

# *Student Services*

## *DEAN OF STUDENTS*

The overall experience of students at Trinity is based on a mixture of the academic programmes, student led activities, and the student services. The role of the Dean of Students is primarily to develop policies and initiatives that integrate the co-curricular and extra-curricular activities with the academic programme in order to provide a well rounded and balanced student experience. Thus the Dean is, *inter alia*, Chair of the Student Life Committee, one of the main functions of which is to consider how the student experience should develop in the future. Members include representatives of student unions, societies, sports clubs as well the library, academic registry and student services (including in alphabetical order: careers, chaplaincy, counselling, day nursery, disability, health, postgraduate advisory service, sport, student learning development and tutorial services).

## *CAREERS ADVISORY SERVICE*

In 1902 a University Appointments Association was formed to assist students and graduates of the University to obtain appointments and employment at home and abroad.

In 1953 the work was transferred to the Appointments Office, under the control of an executive committee and a full-time appointments staff.

In 1971 the title was changed to Careers and Appointments Service with a further change in title in 1995 to Careers Advisory Service.

The Careers Advisory Service is Trinity College's central unit with responsibility for assisting students to identify and put into action their career plans using a wide variety of activities, services and resources. Our core function is to provide careers education, information, advice and guidance to students and graduates to enable them to connect with employers or postgraduate programme providers. As an integral part of Trinity Teaching and Learning we continuously strive to enhance the quality and scope of our activities to meet the evolving needs of students in the College including the provision of support for students with disabilities and for international students.

Our vision is to be the natural choice for careers education, information, advice and guidance and for facilitating student and graduate recruitment to our key stakeholders (students, alumni, employers and academic staff).

This vision is achieved through the provision of specific services including: individual advice, aptitude, personality and interest testing, skills workshops, CV clinics, practice interviews on video, computerised vocational guidance, the use of social networking tools and the publication of vacancies at the Careers Service website ([www.tcd.ie/careers/](http://www.tcd.ie/careers/)).

It is important that undergraduates should make contact with the Service early in the first term in their final year in College. Much recruitment of prospective graduates takes place early in the academic year and the closing date for application for some postgraduate awards is as early as November in the year before graduation.

The Service operates all the year round including limited opening during the summer vacation. The pressure on the individual advice service during the period from October to March inclusive is severe so people who make contact outside that period help to reduce waiting times.

### *Regulations*

Any past or present member of the College may register, subject to the following regulations:

1 Individuals must obtain a registration form from the receptionist (or download it from the Service website), complete and return it to the Careers Advisory Service.

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2 The Director of the Careers Advisory Service reserves the right, without giving reasons, to decline to register any individual, to remove any individual's name from the register, and to put forward or decline to put forward the name of any candidate for any given vacancy.

3 There is no registration fee for undergraduates, graduates or postgraduates. However nominal charges may be made for specific services and details of these are available from the receptionist.

### CHAPLAINCY

The chaplains are representatives of the main Christian churches in Ireland who work together as a team, sharing both the College Chapel and the Chaplaincy in House 27. The Chaplaincy seeks to be a place of welcome and hospitality for all members of the university community. It assists students and staff in any way that they can, always providing a friendly listening ear. To those who seek it, the Chaplaincy offers pastoral guidance and spiritual accompaniment through a programme of faith development, seminars, discussion, and prayer groups organised each term. The Chaplaincy seeks to promote a deeper understanding of Christian faith and spirituality. The Chaplaincy also prepares individuals for adult baptism, eucharist, confirmation, and marriage according to the norms of the respective churches.

### DAY NURSERY

Established in 1969, the Day Nursery was the first on-site workplace nursery in Ireland. It is a recognised College service, catering for the children of College students and staff. It takes care of children from 3 months to 4½ years of age in five rooms.

The fees for the Day Nursery are €145 per week for students and €223 per week for staff. There is also a sibling rate for two children, €262.50 for students and €404 for staff.

#### *Funding Programmes a parent might qualify for*

1 ECCE – Early Childhood Care and Education scheme, also known as the free preschool year. The parent is entitled to 38 weeks of part-time childcare for free, usually 3.5 hours a day. In the Day Nursery, as it is generally a full time service, we apply a €62.50 reduction in fees for 38 pre-approved weeks. This results in the student paying €82.50 per week for 38 weeks and €145 per week for the remaining weeks. For staff this is €160.50 for 38 weeks, for the remaining weeks the fee is €223 per week. For more information follow this link: <http://www.dcy.gov.ie/viewdoc.asp?fn=%2Fdocuments%2FECCE-Scheme%2Fintro.htm&mn=chit&nID=2>.

