

## SECTION V

### OTHER GENERAL REGULATIONS

#### STUDENT CHARTER

1 The [Board](#) of the College has approved a graduate student charter setting out the College's intentions in regard to expectations of graduate students as members of the academic and general community. This charter may be viewed on the College website at <http://www.tcd.ie/about/policies/>.

#### DISCIPLINE REGULATIONS

2 All graduate students are required to observe, in addition to the laws of the State, the regulations laid down by the Board of the College from time to time. Disciplinary offences therefore include breaches or attempted breaches of the criminal law and of College regulations, 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.

However, this does not preclude the legitimate right of students to assemble and express grievances.

3 The [Junior Dean](#) shall maintain discipline and good order among the students and enquire into and otherwise deal with the alleged commission of a disciplinary offence by a student. The relevant procedures and penalties are set out in the College Statutes; they are available on the College website or from the [Registrar's](#) Office, but a non-binding summary is provided below. At all stages of the disciplinary process, students are entitled to representation by their supervisor/programme co-ordinator, an advisor from the [Postgraduate Advisory Service](#), by the Students' Unions, or by any other person of their choice.

The Junior Dean (or a person exercising the powers of the Junior Dean, e.g., the [Warden of Trinity Hall](#), the Librarian or the Director of IS Services) will usually interview a student suspected of having committed a disciplinary offence. If it relates to a minor offence, the Junior Dean can deal with the matter quickly (summarily), and the decision can be appealed to the Committee on Student Conduct and Capacity. If it relates to a major offence, the Junior Dean can deal with the matter summarily only if the student agrees; otherwise the matter is heard by the Committee on Student Conduct and Capacity.

It shall be for the Junior Dean in the first instance to decide whether an offence is major, but he or she 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. Without prejudice to the general power of the Junior Dean to decide whether an alleged offence is major or minor, the following examples would normally be regarded as major offences:

- (a) Conduct which does, or is liable to cause, violence to person or damage to property.
- (b) Conduct which does, or is liable to obstruct, the holding of, or frustrates the purpose in holding, any lecture, class or other instruction given by the College or any laboratory work or any research in the College, or any meeting, hearing or other function (including administrative and sporting activities) authorised to take place within the College.
- (c) Seriously interfering with, or unreasonably impeding members of the College in carrying out their duties.
- (d) Theft, fraud or misapplication in connection with funds or property of any kind in College.
- (e) Offences in connection with degrees or diplomas or annual examinations or tests conducted by the College.
- (f) Falsification or serious misuse of University records, including degree or diploma [parchments](#).
- (g) False pretences or personation of others, within or without the College, in connection with academic attainments or financial awards.
- (h) 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.
- (i) 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.)
- (j) Failure to comply with any reasonable instruction of a fire warden.
- (k) 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, organised in association with the College.
- (l) Misuse of e-mail, computer facilities, or any aspects of College communications networks.
- (m) Dishonesty in relation to academic work.
- (n) Any action by a student on a professional programme which would constitute professional misconduct.

(o) Actions of students responsible for, or contributing to, the activities of student publications and/or student societies and/or sports clubs which may be injurious to the health, safety and welfare of any person.

The Committee on Student Conduct and Capacity consists of members of the academic staff and of the technical, administrative and support staff, and students; and it hears appeals from decisions of the [Junior Dean](#) as well as matters referred to it.

There may also be a Panel of Enquiry. It can hear appeals from decisions of the Committee on Student Conduct and Capacity or conduct initial hearings into the most serious offences.

### RECORDING OF LECTURES

3 To facilitate the delivery of online teaching and learning, lectures, tutorials, seminars and other class types may be recorded by the University. These recordings will be available to be viewed on Blackboard, and other University approved IT systems, by students and staff. Personal data contained in such recordings will be processed in accordance with the Privacy Notice of the University (<https://www.tcd.ie/privacy>)

4 Students with disabilities may be permitted to record lectures and tutorials if as part of the needs assessment it is deemed a reasonable adjustment by the Disability Service. Students are advised that all recordings remain the property of the University and are for personal use only. As in the case of provision of lecture notes, the student will sign a 'permission to record' form with the Disability Service which states that the recordings made are for their own personal use and will not be shared. Where the recording of a lecture is not permitted, it will be necessary for the lecturer to provide a suitable alternative (i.e., a transcript of the lecture). See also DATA PROTECTION (§42) and COPYRIGHT (§43).

