results
2. Exam contained questions which were not on the course
3. Bias was shown in marking the script

Notes:
Ground 1: this is easily sorted out and the examiner will normally start the process with the relevant school/department.
Ground 2: this would normally apply to the class as a whole, not to one specific student.
Ground 3: this needs to be demonstrated. If the work has been double marked internally or seen by the external examiner, bias is very unlikely. And most exams are now marked anonymously.

Special Examinations

Special examinations are not an entitlement. Students have no automatic right to have 2 sittings of their exams. There are no general ‘Super Supplementals’!

Special Examinations are normally only granted through the Appeals process to students who were seriously ill or unable to sit supplemental exams for serious reasons. There is normally a limit of 2 papers. They take place in teaching week 3 of MT and can be quite disruptive as the student will not be able to register until the outcome is known. So they
won’t be included in class lists, won’t have a timetable, won’t be assigned to seminars, labs or tutorial groups and won’t have access to the current year’s modules on BlackBoard. They will also have to prepare for their exams AND try to keep in touch with what is going on in their course so that they do not to fall behind.

Please note that there is a flat fee of €382 for Special exams and that it is never waived.

Other Cases

If cases relate to other situations apart from Withdrawals, Off-books or Exams and Assessment issues, please use the ‘Other’ form available at the bottom of this page: http://www.tcd.ie/undergraduate-studies/academic-progress/

Appeals

Appeals take place in June and September/October. There are two levels of appeals: Faculty/School (Courts of First Appeal) and College (College Academic Appeals Committee). All appeals should be taken first at the Faculty/School level. If the Court of First Appeal does not grant the appeal or if the Senior Lecturer does not accept its recommendation, you have the option to take the case to the College Academic Appeals Committee.

Check with the relevant course office, school or department which court applies to your student (http://www.tcd.ie/undergraduate-studies/academic-progress/documents/CompofCourtsofFirstAppeal.pdf) and when the court is sitting or check at http://www.tcd.ie/Senior_Tutor/tutors/appeals/. The Senior Tutor’s Office web-site publishes the relevant dates, as advised by the relevant course/faculty offices.

There are three grounds for appeal:

1. Case not adequately covered by College regulations
2. Regulations not properly applied
3. Ad misericordiam grounds

You need to complete the Appeal form (See Download Forms Section of Senior Tutor’s Website or Academic Appeals ) electronically and email it to the appropriate office faculty (Court of First Appeal- See list at http://www.tcd.ie/undergraduate-studies/academic-progress/documents/CompofCourtsofFirstAppeal.pdf ) or Senior Tutor’s office (Stosec@tcd.ie) for College Academic Appeals Committee. The same appeal form is used in both cases.
Please ensure that you fill in the form correctly. You MUST give full details of the student’s academic results to-date, FOR EVERY YEAR of their course, not just for the current year. This information is available in most cases in the ‘Academic History’ record for the student. Export, save and attach to e-mail together with your appeal form. If necessary, the relevant course/school/department office will give you the detailed information you require. This is particularly important in the case of Academic Appeals as the committee does not have local knowledge of the student’s situation.

At the Faculty/School the appeal will be heard by a committee chaired by the Dean (or Pro-Dean) with a group staff from the relevant faculty. The tutor and the student will normally be interviewed by the committee. See http://www.tcd.ie/undergraduate-studies/academic-progress/appeals.php for further information on Appeals.

The College Academic Appeals Committee is chaired by the Registrar and includes the previous Senior Tutor, a representative from the Law School, the Vice-President of the Graduate Students’ Union and three other members – see the Calendar for their names. The Senior Lecturer and the Senior Tutor (Secretary) are in attendance. The student must be present. Again the student and the tutor are interviewed and the Chair of the Court of First Appeal attends for the presentation of the case and will be asked to present the views of the Court. A document outlining the procedures followed by Academic Appeals Committee is available on the Senior Tutor’s Office website (see For Tutors).

An important issue here is that neither of the appeals committees can change a mark but they can change the way a mark is calculated (for example (not) taking into account continuous assessment) or the consequences of the mark.

See the senior tutor web site for the dates of the upcoming appeals. There often is not a lot of time between the publications of exam results and the court of first appeal, in particular after Supplementals, so it is crucial that tutors are available to meet tutees when exam results are published.

Re-checking of exam papers

Students often get confused by the TCD terminology and think they can simply ‘appeal their mark’ or request for somebody else to look at the exam paper.

The closest process we have in this regard is the re-mark/re-check process and the possible grounds are quite restricted. (See Calendar H11 § 51)
The first step is for the student to go and review their script with the relevant lecturer/examiner. They may need to contact the Head of School or the appropriate Director of Teaching and Learning. This is their right (Calendar H11, § 50). If they then want to have their scripts re-marked, their case needs to meet the following criteria:

4. Grade is incorrect due to an error in calculating results
5. Exam contained questions which were not on the course
6. Bias was shown in marking the script

Notes:
Ground 1: this is easily sorted out and the examiner will normally start the process with the relevant school/department.
Ground 2: this would normally apply to the class as a whole, not to one specific student.
Ground 3: this needs to be demonstrated. If the work has been double marked internally or seen by the external examiner, bias is very unlikely. And most exams are now marked anonymously.

Requests for re-marks/re-checks must be made to the Senior Lecturer via student.cases@tcd.ie, (using the Exams form?) stating clearly the grounds on which the request is based.

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**Fees Issues**

**New Entrants:**

After CAO acceptance in late August, TCD bills students for the student contribution and, where applicable, tuition fees. Different CAO rounds may result in students taking up another higher offer and in that case TCD returns any fees/contribution a student has paid. Returning of fees depends on dates.

**All new EU undergraduates (and all continuing students) can opt to pay the Student Contribution in 2 instalments.** The first one is payable before registration (and students will not be able to complete the on-line registration process if they have not paid the relevant contribution, fees and levies). The second one is payable before 31st January.

Students who do not pay the second instalment on time will be charged a late payment fee and will see their examination results withheld until they have paid all monies due to College.

**If a student is unable to meet the deadline for payment** and there are good reasons for this, write to student cases to ask for extra-time and for any fine to be waived. It helps if the student can put forward a
payment plan. Please note that exam results will be withheld until the student’s account is cleared (students can be told if they need to prepare for supplementals).

If a student informs College before 12th September that they are not taking up their place, and has not registered, the first instalment of the Student Contribution (€1,500) plus €128 levies (€120 sports centre and €8 USI) minus an administrative fee of €212 will be returned to the student.

If a student registers and withdraws before 31st October, then College will retain the first instalment of Student Contribution but will return the €128 levies.

Withdrawing before the 31st October allows incoming JF student (and only them) to still avail of the Free Fees initiative (covering only the tuition fee element) in TCD or another College the following year but the first instalment of the Student Contribution will not be refunded. If a student has registered and withdraws, this is in effect a lost student (for maybe 4 years) to College which may not be replaced, hence the retention of the Student Contribution. The Student Contribution is in effect a ‘lost deposit’.

Continuing students:

Continuing students must pay their fees (or the Student contribution) by 1st September or before the time allotted for their on-line registration.

A continuing student who withdraws after having registered but before 31st January will be liable for half the tuition fees and the full student contribution in a repeat year in TCD or another institution. If they have paid the student contribution in full, the second instalment will be refunded.

If the student withdraws after 31st January they will be liable for full fees.

All students:

If a student has not registered before 14th November, they are deemed to have withdrawn and services such as library and computer accounts will be suspended. To return to College they need to fill in a re-admissions form with a re-admission fee of €358. Under the Gmail agreement with College, a student has a TCD email account for life. It is unclear at this stage whether students who have withdrawn will still receive messages in their my.tcd.ie in-tray.

So it is a good idea if tutors check their chamber list (my chamber list New Tutor Report in my.tcd.ie) to see who has not registered and to
confirm with tutees that they do not wish to continue in College. In some cases, applying for permission to go off-books rather than withdrawing is the most appropriate option. (See page 10 for more information).

All students who are deemed eligible for the Government’s tuition fee remission scheme will be considered registered for the full academic year (and tuition fees claimed by the College for a full year) unless the College is formally notified in writing of their intention to withdraw from College prior to 31 January. So it is crucial to notify Student Cases if one of your tutee is withdrawing or going off-books for the rest of the academic year, otherwise they will be liable for full tuition fees when they come back (to TCD or another institution).

31st January is a critical date for students who are considering withdrawal. Students who withdraw prior to 31st January will, on their return to a 3rd level course, be liable for 50% tuition fees plus the Student Contribution plus any levies. The key point here is that if the student has been in contact with their tutor prior to this date to discuss their withdrawal and this can be demonstrated (e-mail exchanges for example), then the College will accept withdrawals for a few days after Jan 31st.

If a student is attending College without being registered then they are not covered by the College insurance. This is important for lab-based courses and courses that have field trips or placements. For students who have not registered not only does College lose the Tuition (Free) Fee and Student Contribution but also the State’s contribution to the core grant of about €5000 per student. If a student is not registered then they will not appear on class or exam lists. Problems arise for students who partially pay their fees as they cannot register until they pay the full first instalment of student contribution and fees. This in particular applies to students who may not be eligible for Free Fees (repeating the year, part-time students or not being an EU National at the time of starting College).

From September 2013, Students who acquire Irish nationality after starting College will become eligible for free fees.

Since the core grant is liable to be lost if a student does not register, some informal ways may be used to allow a student to register who cannot afford it. It is rare, but some departments may underwrite the cost locally of paying the student’s Student Contribution or Tuition Fee if necessary. Also the Senior Tutors Financial Assistance programme may advance the fees in some cases, if there is a clear guarantee that the student will pay back the advance.

Sometimes Local Authorities/SUSI are late in forwarding the local authority/SUSI grants to students but once a student qualifies for a local
authority/SUSI grant, College will allow the student to register and then await Local Authority payment of fees.

When registering on line on my.tcd.ie, students awaiting a SUSI decision should quote their SUSI application number when they are asked in the ‘My Finance’ section if they are receiving any sponsorship.

