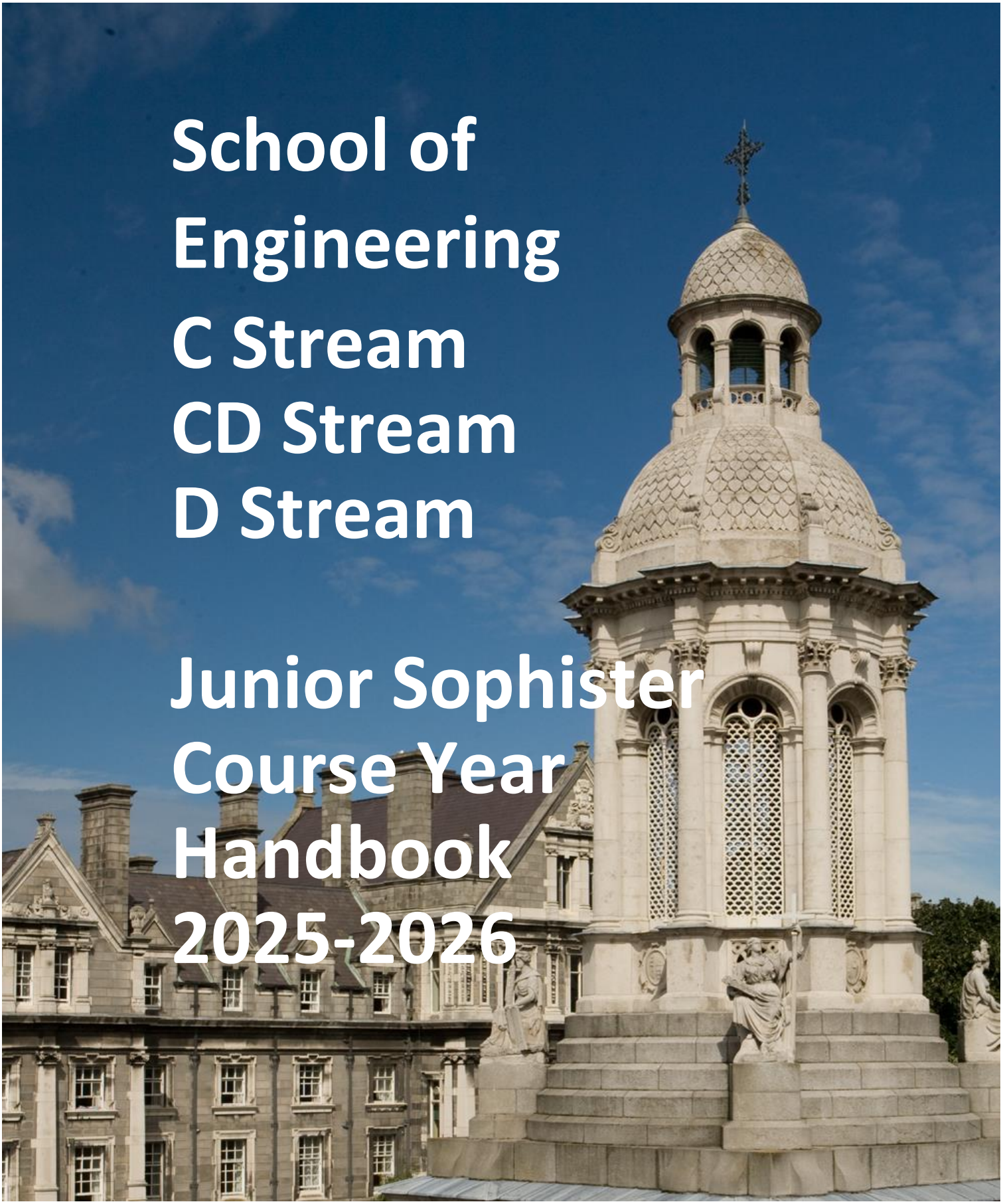
Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin



School of Engineering
C Stream
CD Stream
D Stream

Junior Sophister Course Year Handbook 2025-2026

Contents

1. Introduction

Welcome to the Junior Sophister (JS) specializations: Electronic, Electronic and Computer Engineering and Computer Engineering. As you will know by now, these are referred to as Stream C, Stream CD and Stream D respectively. The objective of the BAI degree offered by the Departments of Electronic and Electrical Engineering and Computer Science is to produce well-rounded graduates, having a strong grounding in analytical skills and the flexibility to adapt to the advances in electronic technology, computer systems and communications systems.

General Information and Contacts

General Regulations

The general regulations outlining academic behaviour, performance and progression for undergraduate studies are outlined in detail in Section II of the College Calendar and can be found at: http://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf

Note that for your convenience, parts of the Calendar have been extracted and reproduced here. 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.