2 CCS – Community Childcare Subvention scheme. This funding is based on the social welfare benefits that the parent/parents are in receipt of. Depending on the band they fall under a parent can receive €50 reduction in the weekly fee over the space of 51 weeks or parents can receive €95 reduction in their childcare fees over the space of 51 weeks. Normally student parents are the main benefactor to this funding as staff parents do not receive enough of the social welfare benefits. See: <http://www.dcy.gov.ie/viewdoc.asp?fn=%2Fdocuments%2Fchildcare%2FFCCSDocsJune2012%2FFCCSMainPage.htm&mn=chit&nID=3>.

3 CETS – Childcare Education and Training Support. This scheme is available to those who are engaged in FAS or VEC training programmes. Parents who qualify for this funding are eligible to a reduction of €145 per week. Further information is available at the following link <http://www.dcy.gov.ie/viewdoc.asp?fn=/documents/ecce-scheme/20140903guidetoTECProg.htm#6>.

The Day Nursery is situated in House 49/50, basement level. Further information can be obtained from the Manager (tel. 896 2277).

Website: <http://www.tcd.ie/about/services/daynursery/>.

### DEPARTMENT OF SPORT AND RECREATION

The Department of Sport and Recreation was established in 2000, a year following the appointment of the first ever Director of Sport. 'Trinity Sport' is the shared identity of the

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Department of Sport and Recreation and the Dublin University Central Athletic Club (D.U.C.A.C.). Trinity Sport's mission is to provide a first class sporting, participation, performance, administration and leadership experience for students, staff, graduates and partners; creating the most engaged communities internally and externally. Links exist with the College's health and counselling services to maximise the contribution sport can make to the entire College community. Trinity Sport provides top class sporting facilities, programmes and services to students, staff, graduates, members of the public, and communities. Trinity College Dublin has a proud sporting tradition and the impressive portfolio of sporting facilities at the university includes indoor and outdoor provision as follows:

*Sports centre opened in 2007 and outdoor main campus facilities comprising:*

Main and ancillary sports hall

Climbing wall

Fitness theatre and studio, wellness studio, spinning studio

Swimming pool (25m x 6 lanes) with adjustable floor and deck level steam room and sauna

Orthopaedics and sports medicine clinic and treatment rooms (massage, physiotherapy etc.)

Board room (for meetings and seminars)

Synthetic tennis courts / futsal pitch (on campus)

Natural grass floodlit rugby pitch (on campus)

Natural grass croquet lawn (New Square on campus)

Cricket pitch and athletics (summer) – soccer and hockey (winter)

*Santry sports grounds*

Located on Santry Avenue, the main outdoor sports facility is approximately 5km from the campus and provides five natural grass pitches for soccer, rugby, GAA (with small viewing terrace), ultimate frisbee and american football, one floodlit water based pitch for hockey, changing rooms, and function room facilities.

*Islandbridge boathouse*

Situated two miles upstream from the campus, Islandbridge is home to the men's and ladies' boat clubs. As well as a training base for crews, the boathouse hosts the annual Trinity Regatta that involves crews from all over Ireland and dates back to 1898, with storage, a dining hall, and function area.

There are almost fifty sports clubs in Trinity, including hockey, soccer, swimming, rugby, basketball, volleyball, tennis, rowing, gaelic games, cricket, and martial arts, among others. The sports clubs' governing body is known as Dublin University Central Athletic Club (D.U.C.A.C.) and information on the sports clubs may be obtained at <http://www.tcd.ie/Sport/student-sport/clubs/>.

Trinity Sport provides a high performance programme for focus sports and sport scholarships to assist talented students and clubs to achieve sporting excellence alongside academic success. Trinity Sport also places a key focus on the recreational sporting opportunities available to students, as fundamental to the health and well-being of the campus community. Trinity Sport also engages widely with the general public and local community.

### **DISABILITY SERVICE**

The Disability Service was formally established in 2000. It provides supports and services to College students and staff with disabilities. The ethos of the Disability Service is to move from a transactional model of provision - where students are passive recipients of supports - to a transformational model of resource usage, where students take an active part in planning their educational journey.

Students with a disability are encouraged to register with the Disability Service to seek supports where the disability could affect their ability to participate fully in all aspects of the course, including clinical and professional placements.

College is committed to a policy of equal opportunity in education and to ensuring that students with a disability have as complete and equitable access to all facets of College life as can

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reasonably be provided. College has adopted a code of practice which is applicable to all students with disabilities studying in College. This is in accordance with the [Disability Act 2005](#), the [Equal Status Act](#), 2000 (as amended) and the [Universities Act](#), 1997.

The Disability Service is available throughout the year to all registered students of the College, Monday through Friday.

### *HEALTH SERVICE*

The Health Service is available to all registered students throughout the year, Monday to Friday. Sessions, attended by one of the medical officers, are held daily and appointments should be made with the secretary on 01 896 1591/1556. The psychiatrist is also in attendance for a number of sessions each week and will see students referred by one of the medical officers or student counsellors. The physiotherapist is in attendance throughout the year in the Physiotherapy Department, situated beside the Health Service on the ground floor of House 52.

