

THE UNIVERSITY OF DUBLIN

Notice of Candidature for a **POSTGRADUATE DEGREE** other than **M.A. DEGREE**

All notices of candidature must reach the Academic Registry by the specified closing date of the Commencement session (see overleaf).

Applicants awaiting publication of their final degree result please tick here



PERSONAL DETAILS (complete form in block capitals)

Undergraduate student no: Postgraduate student no:

Surname/Family name: _____ Oether Name(s): _____

Name at entrance to College: _____

Maiden name: _____

Telephone/Mobile no.: _____ Email: _____

Permanent address (for records and future correspondence, including despatch of *in absentia* degree certificate)

Correspondence address (if different from permanent address)

Date of Birth:

CONFERRAL DETAILS

Date to be conferred: Time: Degree to be conferred: _____

Please tick whether you wish to have your degree conferred: in person *in absentia**
 *written reason for this must be provided

Name of Discipline (if research): _____ OR Title of taught course: _____

Date of publication of your higher degree result(s) in respect of degree to be conferred:

OFFICE USE ONLY

Council: Board:

If you are a graduate of this University: -

Degree(s) already held from this University: _____

Date(s) of previous conferring:

If you are a graduate of ANOTHER Institution: -

Degree(s) held from ANOTHER Institution: _____

Name of other Institution: _____

PAYMENT DETAILS If payment already completed at Registration do not complete below and please confirm by ticking here

I am aware that if all monies due to the College have not been paid at the time of application, the degree cannot be conferred.

I enclose a cheque/postal order/money order/bank draft for €135 made payable to TCD A/C NO. 1. OR debit Master Card VISA LASER

with the above sum. CARD NO: CVV NO:

Name of Cardholder: _____ Expiry Date: Day Time Tel. No. _____

The information you have given to the University of Dublin will be retained and relevant information will be provided to Trinity Foundation (which is responsible for keeping you in touch with the College and each other through regular communications and events (visit www.tcd.ie/alumni)) and to Clubs and Societies of Dublin University. Please tick this box if you do **not** wish such a disclosure.

Candidate's signature: _____ Date:

I declare that the particulars given on this form are true and accurate to the best of my knowledge and belief, and hereby apply to be conferred.

FOR OFFICE USE ONLY

Received:
 Acknowledged:
 Dinner Application Received:
 (where applicable)

Degree Certificate sent by Registered Post:
 Degree Certificate Collected:
 Collected by: _____

THE UNIVERSITY OF DUBLIN

Seanad Electoral Register: Form of Claim



All graduates of the University of Dublin who are Irish citizens are eligible to register as University Electors. The Register is published annually on **June 1st**. The last day for adding new names in any year is **February 26th**.

Please fill in the Form of Claim and return to:
Academic Registry, Watts Building, The University of Dublin, Trinity College, Dublin 2.

SECTION ONE

If you are **not eligible**, fill in **SECTION ONE ONLY** and return the form.

I AM NOT an Irish citizen Signature: _____ (NOT ELIGIBLE)

Student Number: _____ Date of Birth: _____

Surname: _____ Other Names: _____

SECTION TWO

SEANAD ELECTORAL (UNIVERSITY MEMBERS) ACT, 1937 FORM OF CLAIM TO BE REGISTERED AS A UNIVERSITY ELECTOR

Are you a citizen of Ireland? Yes No Date of Birth: _____

Student Number: _____ Email: _____

Surname: _____ Other Names: _____

Permanent address at which you were normally resident on the 15th day of November last:

State the address to which you desire the ballot paper to be sent to (*this should be the same as your permanent address*), other than in exceptional circumstances:

Any false declaration for the purpose of this claim will render the claimant liable to a penalty.

(NOTE: Any change in address should always be notified to the Seanad Electoral Office of the University promptly; otherwise the ballot paper may be lost, and your name removed from the Electoral Register).

SECTION THREE

State the degree (other than an honorary degree) with the date on which it was conferred, in respect of which the franchise is claimed (or particulars, including date of any foundation/non-foundation scholarship obtained).