2. Contacts

2.1 Coordinators

EE Stream Co-ordinator (C/CD):
Prof Naomi Harte, Electronic & Electrical Engineering, nharte@tcd.ie

CS Stream Coordinator (D):

Prof Andrew Butterfield, Computer Science, andrew.butterfield@tcd.ie

Other Academic Contacts

Prof Daniel Kilper, Head of Discipline, Electronic & Electrical Engineering, DAN.KILPER@tcd.ie

Prof John Gallagher, Director of Undergraduate Teaching and Learning, School of Engineering, j.gallagher@tcd.ie

Prof Goetz Botterweck, Director of Undergraduate Teaching and Learning, School of Computer Science and Statistics GOETZ.BOTTERWECK@tcd.ie

2.2 Administrative Contacts

Michael O'Riordan, EE Executive Officer email: oriordmi@tcd.ie

Ms. Lynn Daly, CS Teaching Admin Team email: lydaly@tcd.ie

2.3 Academic Contacts

EE: https://www.tcd.ie/eleceng/people/
CS: https://www.tcd.ie/scss/people/academic-staff/

3. Key Dates

3.1 Academic Year Calendar

Academic Year Structure

3.2 Teaching Weeks

Semester 1: 15 September to 5 December 2025

Semester 2: 19 January to 10 April 2026

3.3 Exam Dates

Semester 1 examinations:	11 December to 22 December 2025*
	05 January to 9 January 2026
Semester 2 examinations:	21 Apr to 1 May 2026*

Reassessment – Semesters 1 and 2: *Note: extra contingency days may be required outside of the formal assessment/reassessment weeks

3.4 Exam Regulations

https://www.tcd.ie/academicregistry/exams/exam-guidelines/

3.5 Submission Dates for Projects:

These dates will be provided by individual lecturers in due course.

3.6 Coursework Submission Dates:

These dates will be provided by individual lecturers in due course.

3.7 College Policy on Artificial Intelligence and Generative AI

Students should familiarize themselves in full with the College Statement on Artificial Intelligence and Generative AI in Teaching, Learning, Assessment & Research (2024). The use of AI and GenAI tools can be permitted, but only in a manner that is appropriate, responsible and ethical and that is consistent with academic integrity. 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 referencing GenAI. 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. Note that individual lecturers can give specific instructions on the use of such tools within their module assignments, and those instructions must be adhered to. Failure to do so may be considered as academic misconduct.

4. Key Locations

Classes take place in a variety of locations across college. Here are some useful links to help you navigate your way around college:

