



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Engineering

Civil, Structural & Environmental Engineering Senior Sophister Handbook 2023-2024



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Note:

Alternative formats of the handbook can be made available on request.

All students are encouraged to fully familiarise themselves with college rules and general regulations which can be found here:

<https://www.tcd.ie/calendar/undergraduate-studies/general-regulations-and-information.pdf>

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.

This handbook applies to all students taking Civil Engineering. It provides a guide to what is expected of you on this programme, and the academic and personal support available to you. 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 by e-mail. Please note that, in the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in course handbooks, the provisions of the General Regulations will prevail.

1. Introduction

1.1 Year Overview

1.1.1 BAI stream

SS students who have not opted, or are not eligible, to progress to the MAI programme take modules equating to 40 ECTs and undertake an individual final year project worth 15 ECTs along with 4E3 Research Methods worth 5 ECTS. In the first semester, students take Management for Engineers, Research Methods and four civil engineering modules. In the second semester

students choose three of the four modules available. The submission date for the final year project dissertation will be announced by Asst. Prof. Breiffni Fitzgerald.

1.1.2 MAI stream

Eligible students who have elected to complete the MAI programme follow one of three modes.

Mode 1

Students spend both semesters in Trinity College. In the first semester students take Management for Engineers, Research Methods and four civil engineering modules. In the second semester students take choose three of the four civil engineering modules. In addition, students undertake a group design project. This project is worth a total of 15 ECTS: 5 ECTS are awarded for the work carried out during the first semester and 10 ECTS are awarded for the work undertaken in the second semester.

Mode 2

Students spend the first semester in Trinity College following the same course of study as students following mode 1. In the second semester students complete an industry-based project. This project is worth 30 ECTS and represents a substantial body of work. Students following this mode will have two project supervisors: a staff member of the host company and a member of the Department's academic staff.

Mode 3

Students may opt to spend the fourth year on the Cluster/Unitech programme in a partner University, or on an Erasmus exchange.

2. Contacts

2.1 Coordinator

Asst. Prof. Breiffni Fitzgerald is the academic member of staff responsible for the Senior Sophister Civil Engineering class. If you have any questions relating to the SS course, Prof. Fitzgerald will be happy to help. His email address is breiffni.fitzgerald@tcd.ie

2.2 Administrative contacts

Mr George Oatridge, Executive Officer oatridgg@tcd.ie is located in the Departmental Office, in

the Museum Building.

However, regarding enquiries related to the CEU44E04 internship module, please note that your contact person is Mrs Sarah O'Brien, Internship Co-ordinator and Industry Liaison Officer. She is located in the School Office, in the Museum Building.

2.3 Academic contacts

Staff name	Email	Location
Prof Brian Caulfield (Head of Department)	brian.caulfield@tcd.ie	Museum Building
Prof. Alan O'Connor (Head of School)	alan.oconnor@tcd.ie	Simon Perry Bldg
Prof. Brian Broderick	bbrodrck@tcd.ie	Simon Perry Bldg
Prof. Laurence Gill	gill@tcd.ie	Museum Building
Prof. Sarah Mc Cormack	sarah.mccormack@tcd.ie	Simon Perry Bldg
Prof. Aonghus Mc Nabola	amcnabol@tcd.ie	Simon Perry Bldg
Assoc. Prof D O'Dwyer	dwodwyer@tcd.ie	Museum Bldg
Assoc. Prof Bidisha Ghosh	bghosh@tcd.ie	Simon Perry Bldg
Assoc. Prof. Brendan O'Kelly	bokelly@mail.tcd.ie	Simon Perry Bldg
Assoc. Prof. Sara Pavia	pavias@tcd.ie	Simon Perry Bldg
Assoc. Prof. Liwen Xiao	lxiao@tcd.ie	Hamilton Bldg
Assist. Prof. Muhammad Ali	muhammad.ali@tcd.ie	Aras an Phiarsaigh
Assist. Prof. Julie Clark	julie.clark@tcd.ie	Simon Perry Bldg
Assist. Prof. B. Fitzgerald	fitzgeb7@tcd.ie	Simon Perry Bldg
Assist. Prof. J Gallagher	jgallag9@tcd.ie	Red Brick Bldg
Assist. Prof. D Igoe	igoed@tcd.ie	Red Brick Bldg
Assist. Prof. Patrick Morrisey	patrick.morrisey@tcd.ie	Aras an Phiarsaigh
Assist. Prof. David O'Connell	david.oconnell@tcd.ie	Chemistry Bldg
Assist. Prof. Mohammed Reza Ghaani	mohammad.ghaani@tcd.ie	Aras an Phiarsaigh
Dr John Hickey, Research Fellow	Hickeyj2@tcd.ie	Aras an Phiarsaigh
Mr. David Mc Aulay (Chief Technician)	damcaley@tcd.ie	Simon Perry Bldg
Mr. P Veale (Environmental Technical Officer)	vealep@tcd.ie	Red Brick Bldg

