

Appendix 1: Programme Handbooks - Core Content

*Please note the order of items in the appendix is not prescriptive. Programmes should use their local expertise and student feedback to ensure items are in an order appropriate to their programme. This version of the Appendix applies to academic year **2024–25**.*

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Section	Item	Description/Further Information	Reference/Source
Organisation & Structure	Title Page	Stating the School, Programme, Academic Year and Year of Study, if applicable	Trinity Visual Identity Guidelines
Organisation & Structure	Organisation	Contents Page Glossary Standard Text: Alternative formats of the Handbook can be made on request.	Accessible Information Policy
Organisation & Structure	Statement on General Regulations	Standard Text: In the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in programme or local handbooks, the provisions of the General Regulations in the Calendar will prevail.	Calendar, Part II, General Regulations and Information Calendar, Part III, Section I General Academic Regulations
General Information	Student Supports Co-curricular activities TCDSU, GSU & student representation structures	Student Services Handbook (PDF) developed, maintained and hosted by Student Services.	Student Services Handbook Student Supports & services website
General Information	Emergency Procedure	Standard Text: In the event of an emergency, dial Security Services on extension 1999 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	Emergency procedures

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General Information		<p>and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency.</p> <p>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.</p> <p>It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).</p> <p>It is also recommended that students download the SafeZone app to access alerts for closures in inclement weather, etc.</p>	
General Information	Data Protection	Link to website	Data Protection for Student Data
General Information	Research Ethics	On relevant programmes, Schools should provide relevant links and information on good practice in research, as well as information on College and Faculty policies and procedures.	Policy on Good Research Practice
General Information	Key Locations	Include programme offices, laboratories, online learning environments, libraries, Academic Registry, places of faith/prayer rooms, photocopiers and any relevant introductory information on these locations.	Blackboard Academic Registry

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Teaching & Learning	Academic Integrity and Referencing Guidance	<p>Standard Text to be copied from the Calendar with a link to the Academic Integrity webpage included.</p> <p>A link to the Library Guidelines on Academic Integrity and a link to the declaration text for submitted assignments.</p> <p>Should there be local policy on referencing or programme copy of the coversheet declaration, relevant links and/or details to inform students.</p> <p>Should there be local policy on the use of generative AI in the completion of assignments, a link and /or details should be included.</p>	<p>Calendar, Part II, General Regulations and Information, 'Academic Integrity'</p> <p>Calendar, Part III, Section I: General Regulations and Information, 'Academic Integrity'</p> <p>Library Guides - Academic Integrity</p> <p>Coversheet Declaration</p>
Teaching & Learning	Explanation of ECTS Weighting	<p>Standard Text: 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.</p> <p>The ECTS weighting for a module is a measure of the student input or workload required for that module,</p>	<p>ECTS in undergraduate programmes: Guidelines</p>

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Teaching & Learning		<p>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.</p> <p>The European norm for full-time study over one academic year is 60 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.</p> <p>ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain component. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.</p>	

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General Information	Health and Safety Statements	Applicable information relating to health and safety in the classroom, laboratories or other locations as relevant.	General Safety, Health & Welfare Information
Scholarships & Prizes	Foundation Scholarships	Details on the College regulations for achievement, as well as the structure and duration of the examinations for the programme.	Calendar, Part II, Foundation and Non-Foundation Scholarships
Scholarships & Prizes continued	Prizes, medals and other scholarships	Locally awarded items, including eligibility and information on how each item is awarded.	
Teaching & Learning	Absence from Examinations	Standard Text to be copied from the Calendar.	Calendar, Part II, General Regulations and Information, 'Absence' Calendar, Part III, Section III, 'Examinations, Assessment and Progression' Academic Policies
Teaching & Learning	Reference to Relevant University Regulations	Add links to University regulations, policies and procedures.	Academic Policies Student Complaints Procedure Dignity & Respect Policy Equality Policy

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Core Content for Programme Handbooks. Programme Handbook Template (see Appendix 2).			
General Programme Information	Introduction	To be written by the Head of Programme or their nominee.	
General Programme Information	Contact Details	Contact details for all staff members in the School can be provided in the School/department handbook. A list of staff involved in the management, coordination and delivery of the programme should be provided in the programme handbook.	
General Information	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.	Blackboard Academic Registry
General Programme Information	Key Dates	Important dates and submission deadlines	Important Dates
General Programme Information	Timetable	Where the timetable is through MyTCD a statement stating this to be provided. Where it is published elsewhere, a clear statement on accessibility of timetable.	My TCD
General Programme Information	Internships/ Placements for Credit	To include information about field trips, professional placements or internships.	Internship and Placement Policy
Teaching & Learning	Programme Architecture	Information on the programme's architecture and the available pathways to award. Undergraduate programmes. This information should include the following caveat: available	Trinity Education Programme Architecture and Pathways