Interactive College Map

Academic Registry

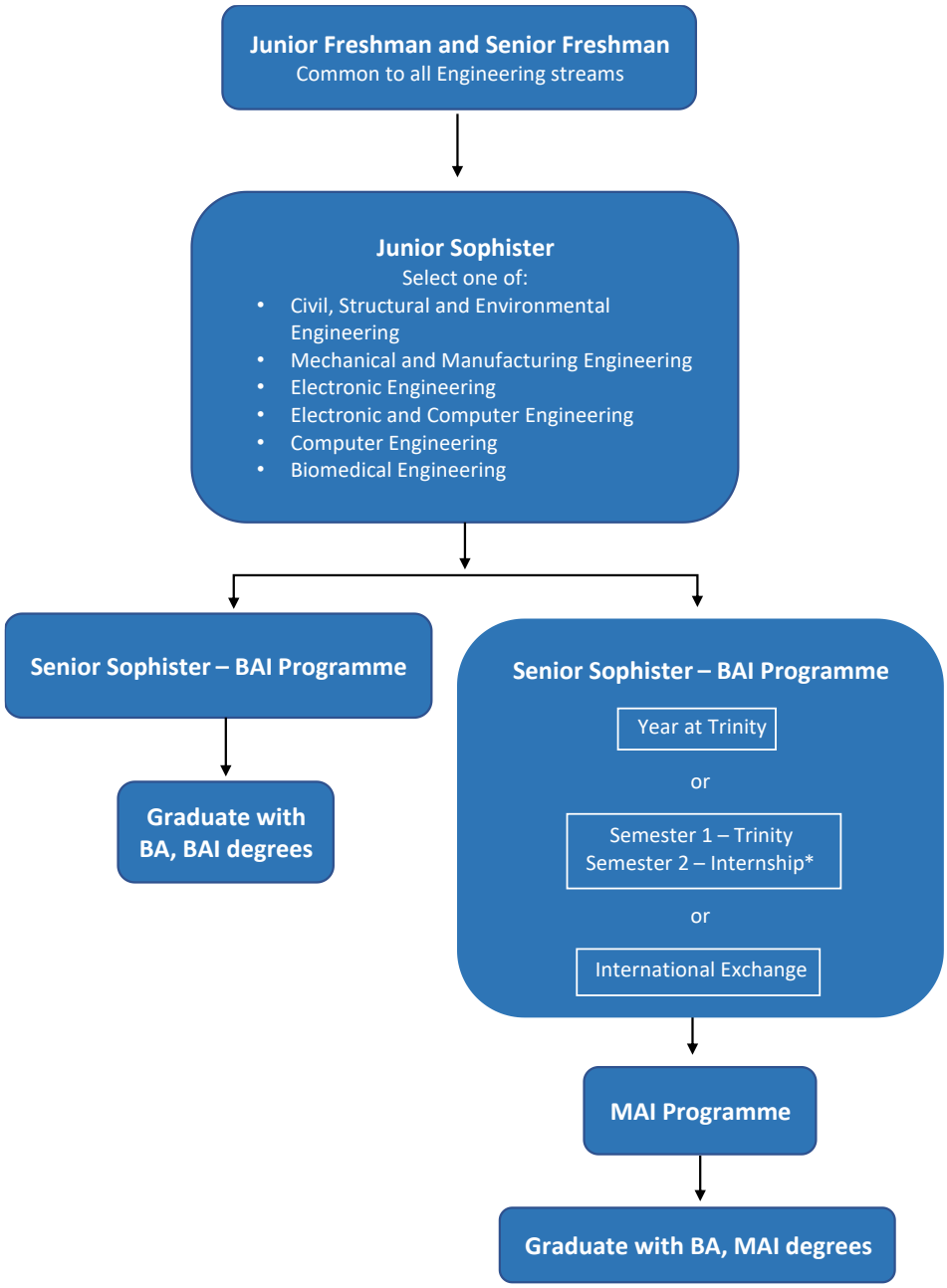
5. Timetable

The timetable can be found at the following link:
https://www.tcd.ie/engineering/current-students/undergraduate/engineering/year-three/

Only the current semester timetable is linked there.

6. Programme Overview

6.1 Engineering Course Structure



The integrated BAI/MAI degree programme is professionally accredited by Engineers Ireland and meets the educational requirements for corporate membership of this professional institution and registration as a chartered engineer. Further information can be found at: http://www.engineersireland.ie/Membership.aspx

6.2 Award Routes

Students who complete the third year by examination and who choose not to proceed to or fail to complete satisfactorily the fourth year of the Engineering or Engineering with Management course may elect to be conferred with the ordinary degree of B.A. (this is **NOT** a B.A. in Mathematics).

Those Engineering students who exit the course having obtained credit for years one to four of the course are entitled to the degrees of B.A. and B.A.I. The B.A.I. degree award is based on an overall average mark calculated by combining the average mark achieved in the Junior Sophister examinations (30% towards overall average) and the Senior Sophister examinations (70% towards overall average).

Students who have obtained credit for all five years of the course are entitled to the degrees of B.A. and M.A.I.

Engineering with Management students who exit the course having obtained credit for years one to four of the course are entitled to the award of the degree of B.Sc. (Ing.). The B.Sc. degree award is based on an overall average mark calculated by combining the average mark achieved in the Junior Sophister examinations (30% towards overall average) and the Senior Sophister examinations (70% towards overall average).

6.3 Eligibility for MAI

Note: Students must pay a tuition fee for MAI year:

https://www.tcd.ie/academicregistry/fees-and-payments/

- To be eligible to proceed to the fifth year of the M.A.I. programme, students in the Senior Sophister year must achieve a minimum overall B.A.I./B.Sc. mark of 60 per cent for the combined Junior Sophister and Senior Sophister years (on a 30:70[1] basis) at the first attempt at the annual assessment session of the B.A.I./B.Sc. degree year.

6.4 Eligibility for Internship and Study Abroad

Students must achieve a minimum of 60 per cent at the first attempt (no reassessments to take) at the Junior Sophister assessment to be eligible to take the internship or study abroad in the Senior Sophister year. Eligibility criteria to apply for the international exchange or Internship Programmes in the Senior Sophister Year are available here in **Part B of Part 2 of the Calendar:** Undergraduate Studies - Calendar - Trinity College Dublin (tcd.ie)

Study abroad opportunities can be viewed here:

https://www.tcd.ie/engineering/courses/international/

Information on taking an internship can be viewed here:

https://www.tcd.ie/engineering/industry/internship-programme/

Part B of Part 2 of the Calendar: Undergraduate Studies - Calendar - Trinity College Dublin (tcd.ie)

6.5 School of Engineering Examination Regulations

This College page has useful information about exams in TCD.

https://www.tcd.ie/academicregistry/exams/exam-guidelines/

Exam regulations can be found here

https://www.tcd.ie/calendar/undergraduate-studies/

6.6 External Examiner

The External Examiner for C and CD will be assigned for 2025-26 and details shared.