Degree: _____ Date: _____

Foundation/Non-Foundation Scholarship: Year: _____

I declare that the particulars given in this Form of Claim are true and accurate to the best of my knowledge and belief, and I hereby claim to be registered as a University Elector for the Constituency of Dublin University.

SECTION FOUR

Signed: _____ Date: _____

Do you agree to have your name included in the edition of the Register available to the public? **Note:** that this may be used for commercial purposes. Yes No

Data Protection
The data collected on this form are being obtained by the University of Dublin, Trinity College, for the purposes of maintaining the Seanad Eireann Electoral Registers for the Dublin University constituency. Personal data will not be processed, other than as permitted by law. Those providing personal data have the right to access those data and the right to rectify them. Personal data will be processed by the University of Dublin, Trinity College, in accordance with the Data Protection Acts 1988 and 2003.



THE UNIVERSITY OF DUBLIN INFORMATION SHEET

INFORMATION FOR DIPLOMATES UPGRADING TO MASTERS

A student who exits with a Postgraduate Diploma but who returns at a later date to complete the credit leading to the relevant Masters Degree, will be required to rescind the Postgraduate Diploma before being conferred with the Masters Degree. Following completion of the Masters requirements, the student will be required to notify the Registrar of his/her intention to rescind the Postgraduate Diploma and have the credit obtained during the Postgraduate Diploma integrated into the Masters Degree. This notification must be submitted with the completed Notice of Candidature. The student will be required to submit the original Postgraduate Diploma and/or any duplicates that have been issued.

Please note the following:

- The time limit for re-registering to complete the credits required for the Masters degree will normally be up to 5 years following completion of the Postgraduate Diploma. In exceptional circumstances, a longer time may be considered by the Dean of Graduate Studies.
- Graduates of some Postgraduate Diplomas may require additional modules to prepare them for the research dissertation leading to a Masters. Such diplomates may undertake the specified additional modules of up to 30 ECTS credits, in addition to the research dissertation, to accrue up to an additional 60 ECTS credits. For those students, the Masters will therefore be awarded on the basis of up to 120 ECTS in total which is consistent with the credit range (90-120 ECTS credits) associated with the Masters degree in the National Framework of Qualifications.
- Students who exit with a postgraduate Diploma as a consequence of failing to attain the pass requirements of the Masters will not be permitted to re-enter to pursue the Masters at a later date.
- Students who re-enter to complete the Masters will register for the year on a full-time basis if the student is availing of 60 credits or on a part-time basis if the student is availing of less than 60 credits. The usual full-time or part-time course fee will apply.
- Graduates of some Postgraduate Diplomas may require additional modules to prepare them for the research dissertation leading to a Masters. Such diplomates may undertake the specified additional modules of up to 30 ECTS credits, in addition to the research dissertation, to accrue up to an additional 60 ECTS credits. For those students, the Masters will therefore be awarded on the basis of up to 120 ECTS in total which is consistent with the credit range (90-120 ECTS credits) associated with the Masters degree in the National Framework of Qualifications.
- A Postgraduate Diploma awarded by another institution will not be considered as an entry qualification for upgrading to a Masters.

**NOTIFICATION TO RESCIND A TRINITY COLLEGE DUBLIN
POSTGRADUATE DIPLOMA**

Surname: (please use block capitals)

First Name: Student ID:

Title of Postgraduate Diploma already awarded by TCD:
.....

Date of Diploma ceremony:

I hereby inform the Registrar of Trinity College Dublin that I rescind the award of the Postgraduate Diploma detailed above, which was already awarded upon me by Trinity College Dublin, and request to have the credit achieved during that course incorporated into the relevant Masters Award.

Signature: Date:

Please ensure that your original Postgraduate Diploma parchment and any copies issued by the College are enclosed.

