

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

The Careers Advisory Service (www.tcd.ie/careers), which is part of [Trinity Teaching and Learning](#), supports students to explore their career ambitions and plan how to achieve them. The service operates in a fast-changing and outward-facing environment with the flexibility to be responsive to the needs of its stakeholders (undergraduate and postgraduate students, graduates, academic staff and employers). It provides careers education, information, skills and guidance to students and recent graduates to enable them to realise their career potential and equip them with the skills to succeed in the workplace of the future. It also works in partnership with external partners (e.g. national and multinational employers, government, SMEs, not-for-profit organisations) to ensure local and global opportunities for students and graduates, and provides specific services including:

- career planning and preparation (how to plan your career and prepare for your job search through individual advice and guidance sessions, CV/LinkedIn clinics, practice interviews);
- careers education (credit and non-credit bearing programmes to develop key skills and personal and career insight);
- MyCareer (online career management portal which allows appointment and event bookings and viewing of job opportunities);
- access to employers and alumni through careers fairs, sectoral fora and events;
- alumni-to-student mentoring;
- careers information on the labour market, graduate employment outcomes and job profiles;
- online careers resources and tools;
- employability awards, scholarships and bursaries.

While the service is open all year round to students across all years and all programmes (undergraduate and postgraduate), it is particularly important that final year undergraduates make contact with the service early in the first term to enable them to meet the early graduate recruitment and postgraduate course closing dates for application.

Regulations

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

- 1 Individuals must register at the MyCareer section of the website (www.tcd.ie/careers).
- 2 While there is no fee for registration, nominal charges may apply for specific services (see www.tcd.ie/careers for further information).

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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 is 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, prayer groups and pilgrimages organised throughout the year. The Chaplaincy promotes a deeper understanding of Christian faith and spirituality, and promotes compassionate care for all staff and students of all faiths and none.

Traditional worship in various traditions is carried in the chapel on a regular basis, and contemporary worship and discussion events also take place around the campus. Several key ecumenical events take place every year, and the chaplaincy provides a haven for students every day providing free tea, coffee and biscuits – every Tuesday during term there is also a free student lunch.

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 5 years of age, operating five classrooms.

The fees for the Day Nursery are currently €129.74 per week (8.30 a.m. to 5 p.m. Monday to Friday) for student parents, and €199.53 per week (8.30 a.m. to 5 p.m. Monday to Friday) for staff parents. There is a ten per cent discount for a sibling.

Funding Programmes a parent might qualify for

The Day Nursery is part funded under the National Childcare Scheme (NCS) and Early Childhood Care and Education Programme (ECCE).

1 The NCS provides financial support to help families with their early learning and childcare costs. There are two types of subsidies available for children aged between 24 weeks and 15 years of age:

- a universal subsidy which is not means tested and provides €2.14 per hour for a maximum of 45 hours per week;
- an income-assessed subsidy which is means tested and is calculated based on a family's individual circumstances. Rates will vary depending on the level of family income, the child's age and educational stage, and the number of children in a family.

Application should be made for whichever subsidy is of the greatest benefit to a family. For more information go to: www.ncs.gov.ie/en.

2 The ECCE programme is a free, universal two-year preschool programme available to all children within the eligible age range, funded by the Department of Children, Equality, Disability, Integration, and Youth. It provides children with their first formal experience of early learning prior to commencing primary school. For more information go to: www.gov.ie/en/publication/2459ee-early-childhood-care-and-education-programme-ecce.

Childcare services taking part in the ECCE programme must provide an appropriate preschool educational programme which adheres to the principles of Aistear and Siolta.

The Day Nursery is situated in House 49/50, basement level. Further information can be obtained from the Manager by calling (01) 896 2277 or by emailing Lesley at strahanl@tcd.ie or Sonya at sahern@tcd.ie, and on the website: www.tcd.ie/daynursery.

TRINITY SPORT

The Department of Sport and Recreation was established in 2000. 'Trinity Sport' is now the shared identity of the Department of Sport and Recreation, and the Trinity Sport Union (formerly Dublin University Central Athletic Club (D.U.C.A.C)). Trinity Sport's mission is to inspire, engage

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and connect people in a suitable, inclusive and supportive environment and a vision to have sport at the heart of the Trinity experience. Links and collaborations exist with other College 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:

Indoor sports facilities:

Sports centre (6,000 sq.m)

Main hall (two basketball courts size) and ancillary sports hall (one basketball court size)

Climbing wall

Fitness theatre and studio, wellness studio, spinning studio, high performance gym

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)

Trinity Hall (4,500 sq.m)

Sports hall (badminton court size), two squash courts and a fitness theatre

Printing House Square

This is the newest indoor sporting facility since the construction of the sports centre in 2007, and provides new spaces for Olympic target shooting, squash, GAA handball, and racquet ball. Both floors and facilities are fully accessible, and include male, female, and universal changing rooms, showers, and toilets. The squash courts are also multi use and allow extra functionality as a large single space for other events and activities.