The External Examiner for the D Stream is Professor Bashar Nuseibeh, School of Computing & Communications, The Open University, UK

7. Programme Learning Outcomes

At the end of the 5-year programme of Engineering in Trinity College, students can demonstrate the outcomes as specified by Engineers Ireland. These are as follows:

a) Advanced knowledge and understanding of the mathematics, sciences, data science, analytics, and other technologies underpinning the branch of engineering.

b) The ability to identify, formulate and analyse complex engineering problems.

c) The ability to design innovative solutions to complex engineering problems.

d) The ability to investigate, experiment and apply standard and specialised research methods.

e) Understanding of and commitment to professional and ethical responsibilities towards people and the environment in the practice of engineering

f) The ability to work effectively independently and in diverse and inclusive teams, and to prepare for lifelong learning.

g) The ability to communicate effectively on complex engineering activities to diverse audiences.

h) Knowledge and understanding of engineering management principles and financial decision-making relevant to the branch of engineering and an ability to apply these to one's own work and to the management of projects.

8. Graduate Attributes

Throughout their time at Trinity, our students will be provided with opportunities to develop and evidence achievement of a range of graduate attributes that support their academic growth. Graduate attributes can be achieved in academic and co- and extra-curricular activities.

9. General Programme Information

9.1 Modules and Module Descriptors

In your studies you should aim to work a minimum of 50 hours per week. With a timetabled schedule of about 25 hours per week, this means you should be planning independent study of at least 25 hours per week. This includes reading course material prior to lectures – you should not expect to be given all the module material in the lectures and tutorials. The table below details the modules, credit value and coordinator.

9.1.1 C Stream

Course Code	Module Title	ECTS	Semester	Coordinator
MAU33E01	Engineering Mathematics	5	1	Pierre-Yves Bienvenu
EEU33C01	Signals and Systems	5	1	Nicola Marchetti
EEU33C13	Electronic Circuits	5	1	Justin King
CSU33D01	Microprocessor Systems I	5	1	John Waldron
CSU33D05	Data Structures	5	1	Melanie Bouroche
Selected module	Trinity Elective	5	1	Various
EEU33E03	Probability and Statistics	5	2	Bidisha Ghosh
EEU33C07	Digital Systems Design	5	2	Shreejith Shanker
EEU33C10	Circuits and Systems Design	5	2	Declan O'Loughlin
EEU33C05	Telecommunications	5	2	Aleksandra Kaszubowska Anandarajah
EEU33C11	Sensors	5	2	Friedrich Wetterling
EEU33C14	Engineering Electromagnetics	5	2	Declan O'Loughlin

Module descriptors are available at the following link:

https://www.tcd.ie/engineering/current-students/undergraduate/engineering/year-three/

9.1.2 CD Stream

Course Code	Module Title	ECTS	Semester	Coordinator
MAU33E01	Engineering Mathematics	5	1	Pierre-Yves Bienvenu
EEU33C01	Signals and Systems	5	1	Nicola Marchetti
EEU33C13	Electronic Circuits	5	1	Justin King
CSU33D01	Microprocessors Systems I	5	1	John Waldron
CSU33D05	Data Structures	5	1	Melanie Bouroche
Selected module	Trinity Elective	5	1	Various
EEU33E03	Probability and Statistics	5	2	Bidisha Ghosh
EEU33C07	Digital Systems Design	5	2	Shreejith Shanker
CSU23021	Microprocessor Systems II	5	2	Van Dinh Nguyen / Viet Pham
CSU33D03	Computer Networks	5	2	Ciaran McGoldrick
EEU33C10	Circuits and Systems Design	5	2	Declan O'Loughlin
EEU33C05	Telecommunications	5	2	Aleksandra Kaszubowska Anandarajah
EEU33C14	Engineering Electromagnetics	5	2	Declan O'Loughlin
EEU33C11	Sensors	5	2	Friedrich Wetterling

Module descriptors are available at the following link:

https://www.tcd.ie/engineering/current-students/undergraduate/engineering/year-three/

9.1.3 D Stream

Course Code	Module Title	ECTS	Semester	Coordinator
MAU33E01	Engineering Mathematics	5	1	Pierre-Yves Bienvenu
EEU33C01	Signals and Systems	5	1	Nicola Marchetti
CSU33D01	Microprocessors Systems I	5	1	John Waldron
CSU33D05	Data Structures	5	1	Melanie Bouroche
EEU33C13	Electronic Circuits	5	1	Justin King
Selected module	Trinity Elective	5	1	Various
EEU33E03	Probability and Statistics	5	2	Bidisha Ghosh
CSU23021	Microprocessor Systems II	5	2	Van Dinh Nguyen / Viet Pham
CSU33D03	Computer Networks	5	2	McGoldrick, Ciaran
CSU23016	Concurrency and Operating Systems	5	2	Andrew Butterfield
CSU33D06	Software Design Implementation	5	2	Stephen Barrett
EEU33C07	Digital Systems Design	5	2	Shreejith Shanker

Module descriptors are available at the following link:

https://www.tcd.ie/engineering/current-students/undergraduate/engineering/year-three/

9.2 Laboratories

Each module in JS has at least one laboratory experiment attached to it. Students are expected to read the instructions written in the lab handout carefully before performing any experiments. Students should also keep a recording of the details of every experiment performed and write a technical report about each experiment in accordance with the laboratory instructions given to them in the handout. Each student is required to submit their report neatly presented and by the date specified to avoid penalty. Guidelines as to the required length and format of each report will be specified by the lecturer concerned.