If problems arise, the student’s exam results will be withheld and this will be noted on their record. **Tutors should check their chamber list on my.tcd.ie, setting the Outstanding Balance filter to yes** and contact their tutees once the exams are completed to discuss the issue and explore solutions so that the monies owed can be paid and the results can be published (and appeals taken if necessary). Students should be notified whether or not they must sit supplementals and which ones but cannot be given more details such as marks, breakdowns, etc...

**Fee remission on medical grounds**

If a student is unable to complete a year or fails their examinations because of exceptional circumstances (serious medical/personal problems, including mental health problems), it is worth considering applying for tuition fee remission on medical grounds. You need to apply at the time it becomes clear that the student is unable to complete the year or fails their examinations. This mostly applies to students who are eligible for the free fees initiative but is sometimes (but rarely!) granted in other circumstances. Please note that this covers only the tuition fee element and that students are still liable for the student contribution (€3,000 in 15-16). SUSI or local authorities may renew the grant in a repeat year if a student is granted fee remission by College.

For more details and the relevant forms see [http://www.tcd.ie/undergraduate-studies/academic-progress/repetition.php#Eligibility](http://www.tcd.ie/undergraduate-studies/academic-progress/repetition.php#Eligibility)

**Sports Centre Charge Waivers**

See information on page 30.

**Medical certificates**

Be careful about medical certificates. Make sure they indicate the right dates. Sometimes it may be advisable to use the College Health Service. Medical Certificates should be forwarded **within three days** to the Department/School/Course Co-ordinator or the Senior Lecturer’s office in the case of missed exams. See note above about contacting the SL office.
Please remember that medical certificates may contain sensitive or confidential information. In most cases, it is not appropriate to widely circulate copies of medical certificates. Be mindful when you are cc. schools/departments in e-mails sent to student cases: do they really need to know the details of the student’s medical condition? It is generally sufficient for them to know that a medical certificate has been submitted to student cases who will confirm that they have received it.

**Transfers**

**Transfers are dealt with by the Admissions Office, not the Senior Lecturer/Student cases.**

For rules regarding transfers, please check [http://www.tcd.ie/Admissions/undergraduate/apply/transferred/within-trinity/](http://www.tcd.ie/Admissions/undergraduate/apply/transferred/within-trinity/)

Please note that the key dates will change from year to year as they are tied in with the dates of CAO offers and Leaving Certificate Rechecks.

Course directors/Departments cannot make the final decision on transfers. **Only the Admissions Office can grant permission to transfer.**

Students may apply, through their tutor, for permission to transfer to another course. Transfer applications must be made using a standard form available at [http://www.tcd.ie/Senior_Tutor/forms/](http://www.tcd.ie/Senior_Tutor/forms/) and should be submitted to the Admissions Office, Academic Registry, Watts Building. The form allows students three choices in order of preference. Sometimes it might be advisable for a student to go to the Careers office for advice on suitable options for them. In addition, students should be made aware that if they wish to repeat a year, even in a different course, they will be liable for tuition fees.

There are three categories of transfer applicants:

1. Continuing Junior Freshman students and non-Junior Freshman students seeking to **transfer into the Junior Freshman** year of a different course
2. Newly entered Junior Freshman students who in their first term are seeking to transfer into the Junior Freshman year of a different course
3. Continuing Junior Freshman students and non Junior Freshman students seeking to transfer into a year other than the Junior Freshman year of a different course

**Category 1**
Continuing Junior Freshman students and non Junior Freshman students seeking to transfer into the Junior Freshman year of a different course.

Closing Date: 1st August, 2015 (for transfers effective in 2015-16) and 1st August 2016 (for transfers effective in 2016-17)

Please note: Drama, Medicine and Music all have special entry procedures and require application before 1st February 16 so that they can be included in these procedures.

Students starting a new course in JF will be liable for tuition fees for their first year (and any subsequent year which they have already done in a different course), in addition to the Student Contribution.

Process

These applications will be assessed solely on the basis of their original entry qualifications. Therefore no consultation with academic units takes place regarding requests in this category. Essentially students will be competing for places with the incoming Junior Freshman year and must have the points as they apply in the year of entry. It is important to bear in mind that the points required for a course may change from the previous year. Students should be warned of this situation and encouraged to choose three options on the transfer form.

If their points are tight, students should be advised to apply through the CAO, putting TCD as first choice if they wish but also broadening the range of courses they apply for.

Students who miss this cut off date may apply in the same way as newly entered Junior Freshman students. See below. Sometimes it can be useful to refer students to the Careers and Appointments Office to obtain advice on courses. With the sole exception of mature students, College examination results will not be taken into consideration (so students may pull out of Supplementals once they have received and accepted a transfer offer. Write to Student cases). Applications from mature students will be sent to the academic unit for decision.

Decisions

All students are notified in writing of the result of their application. Where the request has been turned down a copy of the letter is also sent to the student’s tutor.

Where the transfer is being permitted the student is informed, in writing, and requested to confirm acceptance by a particular date. Once a student has confirmed their acceptance, via email, to the Admissions
Office a copy of their letter will be circulated to their tutor and all relevant academic and administrative offices. Only at this point will the Student Record File be updated.

**Category 2**

**Newly entered Junior Freshman students who in their first term are seeking to transfer into the Junior Freshman year of a different course.**

There are two tiers within this category. The first consist of transfer applications received before the end of the 2nd week of Michaelmas term while the second group are transfer applications received after the end of the 2nd week and up to the end of the 7th week of Michaelmas term.

**First Tier:**

**Closing Date:** (End of 2nd week of Michaelmas teaching term – Friday October 9th 2015)

**Process:**

All applications will be held until the closing date. Decisions on applications received by the closing date will be made on the basis of the following criteria:

1. availability of places
2. entry qualifications e.g. number points required and course requirements
3. timetabling constraints

Applicants are ranked on the basis of their entry qualification and places allocated according to the number of places available. Consultation with academic units does not normally take place when this category of applications is being assessed. **Students unsuccessful in this phase of the process need to reapply if they wish to be considered for the Second Tier.**

**Second Tier**

**Closing Date:** (End of 7th week Friday 13th November 2015)

**Process**

Students in this category who have not applied by the early date may apply for transfer up to this date. These requests will be processed on a ‘first come, first served’ basis and students are eligible for such course **only if vacancies still exist** after the earlier transfer period and **if they have the required points.** It is a good idea to advise students to talk to the heads of the courses to which they wish to transfer.
Students should also be made aware of the amount of work they have missed if they are transferring late in the year. Please note that many departments/schools feel that by that stage it is too late for students to transfer and not in their best academic interest.

Applicants will be assessed on the basis of

1. availability of places
2. entry qualifications e.g. number of points and course requirements
3. timetabling constraints
4. approval by the relevant school(s) or departments (s)

Decisions
All students are notified in writing of the result of their application as soon as possible. Where the request has been turned down a copy of the letter is also sent to the student’s tutor.

Where the transfer is being permitted the student is informed, in writing, and requested to confirm acceptance by a particular date. Once a student has confirmed their acceptance, via email, to the Admissions Office a copy of their letter will be circulated to their tutor and all relevant academic and administrative offices. Only at this point will the Student Record File be updated

Category 3

Continuing Junior Freshman students and non Junior Freshman students seeking to transfer into a year other than the Junior Freshman year of a different course.

Closing Date: (Friday 23rd October 2015)

Process

Applicants in this category will be assessed in consultation with the school(s) or department(s) concerned, on the basis of the total qualifications presented.

1. original entry qualifications and
2. College examination results.

All academic requirements of a student’s current course must be satisfied unless specified otherwise in the College Calendar under individual course regulations. i.e. to transfer into the SF year of a course JF students must be eligible to rise with their year. Again it may be advisable for students to talk to the departments concerned. If students are starting again in a year they have already done in their initial course, they will be liable for tuition fees as well as the Student Contribution.
**Decisions**
All students are notified in writing of the result of their application. Where the request has been turned down a copy of the letter is also sent to the student’s tutor.

Where the transfer is being permitted the student is informed, in writing, and requested to confirm acceptance by a particular date. Once a student has confirmed their acceptance, via email, to the Admissions Office a copy of their letter will be circulated to their tutor and all relevant academic and administrative offices. Only at this point will the Student Record File be updated.

**SCHOOLS AND DEPARTMENTS CANNOT MAKE DECISIONS ON TRANSFERS. ONLY THE ADMISSIONS OFFICE CAN AS THEY ARE THE ONLY ONES WHO KNOW WHO ELSE MIGHT BE APPLYING. ANY OTHER APPLICANT WITH MORE POINTS MUST ALSO BE OFFERED A PLACE.**

**Financial Assistance**

The Senior Tutor’s Office is responsible for the various Financial Assistance programmes. To start, there is a very useful website available for general information on financial support for further and higher education at [http://www.studentfinance.ie/](http://www.studentfinance.ie/).

Students coming to College through the Trinity Access Programme (HEAR – Higher Education Access Route or the Foundation Courses) receive financial assistance from TAP. They may nonetheless apply for specific scholarships or funds.

The Senior Tutor's Office has several financial assistance resources available for students who fit the support criteria. Contact the Student Support Officer in the Senior Tutor’s Office for more information (helen.richardson@tcd.ie). Letters from tutors are welcomed in support of applications. More detailed information and the relevant forms (on-line application form and Budget form, both required) are available at [https://www.tcd.ie/Senior_Tutor/Financial%20Assistance/](https://www.tcd.ie/Senior_Tutor/Financial%20Assistance/).

Qualifying criteria for financial assistance are approved annually by the Board of the College. The Financial Assistance Committee reserves the right to reduce the approved awards, should pressure on the funds require this course of action.

All applications are treated in confidence, and are considered anonymously by the Financial Assistance Committee.

The on-line application form is available on the Senior Tutor’s Office website under the financial assistance tab [https://www.tcd.ie/Senior_Tutor/Financial%20Assistance/](https://www.tcd.ie/Senior_Tutor/Financial%20Assistance/)
Don’t forget to check the Calendar for discipline-specific prizes and bursaries at http://www.tcd.ie/calendar/1516-2/part-ii/financial-assistance/

The Financial Assistance Committee will decide which fund is the most appropriate for each case.