### MISCONDUCT AND NOISE IN ROOMS

5 All occupants of rooms in College will be held responsible for any misconduct in the rooms under their control. This will include the making of noise deemed to be excessive.

### POSTERS AND NOTICES

6 (a) Only recognised societies and clubs, the Students' Unions, College publications and other bona fide College organisations may advertise in College. It is the responsibility of all the officers and staff of the capitated bodies and of all the committee members of all societies, clubs, publications and other bona fide College organisations to be aware of the regulations and guidelines covering poster and advertising material in College.

(b) In the interest of creating an inclusive and safe College environment care should be taken to ensure that any images or content comply with the College dignity and respect policy and do not create an offensive or hostile environment for an individual or group in College, particularly in relation to any of the nine protected equality grounds. Attention is drawn to the relevant legislation, the [Equal Status Act](#) (2000-2010), the [Employment Equality Act](#) (1998-2010) and the [Prohibition of Incitement to Hatred Act](#) (1989). It is the College's policy to protect freedom of expression and intellectual enquiry and to ensure that they are exercised in such a way as to not interfere with the rights of others or breach the laws of the State.

(c) Posters advertising specific events organised by recognised societies and clubs, the Students' Unions, College publications and other bona fide College organisations should not identify, explicitly or implicitly access to free or cheap alcohol as a primary incentive to attendance. Posters produced by or on behalf of these aforementioned bodies should not display alcoholic beverages or products either specifically or generically.

(d) Notices may not exceed 42 x 29.7 cm (A3) and must be placed on the student notice-boards provided. Chalked notices, stickers and (except in special cases with the permission of the [Junior Dean](#)) unattended free standing notices are forbidden. Not more than one copy of a notice may be displayed on the same board or within 15 m of a similar notice. Advertisements for a particular event must be removed not later than 48 hours after the event. All notices must identify their origin. Posters and notices advertising events or activities in College may not be fixed to the walls of buildings, lamp posts, litter bins or benches.

### SALE OR DISTRIBUTION OF PRINTED MATTER

7 (a) Printed matter may be sold or distributed by members of the College provided that it is either a recognised student newspaper or material issued by the [Students' Unions](#) or material issued by an authorised society or club of the College including tickets for any function organised by those societies.

(b) Provided that no obstruction or unnecessary noise is caused, such printed matter may be sold or distributed in all the open areas of College and within and approaching the Front Gate precinct, at the Pearse Street and Lincoln Place Gates, in the hallways of the Museum and Chemistry Buildings, in the Buttery foyer, in the concourses of the Arts and Social Sciences Building, the Hamilton Building and the Smurfit and Panoz Institutes and outside the entrances to the catering areas. Printed matter may be sold but not distributed gratis in any of the catering areas except the Buttery foyer. All printed matter must identify its origin, and in the case of a student newspaper, its editor.

(c) Notwithstanding 10 (a) and (b) above promotional material in the form of flyers or leaflets may not be freely distributed by the Students' Unions or by any authorised society or club of the College with the exception of the period of Freshers' Week and the respective election campaign periods of the [Students' Union](#) and the Graduate Students' Union. At all other times promotional material in the form of flyers or leaflets must be confined to the stands available to Students' Unions and all authorised societies and clubs of the College, in the concourse of the Arts and Social Sciences Building, the Hamilton Building and the Smurfit and Panoz Institutes. It is absolutely prohibited to distribute promotional material on campus on behalf of external outlets.

(d) It is forbidden to leave printed matter such as student newspapers or magazines in bundles in any external area of College.

#### **ERECTION OF STALLS IN COLLEGE**

8 Stalls may NOT be erected in College except in the foyer of the Arts and Social Sciences Building and the Hamilton Building by arrangement with the Campus Superintendent and the [Senior Dean](#).

No society, club or person may normally have a stall more than one day per week.

#### **BANNERS**

9 Banners may only be erected with the approval of the Senior Dean at the following locations: Front Arch (east), the Arts and Social Sciences Building ramp (north) and the Pearse Street Gate (viaduct).