Where necessary, laboratory groups will be made and a timetable will be published at the beginning of the semester. Please note that you must attend the particular laboratory sessions to which you have been assigned. Students cannot swap sessions because of the complexity of the timetable, the large numbers in the year and the limited accommodation available.

A no show at a lab results in a zero mark even if a report is submitted. No report submitted means a zero mark even if the lab was attended. Labs cannot be taken in the summer/autumn periods if missed during the year.

Laboratory Timetables: Laboratory timetables for modules will be forwarded to students via Blackboard.

9.3 Coursework Requirements

For individual coursework requirements, please see the appropriate lecturer.

9.3.1 Submission Guidelines

For individual coursework requirements, please see the appropriate lecturer.

9.3.2 Policy on Late Submissions

Coursework and assessment are an essential part of a student's learning to reinforce aspects of module content. For all years (JS/SS/MAI/MSc) and **ALL** modules within the Discipline of Electrical & Electronic Engineering the following default policy applies:

Individual Coursework

1. Coursework received within two weeks of the due date will be graded, but a penalty will be applied

a. Up to 1 week late = minus 15%

b. From 1 week to 2 weeks late = minus 25%

2. Any submissions received two weeks after the due date will not be accepted and will receive a zero grade**.**
3. Submission dates may be extended in exceptional and extenuating circumstances. Students must apply directly (via email) to the module coordinator requesting an extension and provide an explanation and/or evidence for such (e.g. medical cert). Please note that the module coordinator reserves the right to refuse granting of an extension.

Group Coursework

1. The same penalties for late submissions will apply to group coursework as outlined for "Individual Coursework".
2. In addition, certain modules may also adopt an additional grading scheme whereby group projects/assignments will be graded as a function of lecture attendance. Please consult module coordinator.

Note that in all cases, the details of the default late policy may be adjusted by individual lecturers to suit their specific module. This will be communicated to students in advance, and it is the responsibility of the student to be aware of the consequences of late submission of work. Ask your lecturer if you are not sure. Additionally, all lecturers will endeavour to facilitate accommodations set out in an individual students LENS report. Note that this will not always be feasible however, and no student should ever assume they automatically have an extension.

9.3.3 Policy on Participation in Continuous Assessment-Based Modules

Students who are absent from a third of their lectures, tutorials or labs of a continuous assessment-based module or who fail to submit a third of the required coursework will be deemed non-satisfactory.

Students reported as non-satisfactory for both semesters of a given year may be refused permission to take their examinations and may be required by the Senior Lecturer to repeat the year.

Further details of the procedure for reporting a student as non-satisfactory can be viewed on the College Undergraduate Studies website.

10. Prizes and Scholarships

10.1 Prizes

BOOK PRIZES

A prize of a book token to the value of €13 is awarded to candidates who obtain a standard equivalent to an overall first class honours grade (70% and above) at the first attempt of the semester 1 and semester 2 assessment. Book Prizes will be available for collection in November of the following academic year from the Academic Registry. These prizes are issued in the form of book tokens and can be redeemed at Hodges Figgis and Co. Ltd.

COLLEN PRIZE IN ARTS

This prize was founded in 1963 by a gift from L.D.G. Collen, M.A., M.A.I. The prize is awarded annually to the third year engineering student who gives the best performance in the module 'management for engineers'. Value, €120.

STANFORD-SMITH PRIZES

These prizes were founded in 1994 by a bequest from Raymond Thomas Kennedy in memory of his grandfather, Francis Stanford-Smith. They are awarded annually in the third year of the Bachelor in Engineering course based on the annual examinations in that year. The prize is awarded in six equal parts; each part is awarded to the student achieving the best examination results in the following streams: (i) Biomedical

Engineering, (ii) Civil, Structural and Environmental Engineering, (iii) Computer Engineering, (iv) Electronic and Electrical Engineering, (v) Electronic/Computer Engineering, (vi) Mechanical and Manufacturing Engineering. The value of each part is €350.

ROBERT FRIEL MEMORIAL PRIZE
This prize was instituted in 1992 by a gift from Mr and Mrs G.M.S. Friel in memory of their son. It is awarded annually to the best third year engineering student studying computer science. Value, €500.