**ESF Student Assistance Fund**

The ESF student assistance fund is available to students experiencing particular or unexpected hardship during their course of study. All students in financial difficulty are entitled to apply. Applications are means-tested, and must be accompanied by supporting income-related documentation. Most recent P21/P60, most recent pay-slip, proof of Social Welfare payments, proof of local authority Higher Education grant should be provided with the completed application form. **There is no support for tuition fees.** Receipts totalling the amount awarded must be provided before the second instalment will be given.

**Benefactions**

College benefactions (Calendar Section U) supports first degree students of standing who find themselves in financial difficulty. Applications are means-tested, and must be accompanied by supporting income-related documentation. Most recent P21/P60, most recent pay-slip, proof of Social Welfare payments, proof of local authority Higher Education grant should be provided with the completed application form. In some cases a letter of recommendation from the College tutor for a specific fund is required.

**Student Hardship Fund**

A fund supported by College from which the Financial Assistance Committee can assist any student having a financial crisis. Applications are means-tested, and must be accompanied by supporting income-related documentation. Most recent P21/P60, most recent pay-slip, proof of Social Welfare payments, proof of local authority Higher Education grant should be provided with the completed application form.

The Financial Assistance Committee approves the strategic management of awards from the above funds, based on criteria approved annually by Board.

Trinity Trust provides support annually to meet expenses for compulsory field trips in particular for Geology, Geography, Botany and Zoology and for periods spent abroad which are required to deemed highly desirable by the head of school or department concerned. Trinity Trust Field Trip forms are available on the Senior Tutor’s Office website under the “Download Forms” tab (https://www.tcd.ie/Senior_Tutor/forms/) and
should be submitted with the required signatures and supporting documentation to:

Student Support Officer,
House 27,
College.

A parallel scheme now exists for students who must undertake compulsory placements (Social work, Physiotherapy, Occupational Therapy, Radiation Therapy, Clinical Speech). Trinity Trust may provide support for clinical/professional placements (Nursing and Midwifery, Clinical Speech, Occupational Therapy, Physiotherapy, Radiation Therapy, Social Work). Nursing and Midwifery students should seek further information from the Nursing Allocations Officer. For more information, contact Helen Richardson, Student Support Officer, Senior Tutor’s Office, House 27. helen.richardson@tcd.ie, ext 1095.

**Student Sports Centre Charge Waiver**

TCD students voted by referendum in May 2007 in favour of the introduction of a mandatory Student Sports Centre Charge for sports centre usage for all students, with the provision that ‘Students with financial hardship would be exempt from the charge, as moderated by the Senior Tutor’s Office.’

All applications for a waiver of the €120 charge on the grounds of financial hardship must be submitted on the official form which is available on the Senior Tutor’s Office website under the “Download Forms” tab ([https://www.tcd.ie/Senior_Tutor/forms/](https://www.tcd.ie/Senior_Tutor/forms/)) and called Sports Waiver application.

Only students whose sole income is from Lone Parents Allowance, Back to Education Allowance or any similar form of Social Welfare Assistance or students who received Financial Assistance from the Senior Tutors Office will qualify for a waiver of the mandatory charge of €120. Students who came to College via TAP/HEAR route will also qualify. Incoming students or those who have not qualified in previous years may need to pay before they can register but will receive a refund if they apply and qualify. Students who are on placement or spending a year abroad are still required to pay the Sports Centre Charge unless they meet the above criteria.

Application forms that have not been completed in full and signed, and applications not accompanied by the required documentation, will not be considered. Applicants may be called for interview from October 1st onwards. Students deemed exempt from the Sport Centre charge will have full access to the sports centre facilities.
Application forms and accompanying documents should be returned to:

Helen Richardson,
Student Support Officer,
Senior Tutor’s Office,
House 27,
Trinity College,
Dublin 2.

Comencement Fee

Historically, commencement (graduation) fees have been paid after final exams.
Since September 2012 undergraduate students in years 3 and above and all postgraduate students are required to pay their commencement fee of €114 prior to registration.

This is a mandatory fee and cannot be waived in any circumstances. It is not covered by the Third Level grant. Students in year 3 must pay this before they are able to register.

Discipline issues

Discipline issues are dealt with by the Junior Dean, Warden of Trinity Hall, Librarian, or Director of IS Service depending on the circumstances.

As the Junior Dean (JD) deals with the majority of discipline issues, there follows a summary of the procedures followed by the JD. See Appendix A for a more detailed description.

When an alleged disciplinary offence comes to the attention of the JD he/she writes to the student setting out the charge and if possible indicating whether the offence is minor or major. A meeting is arranged as soon as possible. The student should bring their tutor or another person to the meeting e.g. SU officer. It is strongly advisable to meet with the student before the interview and encourage them to tell the truth but it is also important to ensure that the student is treated fairly. **Make sure you read anything the student is asked to sign.**

The JD can
- Decide there is no case to answer
- Deal with the matter summarily and impose a penalty
- Refer the matter to the disciplinary committee

Major vs Minor offences

Examples of major offences include
1. Conduct which does or is liable to cause, violence to person or damage to property
2. Seriously interfering with, or unreasonably impeding members of the College in carrying out their duties.
3. Theft, fraud or misapplication in connection with funds or property of any kind in College.
4. False pretences or impersonation of others, within or without the College, in connection with academic attainments or financial awards.
5. Refusal or failure to pay a fine or comply with any penalty (subject to any right of appeal applicable) imposed by the Junior Dean or Librarian.
6. Refusal to produce a College I.D. card or other acceptable means of identification at the request of the Senior Dean, Junior Dean or any of his/her assistants or any College security officer. (Other members of the College have the right to call for identification of any person found in areas properly under their control.)
7. All forms of bullying and harassment, including sexual and racial harassment, in all College locations and situations where students are participating in formal College activities or are representing the College or are present at events, social or otherwise, organized in association with the College.
8. Misuse of e-mail, computer facilities, or any aspects of College communications networks.
9. Dishonesty in relation to academic work.
10. Any action by a student on a professional course which would constitute professional misconduct.

If the student admits the offence the JD may decide to deal with the case summarily, and impose a penalty. The penalties depend on whether the offence is classified as major or minor. The penalties may include a monetary fine, community service, donation to charity or any other suitable fine deemed appropriate by the JD for the offence. There is a limit set by Board for a monetary fine. In the case of major offences the penalties may include suspension and disqualification from exams. The circumstances of the student and any mitigating circumstances may be taken into account. **Tutors play an important role in ensuring that the Junior Dean is made aware of the student’s circumstances and any mitigating circumstances.** Sometimes the student is asked to suggest the location and duties for community service.

The maximum fines set by Board June 2007 are

- Minor offence dealt with summarily: €250
- Major offence dealt with summarily: €500
- Major offence not dealt with summarily: €1,500

In most situations, with the agreement of the student, the JD will deal with the cases summarily and impose an appropriate penalty. In serious situations the JD can refer the case to the Disciplinary Committee. The
student can also appeal any decision of the JD to this committee. Under certain conditions decisions of this committee may be appealed to a Panel of Enquiry either by the JD or the student. The last port of call is that the students can appeal to the Visitors. Both the Disciplinary Committee and the Panel of Enquiry report to Board.

Appendix A describes in detail how the two committees function. Tutors involved in these procedures can get advice from other tutors or from the Senior Tutor’s office.

**Warden of Trinity Hall**

Students can also be summoned to appear before the Warden of Trinity Hall. Again the student will have received a copy of the alleged offence in writing and be invited to a meeting and should bring their tutor or another person with them. It is strongly advisable to meet and discuss the alleged offence before the meeting encouraging students to tell the truth. The Warden may impose an appropriate penalty or refer the matter to the JD.

**Plagiarism**

Tutors may also be called to accompany students to meetings with their head of school/department or the DUTL in regard to plagiarism offences. Again, students should have received a written letter citing the offence together with an invitation to a meeting. Documents such as output from Turn-it-in may also be available. As above it is advisable that tutors meet with students prior to meeting to discuss the alleged offence and any mitigating factors. See Appendix B for a more detailed discussion of Plagiarism and the likely penalties.
Trinity Students’ Union – [www.tcdsu.org](http://www.tcdsu.org)

All 15,000 students of Trinity are members of the Students’ Union. The SU provides a range of services and represents students both within the College and at national level. The Union has five dedicated full time officers to help tackle any problems individually or by the student body as a whole. Students can call in to them in House 6 any time throughout the year with problems, or just for a chat. Make sure to check out the SU guidebook/diary.

**Students’ Union Welfare Officer**

The role of the Student Welfare Officer is to liaise with College and external support groups or services in the event of a student requiring non-academic assistance. The officer promotes mental health and well-being through campaigns throughout the year at a grass-roots level among students. The Student Welfare Officer offers recommendations and advice, but acts only with the full permission of the student in question, unless somebody is at risk. In the event of a crisis situation, the SU Welfare Officer allows the student to explain the situation in his or her own words, and will subsequently request the student’s permission to investigate the best course of action for them with Support Services within the college or an external expert.

They also run the Accommodation Advisory Service during August and September and can advise students on accommodation problems throughout the year.

The SU Welfare Officer may be contacted at House 6, Phone: 01 646 8439. Further details are available on the website: [www.tcdsu.org](http://www.tcdsu.org)

**Student Counselling Service - [www.tcd.ie/Student_Counselling/](http://www.tcd.ie/Student_Counselling/)**

The Student Counselling Service (SCS) provides assessment for students with mental health difficulties. Following assessment and depending on the student’s needs, the SCS provides counselling and, when necessary, arranges medical or psychiatric referral. The focus of the Service is short-term counselling and a maximum of 8 appointments per year per student. Exceptions can be made for students requiring additional support if this cannot be obtained elsewhere.

The SCS offers appointments to students within 2 weeks and also has a daily emergency appointment available, usually at 3 pm for those who need to be seen urgently. In cases of extreme urgency, tutors are advised to contact the Counselling Service immediately (01 896 1407)
For students who have not attended Counselling in College before, there is also the option of a short, 20-minutes appointment at lunchtime (to allow them to explore with a Counsellor whether Counselling is the right approach for them). These appointments are on a first-come, first-served basis and students are advised to present themselves at the Counselling Service reception around 12.15.

Students can self-refer or be referred by a staff member. Referrals and liaison are undertaken with the student’s consent. The SCS is bound by a professional code of ethics including confidentiality and duty of care.

The SCS provides web-based services to students including online advice, e-peer moderated discussion boards, and a range of information on mental health issues for students.

