

School Name

# Title (PGT) Programme Handbook

AY XX/XX

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#### GENERAL COURSE INFORMATION

### Introduction

To be written by the Course Director or their nominee. Click or tap here to enter text.

### Contact Details

Course related information to be included alongside the relevant member of staff, e.g., the course on which a staff member may act as a module coordinator, etc.

To include Head of School, DTLPG, School Administrator, Module Coordinator, and relevant School Support Staff. It is good practice to provide two methods of contact, e.g., email and phone number or office location and hours of opening.

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| --- | --- | --- | --- |
| **Staff Name** | **Role/Title** | **Contact 1** | **Contact 2** |
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### Key Locations

May include programme offices, laboratories, online learning environments, libraries, Academic Registry, places of faith/prayer rooms, photocopiers and any relevant introductory information on these locations.

##### References/Sources: [Interactive College Map](https://www.tcd.ie/Maps/map.php?b) [Blackboard](https://tcd.blackboard.com/webapps/login/)

[**Academic Registry**](https://www.tcd.ie/academicregistry/)

### Key Dates

Important dates and submission deadlines

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| --- |
| **Important Dates** |
| **WEEK** | **DATE** | **MICHAELMAS TERM (Insert relevant year)** |
| **3** |  | Lectures begin in all modules |
| **4** |  | Tutorials begin from this week |
| **7** |  | Submission of assignment 1: ‘Name of module’ |
| **7** |  | **Reading Week** |
| **9** |  | Submission of assignment 1: ‘Name of module’ |
| **11** |  | Submission of assignment 1: ‘Name of module’ |
| **12** |  | Submission of assignment 2: ‘Name of module’ |
| **12** |  | Submission of assignment 2: ‘Name of module’ |
|  |  | **Teaching ends** |
|  |  | Submission of assignment 2: ‘Name of module’ |
|  |
| **WEEK** | **DATE** | **HILARY TERM (insert relevant year)** |

|  |  |  |
| --- | --- | --- |
| **1** |  | Lectures begin in all modules |
| **2** |  | Tutorials begin from this week |
| **6** |  | Submission of assignment 1: ‘Name of module’ |
| **7** |  | **Reading Week** |
| **8** |  | Submission of assignment 1: ‘Name of module’ |
| **9** |  | Submission of assignment 1: ‘Name of module’ |
| **11** |  | Submission of assignment 2: ‘Name of module’ |
| **12** |  | Submission of assignment 2: ‘Name of module’ |
|  |  | **Teaching ends** |
|  |  | Submission of assignment: ‘Name of module’ |
|  |  | Submission of assignment 2: ‘Name of module’ |

Click or tap here to enter text.

##### Reference/Source: [Academic Year Structure](https://www.tcd.ie/calendar/academic-year-structure/)

### Timetable

Where the timetable is available through MyTCD, provide a statement on this. Where it is published elsewhere, provide a clear statement on accessibility of timetable.

Click or tap here to enter text.

##### Reference/Source: [My TCD](http://my.tcd.ie/)

### Internships/Placements for Credit

To include information about field trips, professional placements or internships. Click or tap here to enter text.

##### Reference/Source:

**[Internships and Placements Policy](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/internships-placements-policy.pdf)**

#### SCHOLARSHIPS AND PRIZES

Locally awarded items, including eligibility and information on how each item is awarded.

#### ACADEMIC WRITING

### The Use and Referencing of Generative AI

In the interests of providing clear guidance to students, Colleagues are asked that all Programme Handbooks are updated with immediate effect to include the statement below:

*Aligned with the College Statement on Artificial Intelligence and Generative AI in Teaching, Learning, Assessment & Research (2024), the use of GenAI is permitted unless otherwise stated. Where the output of GenAI is used to inform a student’s document or work output, this usage should be acknowledged and appropriately cited, as per* [*Library guidelines on acknowledging and reference GenAI.*](https://libguides.tcd.ie/gen-ai)  *From an academic integrity perspective, if a student generates content from a GenAI tool and submits it as his/her/their own work, it is considered plagiarism, which is defined as academic misconduct in accordance with College Academic Integrity Policy.*

If colleagues wish to put other restrictions in place around the use of Generative AI in particular modules, those restrictions must be explicitly stated in modules descriptions in the Blackboard VLE and/or in Programme Handbooks.

##### References/Sources:

[College Statement on Artificial Intelligence and Generative AI in Teaching, Learning, Assessment and Research](https://www.tcd.ie/academicpractice/assets/pdf/college-statement-on-genai.pdf)

[Library guidelines on acknowledging and reference GenAI.](https://libguides.tcd.ie/gen-ai)

### Academic Integrity and Referencing Guide

**Standard Text to be copied** from the Calendar with a link to the Academic Integrity Policy and the Statement of Principles on Academic Integrity included.

A **link** to the Library Guidelines on Academic Integrity and a **link** to the declaration text for submitted assignments.

Should there be **local policy** on referencing or programme copy of the coversheet declaration, relevant links and/or details to inform students.

Click or tap here to enter text.

##### References/Sources:

[**Calendar Part III, Section 1: General Regulations & Information, 'Academic Integrity'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/) **College [Statement on Academic Integrity](https://www.tcd.ie/academic-affairs/academic-integrity/statement-on-academic-integrity/)**

**Academic Integrity Policy**

[**Library Guides – Academic Integrity**](https://libguides.tcd.ie/academic-integrity/about)[**Coversheet Declaration**](https://libguides.tcd.ie/academic-integrity/declaration)

### Research Ethics

On relevant programmes, Schools should provide relevant links and information regarding good practice in research, as well as provide information on College and Faculty policies and procedures.

