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Organisation and structure

Welcome to the School of Creative Arts’ research community. The aim of this handbook is to introduce the working practices and procedures for research students in the School of Creative Arts.

Regulation notification

This handbook applies to students undertaking research in the School of Creative Arts. It provides a guide to what is expected of you on this programme and the academic and personal supports available to you. It is available to download from the School website. Please retain for future reference.

The information provided in this handbook is accurate at time of preparation. Any necessary revisions will be notified to students via email. Please note that although every effort has been made to ensure the accuracy of the contents of this handbook, it is not a legally binding document and the School of Creative Arts reserves the right to modify any element, subject to the normal regulations of the university.

In the event of any conflict or inconsistency between the General Regulations published in the University of Dublin Calendar (http://www.tcd.ie/calendar/) and this handbook, the provisions of the General Regulations will prevail.

Alternative formats of the handbook can be made on request.

General Information

Administration, health and wellbeing

Please remember that there are supports in place for you at Trinity if you need help. In you have questions that your supervisor is unable to answer, please contact the Director of Teaching & Learning (Postgraduate), Dr Paula Quigley (pquigley@tcd.ie). Any module-related information will be available on your module outlines and on Blackboard.

You will find information on the full range of support services available to you, including the Health Centre, Student Counselling Services, Student Learning Development and Student Disability Service at the following link: http://www.tcd.ie/students/supports-services/

Postgraduate Advisory Service

The Postgraduate Advisory Service is a confidential service available to all registered postgraduate students in Trinity College. It offers a wide range of academic, pastoral and professional supports dedicated to enhancing your student experience.

The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgraduate Support Officer will act as your first point of contact and a source of support and
guidance regardless of what stage of your study you are at. In addition, each Faculty has three members of Academic staff appointed as Postgraduate Advisors who you can be referred to by the Postgrad Support Officer for extra assistance if needed. Contact details of the Postgrad Support Officer and the Advisory Panel are available on our website: http://www.tcd.ie/Senior_Tutor/postgraduate/

The PAS is located on the second floor of House 27. It is open from 8.30 – 4.30, Monday to Friday. Appointments are available from 9am to 4pm.

Phone: +353 (0)1 8961417   Email: pgsupp@tcd.ie

The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information in relation to college services and academic issues arising. Representation and assistance is offered in the area of discipline and/or academic appeals arising out of examinations or thesis submissions, supervisory issues, general information on Postgrad student life and many others. All queries are treated with confidentiality.

If you have any queries regarding your experiences as a Postgraduate Student in Trinity you should not hesitate to get in touch with the PAS.

Societies and Activities
It is important to get involved in the many student societies at Trinity. Even if you do not join during Orientation, you can join later. You can find a list of all student societies here: http://trinitysocieties.ie.

Trinity College Graduate Students’ Union (GSU)
You will be asked to elect a Class Representative at the beginning of the academic year. By representing your class, you attend Students Union Council meetings and are entitled to vote on issues raised there. This means that you ensure a student voice in how the college functions and meet people from all over the college. The person elected will be expected to take an active part in Trinity’s Graduate Students’ Union.

Graduate Students’ Union is a democratic student body, elected by you and run for you. They are there to help with issues that may arise around welfare, organising activities, and to communicate between the student body and college. Your class rep may also organise social activities for your year and will meet with staff regularly. For more on GSU, please see: www.tcdgsu.ie.

Graduate Students’ Union
Trinity’s Graduate Students’ Union (GSU), established in 1973, is the representative body for all postgraduate students in Trinity College Dublin, the University of Dublin. The two sabbatical officers of the GSU work full-time and represent postgraduate students on all major committees including Board, Council, Student Life, Graduate Studies committee and Research Committee. The Union’s executive committee,
which includes representatives from all faculties, convenes on a monthly basis and more often when required. The objective of the Union is to effectively represent postgraduate students within the University, advocate on behalf of Union members on issues that impact your education internally and nationally, and to protect the interests of our union members during their studies.

Activities of the Union include: providing social and recreational facilities for postgraduate students; monitoring and developing the study and recreational facilities of the 1937 Postgraduate Reading Room; providing a Graduate common room for postgraduate students (located in house 7) and to provide and manage lockers for students in the 1937 Reading Room (rental is organised through the front office in house 6).

The GSU produces an academic and peer reviewed journal on an annual basis, the Trinity Postgraduate Review (http://trinitypostgradrev.wixsite.com/tcd-ie), and a literary magazine, College Green (www.collegegreenmagazine.com/). It also produces a postgraduate handbook for students with information on supports and services available to postgraduate students.