The service also participates in college activities aimed at promoting positive mental health on campus and amongst students.

Student Counselling may be contacted at 7-9 South Leinster Street (3rd Floor). Phone: 896 1407. Further details are available on the website: www.tcd.ie/student_counselling.

If often helps to offer students to make an appointment for them, especially if they are a bit reluctant or unlikely to take such a step themselves, maybe because they are suffering from depression or anxiety. Ring 1407 yourself.

**Student Learning Development** - https://www.tcd.ie/Student_Counselling/student-learning/

Offers advice, resources, consultation and workshops. Students can enrol for a BlackBoard module on Study Skills. Information on the website.

**S2S Peer Mentors and Peer Supporters** - http://student2student.tcd.ie/

Student 2 Student is a network of students involved in promoting student wellbeing around campus. Volunteers participate in a number of different initiatives in college, from mentoring to promoting wellbeing. S2S work closely with the Counselling Service, Welfare Officer and Senior Tutor to ensure that students have a productive & enjoyable time in Trinity.

All incoming JF students are assigned an S2S mentor who will meet with their mentees during Fresher’s Week and take them on a campus tour. They will also organise various integration activities in particular during MT. Do encourage students who appear to find it difficult to integrate into College to make contact with their S2S mentor.

S2S volunteers also meet students on a one-to-one basis and provide mental health support online. These services are free of charge & confidential and come highly recommended, not least because students often prefer talking about concerns and emergent issues with someone closer to them in age than a professional counsellor, tutor or healthcare worker.

**College Health Service -** [www.tcd.ie/collegehealth/](http://www.tcd.ie/collegehealth/)

The College Health Service takes a holistic approach to student health: it provides on-campus, primary health care for all full-time students, and focuses on the psychological and occupational aspects of student health and health education. It also offers psychiatric consultation on referral from a GP or a College Counsellor.

Absolute confidentiality is maintained. All medical records are retained in the Health Centre and do not form part of the University's student records. Information is only given to third parties with the patient's consent.

The Health Centre is open during normal office hours in and out of term-time. The hours of attendance for students are as follows: 10.30 am - 1.00 pm and 2.00 pm - 4.40 pm. Consultations are normally by prior appointment only.

Emergency appointments are available daily at 9:30 am and 2 pm and are accommodated through a system of nurse triage.

The College Health Centre may be contacted at House 47, telephone 896 1556. Further details are available on the website: [http://www.tcd.ie/college_health](http://www.tcd.ie/college_health).

**Disability Service -** [www.tcd.ie/disability/](http://www.tcd.ie/disability/)

The Disability Service provides assistance and support to students with a disability or specific learning difficulty.

Students with mental health difficulties who have a confirmed diagnosis can register with the Disability Service and receive a number of specific supports that will enhance their participation in College. These include:

A needs assessment to ascertain support requirements, for example: additional time in examinations; academic support with coping in lectures and meeting deadlines; Assistive Technology supports (use of dictaphones in recording lectures is one example of a useful device); referral to **Unilink** – see below.
The Disability Service may be contacted at Room 2054, The Arts Building, Phone: 896 3111. Information pack for tutors at http://www.tcd.ie/disability/teaching-info/info-tutor.php

**Unilink** is a support service for students who may be experiencing mental issues, stress, health difficulties and other difficulties. It offers practical support with the day-to-day things that students do, such as managing studying, going to lectures, socialising, getting essays and project work done on time and doing exams. The service is offered in partnership with the discipline of Occupational Therapy and Disability Service in Trinity College. The service is accessed via referral from disability service, health service, counselling or the student’s tutor. See http://www.tcd.ie/disability/services/Unilink/

**College Chaplains**

College Chaplains can provide one-to-one support to students of all religious backgrounds who are in distress. They are able to offer possible interpretations of their struggles which are non-medical and non-diagnostic in nature, but are rooted in models of developing religious maturity and faith exploration.

College Chaplains also assist with student emergencies and can or may do home and/or hospital visits.

With the support of the Student Counselling Service, College Chaplains facilitate a Student Bereavement Support Group each year in Trinity Term.

The Chaplaincy may be contacted at House 27, 2nd and 3rd floors, 896-1260 & 896-1901. Further details are available on the website: http://www.tcd.ie/chaplaincy.
Niteline

Niteline is a confidential and anonymous listening service that is run by and for students from Trinity, UCD, the Royal College of Surgeons in Ireland (RCSI), DCU, NUI Maynooth and the National College of Art and Design (NCAD) 7-nights a week during term time. Their Free Phone number is 1800 793 793. They also offer Instant Messaging. More info at www.niteline.ie

Mental Health Policy and Guidelines

The document Student Mental Health Policy and Guidelines was published in 2008. This document contains excellent advice on helping students with Mental Health Issues and can be found at http://www.tcd.ie/about/content/pdf/policy_mentalhealth.pdf

I have included above some useful information on Student Services available along with their telephone numbers in case of emergency. There follows some useful information from the Student Mental Health Policy and Guidelines.
Flowchart for responding to students with mental health difficulties

Figure 1: How to respond to a student experiencing mental health difficulties

Is the problem serious & urgent?
- Risk of harm to self or others?
- Risk of suicide? Out of touch with reality? Bizarre behaviour? Sudden behaviour, mood or personality change?

Emergencies
- Either you or other staff locate student and talk. Explain your concerns and worries.

NO

Non Emergency guidelines
- If unsure, ask Counselling, Health, Senior Tutor or Chaplains for advice (without disclosing student’s name)
- Arrange to talk to student
- Explain concerns and suggest supports

Student willing to accept help
If student agrees with your concerns:
- Ask: are they seeing a College professional?
  - If YES, contact that professional, explain concerns and arrange urgent appointment.
  - If NO, suggest and organise appointment with Student Counselling or College Health and inform them of your concerns.
  - Accompany student to service.

Student unwilling to accept help
If student not willing to accept help:
- Organise a follow up meeting and monitor
- Mention supports again
- If student not willing to accept help,
  - If the student not willing to accept help, explain that, due to concerns about their/others safety, you need to consult with Counselling, Health, and/or talk to family or next of kin.
  - Give them choice in the first instance
  - See Appendix C of the mental health Policy and guidelines for more details.
Emergency guidelines

Daytime

If you think there is potentially an emergency situation, as a staff member you must take immediate action on behalf of the College. Some guidelines on what to do and who to contact are given below - you should not try to deal with the emergency alone. If you are uncertain about what to do, consult with a member of the Student Counselling (01 896 1407) or the College Health Services’ professional staff (01 896 1556). Outside of office hours, contact any of the following:

- The Junior Dean / Registrar of Chambers via ext. 1999;
- The Warden of Trinity Hall 487 1772
- The Chaplains (ext. 1260 & 1901) who may be available;
- another member of staff who may be able to support you
- The College Emergency number: 01 896 1999

a) Locate and talk to the student yourself or arrange for another member of staff to do so, e.g. a Tutor (the student’s tutor’s name is available on the Student Information System: [https://my.tcd.ie/urd/sits.urd/run/siw_lgn](https://my.tcd.ie/urd/sits.urd/run/siw_lgn), the Senior Tutor (01 896 2004/2551)), the Head of School or the College Chaplains. (You should confirm subsequently that this person has in fact contacted the student)

b) Clarify whether the student is already seeing a professional within College (counsellor, psychiatrist or GP):

- **If yes** – contact this professional, explain your concerns and the level of the student’s distress and arrange an urgent appointment.

- **If no** – seek the student’s consent to arrange an emergency appointment for them in the Health Centre (01 896 1556) or in the Counselling Service (01 896 1407). Emergency appointments are available in both services on a daily basis. Contact either service and explain the seriousness of your concerns. Accompany the student to the Counselling Service ([3rd floor of 7-9 South Leinster Street](http://www.tcd.ie/maps)) or the Health Centre (House 47). See College maps: [www.tcd.ie/maps](http://www.tcd.ie/maps). (Note that physical force of any kind must not be used when accompanying a student to the Counselling Service or Health Centre).
• If the student is not prepared to attend the Health Service or the Counselling Service, explain to them gently that, as you have concerns for their welfare, or that of others, you will have to consult with the Counselling Service (ext. 1407) or Health Service (ext.1556) staff and/or talk to their family or next of kin. Give the student a choice as to who they would prefer you to contact in the first instance.

• For further advice and suggestions, see ‘Tips for referring reluctant students’ in Appendix C (Student Mental Health Policy and Guidelines). However, it is a matter for the student to choose whether to accept a referral, and to avail of the supports offered. In exceptional circumstances, the College disciplinary procedures (see Section 3.4 of the Student Mental Health Policy and Guidelines document) and/or the provisions of the Mental Health Act 2001 regarding involuntary detentions may need to be implemented (see Appendix E Student Mental Health Policy and Guidelines).

c) Follow up your actions by:

• Liaising with the Service as to the outcome of the assessment.

• Arranging to see the student again if appropriate.

Some general advice on how to talk to, and cope with, students experiencing urgent (or acute) mental health difficulties is included in Appendix C of the Mental Health Policy and Guidelines.

Emergency Guidelines (Out of hours)

It is again important to stress here that you should not deal with any emergency alone. You should for example contact:

• the Junior Dean / Registrar of Chambers via ext. 1999;

• The Warden of Trinity Hall 487 1772

• the Chaplains (ext. 1260 & 1901) who may be available;

• another member of staff who may be able to support you

If the student is distressed but there are no safety concerns, please:
• contact DUBDOC based in St James `s Hospital. Call ahead: 454 56 04 (6-10 pm weekdays, 10 am – 6 pm weekends and bank holidays). Outside of these hours, or if advised by DUBDOC, go directly to the Accident and Emergency (A & E) Department, St James Hospital, 01-4162774, 4162775 or 410-3000. If you and the other staff member are happy to do so, you may jointly accompany the student - it is not advisable to do so on your own. Otherwise, ask Security to call an ambulance;
• establish with the student if they wish you to contact their family/next of kin;
• inform the student’s tutor, supervisor or course director of the situation at the first available opportunity.