There are three squash courts, one handball alley and a rifle range. The rifle range has ten lanes and two range distances. The ten metre range is for airsoft shooting, and the twenty five metre range is for .22 calibre shooting.

Outdoor sports facilities:

On campus

College Park

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

Three synthetic tennis courts / one converts to futsal pitch

Natural grass floodlit rugby pitch

Natural grass croquet lawn

Off campus

Santry sports grounds

Located on Santry Avenue, the 34-acre 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 international standard water based pitch for hockey, changing rooms, and function room facilities.

Iveagh grounds

Located on Crumlin Road, the 17-acre sport facility site recently acquired provides for GAA, soccer, rugby, hockey and bowls, and changing room space. The site will be developed to provide for better training, flood lit, with artificial training surfaces.

Islandbridge boathouse

Situated two miles upstream from the campus, and at just under seven acres, Islandbridge is home to our rowing 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, and a dining and function area.

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There are forty nine sports clubs in Trinity, ranging from team sports, adventure sports, water sports to martial arts. Getting involved in a sports club is an ideal way to keep fit, learn a new skill, and build new friendships. An average of six to seven thousand students join one or more sports clubs each year. The sports clubs' governing body is known as the Trinity Sport Union (formerly Dublin University Central Athletic Club (D.U.C.A.C.)) and information on sports clubs may be obtained at www.tcd.ie/sport/student-sport/sport-clubs.

Trinity Sport scholarships are in place to support talented student athletes in the pursuit of their sporting and academic goals. The programme enables students to balance their academic and sporting commitments through a structured network of support services and expertise. Trinity Sport has sport scholarship students from a variety of sports including basketball, rugby, hockey, rowing, GAA, and cricket.

Trinity Sport also places a key focus on the recreational sporting opportunities available to students. There is a full programme of social sports and leagues on campus for students including 3v3 basketball, five-a-side soccer, soccer league, social running, touch rugby and 'Learn to Play' programmes. The participation side of Trinity Sport activities include the 'Swim for a Mile' training programme and event, the 'Reindeer Run', and 'Campus 5K'.

Trinity Sport offers a wide range of student leadership, coaching and volunteering opportunities to enable students to develop their skills and enhance the sporting experience for others. Coaching bursaries are available to students to gain qualifications in a range of sports.

Whether students want to perform at a high level, be part of a team, learn a new sport or simply improve fitness, Trinity Sport has a wide variety of sporting opportunities to enhance the College experience.

DISABILITY SERVICE

The Disability Service was formally established in 2000. It is located at the disAbility Hub in Printing House Square. It provides supports and services to all disabled students and staff of the College. The ethos of the Disability Service is to provide a transformative and sustainable approach to support, where individuals play an active role in developing essential life skills and planning their educational and professional journey. Working with disabled students and staff, it aims to create an inclusive and accessible environment that fosters independence and success for all.

Disabled students and staff are encouraged to apply for reasonable accommodations with the Disability Service to seek supports where a disability could affect their ability to participate fully in their work or any aspect of their course, placements and internships included.

College is committed to a policy of equal opportunity in education and to ensuring that disabled students and staff have as complete and equitable access to all facets of College life as can reasonably be provided. College has, in accordance with the [Disability Act 2005](#), the [Equal Status Act, 2000](#) (as amended) and the [Universities Act, 1997](#), adopted a reasonable accommodation policy, and associate code of practice, that applies to all disabled students and staff studying and working in College.

The Disability Service is available throughout the year to all disabled students and staff 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.

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

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service is 01 454 5607. 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 the Contactors Bureau at 01 830 0244, 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 are requested to present their National Health Service card or European Health card on each visit to the Health Service. 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 €55. 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 (PAS) was established in 2009 to extend Trinity's historic and unique tutorial service to the postgraduate community. PAS offers free, independent, and confidential support, guidance and, in certain circumstances, advocacy to registered postgraduate students at Trinity College Dublin. PAS provides support in all aspects of the postgraduate experience and lifecycle at Trinity including, *inter alia*, supervision, academic progression, appeals, disciplinary cases, withdrawals, and financial hardship.

Specifically, our services include:

- providing frontline, confidential and free support, information, and referral via the Student Support Officers for postgraduates;
- providing, on referral, named academics to provide independent advice, advocacy, and assistance via the panel of postgraduate advisors;
- providing a suite of complementary supports including outreach, group support, workshops and training, and advocacy in certain matters pertaining to College regulations and decisions;
- administering financial assistance and other funds to eligible postgraduates.

PAS is also available to help advise members of staff seeking clarification or guidance on postgraduate cases.

PAS is co-ordinated by the Postgraduate Student Support Officer who may be contacted by email at postgrad.support@tcd.ie or by calling (01) 896 1417.