The GSU President works in the area of policy and strategy. The GSU Vice-President acts as the Welfare and Education Officer for postgraduates in Trinity and provides confidential one-to-one advice, advocacy and support in areas such as student supervisor relationships and financial hardship. The GSU Communications Officer informs you on a weekly basis of information, postgrad events and updates from the university and the wider metropolitan community through the medium of a digital newsletter titled Postgrad News.

The GSU website www.tcdgsu.ie provides the latest updates from the Union, information on elections, campaigns and connections to the Union’s social media platforms. Students can arrange meetings with the sabbatical officers via emailing either the GSU President at president@tcdgsu.ie or the GSU Vice-President at vicepresident@tcdgsu.ie or by contacting the office landline at (01) 896 1169.

You will find Course, School and Department postgraduate rep information at the following link: https://www.tcdgsu.ie/becomearep/
Data Protection

Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws and we have prepared this short guide to ensure you understand how we obtain, use and disclose student data in the course of performing University functions and services. For more on our data protection policy, see:

Staff contact details
Prof. Paula Quigley is Director of Teaching and Learning (Postgraduate) for the School of Creative Arts. She is responsible for implementing college-wide teaching and learning policies and for ensuring best practices in supervision and examination in the School. Her office is in the Department of Film Studies, 191-192 Pearse Street.