OFFICE USE ONLY

1. Submission of original Postgraduate Diploma parchment and any copies issued by the College

Yes No

2. Publication date of Masters Degree examination results. Date:

3. Commencement ceremony for the conferring of Masters Degree. Date:

Approval granted by Academic Registry
..... (signature)

Date :

SPECIAL FAMILY COMMENCEMENTS COMMONS

Autumn, Winter and Spring Commencements



Guests may be brought to the Special Family Commencements Commons meal (Fresh Soup, Main Course, Garnished with Fresh Vegetables in Season, Dessert, Tea/Coffee) that is served in the Old Dining Hall at 6.15 p.m. sharp (late comers will not be admitted) on the following days of Commencements:

Autumn Commencements:

Thursday, November 1
Friday, November 2
Monday, November 5
Tuesday, November 6
Wednesday, November 7
Thursday, November 8
Friday, November 9

Winter Commencements:

Thursday, November 29
Friday, November 30
Monday, December 3
Tuesday, December 4
Wednesday, December 5
Thursday, December 6
Friday, December 7

Spring Commencements:

Tuesday, April 16
Wednesday, April 17
Thursday, April 18

The cost is €28.00 per head (including a glass of wine). Extra wine is available at €25.00 per bottle and can be paid for, in cash or by cheque, on the day. Unfortunately infants are not permitted to attend this Commons meal. Gown and appropriate hood may be worn.

Applications should be made on the prescribed form below and POSTED DIRECTLY to the CATERING DEPARTMENT, Trinity College, at least 21 days in advance of the Commencement ceremony together with your payment. No cash will be accepted, only cheques/money or postal orders/bank drafts drawn from an Irish institution in favour of TCD A/C No.1.

Due to demand for Special Family Commencements Commons, especially the Winter Commencements, it is strongly suggested that you make an early application. Commons vouchers will be mailed approximately 10 days before the Commencement Ceremony by the CATERING DEPARTMENT to which any further correspondence or queries on the matter should be addressed. You may contact the Catering Department on 01-896 1779.

We hope that you will come and bring your family and friends.

SPECIAL FAMILY COMMENCEMENTS COMMONS

APPLICATION FORM

Candidate's Name:

Commencement Ceremony Date: Time:

Degree(s) to be Conferred: _____

Total attending commons:

Name & Address for mailing Vouchers:

Contact Details - Telephone/Mobile: _____ email: _____

Please see statement below regarding compliance with data protection legislation

Return this completed form to the Catering Department, Trinity College, Dublin 2.

Under no circumstances should monies for commons be included with the commencement fee.

Data Protection

The data collected on this form are being obtained by the University of Dublin, Trinity College, for the purposes of arranging the Special Family Commencements Commons. Personal data will not be processed, other than as permitted by law. Those providing personal data have the right to access those data and the right to rectify them. Personal data will be processed by the University of Dublin, Trinity College, in accordance with the Data Protection Acts 1988 and 2003.

SUMMER COMMENCEMENTS DINNER



A dinner is held in conjunction with the *Summer Commencements*.

The following categories of graduates are entitled to receive invitations to the dinner, provided they are being commenced in person at the Summer Commencements:

- a) Doctors in all faculties.
- b) Masters in all faculties, provided that the recipient has spent at least **two years in full-time study**.
- c) Bachelors in Divinity.
- d) First Class Moderators and First Class Honors in other Primary degrees.

As the number of places is limited the Board reserves the right to change these regulations at short notice

**If you are eligible to receive an invitation, please complete this form and return it to:
Academic Registry, Watts Building, The University of Dublin, Trinity College, Dublin 2**

SUMMER COMMENCEMENTS DINNER

Invitations are issued by the Secretary's Office, West Theatre, Trinity College, Dublin

2.(block letters)

Candidate's Name: Title:

Address:

Contact Details - Telephone/Mobile No.: TCD eMAIL:

Commencement Ceremony Time:

Degree(s) to be Conferred:

Dates of full-time study:

Subject(s):

Is your application to be Commenced '**Conditional**' i.e., awaiting results? Yes No

Name of Supervisor or Head of Department:

Please see below for a statement regarding compliance with Data Protection legislation.

OFFICE USE ONLY

Notice of Candidature Received: Copy Sent to Secretary's Office:

Dinner Application Received: Candidate Scheduled for Conferral:

Data Protection

The data collected on this form are being obtained by the University of Dublin, Trinity College, for the purposes of the Summer Commencements Dinner. Personal data will not be processed, other than as permitted by law. Those providing personal data have the right to access those data and the right to rectify them. Personal data will be processed by the University of Dublin, Trinity College, in accordance with the Data Protection Acts 1988 and 2003