#### **COLLECTING BOXES**

10 Collecting boxes can only be used with the prior permission of the [Senior Dean](#).

#### **SALE OF GOODS**

11 The sale or distribution of goods other than printed matter is not allowed in the open within the College precincts.

#### **BOOKING OF ROOMS FOR EVENTS**

12 Individuals or groups wishing to hold events on College property (indoor or outdoor) on or off the main campus are required to make an application, normally five working days in advance, at the Enquiries Office, College. Permission to host such events is sought from the [Junior Dean](#). Permission to hold an event likely to give rise to a need for additional security must be sought from the Junior Dean two weeks in advance, through the Enquiries Office, and the cost of extra security and other special arrangements must be borne by the organisers. The cost of any damage caused as a result of such an event will also be charged to the organisers, who may be required to lodge a deposit beforehand. Failure to apply in time for permission to hold an event, the plans for which turn out to require special security, will be grounds for refusing permission for that event.

Bookings for meetings in the O'Reilly Institute must be made in advance with the Director of the Office of Trinity Research & Innovation.

#### **ACCESS TO BUILDINGS**

13 Those sitting on the steps of public buildings must allow free access to the building by leaving an unobstructed pathway to the door. On the Dining Hall steps painted lines indicate the area to be kept free. Sunbathing is permitted only in College Park.

#### **UNIVERSAL ACCESS PATHWAYS**

14 The universal access pathways in the cobbled areas in College are primarily intended to accommodate pedestrians, particularly those with disabilities. Vehicles are prohibited from parking on these pathways and cyclists must give way to pedestrians using the pathways. Impeding access to or on the pathways through the positioning of vehicles or fixtures (such as signs) is also prohibited.

#### **OUTDOOR EATING**

15 Food and drink may NOT be consumed out of doors except in the College Park. Alcoholic drink may not be consumed out of doors.

#### **WALKING ON LAWNS**

16 No persons are permitted to walk on the lawns, or to cross the playing fields unless they are participating in games or in training authorised by D.U.C.A.C.

#### **AMPLIFYING EQUIPMENT**

17 Radios, loudspeakers and other amplifying equipment may NOT be used in public areas within the College precincts without the permission of the Junior Dean. Permission for the use of megaphones must be sought at least twenty-four hours prior to the event. This will normally be granted only to the officers of the Students' Union.

#### **TRAFFIC REGULATIONS**

18 Persons who drive cars or motorcycles must acquaint themselves with the current traffic regulations, which are strictly enforced. The Director of Buildings is responsible for these regulations.

#### **BICYCLES**

19 Bicycles may not be parked on the centre walk in Parliament Square. It is forbidden to park bicycles in hallways, staircases, or landings of houses. Bicycles must not be ridden either through the Front Gate, the Arts Building entrance or the new entrance at Pearse Street East. Bicycles must be parked in the bicycle racks provided.

#### **DERELICT VEHICLES**

20 Any derelict or unlicensed motorcar, motorcycle or bicycle will be removed by the College authorities after fourteen days' notice has been placed thereon.

## CONCERTS, DANCES AND PARTIES

21 The Students' Union and any College society or club planning to hold a concert or gig in College must apply for permission to do so at least eight days in advance of the function. Permission is granted by the Junior Dean, to whom written application should be made through the Enquiries Office. Societies or clubs wishing to hold dances outside the College must apply to the Senior Dean at least three weeks before the proposed date.

Permission to hold a party in College must be obtained from the Junior Dean at least five working days in advance. Application form available from the Junior Dean's website.

## PETS

22 No animal, fish, bird or other livestock may be kept in College residences (except for guide dogs) without the prior consent, in writing, of the [Registrar of Chambers](#).

## ACTIVITIES OUTSIDE COLLEGE

23 The [Junior Dean](#) must be consulted in advance if College organisations propose to arrange parades, collections, demonstrations or any other activities of this kind, using the name of Trinity College. Approval is given on the understanding that relevant by-laws are understood and will be observed. Notice to the appropriate public authorities, where required, should be arranged well in advance. Individual graduate students participating in any activity outside College remain subject to the general regulation that Graduate students' conduct shall not bring the College into disrepute.