B.K.P. SCAIFE PRIZE IN ELECTRONIC ENGINEERING
This prize was established in 1999 by a generous gift from Silicon Systems Limited and by subscription from graduates in appreciation of the work of Brendan Kevin Patrick Scaife, F.T.C.D. 1964, M.R.I.A. 1972, Boyle Medallist of R.D.S. (1992), Professor of Engineering Science (1972-86), Professor of Electromagnetics (1986-8). It is awarded annually in the third year of the B.A.I. course, on the recommendation of the Head of the Department of Electronic and Electrical Engineering. Value, €350.

10.2 Scholarships

KINSELLA SCHOLARSHIP
This scholarship was established in 2016 by Barbara and Eric Kinsella, Chairman of Jones Engineering Group. The scholarships are awarded to students in their Senior Freshman year. Valued at €5,000 per annum, each scholarship will be renewed annually for the duration of the student's studies. The scholarships will be awarded on the basis of marks obtained in the Engineering Project Design modules with selected students being invited to go forward to an interview stage. Preference will be given to candidates not already holding scholarship awards of significant value.

11. Health and Safety

We operate a 'safe working environment' policy and we take all practical precautions to ensure that hazards or accidents do not occur. We maintain safety whilst giving you the student very open access to facilities. Thus, safety is also your personal responsibility and it is your duty to work in a safe manner. By adopting safe practices you ensure both your own safety and the safety of others.

Please read the following Safety Documents for working practices in the Departments of Mechanical and Manufacturing Engineering: Safety Statement - Department of Mechanical, Manufacturing & Biomedical Engineering | Trinity College Dublin (tcd.ie)

and in the Department of Electronic and Electrical Engineering:
Safety Statement - Electronic & Electrical Engineering | Trinity College Dublin (tcd.ie)

If you are working in the Department of Electronic and Electrical Engineering please contact Cormac Molloy, Senior Technical Officer at cormac.molloy@tcd.ie

If you are working in Trinity Centre for Bioengineering Laboratories in Trinity Biomedical Sciences Institute, please contact Mr. Simon Carroll, Senior Technical Officer at scarrol6@tcd.ie to complete necessary Health and Safety paperwork prior to completing any laboratory work.

Please ensure you comply with the instructions given in these important documents. Failure to behave in a safe manner may result in you being refused the use of departmental facilities.

12. Student Supports

Trinity College provides a wide range of personal and academic supports for its students.

12.1 Tutors

A tutor is a member of the academic staff who is appointed to look after the general welfare and development of the students in his or her care. Whilst your tutor may be one of your lecturers, the role of tutor is quite separate from the teaching role. Tutors are a first point of contact and a source of support, both on arrival to college and at any time during your time in college. They provide confidential help and advice on personal as well as academic issues or on anything that has an impact on your life. They will also, if necessary, support and defend your point of view in your relations with the college. If you cannot find your own tutor, you can contact the Senior Tutor (Tel: 01 896 2551). Senior Tutor's website: https://www.tcd.ie/seniortutor/

12.2 Student Counselling Service

The Student Counselling Service, 3rd Floor, 7-9 South Leinster Street, College.

Opening hours: 9:15 am to 5:10 pm Monday to Friday during lecture term.

Tel: 01 896 1407

Email: student-counselling@tcd.ie

Web: http://www.tcd.ie/Student_Counselling.

12.3 College Health Service

The Health Centre is situated on Trinity Campus in House 47, a residential block adjacent to the rugby pitch. Opening hours: 09.00 - 16.40 with emergency clinics from 09.00 - 10.00.

Tel: 01 896 1591/01 896 8555/01 896 1556

Web: https://www.tcd.ie/collegehealth/

12.4 Chaplaincy

The Chaplains are representatives of the main Christian Churches in Ireland who work together as a team, sharing both the college chapel and the chaplaincy in House 27 for their work and worship.

Web: https://www.tcd.ie/Chaplaincy/

12.5 Trinity Disability Service

Web: https://www.tcd.ie/disability/

You can contact the Disability Service by:

Email: askds@tcd.ie

Text: 087 113 3185

12.6 Niteline

A confidential student support line run by students for students which is open every night of term from 9pm to 2.30am.

Tel: 1800 793 793

Web: https://niteline.ie/

12.7 Students' Union Welfare Officer

House 6, College

Email: welfare@tcdsu.org

Web: https://www.tcdsu.org/welfare-equality

12.8 Maths Help Room

The Maths Help Room offers free assistance to students who are having difficulty with Mathematics, Statistics or related courses. It runs every week of term and at certain times out of term. The Maths help-room is a drop in centre, where you can bring in a maths or stats question and get some help.

The Help room is located in the New Seminar Room in House 20 in the School of Mathematics in the Hamilton Building.

Web: https://www.maths.tcd.ie/outreach/helproom/

12.9 Undergraduate Programming Centre

The Programming Centre is available to all Computer Engineering students free of charge. The centre operates as a drop-in service where you can get help with any problems you might have with programming in your courses. For further information, please visit https://teaching.scss.tcd.ie/general-information/ugpc/

12.10 Student Learning Development

Student Learning Development provides learning support to help students reach their academic potential. They run workshops, have extensive online resources and provide individual consultations. To find out more, visit their website at https://student-learning.tcd.ie/.

