



Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

School of Creative Arts

Scoil na nEalaíon Cruthaitheach

Email protocol for students of the School of Creative Arts

Every student in the School has an @tcd.ie email address. You should check your college email daily during teaching term as your lecturers and tutors will use it to communicate important information. If you are away from Trinity on Erasmus or on an exchange, you should still check your @tcd.ie mail periodically.

Sending emails

Email is a useful way of contacting lecturers and administrators with queries in relation to course work, arranging an appointment or requesting a letter of recommendation. Email within college is essentially work-related and it is appropriate to be relatively formal.

Subject Lines

When sending email, please fill in the subject line so as to indicate the purpose of the email. This will help the recipient answer your query and recover/search for the email subsequently if necessary.

Forms of address

As a courtesy, emails should address recipients by name. If you are using titles (Ms/Mrs/Mr/Dr/Professor) these should be accurate. You can check names/titles on the School website <http://www.tcd.ie/creative-arts/staff/>.

Introduce yourself

If you are writing to a member of staff for the first time, make sure your complete name appears somewhere in the email.

Expectations in relation to response

Responses to email should only be expected during normal working hours:

Monday – Thursday	9am – 5.30pm
Friday	9am – 5pm



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Requests for Transcripts/Letters of Recommendation

If you are emailing a request for a transcript or a letter of recommendation please allow at least ten days for your request to be processed. Such requests will be expedited if you include your student number in your email.

Be secure

Beware of phishing - never divulge account details and do not click on links from unknown sources.

Scoil na nEalaíon Cruthaitheach
Drámaíocht / Ceol / Scannánaíocht

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Coláiste na Tríonóide, Baile Átha Cliath,
Ollscoil Átha Cliath, Baile Átha Cliath 2, Éire

School of Creative Arts
Drama / Music / Film

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