## OUTSIDE ACTIVITIES IN COLLEGE

24 As there is no general right for members of the public to enter the College precincts, the Junior Dean must be consulted fourteen clear days in advance if any individuals or groups within College propose to participate with individuals or organisations from outside College in holding parades, demonstrations, meetings or other activities of this kind in the open within the College precincts.

Approval for such activities may be given on conditions which include the observance of the relevant College by-laws by those attending or organising the activity. Such approval may be withdrawn at any time by the Junior Dean, or those acting under his/her authority, in the event of a breach of any condition of such approval.

## GOWNS

25 Graduate students are entitled to wear gowns appropriate to their standing within the College precincts. They are required to do so when attending Commencements.

## SPORTS CLOTHING

26 Appropriate sports clothing must be worn while playing games or training in College Park.

## ROOFS AND ATTICS

27 College roofs and attic spaces are out of bounds.

## WASTE MANAGEMENT AND RECYCLING

28 It is a College offence to deposit litter or other waste in any location within the College perimeter other than in the designated litter bins or other waste disposal units provided on campus. It is also an offence to use College waste management or recycling facilities to dispose of personal, domestic waste of any kind – whether recyclable or not. All staff and students are requested to co-operate and support the College waste management and recycling policy by reducing the volumes of waste produced on campus, re-using products and using the facilities provided to segregate waste at source to facilitate recycling.

## ACCOMMODATION

29 The following types of [accommodation](#) are provided by the College:

- (a) rooms in College;
- (b) rooms in [Trinity Hall](#), about 4 km (2½ miles) from the College.

Residence in College is arranged by the [Provost](#) through the [Registrar of Chambers](#) for whom administrative services are provided at and through the Accommodation Office. Residence at Trinity Hall is arranged by the Provost through the Warden of Trinity Hall for whom administrative services are provided at and through the office at Trinity Hall. Rules governing graduate students in residence are obtainable from the offices concerned.

Graduate students looking for other accommodation are advised to contact the Students' Union who will provide advice on accommodation in Dublin. Generally, private rented accommodation is in short supply. An accommodation advisory service operates from late August to the end of Freshers' Week to assist students seeking private accommodation.

Comprehensive information is available on the College website at <https://www.tcd.ie/accommodation/>

## ACCOMMODATION IN THE COLLEGE

30 Single, double, twin and treble sets and bedrooms within 3 to 7 person apartments are available. These are fully furnished, and all include, or have access to, at least elementary cooking facilities. There are approximately 700 places for men and women.

Applications for residential rooms will be accepted after charges for the following year have been set by the [Board](#). This is usually in a four-week period during February/March.

Applications for rooms in College will be accepted from full-time students registered for postgraduate degree programme. Ordinarily, applications will not be accepted from students registered for diploma programmes. Where a degree programme is jointly delivered with another institution, applications will be accepted from students in those years that the programme is delivered by Trinity College. There is normally a considerable demand for rooms.

Most of the allocations of College rooms for the coming academic year are made in May. Graduate students are notified electronically. Applications from new graduate students seeking places in College rooms cannot be dealt with until they have been issued with a student ID number. Vacancies may occur during the year and applicants interested in taking up these rooms should keep in touch with the Accommodation Office.

## ACCOMMODATION IN TRINITY HALL

31 [Trinity Hall](#) at Dartry near Rathmines is 4 km (2½ miles) from the centre of Dublin. It is on a number of direct bus routes, the LUAS tramline, and is within easy cycling distance of the College. Part of the grounds form the University of Dublin Botanic Garden.

Undergraduates in all years, visiting students and postgraduates will be considered for accommodation at Trinity Hall. New entrants and particularly students entering their first year are advised to apply to Trinity Hall. Applications should be made by students after they have been issued with a student ID number.

Standard accommodation located in Cunningham House (70 places) is comprised of single study bedrooms, which are fully furnished and are grouped around kitchen/common rooms where 14 students may cater for themselves. Students share bathroom and toilet facilities.

There are 940 places in modern accommodation arranged within apartments with four or six ensuite bedrooms sharing a kitchen/dining room. Room types available in the modern accommodation are ensuite single or twin rooms. There are a number of modern rooms available at Trinity Hall for those with mobility impediments and special needs. Students wishing to apply for these rooms should contact the Warden at Trinity Hall. These rooms are designed for students who are capable of independent living and are not suitable for students requiring assisted care. These are ensuite rooms within apartments and share kitchen/living rooms with other students.