If the student is aggressive or considered to be a risk to him or herself or others:

• seek assistance by contacting the College security staff (ext. 1999). They will contact emergency services (the ambulance and/or the Gardaí) to arrange transfer of the student to a place of safety. (If the student is unwilling to go to hospital or another place of safety, the College Security will ask the Gardaí to make an assessment of the situation, in the interest of safety of everybody involved). Take advice from the Gardaí as to whether it is appropriate to accompany the student;
• establish with the student if he or she wishes you to contact his or her family/next of kin;
• inform the student’s tutor, supervisor or course director of the situation at the first available opportunity.

Other useful places to get help outside of College hours include:
Samaritans (24 hours) 1850 609090 e-mail: jo@samaritans.org;
AWARE’s Depression Line (10am—10pm) loCall 1890 303 302;
Emergency services (fire brigade, Gardaí, ambulance): 999 or 112.
Remember: if on campus, ring the College emergency number first: ext. 1999
**Bullying and harassment – Dignity and Respect**

If a student comes with a complaint about bullying or harassment the best option is to send them to one of the Dignity and Respect contact people. The College has set up a panel of people to deal with these issues. The policy and the names of the current contact people can be found at

https://www.tcd.ie/about/policies/respect.php

**Student death protocol**

All student deaths are handled by the Senior Tutor’s Office. We would be most grateful if you would report any student death to this office.
Appendix A

The 2010 Consolidated Statutes of Trinity College Dublin and of the University of Dublin

Schedule 1 - Committee on Student Conduct and Capacity
Part 1 – General Provisions
1. Interpretation
(1) For the purposes of the Schedules to the Chapter
(a) “day” has the meaning ascribed to it in the Introduction Chapter; provided that, in matters already before the Committee, it shall also include any other day as agreed by the parties and the Committee;
(b) references to “a Panel” shall be construed as references to a Panel of Enquiry established pursuant to the Schedule on Discipline; and
(c) references to a student’s tutor shall, in the case of a postgraduate student, include the Postgraduate Student Support Officer or a postgraduate advisor.
(2) For the purposes of this Schedule, the “relevant decision-maker”
(a) in respect of decisions taken pursuant to Schedule 2 on Discipline, is the Junior Dean or the other decision-makers referred to in section 3 of that Schedule, as the case may be;
(b) in respect of decisions taken pursuant to Schedule 3 on Mental Health, is the Junior Dean;
(c) in respect of decisions taken pursuant to Schedule 4 on Fitness to Study, is the relevant Officer as defined in that Schedule; and
(d) in respect of decisions taken pursuant to section 2(3) of this Schedule, is the Dean of Students.
2. Schedules
(1) Matters appropriate to one of the subsequent Schedules to this Chapter should not normally be dealt with pursuant to another of the subsequent Schedules.
(2) However, separate aspects of a case may be dealt with pursuant to separate Schedules.
(3) Where, in the opinion of the Dean of Students, a case raises issues relevant to more than one Schedule, then the Dean of Students shall coordinate the distribution of those issues among these Schedules.
(4) Decisions of the Dean of Students pursuant to this section may be appealed to the Committee, which shall consider the issue pursuant to Part 2.
(5) Except where the contrary intention appears or the context otherwise requires, references in the Schedules to “the Suspension Section”, the “Certification Section”, or the “Assessment Section”, as the case may be, shall be construed as references to the relevant section in Part 3 of this Schedule.
3. Best Interests
(1) Pursuant to the Chapter, any person or body taking decisions pursuant to these Schedules shall seek to act in the best interests both
of any and every student concerned and of every other member of the College Community.

(2) In particular, where an issue arises pursuant to a subsequent Schedule, the relevant decision-maker may nevertheless decide to adjourn for the time being any proceedings pursuant to that Schedule, if the decision-maker considers that concern and support are more in the student’s best interests than continuing such proceedings.

(3) In such cases, the relevant decision-maker may impose such conditions or requirements as are appropriate in the circumstances.

(4) Where the student fails or refuses either to accept any supports offered or to comply with any conditions or requirements imposed, then

(a) where the proceedings have been adjourned for one year or less, the relevant decision-maker shall decide whether or not to recommence the adjourned proceedings or to commence new proceedings pursuant to an appropriate Schedule, and

(b) where the proceedings have been adjourned for longer than a year, the relevant decision-maker shall not have the option to recommence any such adjourned proceedings, and may only decide whether or not to commence new proceedings pursuant to an appropriate Schedule.

4. Students with disabilities

(1) Pursuant to the Chapter, where an issue arises pursuant to a subsequent Schedule in relation to a student who is known to have a disability, and where the disability is relevant to the issue that has arisen, then the relevant decision-maker shall in the first instance give consideration to the level and types of support put in place for that student in conjunction with College’s Disability Service.

(2) Where, notwithstanding any such support, the relevant decision-maker has or continues to have concerns in relation to the issue that has arisen, then the decision-maker may proceed to a decision pursuant to the relevant Schedule.

(3) Where a student has not engaged with the reasonable accommodations process to provide for such support, and the relevant decision-maker has or continues to have concerns in relation to the issue that has arisen, then the relevant decision-maker may proceed to a decision pursuant to the relevant Schedule.

(4) A decision to proceed pursuant to sub-section (2) or (3) may be appealed to the Committee, which shall consider the issue pursuant to Part 2

(5) For the purposes of this section

(a) the best way for a student to be “known to have a disability” is to be registered with an appropriate College service such as the Disability Service, but a failure to be so registered shall not of itself preclude a student from having the benefit of this section, and

(b) the meaning of “disability” shall include the meanings ascribed to it in applicable Acts of the Oireachtas (in particular: the Equal Status Act, 2000; the Disability Act, 2004; and any related amendments).

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1 Section 2 of the Equal Status Act, 2000 provides that “disability” means:
Part 2 – Committee on Student Conduct and Capacity

5. Establishment

(1) In the Schedules to this Chapter other than Schedule 5 on Fitness to Practise, references to the Committee are references to the Committee on Student Conduct and Capacity established by section 1(2) of the Chapter.

(2) The Chairperson of the Committee shall be the Registrar, or a nominee of the Registrar.

(3) There shall be up to twenty further members, consisting so far as possible of eight members of the academic staff, four undergraduate students, four graduate students, and four members of the technical, administrative and support staff.

(4) The Registrar, having consulted with representatives of the academic staff, technical, administrative and support staff and students, shall annually propose the membership of the Committee to Board for its approval.

(5) For any given hearing, the Committee shall sit as a chamber of seven members: the Chairperson, and, provided that this includes at least one man and at least one woman, six others selected by the Chairperson, as follows: three of the academic members, two of the students (comprising, as far as practicable, one undergraduate and one graduate student), and one of the technical, administrative and support staff members.

(6) The quorum shall be five, at least one of whom shall be a student.

(7) There shall also be a Secretary to the Committee, who shall be appointed by the Chairperson, but who shall not be a member of the Committee.

(8) The Chairperson shall, if necessary, convene the Committee at least once each year, and may, on an application by a party to a matter pending before it, convene it at other times.

\[\begin{align*}
(a) & \text{ the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person’s body,} \\
(b) & \text{ the presence in the body of organisms causing, or likely to cause, chronic disease or illness,} \\
(c) & \text{ the malfunction, malformation or disfigurement of a part of a person’s body,} \\
(d) & \text{ a condition or malfunction which results in a person learning differently from a person without the condition or malfunction, or} \\
(e) & \text{ a condition, disease or illness which affects a person’s thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour.}
\end{align*}\]

\(^2\text{Section 2 of the Disability Act, 2004 provides that “disability”, in relation to a person, means: a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment.}\)
6. Procedures
(1) Any matter considered by the Committee shall be by way of a full hearing or rehearing, as the case may be.
(2) For the avoidance of doubt, if a matter falls to be reconsidered by the Committee, the matter can be reconsidered by any validly constituted Chamber of the Committee.
(3) Unless the Committee decides otherwise, any decision being appealed to the Committee shall remain in place and shall retain full force and effect during the currency of any appeal.
(4) The Committee may consider any documents provided by any party in advance of the hearing, provided that such documents are also provided to all other parties as soon as practicable after their provision to the Committee; and, at the hearing, it may admit any evidence it deems relevant.
(5) Where two or more matters are pending before the Committee relating either to the same incident or occasion or to sufficiently related incidents or occasions, then the Committee may decide to consolidate the matters and hear them together in a single hearing before the same Chamber of the Committee.
(6) Where two or more matters are pending before the Committee which were treated together by the Junior Dean, the Committee may nevertheless decide to treat them as separate matters and consider them in separate hearings before different Chambers of the Committee.
(7) At the hearing, the student’s tutor or other person of the student’s choice may represent the student; and the student and any such representative shall be given full opportunity to be heard on the matter before the Committee.
(8) The Committee shall otherwise determine its own procedures, and perform its functions with due enquiry.
(9) The Committee may make such decisions as it deems appropriate, having regard to the evidence before it.
(10) The Committee shall frequently and regularly report to Board a summary of decisions taken pursuant to this Schedule.

7. Jurisdiction
(1) The Committee shall have jurisdiction to hear any appeal pursuant to the Suspension Section.
(2) The Committee shall also have jurisdiction to hear any
(a) referral by the Junior Dean to the Committee pursuant to Schedule 2 on Discipline,
(b) appeal by an affected student against a final decision (other than a decision to suspend the student) taken by a relevant decision-maker, and
(c) application by an affected student to challenge the disciplinary consequences of decisions taken by any other person or College body, other than Board.
(3) Notice of appeal or application pursuant to subsection (2) must be made in writing to the Chairperson of the Committee within 15 days of the decision giving rise to such appeal or application.
(4) The Junior Dean shall provide the Committee with a copy of any notice furnished to a student pursuant to section 5 of Schedule 2 on Discipline.

(5) At any stage before it has come to a final decision on any disciplinary matter before it pursuant to this section, the Committee may – in exceptional cases – refer such matter to a Panel.

(6) If the Committee does not refer a disciplinary matter to a Panel, it shall consider the matter pursuant to section 6; provided that, if the Committee decides to impose a penalty upon a student, it shall do so pursuant to section 8 of Schedule 2 on Discipline.

8. Panel
(1) All final decisions in disciplinary matters taken by the Committee may be appealed to a Panel by any party to the Committee’s decision, but only with the leave of the Committee or of the Chairperson of the Panel, which shall be granted only where substantial grounds are demonstrated or where the sanction of expulsion from the University and College has been imposed.