✉️ pquigley@tcd.ie / ☎️ +353 (0)1 896 3512

Department of Film Studies, c/o Samuel Beckett Centre, Trinity College Dublin

Although your principal relationship as a research student will be with your supervisor, the following list of members of academic staff will help to give you a sense of the variety of work going on in the School as well as the roles and responsibilities associated with staff members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Creative Arts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof. Matthew Causey</td>
<td>Head of School</td>
<td><a href="mailto:causeym@tcd.ie">causeym@tcd.ie</a></td>
<td>4920</td>
</tr>
<tr>
<td>Dr Ruth Barton</td>
<td>Director of Research (Dr Nicholas Brown for MT 17/18)</td>
<td><a href="mailto:ruth.barton@tcd.ie">ruth.barton@tcd.ie</a></td>
<td>2961</td>
</tr>
<tr>
<td>Dr Paula Quigley</td>
<td>Director of Postgraduate Teaching and Learning</td>
<td><a href="mailto:pquigley@tcd.ie">pquigley@tcd.ie</a></td>
<td>3512</td>
</tr>
<tr>
<td>Dr Nicholas Johnson</td>
<td>Director of Undergraduate Teaching and Learning</td>
<td><a href="mailto:johnson@tcd.ie">johnson@tcd.ie</a></td>
<td>2295</td>
</tr>
<tr>
<td>Mrs Jo McNamara</td>
<td>School Administrative Manager</td>
<td><a href="mailto:creativearts@tcd.ie">creativearts@tcd.ie</a></td>
<td>1715</td>
</tr>
<tr>
<td><strong>Department of Drama</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Melissa Sihra</td>
<td>Head of Department, Assistant Professor in Drama</td>
<td><a href="mailto:msihra@tcd.ie">msihra@tcd.ie</a></td>
<td>2407</td>
</tr>
<tr>
<td>Prof. Matthew Causey</td>
<td>Associate Professor in Drama and Director of Arts Technology Research Laboratory (ATRL)</td>
<td><a href="mailto:causeym@tcd.ie">causeym@tcd.ie</a></td>
<td>4920</td>
</tr>
<tr>
<td>Dr Nicholas Johnston</td>
<td>Assistant Professor in Drama</td>
<td><a href="mailto:johnson@tcd.ie">johnson@tcd.ie</a></td>
<td>2295</td>
</tr>
<tr>
<td>Prof. Brian Singleton</td>
<td>Samuel Beckett Chair of Drama &amp; Theatre</td>
<td><a href="mailto:bsingleton@tcd.ie">bsingleton@tcd.ie</a></td>
<td>1550</td>
</tr>
<tr>
<td>Ms Christine Poulter</td>
<td>Assistant Professor in Drama</td>
<td><a href="mailto:cpoulter@tcd.ie">cpoulter@tcd.ie</a></td>
<td>3544</td>
</tr>
<tr>
<td>Mr Michael Canney</td>
<td>Technical Manager</td>
<td><a href="mailto:canney@tcd.ie">canney@tcd.ie</a></td>
<td>2248</td>
</tr>
<tr>
<td>Ms Sinéad Cuthbert</td>
<td>Costume Co-ordinator</td>
<td><a href="mailto:cuthbert@tcd.ie">cuthbert@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Mr Stephen Dignam</td>
<td>Technical Officer</td>
<td><a href="mailto:sdpignam@tcd.ie">sdpignam@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Mr Colm Hackett</td>
<td>Assistant Technical Manager</td>
<td><a href="mailto:colm.hackett@tcd.ie">colm.hackett@tcd.ie</a></td>
<td>2248</td>
</tr>
<tr>
<td>Mr Francis Thackaberry</td>
<td>Theatre Manager (part-time) (Tim Scott – temp cover)</td>
<td><a href="mailto:Beckett-theatre@tcd.ie">Beckett-theatre@tcd.ie</a></td>
<td>1334</td>
</tr>
<tr>
<td>Ms Ann Mulligan</td>
<td>Administrative Officer</td>
<td><a href="mailto:amulligan@tcd.ie">amulligan@tcd.ie</a></td>
<td>1239</td>
</tr>
<tr>
<td>Ms Rhona Greene</td>
<td>Executive Officer</td>
<td><a href="mailto:rgreene@tcd.ie">rgreene@tcd.ie</a></td>
<td>2266</td>
</tr>
<tr>
<td><strong>Film Studies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Ruth Barton</td>
<td>Head of Department, Associate Professor in Film Studies</td>
<td><a href="mailto:ruth.barton@tcd.ie">ruth.barton@tcd.ie</a></td>
<td>2961</td>
</tr>
<tr>
<td>Dr Paula Quigley</td>
<td>Assistant Professor in Film Studies</td>
<td><a href="mailto:pquigley@tcd.ie">pquigley@tcd.ie</a></td>
<td>3512</td>
</tr>
<tr>
<td>Dr Justin MacGregor</td>
<td>John Sherlock Assistant Professor in Film Studies</td>
<td><a href="mailto:magrogj@tcd.ie">magrogj@tcd.ie</a></td>
<td>3962</td>
</tr>
<tr>
<td>Dr Jennifer O’Meara</td>
<td>Assistant Professor in Film Studies</td>
<td><a href="mailto:jennifer.omeara@tcd.ie">jennifer.omeara@tcd.ie</a></td>
<td>3970</td>
</tr>
<tr>
<td>Dr Conor O’Kelly</td>
<td>Teaching Fellow in Film Studies</td>
<td><a href="mailto:okellyc5@tcd.ie">okellyc5@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Ms Imogen Pollard</td>
<td>Executive Officer</td>
<td><a href="mailto:filmstds@tcd.ie">filmstds@tcd.ie</a></td>
<td>2617</td>
</tr>
<tr>
<td><strong>Department of Music</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Simon Tresize</td>
<td>Head of Department, Associate Professor in Music (Dr Evangelia Rigaki for MT 17/18)</td>
<td><a href="mailto:simon.tresize@tcd.ie">simon.tresize@tcd.ie</a></td>
<td>1120</td>
</tr>
<tr>
<td>Dr Nicholas Brown</td>
<td>Ussher Assistant Professor in Music</td>
<td><a href="mailto:nbrown@tcd.ie">nbrown@tcd.ie</a></td>
<td>3783</td>
</tr>
</tbody>
</table>
Staff research interests

Ruth Barton BA (Dubl), MA (NUI), PhD (NUI).
Head of Film Studies, Director of Research; Associate Professor in Film Studies
Director of the Screening Irish-America research project. Books include Acting Irish in Hollywood (Irish Academic Press, 2006), Irish National Cinema (Routledge, 2004), Rex Ingram, Visionary Director of the Silent Screen (The University Press of Kentucky, 2014)

Nicholas Brown MA, DPhil (Oxon); MM (Manhattan School of Music)
Ussher Assistant Professor in Sonic Arts
Electroacoustic composition, performance with digital technologies, web audio, installation & sound art, philosophy and aesthetics of music, audiovisual theory.

Matthew Causey BFA (California Institute of the Arts), MA (NYU), PhD (Stanford)
Head of School; Director of the Arts and Technology Research Laboratory (ATRL)
Associate Professor in Drama Studies

Orla Flanagan PhD
Assistant Professor in Music
Choral music, conducting, Mendelssohn studies, and music education (especially Kodály pedagogy).

Nicholas Johnson BS (Northwestern), PhD (TCD)
Assistant Professor in Drama Studies
Samuel Beckett and 20th Century Modernism, Adaptation & cross-genre practices, Performance theory. Active as a professional director and actor.

Andrew Johnstone PhD
Assistant Professor in Music
Renaissance polyphonic modes, English Reformation church music, theory and pedagogy of composition techniques.