Residents have access to a library, computer room and common rooms, and have the use of the indoor sports facilities. All residents at Trinity Hall pay a small annual subscription which covers membership of the Junior Common Room.

Applications from new graduate students seeking places in Trinity Hall cannot be dealt with until they have received a College ID number. Vacancies may occur during the year and interested graduate students should keep in touch with the office at Trinity Hall.

## TENURE

32 Foundation (and non-foundation) scholars are entitled to remain in residence as provided for in the Statutes.

Graduate students who have held rooms during the academic year and who intend to present themselves for examinations after the expiry of the tenancy period in May may retain their rooms until the morning following final May examinations, provided that they inform the [Registrar of Chambers](#), or the [Warden of Trinity Hall](#) respectively, before the commencement of annual examinations that they wish to extend their occupancy. Students who are the sons or daughters of [Fellows](#) of the College are granted priority in the allocation of rooms. They receive a discount equivalent to one third of the rent of a standard room. In all other respects they must conform to the regulations regarding tenure which are binding on students in general.

Graduate students seeking leave to retain rooms for longer than one period of tenure should re-apply to the Registrar of Chambers, or the Warden of Trinity Hall, during the period indicated in Paragraph 30. In College, such an extension of the normal period of residence is sparingly granted.

Residents are liable for the residential charges for each billing period. Notice to vacate may be given as detailed below.

Four weeks' written notice is given to the [Accommodation](#) Office which is received on or before the first working day of December, with the room vacated by 1 January.

In this case the licensee will also be liable for rental and utility charges for a further period of four weeks after the expiry of the initial notice period.

In the event that the licensee vacates before the expiry of the required period of notice, the licensee still remains liable for the rental and utility charges for the full notice period. After the expiry of the period of notice, the licensee is liable for the rental and utility charges for a further period of four weeks.

The four week liability may be reduced to the length of time the place remains vacant during that period in the following circumstances:

(a) Where the departing resident introduces a new applicant who is acceptable to the relevant College Officer to take up occupancy.

(b) Where the place is filled by another applicant. In such cases where there is more than one vacancy, vacancies will be filled in rotation in the order in which they arise.

Where the room is to be vacated on or after 1 January, four weeks' written notice must be given to the Accommodation Office. In this case the licensee remains liable for the full cost of all rental and utility charges to the end of the licence.

In the event that the room is re-let as described above, credit may be allowed for the period the room is re-let.

### **SUB-LETTING**

33 Sub-letting is not allowed unless there are exceptional circumstances and prior permission is sought from the [Registrar of Chambers](#) or the [Warden of Trinity Hall](#).

### **DEPOSITS**

34 Graduate students granted rooms for normal tenure must each pay a deposit (see below), to the [Accommodation Office](#), or to the office at Trinity Hall, within a fortnight of their being granted; otherwise their right to the rooms lapses. Having paid the deposit, graduate students should collect their keys from the Accommodation Office, or from the office at [Trinity Hall](#) respectively, when taking up residence. The deposit is returned towards the end of July after graduate students have vacated, provided that keys have been surrendered and all outstanding charges (which may include fines) are paid.

Vacation occupants must each pay a deposit (see below), which is refunded when they vacate, provided that keys have been surrendered and all outstanding charges paid.

### **RESIDENTIAL CHARGES**

35 For rooms in College graduate students pay a fixed charge for three rental periods i.e. mid-September to 31 December, 1 January to 31 March, and 1 April to mid-May. In Trinity Hall the periods are mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. Residents wishing to extend the occupancy of their rooms beyond the end of the third billing period may do so up to the day following their last May examination on payment of a daily extension charge provided the Accommodation Office or the office at Trinity Hall is notified prior to the commencement of annual examinations. Daily extension charges include the cost of energy.

Subject to availability, short-term occupancy is available to students from outside the greater Dublin area who are sitting supplemental examinations. Rooms are available from mid-August and must be requested before 1 July.

Graduate students wishing to reside in rooms in College or Trinity Hall may obtain details of the residential charges and deposits on the [Accommodation Office's web page](#) during the February/May application period.