(2) An application for such leave shall be made in the first instance to the Committee within five days of the decision; the Committee shall determine the matter within a further five days.

(3) If the Committee grants such leave, the Registrar shall notify the Chairperson of the Panel within five days.

(4) If the Committee refuses such leave, an application to the Chairperson of the Panel for such leave may be made within a further five days; and the Chairperson shall determine the matter as soon as practicable, but if possible within a further five days.

(5) In any application for leave, the Committee or Chairperson shall receive submissions from both parties, and may grant leave on such terms as it deems appropriate, including the imposition or maintenance of a suspension of the student in question.

Part 3 – The Suspension, Certification and Assessment Sections

9. Suspension Section
(1) For the purposes of this section, suspension of a student includes any
(a) suspension from College and University, or similar exclusion,
(b) suspension from Scholarship,
(c) requirement that the student withdraw from a course of study or go off-books,
(d) prohibition on the student’s exercise of functions or privileges arising pursuant to the Statutes, or
(e) other prohibition on the student either from entering or attending or being present at any part of College, or from using specific services provided by College, or from communicating with a specified member or specified members of the College Community; provided that such a prohibition is
(i) open-ended in duration,
(ii) expressed to be for a period of more than one calendar month, or
(iii) otherwise likely to have a significant impact on the student’s academic activity.
(2) Where a relevant decision-maker has taken a decision to suspend a student, then that decision-maker shall
(a) as soon as practicable, inform the student of that decision, and
(b) within 5 days of taking that decision, provide a full report in writing on the matter to the Chairperson of the Committee.
(3) As soon as practicable thereafter, the Chairperson shall provide notice to any such suspended student of the date on which an appeal will be heard by the Committee against the decision of the relevant decision-maker; provided that this date shall not be more than 10 days later than the date on which the report referred to in sub-section (2) was received by the Chairperson.
(4) (a) The student shall reply to the Chairperson within 5 days of the date on which the notice referred to in sub-section (3) was received by the student, and that reply shall indicate whether the student wishes to pursue the appeal.
(b) Where a student wishes to pursue the appeal, but is unfit to do so for sufficiently attested reasons of physical or mental ill-health, the Chairperson may postpone the appeal hearing until the student is fit to pursue the appeal.
(5) Where the decision of the relevant decision-maker also includes matters other than the suspension, those matters shall also be considered in any appeal taken pursuant to this section.
(6) The Committee shall consider the appeal pursuant to section 6.
(7) (a) Where the Committee decides to suspend a student, then the student may re-apply to the Chairperson of the Committee, seeking to have the matter reconsidered by the Committee on the grounds that the circumstances which led the relevant decision-maker or the Committee to take that decision no longer obtain.
(b) (i) The Chairperson shall consider the application with due enquiry, and shall first decide whether the application is ill-founded.
(ii) If it is ill-founded, the Chairperson shall reject the application and ensure that such decision be included in the Committee’s next report to Board pursuant to section 6(10).
(iii) The applicant may make no further applications pursuant to this sub-section until after Board has considered that report; and the Chairperson shall not, until then, consider any such purported further application.
(c) (i) If the application is not ill-founded, the Chairperson shall decide whether or not the applicant has raised a real issue for determination; and if so, the Chairman shall refer the matter to the Committee.
(ii) If the Chairperson decides to refer the matter to the Committee, then it shall reconsider the matter pursuant to section 6.
(iii) If the Chairperson decides not to refer the matter to the Committee, then the Chairperson shall ensure that such decision be included in the Committee’s next report to Board pursuant to section 6(8).
(iv) If the Chairperson decides not to refer the matter to the Committee, then the Chairperson shall inform the student of the right to appeal to the Visitors in the event of that decision being confirmed by Board.

(8) A student who has been granted leave to appeal to a Panel or who has lodged an appeal to the Visitors may not make an application to the Chairperson pursuant to sub-section (7) during the currency of that appeal; and any such application shall be treated by the Chairperson as ill-founded.

(9) Where the Committee has retained a suspension imposed by the Junior Dean to assist the investigation of a major offence pursuant to Schedule 2 on Discipline, a subsequent decision by the Junior Dean that the student has no case to answer in respect of that major offence shall automatically discharge the suspension.

10. Certification Section

(1) (a) In circumstances where this section applies, the required letter of certification shall be provided by an appropriately qualified person who is unrelated to and independent of the relevant student.
(b) The best means of complying with paragraph (a) would be by submitting a letter from an unrelated and independent physician or psychiatrist or other medical professional who is or has been treating the relevant student.

(2) Where a student fails or refuses to comply with a requirement to submit a letter of certification, the relevant decision-maker may take any or some or all of the following decisions:
(a) suspend the student, and the Suspension Section shall apply,
(b) require the student to undergo an examination or assessment for the purposes of obtaining the relevant letter of certification, and the Assessment Section shall apply,
(c) impose such conditions or requirements as are appropriate in the circumstances.

(3) Where a student has complied with a requirement to submit a letter of certification, but the relevant decision-maker has or continues to have serious concerns about the relevant issue which are not allayed by the letter, the relevant decision-maker shall consult with the Director either of the College Health Service or of the Student Counselling Service, and may then
(a) seek a further assessment; and the Assessment Section shall apply,
(b) impose such conditions on admission, readmission, or accommodation, as the case may be, as are appropriate in the circumstances, or
(c) decide to suspend the student or to continue a suspension, as the case may be; and the Suspension Section shall apply.

(4) A student who has not appealed pursuant to the Suspension Section may submit a further letter to the relevant decision-maker seeking to allay the decision-maker’s concerns; and the previous sub-section shall apply.

11. Assessment Section
(1)(a) In circumstances where this section applies, the assessment shall be carried out by an appropriately qualified person nominated by the relevant decision-maker.

(b) That person may be

(i) a member of the College Health Service or the Student Counselling Service, or

(ii) a person external to College; in which case, if necessary, the assessment shall be at the expense of College.

(2) The relevant decision-maker may suspend a student who has not complied with a requirement to undergo an assessment; and the Suspension Section shall apply.

(3) Where a student has complied with such a requirement, but the relevant decision-maker has or continues to have serious concerns about the relevant issue which are not allayed by the assessment, then the relevant decision-maker shall consult with the Director either of the College Health Service or of the Student Counselling Service, and may then

(a) impose such conditions on admission or readmission, as the case may be, as are appropriate in the circumstances, or

(b) decide to suspend the student or to continue a suspension, as the case may be; and the Suspension Section shall apply.

Schedule 2 - Discipline

Part 1 - Conduct Addressed

1. Offences

(1) This Schedule applies to matters relating to student discipline.

(2) Disciplinary offences to which this Schedule applies shall include breaches or attempted breaches of the criminal law and of College regulations (including those set out in the Calendar), whether committed inside or outside the College, including but not limited to

(a) activity which brings the College into disrepute,

(b) misconduct in relation to examinations, libraries, and the use of other College facilities, services, and accommodation

(c) disruption of the normal operation of activities within the College, and

(d) harassment or misbehaviour on College property or in dealings with others;

provided that this Schedule does not infringe the legitimate right of students to assemble and express grievances.

(3) A disciplinary offence shall be dealt with as expeditiously as possible.

Part 2 - Investigation and reporting of offences

2. Commission of offences
(1) It shall normally be the responsibility of the Junior Dean to investigate the commission of alleged disciplinary offences.
(2) Notice of the commission of an alleged offence, where appropriate, must be given to the Junior Dean as soon as practicable after the commission of the offence. The person charged with responsibility over a particular area of College (for example, the Senior Lecturer in the case of examinations, or a Head of School) will normally be responsible for such notification.

3. Junior Dean and others
(1) The functions and obligations of (including requirements of notification upon) the Junior Dean shall also be performed
(a) in the case of offences relating to Trinity Hall, by the Warden,
(b) in the case of breaches of Library Regulations, by the Librarian,
(c) in the case of breaches of IS Services regulations in general, and of the IT and Network Code of Conduct in particular, by the Director of IS Services, and
(d) by any other person or body as Board may direct, and any references in this Schedule to the Junior Dean shall be construed accordingly.

4. Postponement of procedures
(1) Notwithstanding section 1(3), the Junior Dean, the Committee, or a Panel of Enquiry, as the case may be, shall have regard to any criminal, disciplinary or other similar process arising out of the same or similar matter, and may postpone disciplinary procedures (including the application of time limits) being taken pursuant to this Schedule until any such process is complete.
(2) For the purposes of this Schedule, “day” has the meaning ascribed to it in Schedule 1; provided that
(a) in matters already before a Panel, it shall also include any other day as agreed by the parties and the Panel, and
(b) it shall exclude days during a postponement of procedures pursuant to subsection (1).

Part 3 - Procedures to be followed by the Junior Dean

5. Investigation
(1) The Junior Dean shall perform the functions of office with due enquiry.
(2) Where an alleged disciplinary offence comes to the attention of the Junior Dean, whether by notification pursuant to section 2 or otherwise, then the Junior Dean shall furnish to the student a notice in writing in satisfaction of section 37 which also sets out the specific disciplinary offence with which the student is charged and, if possible, indicates whether that offence is likely to be characterised as either major or minor.
(3) The Junior Dean shall interview the student as soon as is practicable thereafter. At that interview, the student’s tutor or other person of the
student’s choice may represent the student; and the student and any such representative shall be given full opportunity to comment on the allegations made against the student.

(4) If the student refuses to attend that interview, the Junior Dean may nevertheless proceed to take a decision pursuant to section 7.

6. Classification of offences
(1) The Junior Dean shall, following the interview and the completion of the initial investigation, decide whether a case has been established against the student and, if so, whether, in the case of each offence in question, it is a minor or major offence.
(2) It shall be for the Junior Dean in the first instance to decide whether an offence is major, but the Junior Dean shall have regard to factors such as the potential for criminal or professional misconduct proceedings arising out of the offence, the impact of the offence on others, the disruption of the normal functioning of the College and/or its facilities and/or members, plagiarism, falsification or serious misuse of official College or University documents or false pretences in connection with academic attainments, or refusal to comply with any final penalty imposed pursuant to this Schedule.