Justin MacGregor PhD
John Sherlock Assistant Professor in Screenwriting
Screenwriting, Narrative Theory, Documentary, Theatre of the Real, Adaptations, True Stories. Active as professional theatre maker and filmmaker.
Christine Poulter BA (Birm.), MA (Leeds)  
**Assistant Professor in Drama Studies**  
Devising, Theatre and Community, Theatre Management. Active as professional director. Author of Playing the Game.

Paula Quigley BA (NUI), MA (NUI), PhD (Kent)  
**Director of Teaching and Learning (Postgraduate)**  
**Assistant Professor in Film Studies**  
Film theory, film style, film performance, genre, gender, melodrama, female gothic, and aspects of Hollywood cinema and European cinema.

Evangelia Rigaki PhD  
**Assistant Professor in Music**  
Composition, experimental music theatre, opera, music and text, mixed media.

Melissa Sihra BA (TCD), MA (NUI), PhD (TCD)  
**Head of Discipline (Drama), Assistant Professor in Drama Studies**  

Brian Singleton BA (Lond.), MA (Dubl.), MPhil (Glas.) PhD (Birm.), FTCD  
**Samuel Beckett Professor of Drama**  

Simon Trezise PhD  
**Head of Discipline (Music); Associate Professor in Music**  

Eric Weitz BFA (Boston U.), MA (NUI), PhD (TCD)  
**Associate Professor in Drama Studies**  
Acting; research interest in comedy. Theatre and Laughter (2016); The Cambridge Introduction to Comedy (2009); Editor, For the Sake of Sanity: Doing things with humour in Irish performance (2014), and The Power of Laughter: Comedy and Contemporary Irish Theatre (2004). Contributions to various collections and journals.
Key dates

The academic timetable can always be found on the Calendar website - https://www.tcd.ie/calendar/academic-year-structure/

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>03-07.9.18</td>
<td>Freshers’ Week / General Orientation</td>
</tr>
<tr>
<td>10.9.18</td>
<td>Michaelmas Term (Semester 1) teaching begins</td>
</tr>
<tr>
<td>22-26.10.18</td>
<td>Reading Week</td>
</tr>
<tr>
<td>30.11.18</td>
<td>Michaelmas Term (Semester 1) teaching ends</td>
</tr>
<tr>
<td>2.1.19</td>
<td>Hilary Term (Semester 2) teaching begins</td>
</tr>
<tr>
<td>04-08.3.19</td>
<td>Reading Week</td>
</tr>
<tr>
<td>12.4.19</td>
<td>Hilary Term (Semester 2) teaching ends</td>
</tr>
<tr>
<td>29.4.19</td>
<td>Trinity Term begins</td>
</tr>
<tr>
<td>24.5.19</td>
<td>Trinity Term ends</td>
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</tbody>
</table>

**Note that College is closed on the following dates 2018–19:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>29.10.18</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>24.12.18–1.1.19 (inclusive)</td>
<td>Christmas Period</td>
</tr>
<tr>
<td>17.3.19</td>
<td>St Patrick’s Day</td>
</tr>
<tr>
<td>19.4.19</td>
<td>Good Friday</td>
</tr>
<tr>
<td>22.4.19</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>6.5.19</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>3.6.19</td>
<td>Public Holiday</td>
</tr>
</tbody>
</table>

Dates for submission of coursework vary from module to module. Please make sure to consult your module outline on Blackboard for all details of submission requirements and deadlines.

Online resources

**Virtual learning environment (VLE)**

Online resources for all modules that students are enrolled in, including full module descriptors and compulsory reading lists, are stored in Blackboard available at https://tcd.blackboard.com/.

**Student Information System (SITS)**

All communications from College will be sent to you via your online portal https://my.tcd.ie which will give you access to an ‘in-tray’ of your messages. You will also be able to view your timetables online. Details about modules may also be read on SITS. All fee invoices/payments, student levies and commencement fees will be issued online and all payments will be carried out online. You may view your personal details in the system, some sections of which you will be able to edit yourself. You will be able to check your examination results online via SITS.
Email

You are required to check your Trinity College email address regularly as this is the primary mode of communication between staff and students outside of scheduled meetings. Postgraduate notices and information are also posted regularly on the appropriate notice board in the Samuel Beckett Centre, in Film Studies and in the Department of Music, and graduate students should consult these regularly also. There are opportunities for meeting your fellow graduate students (including those on the M.Phil. taught programmes) and members of staff at the School of Creative Arts’ Research Forum (SCARF) and in the Strategies of Performance Analysis course (relates to drama students only, more details below).