Staff wishing to reside in College may obtain details of rent and availability from the Accommodation Office. Details of accommodation at the Trinity Hall residences for both staff and students with partners are available from the office at Trinity Hall.

### **ACCOUNTS**

36 Accounts include residential charges and utility charges and are payable in advance. Where dilapidation charges or fines are incurred these will be included on a resident's account. Utility charges include heating, hot water, consumed energy and other services such as data connection and piped TV where supplied. In some residential areas an inclusive charge is made for utilities while in other areas consumed gas and electricity is charged on the basis of metered consumption. Information on energy charges is published on the Accommodation Office's web pages.

For rooms in College there are three account periods, mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. Payment must be made in advance for all periods. Most residential charges are now payable online using a secure web-based payments service that debits charges against selected credit and charge cards. Students will be notified by either letter or e-mail about payment arrangements. The first period payment must be made by early September. Accounts not paid by the due date automatically incur a surcharge. If the account and any fine are outstanding by the end of a rental period, the account will remain outstanding, but the rooms become automatically forfeit upon notice from the Registrar of Chambers. In [Trinity Hall](#) the account periods are mid-September to 31 December, 1 January to 31 March and 1 April to mid-May. For the first period, payment must be made before residence is taken up. For the second and third periods payment must be made before the first day of the period. Accounts not paid by the due date automatically incur a surcharge. If the account and any fine are outstanding by the end of a rental period, the account will remain outstanding, but the rooms become automatically forfeit upon notice from the Warden of Trinity Hall.

Publication of examination results may be withheld where students fail to settle their residential accounts. The Registrar of Chambers or the Warden of [Trinity Hall](#) may request this programme of action, through the Senior Lecturer, pending the discharge of the outstanding account.

Students in whose names rooms stand registered at the beginning of any billing period are liable for all charges in respect of their rooms, unless they have given due notice to the Accommodation Office or to the office at [Trinity Hall](#) respectively, and surrendered their keys.

Students who fail to vacate their rooms on or before the date appointed are liable to forfeiture of deposit, or of such portion of it as the [Registrar of Chambers](#) or the Warden of Trinity Hall may determine.

### **TRANSFERS**

37 If graduate students wish to change their rooms between September and May inclusive they must apply to the Registrar of Chambers or to the [Warden of Trinity Hall](#) respectively for permission to do so. If permission is granted the residential charge and, in College, the heating charge will be adjusted according to the date on which they exchange their keys. An administration charge may be levied where a room transfer takes place.

## DISCIPLINE IN RESIDENCES

38 All resident students are required to abide by the conditions of occupancy in force for residences on campus and at Trinity Hall. Permission to hold parties in students' rooms in College must be obtained from the [Junior Dean](#) five working days in advance. Application form available from the Junior Dean's website at [Permission to hold parties in students' rooms in Trinity Hall](#) must be obtained from the Warden five working days in advance. The occupants of rooms will be held responsible for any damage or excessive noise resulting from a party held in their rooms. In particular they will be liable to a fine for any disturbance after midnight. Permission to hold parties in other College rooms must be obtained from the Junior Dean five working days in advance. Application form available from here. The person or group receiving permission to hold such a party will be responsible for any damage or excessive noise resulting therefrom. Permission to hold parties in other Trinity Hall rooms must be obtained from the Warden five working days in advance. The person or group receiving permission to hold such a party will be responsible for any damage or excessive noise resulting therefrom. In all cases the [Warden](#) should be notified on forms available from the office at [Trinity Hall](#).