7. Decision of Junior Dean
(1) The Junior Dean shall, within 15 days of the furnishing to the student of a notice pursuant to section 5, have finally dealt with the matter, having either decided that there was no case to answer, dealt with the matter summarily and imposed a penalty, or referred the matter to the Committee pursuant to section 9 or section 12.
(2) The time limit in subsection (1) may be extended by the Junior Dean only where it is necessary to do so in the interests of the student, as for example, where the student is temporarily unavailable for interview.

8. Penalties
(1) Any person or body imposing a penalty pursuant to this Schedule shall impose an appropriate penalty, having regard to the offence, its consequences, and the means and circumstances of the student.
(2) The penalty for each minor offence committed by the student may include a fine which shall not exceed any limit as set by Board from time to time.
(3) The penalty for each major offence committed by the student and dealt with summarily may include suspension from the University and College not extending beyond the end of the next academic year, disqualification from an examination, and a fine which shall not exceed any limit as set by Board from time to time.
(4) The penalty for each major offence committed by the student and not dealt with summarily may include reprimand, disqualification from an examination, suspension from academic and other privileges, suspension from the University and College not extending beyond the end of the second next academic year, expulsion from the University
and College, and a fine which shall not exceed any limit as set by Board from time to time.

(5) In all such cases, the student may also be required to pay compensation, make reparation, provide restitution and/or donate to charity.

(6) For the avoidance of doubt, the penalties available under this section include suspension as defined in the Suspension Section; and, where the Junior Dean has imposed a penalty that includes a suspension, then the Suspension Section shall apply.

(7) (a) The Junior Dean may impose a penalty, and postpone its application conditional upon the good behaviour of the student concerned for a stated period of time.

(b) If, in the opinion of the Junior Dean, the student concerned maintains good behaviour for that stated period of time, the Junior Dean may discharge the penalty.

(c) If, in the opinion of the Junior Dean, the student concerned does not maintain good behaviour, then at any stage during the stated period of time, the Junior Dean may reinstate the penalty; and, if the reason why the student has not maintained good behaviour amounts to a disciplinary offence, the Junior Dean may take further disciplinary action pursuant to this Schedule.

Part 4 - Summary procedure by consent in respect of major offences

9. Reference
(1) A Junior Dean who finds that a major offence has been committed by a student shall refer the matter by notice in writing to the Chairperson of the Committee, unless

(a) the student admits responsibility and consents in writing to summary procedure, and

(b) the Junior Dean is of the opinion, having regard to all the circumstances and, in particular, the range of penalties available, that summary procedure is appropriate.

10. Academic activity
(1) In the case of any major offence related to an academic activity, the Junior Dean shall, before making a decision pursuant to section 9, seek and take into account the views of the Senior Lecturer or the Dean of Graduate Studies, as the case may be.

(2) Such views shall include views as to an appropriate penalty.

(3) Any such views shall be made known to the student.

11. Submissions
(1) A Junior Dean who decides to deal with a major offence by summary procedure shall invite the student to make submissions in mitigation or otherwise relating to an appropriate penalty.

(2) Such submissions may be made either orally or in writing, and either by the student or by the student’s representative.
12. Withdrawal of consent
(1) A student charged with a major offence may withdraw consent to
the summary procedure at any time before penalty is imposed, by
notifying the Junior Dean to this effect, who shall then refer the matter
by notice in writing to the Chairperson of the Committee.

13. Suspension
(1) Where, in the opinion of the Junior Dean, it is necessary to assist the
investigation of a major offence or to prevent clear and reasonably
imminent harm, the Junior Dean may suspend a student; and the
Suspension Section shall apply.

Part 5 - Panel of Enquiry

14. Membership of Panel
(1) A Panel of Enquiry shall consist of three full-time members of the
academic staff and three students of the College, all chosen at random
for each case, and a Chairperson; provided that the staff and student
membership shall each include at least one man and one woman.
(2) The Chairperson shall be a person with legal training and shall be
appointed by Board with the agreement of the Students' Unions to serve
for a period of three years or until resignation if that occurs earlier. The
Chairperson shall be eligible for re-appointment.
(3) (a) Board shall also appoint a Deputy Chairperson, who shall act as
Chairperson in any matter in which the Chairperson is unable to act.
(b) The Deputy Chairperson shall be a person with legal training and
shall be appointed by Board with the agreement of the Students' Unions
to serve for a period of three years or until resignation if that occurs
earlier.
(c) The Deputy Chairperson shall be appointed on the same terms and
conditions as the Chairperson, and shall be eligible for re-appointment.
(4) The Junior Dean, members of the Committee, and members of
Board may not be members of a Panel.

15. Secretary
(1) A member of the College staff shall act as Secretary to the Panel,
but shall not be a member of a Panel.
(2) In all cases, a minute of the proceedings and, where appropriate, a
full record of the proceedings, shall be kept.

16. Jurisdiction
(1) A Panel shall have such powers and functions as defined by Board
and the Statutes and Schedules, and shall hear any
(a) appeal against a decision of the Committee for which leave has been
obtained,
(b) referral by the Committee pursuant to Schedule 1 on the Committee
on Student Conduct and Capacity, or
(c) matter referred back to it by Board.
(2) Unless the Chairperson decides otherwise, any decision being appealed to the Panel shall remain in place and shall retain full force and effect during the currency of any appeal.

17. Witnesses and evidence
(1) The student shall, at least five days in advance of the hearing, or such longer period as the Chairperson shall specify, notify the Chairperson in writing of the names and addresses of the witnesses he or she proposes to call, and supply to the Chairperson a copy of any documents which he or she proposes to submit at the hearing.
(2) The Chairperson shall furnish to the Junior Dean copies of all such communications as soon as practicable following their receipt.

18. Documents
(1) The Junior Dean shall, at least five days in advance of the hearing, or such longer period as the Chairperson shall specify, cause the following documents to be served on the student and the Chairperson:
   (a) a statement of the charges against the student,
   (b) a list of witnesses whom the Junior Dean proposes to call (if any),
   (c) a summary in writing of the evidence that it is proposed should be given by each of them, and
   (d) a list of exhibits (if any).
(2) The student shall have the right to inspect all exhibits.
(3) At any time the Junior Dean may, with the permission of the Chairperson, cause to be served on the student and furnished to the Panel a further summary of evidence to be given by any witness, or a statement from a new witness whose name has not already been supplied to the student. The Chairperson shall grant such permission, unless satisfied that it would be unfair to the student to accede to the Junior Dean’s request.

19. Empanelment
(1) Where two or more appeals are pending before the Panel relating either to the same incident or occasion or to sufficiently related incidents or occasions, then the Chairperson may decide to consolidate the appeals and hear them together in a single hearing before one Panel.
(2) Where two or more appeals are pending before the Panel in matters which were either treated together by the Junior Dean or heard together in a single hearing by the Committee, the Chairperson may nevertheless decide to treat them as separate appeals and consider them in separate hearings before different Panels.
(3) The Secretary to the Panel shall arrange for a Panel to be empanelled for each hearing.
(4) The Chairperson may, at his or her discretion, excuse any person from serving on the Panel, where that person has a direct interest in the hearing, or in other exceptional circumstances.
(5) An opportunity shall be afforded to each party to object without cause shown to any two people serving as panel members. In addition, the parties shall be afforded an opportunity to object for stated reasons.
to any number of persons serving as panel members. The Chairperson shall determine whether or not such objection shall be upheld.
(6) A Panel may continue to operate despite the withdrawal of one member.

20. Representation
(1) Students before a Panel may be represented by their tutors or other persons of their choice, including professional representation.
(2) The Junior Dean may also avail of representation, including professional representation.

21. Proceedings
(1) Panel hearings shall be open to members of the Community; provided that the Chairperson shall have the discretion to impose such restrictions on admission as are necessary to ensure the orderly conduct of the proceedings.
(2) The Chairperson may, at the request of the student or Junior Dean or on the Chairperson’s own initiative, order that proceedings be conducted in private if satisfied that there are good reasons for doing so; provided that the Chairperson may not make such order without the consent of each student party to the proceedings unless there are compelling reasons for doing so.

22. Procedures
(1) A Panel shall conduct its business according to the rules set out in this Schedule; it shall otherwise determine its own procedures, and perform its functions with due enquiry.
(2) It shall be the duty of the Chairperson to make rulings on all matters relating to the establishment, procedure and conduct of the Panel.
(3) If, at any stage in the proceedings, the Chairperson is satisfied that there is insufficient evidence to establish an offence with which the student is charged, then the Chairperson may withdraw that offence from consideration by the Panel and direct the Panel to return a verdict of not guilty in respect thereof.

23. Documentary evidence
(1) In any proceedings before a Panel, the Calendar and any official College or University document shall be admissible in evidence, and, unless the contrary is proven, the facts stated therein shall be presumed to be true.
(2) The Chairperson may admit any other relevant document or evidence.
(3) For the purposes of this section, “official College or University document” shall include a certified copy of any examination paper, examination script, transcript of results, examiner's report and minutes of a meeting of Board or Council, or of any committee or body established or appointed pursuant to the Chapter on Committees, or of any academic unit.
24. Summons

(1) In the case of a referral of a major offence to a Panel by the Committee pursuant to Schedule 1 on the Committee on Student Conduct and Capacity, the student shall receive a written summons in the name of the Panel.

(2) The summons shall

(a) be signed by or on behalf of the Chairperson of the Panel,
(b) contain a brief specification of each charge,
(c) give notice of the date, time and place of the hearing, and
(d) require the student to appear at the hearing before the Panel.

(3) The summons shall be accompanied by a copy of this Schedule and of Schedule 1 on the Committee on Student Conduct and Capacity, drawing attention in particular to the student’s right to representation, to submit written evidence, and to call such witnesses in defence as the student may think fit.

(4) The summons shall be delivered to the student by registered post, by courier delivering on behalf of the Chairperson, by personal delivery by or on behalf of any Officer, by recorded delivery, or by any other method of delivery – including electronic delivery – deemed appropriate by the Chairperson.

(5) Where it appears to the Chairperson that due and reasonable diligence has been exercised in endeavouring to deliver a summons pursuant to subsection (4), then the Panel shall not lack for jurisdiction to deal with the case, notwithstanding that the student seeks to object that the summons was not successfully delivered.