Staff members deal with very high volumes of email correspondence so please include your name in the subject line and a phrase that makes the purpose of the email clear. If the matter is urgent, make sure to explain the reason for the urgency. It is reasonable to expect a response from teaching staff between three and five working days after an email has been sent. If you have not received a reply by then a follow-up email or telephone call may be useful. Please note that emails that require careful consideration may take longer to process.
Key locations

The School of Creative Arts comprises of Drama, Film Studies and Music. The School is part of the Faculty of Arts, Humanities and Social Sciences (FAHSS).

If you need to navigate campus, please use [https://www.tcd.ie/Maps/](https://www.tcd.ie/Maps/)

<table>
<thead>
<tr>
<th>Department of Drama</th>
<th>Ground floor, Samuel Beckett Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samuel Beckett Theatre</td>
<td>Technical Office beside the scene dock/workshop backstage</td>
</tr>
<tr>
<td>Dance Studio</td>
<td></td>
</tr>
<tr>
<td>191/192 Rehearsal Studios</td>
<td>Ground floor, 191/192 Pearse Street</td>
</tr>
<tr>
<td>Film Studies Office</td>
<td>2nd floor, 192 Pearse Street</td>
</tr>
<tr>
<td>Department of Music</td>
<td>House 5, Front Square</td>
</tr>
<tr>
<td>Arts Technology Research Laboratory (ATRL)</td>
<td>Corner of Macken/Pearse Street (near Grand Canal Dock)</td>
</tr>
</tbody>
</table>
Health and safety

No Smoking
All spaces operated by the School of Creative Arts are governed by a strict NO-SMOKING policy (policy available at https://www.tcd.ie/hr/assets/pdf/procedure35-smoking.pdf) and NO exceptions will be made to this rule. Vaping is included in this policy. Any evidence of smoking (discarded cigarette ends etc.) could invalidate the School’s insurance and result in a heavy fine.

Fire Exits
All fire exits are clearly marked and it is essential that these exits are not blocked. It is also important to ensure that doors are NOT held open with or blocked by firefighting equipment. Extinguishers and buckets should remain in their allocated places and not be moved without good reason. This rule applies to all doors, especially those that offer potential access to public spaces. ANY violation of this rule will be reported.

Building Security and Personal Safety
The School operates a series of security-coded doors and it is YOUR responsibility to treat the codes as confidential. Information about the door codes is available from the School’s administrative office. Do not divulge these codes to anyone else.

Burglaries occasionally take place at Trinity and this means that only those people with official School business are allowed to enter the School’s buildings. If you have any doubts about anyone appearing ‘lost’ or behaving suspiciously then you should contact the School office, a member of staff or College security immediately. Also please ensure that you keep your valuables with you at ALL times.

Emergency Procedure
In the event of an emergency, dial Security Services on extension 1999 or 01 8961999 from a mobile phone. Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance. It is recommended that all students save at least one emergency contact in their phone under ICE (in case of emergency).
Teaching and Learning

Structured Ph.D. requirements
Students on the PhD programme are required to take taught modules to the value of 10 ECTS, ideally by the time they present themselves for the confirmation process. Please consult with your supervisor as to which modules are available and most appropriate for you.

School of Creative Arts Research Forum
The School of Creative Arts Research Forum (SCARF) normally meets weekly throughout the academic year. In the first term a series of talks and papers by academic staff and occasional visitors will introduce research students to some of the methods and current theoretical concerns in the field. The seminar also provides an opportunity for discussion and the sharing of ideas.

Each research student in Drama and Film is expected to give a short paper (20 minutes or so with Q&A) in the second term, and to attend all sessions during the year.

Credit System (ECTS)
The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year at postgraduate level is 90 credits. 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

ECTS credits are awarded to a student only upon successful completion of the course year. Progression to award level is determined by the course regulations.

All students are obliged to attend and pass an annual review with their supervisor before progressing to the next year of their research.
Plagiarism
Please read this section carefully.

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at http://tcd-ie.libguides.com/plagiarism

We ask you to take the following steps:

- Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at http://tcd-ie.libguides.com/plagiarism.
  - You should also familiarize yourself with the 2018-19 Calendar entry on plagiarism located on this website and the sanctions which are applied.
  - Completing the tutorial is compulsory for all students.
- Familiarise yourself with the declaration that you will be asked to sign when submitting course work at http://tcd-ie.libguides.com/plagiarism/declaration.
- Contact your supervisor or the Director of Teaching and Learning (Postgraduate) if you are unsure about any aspect of plagiarism.