#### *Emergency cover*

Outside office hours in cases of emergencies students should contact DUBDOC, weekdays 6 p.m. – 10 p.m., weekends and bank holidays 10 a.m. – 7 p.m. The telephone number for this service is 01 4545607. The service is based in St James's Hospital. The DUBDOC triage nurse will give telephone advice, arrange a house call or offer emergency consultation with a GP on duty in St James's Hospital. Students (with the exception of non-Irish E.U. students with medical card eligibility or students with medical cards) will be responsible for any fees incurred for consultation or home visit. Outside these hours please telephone Mediserve Homecare Ltd. 01 453 9333, who will send a doctor on request. Students (with the exception of medical card holders) will be responsible for any fees incurred for home visits.

#### *Hospital treatment*

Hospital treatment is supplied under the Hospital Services Scheme. The student will be responsible for any charges and fees incurred as a public or private patient while in hospital.

#### *Certificates*

Medical certificates will only be issued following consultation at the Health Service for those students with symptoms who have been certified for an absence of four or more days. All medical information is confidential and will not be disclosed without the student's permission.

#### *Overseas students*

All U.K. and E.U. students who are entitled to health benefits under E.U. legislation should attend the Student Health desk at registration. They are requested to present their National Health Service card or European Health card. Overseas students not eligible for health benefits under E.U. regulations are required to take out private medical insurance in order to cover medical costs which they may incur during their period of study here.

#### *Charges*

Attendance at the Health Service is available free to full-time registered students. There are charges to cover the costs for vaccinations, cryotherapy, pregnancy tests, emergency contraception and blood tests. Staff members are facilitated normally by appointment for a GP consultation fee of €45. With regard to physiotherapy, there is a charge of €20 per visit for students and €40 for staff.

The Health Service is not responsible for medical attention not sanctioned by one of its medical officers.

### *POSTGRADUATE ADVISORY SERVICE*

The Postgraduate Advisory Service is a unique and confidential service available to all registered postgraduate students at Trinity College Dublin. It offers a comprehensive range of

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academic, pastoral, and professional supports dedicated to enhancing the student experience. Confidential meetings with the dedicated student support officer are available by appointment.

The postgraduate student support officer provides 'frontline' support for all postgraduate students at Trinity College Dublin. S/he acts as a first point of contact and a source of support and guidance, both on arrival in College and during the student's stay. The service provides support in supervision, appeals, discipline, withdrawals, and financial assistance

In addition to the dedicated postgraduate student support officer, each faculty has three members of their academic staff, with substantive experience of research supervision, designated to provide local support to the postgraduate students for whom the faculty is responsible.

### ***STUDENT COUNSELLING SERVICE***

The Student Counselling Service was established in 1972. It seeks to assist students in integrating into the academic course and community life of the College. The service works with academic schools, departments, administrative offices and other student services in support of the aims of the College Strategic Plan and College policy, particularly in the areas of the student experience, transition, retention, equity and access.

The purpose of the service is to work proactively and collaboratively within the College to promote positive student mental health by providing confidential, professional counselling, learning development and peer support to students. Through individual counselling, outreach activities, learning support, group programmes and on-line services students are assisted in developing personal, interpersonal and academic skills necessary for College and life after graduation. The service also provides training and support to student volunteers (Student-2-Student) who offer group mentoring and one-to-one support for fellow students.

The service is available throughout the year, free of charge to all registered students of the College. Appointments can be made by calling in-person or by telephoning 896 1407. The service aims to provide initial appointments within two weeks of request. Emergency or crisis intervention services are provided on a daily basis, Monday to Friday. The provision of services is governed by available resources as well as regulations and policies, including the Director's obligations concerning the exclusion of students. The service operates in adherence with a code of professional ethics.

### ***STUDENT LEARNING DEVELOPMENT***

Student Learning Development provides workshops and events on a range of academic skills through the year, e.g. self-management skills, study and exam skills, presentations, writing and critical thinking. In addition, it also sees students on a one-to-one basis for more specific queries by appointment, or at its drop-in clinics. It collaborates with academic departments to deliver tailored academic skills workshops for students.

### ***TUTORIAL SERVICE***

The tutorial system in Trinity is one of the oldest structures of student support in College dating from the very beginning of the College. On entry, an undergraduate student is placed in a 'chamber' under the care and responsibility of a voluntary member of the academic staff, called the tutor. The tutor offers a confidential, personal relationship to advise and guide on academic progress and personal growth and also acts, as appropriate, as an advocate for the student in certain matters pertaining to College regulations and decisions. In addition, the tutor is often a useful gateway to a range of student services in College, such as counselling, the health centre, the disability service, careers office, student learning and development, and financial aid. Students will find the name and contact details of their tutor on the [student web portal](#).