Click or tap here to enter text.

##### References/Sources: [Research Ethics](https://www.tcd.ie/research/dean/research-ethics/)

[**Policy on Good Research Practice**](https://www.tcd.ie/media/tcd/about/policies/pdfs/Policy-on-Good-Research-Practice_1.1.pdf) [**Ethics Policy**](https://www.tcd.ie/media/tcd/about/policies/pdfs/ethics-policy-May24.pdf)

#### TEACHING AND LEARNING

### Programme Structure

Information on the course structure and the available award/s and exit award at Postgraduate Certificate, Postgraduate Diploma, or Masters level. A statement on the QQI–NFQ Level must be included.

Click or tap here to enter text.

### Programme Structure and Workload

List of modules identified by title and code, their ECTS weightings, and a **general statement** on the learning workload to include approximate hours of self-directed learning or research.

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| --- | --- | --- | --- |
| **Module Title** | **Module Code** | **ECTS Weighting** | **Learning Workload** |
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Click or tap here to enter text.

##### Reference/Source:

[**Policy on the Trinity Learning Management System (LMS)**](https://www.tcd.ie/about/policies/academic-policies/)

### Postgraduate Taught Research Models

The model(s) for PGT research components selected by the course director for the programme should be outlined in the programme handbook. More than one model may be employed per course.

Click or tap here to enter text

##### Reference/Source:

[5 Model Framework for Postgraduate Taught Research](https://www.tcd.ie/media/tcd/graduate-studies/pdfs/model-framework.pdf)

### Learning Outcomes

Course-level learning outcomes at the programme level for each of the available postgraduate awards offered.

Click or tap here to enter text.

### Module Descriptors & Compulsory Reading Lists

**Standard Text:** The School reserves the right to amend the list of available modules and, in particular to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

Insert **Full Module Descriptors** for all Modules (core/mandatory and optional) which are part of the course structure.

Click or tap here to enter text.

### Coursework Requirements

In-course assessment and examination arrangements, grade descriptors, rubrics for all assessment components, as well as guidelines on presentation and submission of work for assessment purposes (including details of penalties applied for late submission, word count and coversheet declaration).

Reference to academic support services or online modules may be relevant here. Include guidance to ensure any written work is in line with Trinity’s Accessible Information Policy (i.e. use of sans serif font [e.g. calibri]; minimum size 12).

Click or tap here to enter text.

##### Reference/Source:

[**Student Learning Development**](https://www.tcd.ie/sld/)[**Accessible Information Polic**y](https://www.tcd.ie/media/tcd/about/policies/pdfs/Accessible-Information-Policy.pdf)

### Marking Scale

Click or tap here to enter text.

### Attendance Requirements

Both College-level and course-level requirements should be provided to include information regarding self-certification procedures and where medical certificates should be returned.

Where the professional statutory accreditation bodies specify attendance requirements including those that apply to professional placements, these should also be in the handbook.

Click or tap here to enter text.

##### Reference/Source:

[**Calendar Part III, Section I: General Regulations and Information, 'Attendance and Off-Books';**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)[**Section III 'Attendance, Registration, Extensions'; Section IV 'Attendance and Examinations'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

* 1. Absence from Examinations **Standard Text** to be copied from the Calendar Click or tap here to enter text.

##### Reference/Source:

[**Calendar Part III, Section III: 'Examinations, Assessment and Progression'; Section IV:**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)[**'Attendance and Examinations'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

**[Academic Policies](https://www.tcd.ie/about/policies/academic-policies/)**

### External Examiner

The name and title of the External Examiner.

If the External Examiner is from outside the EU/EHEA, the student needs to be informed that their personal information, i.e., exam script, is going outside the EU/EHEA.

Click or tap here to enter text.

##### Reference/Source:

**[Procedure for the Transfer of Students’ Assessed Work to External Examiners](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/transfer-external-examiner-jan2021.pdf)**

### Progression Regulations

Click or tap here to enter text.

##### References/Sources:

[**Calendar, Part III, Section III 'Examinations, Assessment and Progression' and 'Assessment**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)[**and Progression Regulations'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

[**National Framework for Qualifications**](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications)[**Trinity Courses**](https://www.tcd.ie/courses/postgraduate/faculty/)

### Awards

For postgraduate taught programmes, e.g. P.Grad.Cert, P.Grad.Dip, or Masters, where Exit Awards (P.Grad.Dip) exist, this information must be included.

A statement on the QQI – NFQ Level must be included. Click or tap here to enter text.

##### References/Sources:

[**National Framework for Qualifications**](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications)[**Trinity Courses**](https://www.tcd.ie/courses/)

### Professional and Statutory Body Accreditation (if applicable)

Where the course is subject to professional accreditation, provide an overview of additional requirements and links to the body and relevant policies.

Click or tap here to enter text.

### Careers Information and Events

Specific to the course.

### Student Feedback and Evaluation

Statement on College requirements for evaluation and feedback, as well as an outline of additional feedback practices at a local level.

Click or tap here to enter text.

##### References/Sources:

[**Student Evaluation and Feedback**](https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php)[**Student Partnership Policy**](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/student-partnership-agreement-2022.pdf)

[**Procedure for the conduct of Focus Groups for Student Feedback on Modules and Programmes**](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/focus-groups-jan2021.pdf)