Supervision arrangements
You should establish a solid basis for your working relationship with your supervisor from the beginning. Students are entitled to regular contact with their supervisors, though the kind of support you require and how frequently you need to meet to discuss your work will vary greatly depending on the nature of your research and the stage of your project. As a general principle, it is desirable that you should begin writing early. The pattern of completing research before ‘writing up’, which is appropriate in scientific disciplines, in most cases will not be suitable for a project in Creative Arts where the ability to organise material and structure an argument in writing is crucial. You should be prepared to write early and write often, with much of your supervision coming from commentary on submitted work.

For further information regarding supervision guidelines see: http://www.tcd.ie/Graduate_Studies/students/current/graduate-supervision/

Co-supervision
If your work is being co-supervised, it is important to establish clearly from the outset just what the involvement of each supervisor will be and to whom you submit written work. When your supervisor is on leave a deputy can be appointed so that you have an adviser readily available in the Department, even if your own supervisor is willing and able to continue to supervise your work for the period of leave.
Problems with student/supervisor relationship
Although generally student-supervisor relationships develop perfectly satisfactorily, problems do sometimes arise. A student who is unhappy with supervision arrangements should in the first instance approach the Director of Postgraduate Teaching and Learning. If no resolution can be reached, the Head of School should be consulted. Students may not directly approach the Dean of Graduate Studies before attempting to achieve a resolution within the School.

If no resolution can be reached, the matter may then be taken up with the Dean of Graduate Studies via the Director of Postgraduate Teaching and Learning and an alternative supervisor may be allocated. In such cases supervisors have the right to be advised of any complaint or dissatisfaction expressed.

Research progress
The minimum period of research before which a M.Litt. thesis can be submitted is one year from the date of registration and the maximum period two years. In the case of part-time registration, the minimum period of research before a thesis can be submitted is two years from the date of registration and the maximum period three years.

The minimum period of research before which a Ph.D. thesis can be submitted is two years from the date of registration and the maximum period is four years. When part-time registration is permitted, the minimum period of research before a thesis can be submitted is three years from the date of registration and the maximum period is six years (unless the student has changed over from the full-time register in which case the maximum combined period on the full-time and part-time register is five years in total).

Students are expected to complete their research and submit their thesis within the prescribed time periods stipulated above. Appeals for an extension on a submission deadline can be requested through the student’s advisor to the School’s Director of Teaching and Learning (Postgraduate) and the Dean of Graduate Studies if necessary. Please note an appeal for an extension of the submission deadline is neither automatic nor guaranteed.

Progress reports
Progress reports (years 1 and 3 for Ph.D. students; year 1 for M.Litt. students) and confirmation reports (year 2 for Ph.D. students) must be completed in August for students who registered in September and February for those who registered in March. Registration for subsequent years is conditional on the appropriate report having been completed and held locally within the School. Reports are not to be used for disciplinary purposes or to make a case against a student as unsatisfactory. Students are entitled to be told the substance of such reports, including any problems with the progress of their research which the supervisor may have noted.
Year 1 progress
By 1st August of your first year you should have submitted a draft outline of the thesis and a substantial amount of written work (10,000 words or more), unless the project makes this an inappropriate requirement. Drama students should have given a paper at the Graduate Research Seminar and have had frequent discussions with their supervisor about their progress. Drama students should have also attended and participated in the Strategies of Analysis module.

M.Litt. transfer/Ph.D. confirmation
All incoming research students will be accepted into the programme on the Ph.D. register. As stated in Part II of the University Calendar, ‘A stringent process of academic assessment for all Ph.D. students to confirm their continuation on the Ph.D. register shall normally be arranged within the first eighteen months of registration extended by a further year for Ph.D. students on the part-time register.’

Students who are accepted as M.Litt. candidates may undergo an academic assessment to rise to the Ph.D. register within the first eighteen months of registration and extended by a further year for students on the part-time register. See further details in Assessment for M.Litt. transfer and Ph.D. confirmation.

Submission and examination
As you near the end of your thesis, you should be aware of the deadline for submission: if you do not submit by 30th August you will become liable for a further year’s or half-year’s fees. You will have to leave adequate time for final revisions, typing, and binding (though you should submit soft-bound copies for examination). A viva voce exam is mandatory for a Ph.D. and may be required for an M.Litt. Theses are examined by one internal and one external examiner. It is university policy that the supervisor will not be the internal examiner. In nominating both examiners the supervisor or the Head of the School may consult you about which established scholars you consider most appropriate.