12.11 Student 2 Student (S2S)

S2S offers trained Peer Supporters for any student in the College who would like to talk confidentially with another student, or just to meet a friendly face for a chat. This service is free and available to everyone. To contact a Peer Supporter you can email student2student@tcd.ie. Web: https://student2student.tcd.ie/peer-support/.

12.12 Trinity Careers Service

As a Trinity College Dublin student you have access to information, support and guidance from the professional team of Careers Consultants throughout your time at Trinity and for a year after you graduate. The support offered includes individual career guidance appointments, CV and LinkedIn profile clinics and practice interviews. The Trinity Careers Service and the School of Computer Science and Statistics also hold an annual Careers Fair in October which gives you the opportunity to find out about career prospects in a wide range of companies.

Visit **https://www.tcd.ie/Careers/** for career and job search advice

Sign into **MyCareer** to book appointments, find information about vacancies and bursaries, and book your place on upcoming employer events.

Follow the service on Instagram for career news and advice @trinity.careers.service

12.13 Co-Curricular Activities

Trinity College has a significant number of diverse student societies which are governed by the Central Societies Committee. They provide information on the societies including how to get involved and even how to start your own society. See http://trinitysocieties.ie/ for more details. Students are encouraged to get involved.

Trinity College also has a huge range of sports clubs which are governed by the Dublin University Athletic Club (DUCAC). See https://www.tcd.ie/sport/student-sport/sport-clubs/ for more details.

12.14 Trinity College Students' Union

The Trinity College Students' Union (TCDSU) is run for students by students. TCDSU represent students at college level, fight for students' rights, look after students' needs, and are here for students to have a shoulder to cry on or as a friend to chat with over a cup of tea. Students at Trinity College are automatically members of TCDSU. It has information on accommodation, jobs, campaigns, as well as information pertaining to education and welfare. For more information see https://www.tcdsu.org/.

13. General Regulations

13.1 Attendance Requirements

Please note that attendance at lectures, tutorials and laboratory sessions is mandatory as is the submission of all work subject to continuous assessment. With regard to online teaching, attendance is mandatory at live lectures, tutorial and labs. Pre-recorded lectures should be viewed at the allocated slot on the timetable. Students who prove lacking in any of these elements may be issued with a Non-Satisfactory form and asked for an explanation for their poor attendance or performance. Students who do not provide a satisfactory explanation can be prevented from sitting the annual examinations. The following is an extract from the College Calendar outlining the College policy on attendance and related issues:

18 Students must attend College during the teaching term. They must take part fully in the academic work of their class throughout the period of their course. Lecture timetables are published through my.tcd.ie and on school or department noticeboards before the beginning of Michaelmas teaching term. The onus lies on students to inform themselves of the dates, times and venues of their lectures and other forms of teaching by consulting these timetables.

19 The requirements for attendance at lectures and tutorials vary between the different faculties, schools and departments. Attendance is compulsory for Junior Freshmen in all subjects. The school, department or course office, whichever is

relevant, publishes its requirements for attendance at lectures and tutorials on noticeboards, and/or in handbooks and elsewhere, as appropriate. For professional reasons lecture and tutorial attendance in all years is compulsory in the School of Engineering, the School of Dental Science, the School of Medicine, the School of Nursing and Midwifery, the School of Pharmacy and Pharmaceutical Sciences, for the B.S.S. in the School of Social Work and Social Policy, and for the B.Sc. in Clinical Speech and Language Studies. Attendance at practical classes is compulsory for students in all years of the moderatorship in drama and theatre studies and drama studies two-subject moderatorship/Trinity joint honors.

20 In special circumstances exemption from attendance at lectures for one or more terms may be granted by the Senior Lecturer; application for such exemption must be made in advance through the tutor. Students granted exemption from attendance at lectures are liable for the same annual fee as they would pay if attending lectures. Students thus exempted must perform such exercises as the Senior Lecturer may require. If these exercises are specially provided, an additional fee is usually charged.

21 Students who in any term have been unable, through illness or other unavoidable cause, to attend the prescribed lectures satisfactorily, may be granted credit for the term by the Senior Lecturer and must perform such supplementary exercises as the Senior Lecturer may require. The onus for informing the Senior Lecturer of illness rests with individual students who should make themselves familiar with the general and more detailed school or course regulations regarding absence from lectures or examinations through illness.

22 Students who are unable to attend lectures (or other forms of teaching) due to disability should immediately contact the Disability Service to discuss the matter of a reasonable accommodation. Exceptions to attendance requirements for a student, on disability grounds, may be granted by the Senior Lecturer following consultation with the student's school, department or course office, and the Disability Service.