(6) At any stage in the proceedings, the Chairperson may direct that the specification of a charge against a student as set out in the summons be amended, and the Chairperson may make any consequential order as may seem appropriate in all the circumstances of the case.

25. Time

(1) The summons shall be delivered to the student within 15 days of any referral of a major offence pursuant to Schedule 1 on the Committee on Student Conduct and Capacity, and the Panel shall meet within a further 15 days, or such longer period as the Chairperson shall specify.

26. Attendance

(1) The student shall attend in person throughout the hearing of the case.

(2) If a student does not appear, the Panel may proceed to deal with the charge and, if it considers it appropriate to do so, determine a penalty in the student’s absence.

27. Guilty plea

(1) A student wishing to do so may plead guilty to any charge, either in person before the Panel or by letter addressed to the Chairperson prior to the hearing.
(2) In either case the student shall appear before the Panel, to answer questions and/or make submissions in relation to the matter of penalty, and to be informed of the Panel's decision.

28. Hearings
(1) Having opened the proceedings, the Chairperson shall invite the presentation of the Junior Dean’s case to the Panel. The student shall then be heard.
(2) Where witnesses are called, they may be examined, cross-examined and/or re-examined by the parties and by members of the Panel.
(3) When the presentation of evidence is complete, the Chairperson shall invite the parties to address concluding remarks to the Panel.
(4) The Chairperson shall then, in the presence of the parties, address the other members of the Panel, summarising the evidence presented, giving directions as to the proper approach to the evidence adduced and instructing them as to their functions.
(5) For the purposes of this section, a reference to the Junior Dean and the student shall include their representatives, if any.

29. Verdict
(1) Following the Chairperson's address, the other members of the Panel shall retire to consider their verdict in private and in the absence of the Chairperson and of the parties.
(2) The panellists shall nominate from amongst themselves a spokesperson, who shall, in the presence of the Panel, the Chairperson and the parties, announce the Panel's decision.
(3) A verdict (whether of guilty or not guilty) shall not be returned unless at least five of the panellists are in agreement with such verdict; in other cases it shall be recorded that the Panel was unable to reach a verdict.
(4) Where a verdict of not guilty is returned, or where the Panel was unable to reach a verdict, the Chairperson shall dismiss the case.

30. Penalty
(1) Where a verdict of guilty is returned, the Chairperson shall, and the parties may at their choice, address the panellists on factors relevant to the determination of an appropriate penalty, having regard in particular to section 8 of Schedule 2 on Discipline.
(2) The panellists shall then again retire to consider an appropriate penalty, which decision may be made by simple majority; and, having made their decision, their spokesperson shall, in the presence of the Panel, the Chairperson and the parties, announce it.
(3) If, in the opinion of the Chairperson, any proposed penalty is ultra vires (beyond their powers) or unreasonable, the Chairperson may ask the panellists to reconsider the matter.
(4) Where the panellists are equally divided or otherwise unable to decide upon an appropriate penalty, the penalty shall be determined by the Chairperson.
(5) The Chairperson shall, following announcement of the penalty, inform the student of the right to appeal to the Visitors in the event of the Panel's decision being confirmed by Board.

Part 7 - Appeals to a Panel from decisions of the Committee
31. Hearing date
(1) In the case of an appeal against a decision of the Committee for which leave has been obtained, the hearing of the appeal shall take place either within
(a) 15 days of the date upon which the Chairperson of the Panel granted leave to appeal or received notification pursuant to section 8 of Schedule 1 on the Committee on Student Conduct and Capacity that such leave had been granted, or
(b) such other period as the Chairperson may determine.
(2) The appellant shall be given at least five days' written notice of the date, time and place of the hearing, and shall, at the same time be furnished with a copy of this Schedule and of Schedule 1 on the Committee on Student Conduct and Capacity, drawing attention in particular to the student's right to representation, to submit written evidence, and to call such witnesses as the student may think fit.

32. Rehearing
(1) An appeal shall be a full rehearing.
(2) Except as directed by the Chairperson, the Junior Dean shall make the first presentation, the student shall make the next presentation, and the Junior Dean shall be entitled to be heard in reply.
(3) Except as aforesaid, the appeal shall as far as possible proceed according to Part 6.

Part 8 - Board and Visitors
33. Board
(1) Board shall maintain oversight of the College's disciplinary procedures in respect of students.
(2) In particular, and subject to overriding considerations of fairness, Board shall ensure the proper imposition of discipline and the orderly operation of referrals and appeals to the Committee and a Panel of Enquiry.

34. Panel Reports
(1) The Chairperson of a Panel shall report to Board, within 15 days, on all findings made by a Panel; this report shall contain a summary of the proceedings, of the evidence given, and of the outcome. The Chairperson shall also report, within 15 days, on any denial of leave to appeal to a Panel.
(2) Board shall take a decision on either report no later than at its next regularly scheduled meeting; Board may adopt such report, refer it to the Visitors, refer it back to the Panel for clarification, or refer it to a new Panel for further consideration.
(3) The student shall be immediately notified of that decision by registered post, by courier delivering on behalf of Board, by personal delivery by or on behalf of any Officer, by recorded delivery, or by any other method of delivery – including electronic delivery – deemed appropriate by Board.

(4) Where it appears to Board that due and reasonable diligence has been exercised in endeavouring to deliver such notification pursuant to subsection (3), then the Visitors or the Panel or a new Panel (as the case may be) shall not lack for jurisdiction to deal with the issue, notwithstanding that the student seeks to object that the notification was not successfully delivered.

(5) Where Board has referred a matter to a new Panel for further consideration, the Chairperson, having heard submissions from the parties, shall determine the procedure to be followed, provided that the appeal shall as far as possible proceed according to Part 6. No matter shall be considered more than twice by a Panel.

35. Visitors
(1) Appeal from a decision of Board in a disciplinary matter, whether relating to a decision of the Committee or of a Panel or otherwise, lies to the Visitors pursuant to the Chapter on the Visitors.

(2) The Visitors' decision in any such appeal shall be published as soon as is practicable.

Part 9 - Application and review

36. Effectiveness of penalties
(1) Penalties imposed pursuant to this Schedule shall be effective when imposed, unless their application is postponed pursuant to
(a) section 8(7) of this Schedule,
(b) section 16(2) of this Schedule, or
(c) section 6(3) of Schedule 1 on the Committee on Student Conduct and Capacity.

37. Rights of appeal
(1) Any person or body which is investigating an alleged offence or imposing or upholding a penalty on a student shall indicate to the student any and all rights of representation, appeal or further appeal.

38. Review
(1) Board may from time to time constitute a committee charged with reviewing the regulations governing disciplinary procedures. Such a committee shall be drawn from areas in College with appropriate expertise and its composition shall be agreed between Board and the Students' Unions.

(2) Further details relating to this Schedule may be set out in the Calendar.
Appendix B – Extract from the Calendar regarding Plagiarism
(http://www.tcd.ie/calendar/1415-2/part-2-undergraduate-courses-and-other-general-information/general-regulations-and-information/academic-progress/)

Plagiarism

82 Plagiarism is interpreted by the University as the act of presenting the work of others as one’s own work, without acknowledgement.

Plagiarism is considered as academically fraudulent, and an offence against University discipline. The University considers plagiarism to be a major offence, and subject to the disciplinary procedures of the University.

83 Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

Plagiarism can arise from actions such as:

(a) copying another student’s work;

(b) enlisting another person or persons to complete an assignment on the student's behalf;

(c) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format;

(d) paraphrasing, without acknowledgement, the writings of other authors.

Examples (c) and (d) in particular can arise through careless thinking and/or methodology where students:

(i) fail to distinguish between their own ideas and those of others;

(ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;

(iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;

(iv) come across a distinctive methodology or idea and fail to record its source.
All the above serve only as examples and are not exhaustive.

Students should submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, work submitted which is the product of collusion with other students may be considered to be plagiarism.

84 It is clearly understood that all members of the academic community use and build on the work of others. It is commonly accepted also, however, that we build on the work of others in an open and explicit manner, and with due acknowledgement. Many cases of plagiarism that arise could be avoided by following some simple guidelines:

(i) Any material used in a piece of work, of any form, that is not the original thought of the author should be fully referenced in the work and attributed to its source. The material should either be quoted directly or paraphrased. Either way, an explicit citation of the work referred to should be provided, in the text, in a footnote, or both. Not to do so is to commit plagiarism.

(ii) When taking notes from any source it is very important to record the precise words or ideas that are being used and their precise sources.

(iii) While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one’s own work and the work of others. Particular care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged.

85 It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.

86 Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments should include, in their handbooks or other literature given to students, advice on the appropriate methodology for the kind of work that students will be expected to undertake.

87 If plagiarism as referred to in §82 above is suspected, in the first instance, the head of school, or designate, will write to the student, and the student’s tutor advising them of the concerns raised and inviting them to attend an informal meeting with the head of school, or designate, (The director of teaching and learning (undergraduate) may also attend the meeting as appropriate. As an alternative to their tutor, students may nominate a representative from the Students’ Union to accompany them to the meeting) and the lecturer concerned, in order to put their suspicions to the student and give the student the opportunity to respond. The student will be requested to respond in writing stating
his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for the student to attend. If the student does not in this manner agree to attend such a meeting, the head of school, or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under Conduct and College Regulations §2.

88 If the head of school, or designate, forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the informal meeting as noted in §87 above must state their agreement in writing to the head of school, or designate. If the facts of the case are in dispute, or if the head of school, or designate, feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under Conduct and College Regulations §2.

89 If the offence can be dealt with under the summary procedure, the head of school, or designate, will recommend to the Senior Lecturer one of the following penalties:

(a) that the piece of work in question receives a reduced mark, or a mark of zero; or

(b) if satisfactory completion of the piece of work is deemed essential for the student to rise with his/her year or to proceed to the award of a degree, the student may be required to re-submit the work. However the student may not receive more than the minimum pass mark applicable to the piece of work on satisfactory re-submission.

90 Provided that the appropriate procedure has been followed and all parties in §87 above are in agreement with the proposed penalty, the Senior Lecturer may approve the penalty and notify the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as referred to under Conduct and College Regulations §2.