## COMMONS

39 1 Commons is served in the evening on weekdays (Monday to Thursday inclusive) and on Friday at 1.05 p.m. in the East Dining Hall unless otherwise advised. There is no service on any weekend or Bank Holiday. During the summer vacation Commons is served at 1.05 p.m. on weekdays. Precise details of the days and times of service are published in advance. 2 Commons bookings are made by means of a full and valid departmental charge code or vouchers distinguished by date and valid only for the day of issue. These vouchers can be purchased at least one day in advance at the Catering Office. 3 Exchange of Commons vouchers for future days will be possible at the Catering Office during office hours, but no retrospective exchanges nor refunds for any unused vouchers will be made. 4 Commons vouchers are on sale at €20.50 per voucher (subject to VAT when applicable). Each voucher will be date stamped for the Commons meal required. Vouchers can be purchased no later than 2 p.m. on the day prior to the day the voucher is to be used. Vouchers may be re dated, if required, provided they are surrendered in good time, i.e. prior to the original date of use. 5 Fellows, scholars and sizar receive their Commons free of charge. Scholars wishing to attend Commons must sign on by 3 p.m. daily at [www.tcdlife.ie/scholars/scholar/commons.php](http://www.tcdlife.ie/scholars/scholar/commons.php). During the summer vacation Commons is served at 1.05 p.m. on weekdays and scholars must sign on by 11 a.m. Fellows wishing to attend Commons must sign on by 3 p.m. daily at [www.tcdlife.ie/scholars/fellow/commons.php](http://www.tcdlife.ie/scholars/fellow/commons.php) or via email to [commons@tcd.ie](mailto:commons@tcd.ie). During the summer vacation Commons is served at 1.05 p.m. on weekdays and fellows must sign on by 11 a.m. 6 The wearing of gowns at Commons is optional. 7 Any member of the College may dine on Commons. Guests (i.e. non-members of the College) will be admitted to Commons but their hosts will have to provide pre-paid vouchers or a full and valid departmental charge code for them.

## INSURANCE

40 The [Board](#) cannot accept responsibility for the personal property of individuals in College; they are strongly recommended to insure their belongings under an 'all risks' policy. The College arranges a scheme for the benefit of residents in College and at Trinity Hall. Details are available at the Accommodation Office.

## SAFETY

41 The Board of the College maintains a working environment in which the physical and mental well-being of the College community is maintained at the highest levels practicable, and provides a basis whereby the College is able to solve problems that arise in the working environment in co-operation with staff and students and their representative organisations. The Board has appointed a University Safety Committee and a Head of Safety to advise it on general matters of policy relating to safety; to supervise, develop and integrate the College safety system; to foster co-operation with staff and student representatives on safety matters; and to assist in ensuring compliance with health and safety legislation and regulation. Ultimate responsibility for safety in College rests with the Board of the College. A copy of the comprehensive College safety statement is available from the Head of Safety, Director of Buildings Office, West Chapel. Individual school or department safety statements are available from school or department head. Ultimate responsibility for safety in College rests with the [Board](#) of the College. A copy of the comprehensive College safety statement is available from the College Safety Officer. Individual school or department safety statements are available from department heads.

## DATA PROTECTION, COPYRIGHT, FREEDOM OF INFORMATION, DIGNITY AND RESPECT

### DATA PROTECTION

42 Data protection legislation safeguards the privacy of individuals in relation to the processing of their personal data. The General Data Protection Regulation (GDPR) came into force on 25 May 2018, replacing the existing data protection framework under the E.U. Data Protection Directive. The GDPR will be transposed into Irish Law by the Data Protection Act 2018. The existing Data Protection Acts have not been completely repealed therefore the Data Protection Act 2018 should be read in conjunction with the relevant sections of the preceding Data Protection Acts 1988 and 2003. The GDPR provides a legal framework for the collection and processing of personal data within the E.U. and of E.U. residents outside the E.U. The GDPR places an emphasis on transparency, security and accountability by data controllers and processors, while standardising and strengthening the right of European citizens to data privacy. All members of staff are required, in addition to observing their obligations under the legislation, to comply with the terms of the College's data protection policy and any regulations which may from time to time be laid down by the Board of the College. Further information is available from the College website at [www.tcd.ie/info\\_compliance/data-protection](http://www.tcd.ie/info_compliance/data-protection).