23 Students who find themselves incapacitated by illness from attending lectures (or other forms of teaching) should immediately see their medical advisor and request a medical certificate for an appropriate period. Such medical certificates should be

copied to the school, department or course office, as appropriate, by the student's tutor.

Non-satisfactory attendance

24 All students must fulfil the course requirements of the school or department, as appropriate, with regard to attendance. Where specific requirements are not stated, students may be deemed non-satisfactory if they miss more than a third of their course of study in any term.

25 At the end of the teaching term, students who have not satisfied the school or department requirements, as set out in §§19 and 24 above, may be reported as non-satisfactory for that term. Students reported as non-satisfactory for the Michaelmas and Hilary terms of a given year may be refused permission to take their semester two assessment/examinations and may be required by the Senior Lecturer to repeat their year. Further details of procedures for reporting a student as non-satisfactory are given on the College website at www.tcd.ie/academic registry/student cases.

13.2 Absence from Examinations

The following is an extract from the College Calendar outlining the College policy on absence from Examinations:

52 Students who may be prevented from sitting an examination or examinations (or any part thereof) due to illness should seek, through their tutor, permission from the Senior Lecturer in advance of the assessment session to defer the examination(s) to the reassessment session. Students who have commenced the assessment session and are prevented from completing the session due to illness should seek, through their tutor, permission to defer the outstanding examination(s)/assessment(s) to the reassessment session. In cases where the assessment session has commenced, requests to defer the outstanding examination(s) on medical grounds, should be submitted by the tutor to the relevant school/departmental/course office. If non-medical grounds are stated, such deferral requests should be made to the Senior Lecturer, as normal.

53 Where such permission is sought, it must be appropriately evidenced:

(a) For illness: medical certificates must state that the student is unfit to sit examinations/ complete assessments and specify the date(s) of the illness and the date(s) on which the student is not fit to sit examinations/complete assessments. Medical certificates must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

(b) For other grave cause: appropriate evidence must be submitted to the student's tutor within three days of the beginning of the period of absence from the assessment/examination.

54 Where illness occurs during the writing of an examination paper, it should be reported immediately to the chief invigilator. The student will then be escorted to the College Health Centre. Every effort will be made to assist the student to complete the writing of the examination paper.

55 Where an examination/assessment has been completed, retrospective withdrawal will not be granted by the Senior Lecturer, nor will medical certificates be accepted in explanation for poor performance.

56 If protracted illness prevents a student from taking the prescribed assessment components, so that they cannot rise into the next class, they may withdraw from College for a period of convalescence, provided that appropriate medical certificates are submitted to the Senior Lecturer. If the student returns to College in the succeeding academic year they must normally register for the year in full in order to fulfil the requirements of their class. See §26 on fitness to study and §28 fitness to practice, if relevant.

57 Where the effects of a disability prevent a student from taking the prescribed assessment components, so that they cannot rise into the next class, the Senior Lecturer may permit the student to withdraw from College for a period of time provided that appropriate evidence has been submitted to the Disability Service. If they return to College in the succeeding academic year, they must normally register for the year in full in order to fulfil the requirements of their class.

58 The nature of non-standard examination accommodations, and their appropriateness for individual students, will be approved by the Senior Lecturer in line with the Council-approved policy on reasonable accommodations. Any reports provided by the College's Disability Service, Health Service or Student Counselling Service will be strictly confidential.

13.3 Academic Integrity

All students are expected to maintain Academic Integrity as detailed in the reference guides below:

Reference/Source:

Calendar Part II, B: General Regulations & Information, 'Academic Integrity'

Statement of Principles on Integrity

Academic Integrity Policy (currently in development)

Library Guides - Academic

Coversheet Declaration

13.4 University Regulations, Policies and Procedures

Academic Policies - https://www.tcd.ie/teaching-learning/academic-policies/

Student Complaints Procedure - Complaints Procedure - Policies | Trinity College Dublin (tcd.ie)

Dignity and Respect Policy - https://www.tcd.ie/hr/dignity-and-respect/policies/dignity-and-respect-policy/

Dignity, Respect & Consent (DR&C) Service - https://www.tcd.ie/hr/dignity-and-respect/students/

13.5 Data Protection

A short guide on how College handles student data is available here:
https://www.tcd.ie/info_compliance/data-protection/student-data/

14. General Information

14.1 Feedback and Evaluation

The Staff/Student Liaison Committee meets once a semester to discuss matters of interest and concern to students and staff. It comprises class representatives from each year. A programme level survey is issued online to students towards the end of semester 2.

14.2 European Credit Transfer 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 effort 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 is 60 credits. 1 credit represents 20-25 hours estimated student effort, so a 5- credit module will be designed to require 100-125 hours of student effort including class contact time, assessments and examinations.

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 components. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

14.3 Emergency Procedure

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 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).