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		<p>pathways are subject to change and may be dependent on capacity.</p> <p>For postgraduate programmes, this would include pathways towards a Certificate, Diploma, or Masters.</p>	
Teaching & Learning	Programme Structure & Workload	List of modules identified by code and title, their ECTS weightings, and a general statement on the learning workload to include approximate hours of self-directed learning or research.	
Teaching & Learning	Study Abroad	Specific to the programme	
Teaching & Learning	Registration (UG only)	Include information or links on pathway options that are relevant to the programme.	Trinity Pathway Selection
Teaching & Learning	Coursework Requirements	<p>In-course assessment and examination arrangements, including marking conventions, rubrics for all assessment components, and grade descriptors, as well as guidelines on presentation and submission of work for assessment purposes (including details of penalties applied for late submission, word count, coversheet declaration). Reference to academic support services or online modules may be relevant here.</p> <p>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).</p>	Student Learning Development Accessible Information Policy

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Teaching & Learning	Marking Scale	<p>All undergraduate programmes will be required to provide clear grade descriptors representing a pass. (Regulation 3: Progression Threshold).</p> <p>Where the institutional marking scale is employed, programmes may refer to the Calendar. Programmes where this scale is not in use, such as a number of those in the Faculty of Health Sciences, must include information on the School/programme marking scale.</p>	Calendar, Part II, General Regulations and Information
Teaching & Learning	Progression Regulations	Where a programme or subject has specific regulations, or where there are derogations to the General Regulations, these must be published in full in the handbook.	Calendar, Part II, General Regulations & Information Calendar, Part II, Part C Calendar, Part III, Section III 'Examinations, Assessment and Progression' and 'Assessment and Progression Regulations'
Teaching & Learning	Awards	<p>Degree options available to students on the undergraduate programmes, e.g. Single Honours, Joint Honours, Major with Minor, or Multidisciplinary, where Exit Awards (B.A. (Ord.)) exist this information must be included.</p> <p>For postgraduate taught programmes, e.g. P.Grad.Cert, P.Grad. Dip, M.Sc. or MA, where Exit Awards (P.Grad.Dip) exist, this information must be included.</p>	National Framework of Qualifications Trinity Pathways Trinity Courses

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		A statement on the QQI – NFQ Level must be included.	
Teaching and Learning	Professional and Statutory Body Accreditation	Where the programme is subject to professional accreditation, an overview of additional requirements and links to the body and relevant policies must be provided.	
Teaching and Learning	Careers Information & events	Specific to the programme and links to Trinity Careers Service	Trinity Careers Service My Career
Teaching & Learning	External Examiner	The name and title of the External Examiner. If the External Examiner is from outside the EU/EHEA the student is to be informed that their personal information i.e. exam script is going outside the EU/EHEA.	Procedure for the transfer to external examiners of students assessed work
Teaching & Learning	Learning Outcomes	Programme/subject level learning outcomes for all award pathways at undergraduate-level, or postgraduate-level, e.g. PG. Cert, PG. Dip, or MSc, in which the content is offered.	
Teaching & Learning	Graduate Attributes (UG Programmes)	A clear statement on the graduate attributes that are achieved within the programme/learning outcomes.	
Teaching & Learning	Capstone (UG Programmes)	The Capstone project — though defined differently by different subjects — is the common element across all degree exit routes and is weighted at 20 ECTS. It requires a	Capstone website

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		<p>significant level of independent research by the student.</p> <p>The Capstone should:</p> <ul style="list-style-type: none"> • be an integrative exercise that allows students to showcase skills and knowledge which they have developed across a range of subject areas and across the four years of study. • result in the production of a significant piece of original work by the student. • provide students with the opportunity to demonstrate their attainment of the four graduate attributes: to think independently, to communicate effectively, to develop continuously and to act responsibly. <p>Students should refer to School and College policies and procedures with regards to research guidelines and ethical practices.</p>	<p>Policy on Good Research Practice</p>
Teaching & Learning	Module Descriptor Preface	<p>Insert text: The School reserves the right to amend the list of available modules and to withdraw and add modules.</p> <p>Timetabling may restrict the availability of modules to individual students.</p>	
Teaching & Learning	Module Descriptors & Compulsory Reading List	Full Module Descriptors for Core and Open Modules	A link to College-hosted website or VLE may be used in place of full descriptors.

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Teaching & Learning	Attendance Requirements	Both College-level and programme-level, programmes should include information on self-certification procedures, and where medical certificates should be returned to. Where the professional statutory accreditation bodies specify attendance requirements, including those that apply to professional placements, these should be in the handbook.	Calendar, Part II, General Regulations and Information Calendar, Part III, General Regulations and Information, Section I 'Attendance and Off-Books'; Section II 'Attendance'; Section III 'Attendance, Registration, Extensions'; Section IV 'Attendance and Examinations'
Teaching & Learning	Feedback and Evaluation	Statement on College requirements for evaluation and feedback, as well as an outline of additional feedback practices at a local level.	Student Evaluation and Feedback Student Partnership Policy Procedure for the conduct of Focus Groups
Teaching and Learning	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.	5 Model Framework for Postgraduate Taught Research