Referencing
All theses require a clear and coherent referencing system. It is essential that you provide evidence of the sources of ANY information you use in your thesis.

You may use either Harvard (author/date) or Chicago (Footnotes) as your referencing style. For full details of these systems, please consult the MHRA style guide, available from: http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtm

Thesis submission guidelines are available at https://www.tcd.ie/academicregistry/exams/research-degree/assets/world/Thesis%20Submission%20Guidelines.pdf and more information in relation to submission deadlines is available at https://www.tcd.ie/academicregistry/exams/research-degree/
Assessment for M.Litt. transfer and Ph.D. confirmation

Assessment for a M.Litt. student to transfer to the Ph.D. register or for a Ph.D. student’s confirmation for continuation on the register will normally take place within 18 months of registration.

Full-time research students admitted to the programme in September will need to submit a dissertation overview, a chapter-by-chapter breakdown, a 10,000-15,000-word sample chapter and a bibliography in typescript by 31st March of the second year of research extended by a further year for students on the part-time register. Full-time research students admitted to the programme in March will need to submit a dissertation overview, a chapter-by-chapter breakdown, a 10,000-15,000-word sample chapter and a bibliography in typescript by 30th September of the second year of research, extended by a further year for students on the part-time register.

Students should submit their Confirmation panel research portfolio to their supervisor in sufficient time prior to the Confirmation panel to get feedback.

As stated in Part II of the University Calendar, ‘The student shall be invited to attend a Ph.D. confirmation interview. The Ph.D. confirmation panel for each student is appointed by the Director of Teaching and Learning (Postgraduate) and shall consist of at least two members as follows: the Director of Teaching and Learning (Postgraduate) or his or her nominee, and a second member who should have acknowledged expertise in the subject area of the student’s research (or in a cognate field) [...] The Supervisor shall not be a member of the Ph.D. confirmation panel, but it is expected that the Supervisor (and Co-Supervisors) should be present at the interview [...] Written feedback shall be given to the student as soon as possible after the Ph.D. confirmation interview. The recommendation of the panel shall be one of the following: (a) continuation on the Ph.D., (b) continuation on the Ph.D. register after some minor changes have been made to the Ph.D. confirmation report, (c) continuation on the Ph.D. not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter, (d) a recommendation to change to the general Masters register to submit a Masters thesis, or (e) not to continue as a postgraduate research student.’ Similar protocols for transfer to the Ph.D. register are in place for M.Litt. students.
Teaching and financial assistance

When you reach an appropriate stage of your research, on the recommendation of your supervisor, you may be employed as a teaching assistant in the School, normally on Freshman modules. Though this is of limited value as a means of support, it is invaluable as experience if you wish to pursue a career in university teaching. Accordingly, the School tries to employ as many of its research students as possible in this capacity, contingent upon teaching needs and the resources available. Some financial awards from Trinity carry the obligation of teaching. Students are advised to take the Teaching and Supporting Learning as a Graduate Teaching Assistant module run by CAPSL before embarking on teaching in the School of Creative Arts. Major financial awards are made by the university on a competitive basis. Small travel grants are made each year by the Dean of Graduate Studies and the School for students to attend conferences or to travel for research purposes.

Applications and information are available from the Graduate Studies office at: [http://www.tcd.ie/Graduate_Studies/students/funding/travel-grants/](http://www.tcd.ie/Graduate_Studies/students/funding/travel-grants/)

The John McCormick Fellowship, a travel grant named in honour of the founder of the Department of Drama, is sometimes awarded to support a student’s travel and research, although it is subject to availability of department resources. In years the fellowship is to be offered, an application call will be posted with relevant details. Annual awards for postgraduate studies are also available on a competitive basis from the Irish Research Council (IRC) and through the School. The Department of Music can sometimes allocate funds from the Taylor Bequest for research students in Music. Grants are used to cover a range of expenses, including equipment, travel (where the costs have not been met from central funds), and books.
Marking system

Your final degree result will be recorded under the following headings:

1. The degree should be awarded for the thesis as it stands.
2. The degree should be awarded, subject to minor corrections being made to the thesis.
   - Candidates are allowed two months from the time of notification from the Graduate Studies Office to complete the corrections. The examiners’ report must make clear to the candidate the corrections which their thesis requires. This might be accomplished in the form of an annotated copy of the thesis, or a list of corrections or both. The internal examiner must confirm to the Dean of Graduate Studies that the required corrections have been carried out satisfactorily.
3. The thesis should be referred back for revision
   - The candidate is required to re-register and pay a revision fee and to submit the revised thesis for re-examination by both examiners within six months. The examiners’ report must make clear to the candidate the areas in which their thesis is deficient and the corrections which are required. In part, this might be accomplished in the form of an annotated copy of the thesis, or a list of corrections or both. However, an additional, extensive critique of the deficiencies of the thesis is also required. The Calendar provides that revised theses may be submitted up to an absolute maximum of two years from the original date of submission in exceptional circumstances and with the prior permission of the Dean of Graduate Studies. No viva voce examination will be held during re-examination of the thesis. This option (3) is not available if the thesis has already been referred back for revision.
4. A lower degree (M.Sc., M.Litt.) should be awarded
   - A lower degree should be awarded if necessary following minor corrections to the thesis. The examiners’ report must make clear to the candidate the areas in which their thesis is deficient and why these deficiencies are not addressable by revision or re-submission.
5. The thesis should be failed (i.e. rejected)
   - The examiners’ report must make clear to the candidate the areas in which their thesis is deficient and why, in the examiner’s view, the thesis is irredeemably flawed.

Submission Deadlines for Hardbound and E-Thesis

<table>
<thead>
<tr>
<th>Final Date for Applying for Graduation</th>
<th>Final Date for Submission of e-Thesis and Hardbound Thesis</th>
<th>Commencement Ceremony Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 August 2018</td>
<td>11 September 2018</td>
<td>Autumn: 1, 2, 5, 6, 7, 8 and 9 November 2018</td>
</tr>
<tr>
<td>21 September 2018</td>
<td>02 October 2018</td>
<td>Winter: 29 and 30 November 2018</td>
</tr>
</tbody>
</table>
University regulations
All staff and students in Trinity are bound to comply with several agreed policies listed in detail at [http://www.tcd.ie/teaching-learning/academic-policies/](http://www.tcd.ie/teaching-learning/academic-policies/).

There is also a policy document outlining the procedure for student complaints - [https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf](https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf).

Trinity is committed to supporting a collegiate environment in which staff, students and other community members are treated with dignity and respect. Bullying and harassment (including sexual and racial harassment) are not tolerated in Trinity. The Dignity and Respect Policy (available at [https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf](https://www.tcd.ie/hr/assets/pdf/dignity-and-respect.pdf)) lays out:

- Roles and responsibilities
- Sources of help and support
- Informal and formal procedures for addressing any bullying or harassment issues that may arise
  - Mediation is also available

Feedback
Teaching and Learning is evaluated annually by students through mandatory undergraduate module evaluations and postgraduate taught programme evaluations, and by participation in the Irish Survey of Student Engagement (ISSE) and the International Student Barometer (ISB). Further information on evaluations of teaching and learning can be requested from Trinity’s Quality Office [https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php](https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php).

If issues arise during the year, please notify Dr Paula Quigley, Director of Teaching & Learning (Postgraduate) and/or the postgraduate representative to ensure issues are resolved.
Careers Advisory Service
What do you want to do? How will you get there? We are here to support you in answering these and other questions about your career.

Finalists and Senior Sophists

Meet Employers and/or Explore Further Study: You may have decided to seek employment directly after graduation and many employers visit Dublin to actively seek out talented graduates. For others, further study may be their preferred option. Your MyCareer dashboard will keep you informed.

Find Jobs: Personalise your MyCareer profile to receive email alerts tailored to your interests.

Attend class seminar: Typically this takes place in Michaelmas term and includes information on applying for postgraduate study and jobs.

Mentoring: An opportunity to get advice and support from a Trinity graduate.

Drop-In CV/LinkedIn Clinics: We also provide support at a practical level, helping you to improve your applications, which will benefit you in securing your future, whether in employment or further study.

Practice Interviews: A practice interview tailored to the job/course of your choice with practical feedback.

MyCareer: Log in to MyCareer to keep abreast of jobs, study and careers events of interest to you.

MyCareer
An online service that you can use to:
- Apply for opportunities which match your preferences - vacancies including research options
- Search opportunities - postgraduate courses and funding
- View and book onto employer and CAS events
- Submit your career queries to the CAS team
- Book an appointment with your Careers Consultant

Simply login to MyCareer using your Trinity username and password and personalise your profile.

Careers Advisory Service
Trinity College Dublin, 7-9 South Leinster Street, Dublin 2
01 896 1705/1721 | Submit a career query through MyCareer

Opening Hours
During term: 9.30am - 5.00pm, Monday - Friday
Out of Term: 9.30am - 12.30pm & 2.15 - 5.00pm, Monday - Friday