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TRINITY STUDENT COUNSELLING, STUDENT LEARNING DEVELOPMENT AND STUDENT 2 STUDENT SERVICES

The purpose of the Trinity Student Counselling, Learning Development and Student 2 Student Services is to provide a range of student development services, supporting students through collaboration, connection and compassion. The service is internationally accredited by IACS (International Association of Counselling Services), and its vision is to deliver accessible social, academic, mental health and emotional wellbeing initiatives across the Trinity community, keeping students at the centre of everything. The service offers expert training, peer-based interventions, academic and learning development support, therapeutic groups and individual clinical appointments to all registered Trinity students. Consultation, training and crisis intervention strategies are also offered to Trinity staff. All services are delivered in line with the university strategy and IACS accreditation standards.

STUDENT COUNSELLING SERVICE

The Counselling Service works proactively and collaboratively to promote positive student mental health, wellbeing and resilience, supporting students with their academic, personal and continuing professional development.

The Counselling Service is available throughout the year, free of charge to all registered students of the university. The service aims to provide an initial assessment appointment within two weeks of request. Students are then referred, depending on need, to one or more of the following options: wellbeing workshops, online programmes, therapeutic groups, coping skills sessions, confidential professional counselling, other internal services (such as Disability or College Health), or referred to an appropriate external agency. Initial assessments can be booked on the Counselling Service's website. A small number of assessments are available by drop-in on weekday mornings. Emergency and crisis intervention appointments are provided on a daily basis. Appointments can be made by emailing student-counselling@tcd.ie. Opening hours are 9am–5pm (including lunch times) Monday to Friday, except Tuesdays and Wednesdays when the service is open during term time until 8pm. The service operates in 7-9 South Leinster Street, in House 47 on the main campus, and in Trinity Hall. The Counselling Service is staffed by professional accredited counselling or clinical psychologists and psychotherapists, interns, assistant psychologists and trainees and currently offers in-person, online and telephone appointments.

Consultation, advice and training is provided for tutors, wardens and other members of staff to assist and support them in their role of caring for students. Additional training may be organised for schools or services on request.

The provision of services is governed by available resources as well as regulations and policies, including the Director's obligations concerning safety. The service operates in adherence with a code of professional ethics and confidentiality.

STUDENT LEARNING DEVELOPMENT

Student Learning Development assists undergraduate and postgraduate students to develop academic skills and competencies to improve performance and facilitate successful transition, progression and career readiness. Workshops and events are delivered on a range of academic skills throughout the year, including self-management skills, study and exam skills, effective presentations, academic writing, critical thinking, successful group work and *viva* preparation. Tailored workshops are provided and available to schools on request. Drop-in clinics and one-to-one appointments are also available to students, along with online study skills resources accessible via Blackboard.

Student Learning Development also operates the TCD Academic Writing Centre, offering a variety of writing services for all students helping them develop their academic writing skills. Services include individual appointments, writing groups and workshops. The Writing Centre is partially staffed by trained doctoral students from a variety of disciplines.

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Student Learning Development comprises staff with specialisms in educational and occupational psychology, occupational therapy, engineering and IT in education. They are supported by a volunteer cohort of retired senior academics and collaborate with student services, academic departments and other university services, such as the PAS, the Library and Careers Advisory Service. All Student Learning Development services can be delivered online on request.

STUDENT 2 STUDENT

Trinity College's Student 2 Student (S2S) mentoring and peer support programme is part of the Student Counselling Service, and specifically designed to ensure that every Trinity student knows that they belong in Trinity.

Through S2S, students can get information and support from another student, find a friendly face to have a chat, talk things through, or just ask a few questions when they're not sure whom to approach.

Every incoming undergraduate student will be included in a mentor group, and their first mentor meetup will be part of their orientation timetable. After orientation, mentors will send weekly emails and organise around five social meetups in each term, some of which will be with other mentor groups so that students keep getting opportunities to meet people and to connect. The mentoring programme continues through to the end of year exams in May.

S2S also offers a one-to-one peer support service to every student in the University, on request. Peer supporters are trained intensively in holding non-judgmental, non-directive confidential space for their fellow students.

S2S recognises that student success is founded on belonging and connection, and strives to create a social and supportive environment where everyone can be their authentic self, and is welcomed and accepted as they are.

Volunteers are fundamental to S2S; without them there would be no service. The primary role of all staff in S2S is to ensure the personal and professional development of volunteers, and to foster their resilience and sense of belonging. Student 2 Student has been awarded the Investing in Volunteers accreditation standard.

TUTORIAL SERVICE

The tutorial system in Trinity is one of the oldest structures of student support in College dating from the very beginnings of the University. The service is co-ordinated from the Senior Tutor's Office. On entry, an undergraduate student is placed in a 'chamber' under the care and responsibility of a voluntary member of the academic staff, called a tutor. The tutor offers a confidential, personal service to advise and guide on academic progress 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 the Student Counselling Service, the Health Service, the Disability Service, the Careers Advisory Service, Student Learning Development, and financial aid from the Senior Tutor's Office. Students will find the name and contact details of their tutor on the student web portal.