### COPYRIGHT

43 The use of copyright materials is governed by the Copyright and Related Rights Acts 2000 to 2007 and the Copyright and Other Intellectual Property Law Provisions Act 2019. Those copying material which enjoys copyright protection are required to comply with the provisions of the legislation. This applies to the use of College and other photocopying equipment and to copying by other means, including digital copying. Failure to comply may expose the person to potential civil and criminal liability and, in

the case of a student or staff member of College, to College disciplinary procedures. It is also an offence under the legislation to distribute or make available copyright material in any format without authorisation, e.g. by way of computer networks, including publishing it on a website. Those who distribute or make available such material without authorisation are not only in breach of the legislation but also contravene the College's code of conduct for the use of computer resources. Further information is available from the College website at [www.tcd.ie/info\\_compliance/copyright](http://www.tcd.ie/info_compliance/copyright). The copyright in all material submitted as an exercise in full or partial fulfilment of the requirements for the award of a qualification from the College and the University vests in the author unless otherwise determined under the College's intellectual property policy <https://www.tcd.ie/about/policies/assets/pdf/Intellectual-Property-Policy.pdf>.

### **CHILD TRAFFICKING AND PORNOGRAPHY ACTS**

44 All staff and students should be aware that the terms of the Child Trafficking and Pornography Acts 1998 to 2017 are applicable to College. These Acts make it an offence to knowingly:(a)produce, distribute, print or publish child pornography and to knowingly import, export, sell, show or advertise child pornography;(b) cause or facilitate, or encourage, any of these activities;(c)be in possession of any child pornography. The provisions of these Acts cover the storing, viewing or distribution of child pornography on any computer system and persons found guilty of any of the above offences are liable to a fine and/or prison sentence. (A child for the purposes of the Acts is a person under the age of 18years.)

### **FREEDOM OF INFORMATION**

45 The University of Dublin, Trinity College is designated as a 'public body' under the terms of the Freedom of Information Act, 2014. The Act established three main statutory rights: (a) a legal right for each person to access information held by public bodies; (b) a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading; (c) a legal right to obtain reasons for decisions affecting oneself. The College's Freedom of Information website [www.tcd.ie/info\\_compliance/foi](http://www.tcd.ie/info_compliance/foi) includes further information about the Freedom of Information Act 2014 and how it applies to Trinity College. Enquiries and formal requests under the terms of these Acts should be addressed to the Information Compliance Officer, Secretary's Office, West Theatre, Trinity College.

### **SMOKING IN COLLEGE**

46 College is required to comply with the requirements of the Tobacco Smoking (Prohibition) Regulations, 2003. College policy prohibits smoking in buildings or vehicles, in enclosed entrances, porticos or tunnels and within a distance of 4m from entrance doors, opening windows and entrances to enclosed areas, tunnels or porticos. For further information on the policy on Smoking in College see [www.tcd.ie/collegehealth/assets/documents/Smoking/Tobacco Policy Committee for Board.pdf](http://www.tcd.ie/collegehealth/assets/documents/Smoking/Tobacco Policy Committee for Board.pdf).

### **DIGNITY AND RESPECT**

47 The University promotes and is committed to supporting a collegiate environment for its staff, students and other community members which is free from bullying, sexual harassment and other forms of harassment and discrimination on any of the nine equality grounds as laid out in the Employment Equality Acts 1998-2015 and Equal Status Acts 2000-2015 (gender, religion, age, civil status, family status, disability, sexual orientation, race or ethnicity, membership of the Traveller community), and free from discrimination in relation to housing assistance as provided for under the Equal Status Acts 2000-2015. All members of the University are expected to work to develop and maintain a high degree of respect and civility in our diverse community and to participate in creating a positive environment. This does not affect academic freedom, the values of free open enquiry and discussion of ideas, or humour. The dignity and respect policy sets out a framework for the resolution of any dignity and respect matters that may arise from time to time and details the sources of help available to staff and students. The University promotes and encourages the resolution of dignity and respect complaints through informal means in so far as possible. A panel of contact people has been appointed by the Board and members are available to provide confidential advice. The policy and sources of help are available at [www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf](http://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf).

### **STUDENTS WITH DISABILITIES**

48 College is committed to a policy of equal opportunity in education and to ensuring that students with disabilities have as complete and equitable access to all facets of College life as can reasonably be provided. College has adopted a reasonable accommodation policy for students with disabilities and an associate code of practice which is applicable to all students with disabilities studying in College who are registered with the Disability Service. This is in accordance with the Disability Act 2005, the Equal Status Act 2000 (as amended) and the Universities Act 1997. Students with disabilities are encouraged to register with the Disability Service early in their course of study to seek supports where the disability could affect their ability to participate fully in all aspects of the course.