3. Key dates

3.1 Academic year calendar

Follow this link – or see next page:

[Academic Year Structure - Calendar - Trinity College Dublin \(tcd.ie\)](https://www.tcd.ie/academic-year-structure)

Academic Calendar Week	Week beginning	2023/24 Academic Year Calendar		Term / Semester
		UG continuing years / PG all years	UG new first years	
1	28-Aug-23	Reassessment * (Semesters 1 & 2 of 2022/23)		←Michaelmas Term begins/Semester 1 begins
2	04-Sep-23			
3	11-Sep-23	Teaching and Learning		←Michaelmas teaching term begins
4	18-Sep-23	Teaching and Learning	Orientation (JF UG)	
5	25-Sep-23	Teaching and Learning	Teaching and Learning	
6	02-Oct-23	Teaching and Learning	Teaching and Learning	
7	09-Oct-23	Teaching and Learning	Teaching and Learning	
8	16-Oct-23	Teaching and Learning	Teaching and Learning	
9	23-Oct-23	Study/Review	Study/Review	
10	30-Oct-23	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
11	06-Nov-23	Teaching and Learning	Teaching and Learning	
12	13-Nov-23	Teaching and Learning	Teaching and Learning	
13	20-Nov-23	Teaching and Learning	Teaching and Learning	
14	27-Nov-23	Teaching and Learning	Teaching and Learning	
15	04-Dec-23	Revision	Revision	
16	11-Dec-23	Assessment *	Assessment * ~	←Michaelmas term ends Sunday 17 December 2023/Semester 1 ends
17	18-Dec-23	Christmas Period - College closed 22 December 2023 to 1 January 2024 inclusive	Christmas Period - College closed 22 December 2023 to 1 January 2024 inclusive	
18	25-Dec-23			
19	01-Jan-24			
20	08-Jan-24	Foundation Scholarship Examinations ^	Foundation Scholarship Examinations ^	←Hilary Term begins/Semester 2 begins
21	15-Jan-24	Marking/Results	Marking/Results	
22	22-Jan-24	Teaching and Learning	Teaching and Learning	←Hilary teaching term begins
23	29-Jan-24	Teaching and Learning	Teaching and Learning	
24	05-Feb-24	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
25	12-Feb-24	Teaching and Learning	Teaching and Learning	
26	19-Feb-24	Teaching and Learning	Teaching and Learning	
27	26-Feb-24	Teaching and Learning	Teaching and Learning	
28	04-Mar-24	Study/Review	Study/Review	
29	11-Mar-24	Teaching and Learning	Teaching and Learning	
30	18-Mar-24	Teaching and Learning (Monday, Public Holiday)	Teaching and Learning (Monday, Public Holiday)	
31	25-Mar-24	Teaching and Learning (Friday, Good Friday)	Teaching and Learning (Friday, Good Friday)	
32	01-Apr-24	Teaching and Learning (Monday, Easter Monday)	Teaching and Learning (Monday, Easter Monday)	
33	08-Apr-24	Teaching and Learning	Teaching and Learning	
34	15-Apr-24	Revision	Revision	
35	22-Apr-24	Trinity Week (Monday, Trinity Monday)	Trinity Week (Monday, Trinity Monday)	←Trinity Term begins
36	29-Apr-24	Assessment *	Assessment *	
37	06-May-24	Marking/Results (Monday, Public Holiday)	Marking/Results (Monday, Public Holiday)	
38	13-May-24	Marking/Results	Marking/Results	
39	20-May-24	Marking/Results	Marking/Results	
40	27-May-24	Research	Research	←Trinity Term ends Sunday 2 June 2024/Semester 2 ends
41	03-Jun-24	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)	
42	10-Jun-24	Research	Research	
43	17-Jun-24	Research	Research	
44	24-Jun-24	Research	Research	
45	01-Jul-24	Research	Research	
46	08-Jul-24	Research	Research	
47	15-Jul-24	Research	Research	
48	22-Jul-24	Research	Research	
49	29-Jul-24	Research	Research	
50	05-Aug-24	Research (Monday, Public Holiday)	Research (Monday, Public Holiday)	
51	12-Aug-24	Research	Research	
52	19-Aug-24	Research	Research	

* Note: additional/contingency days may be required outside of the formal assessment/reassessment weeks.

~ Note: it may be necessary to hold a small number of JF examinations/assessments outside of semester 1.

^ Note: it may be necessary to hold some examinations/assessments in the preceding week.

3.2 Teaching weeks

Semester 1: 11th September to 1st December 2023

Semester 2: 22nd January to 12th April 2024

3.3 Exam dates

Semester 1 examinations: Monday, 11th to Friday, 15th December 2023*

Semester 2 examinations: Monday, 29th April to Friday, 4th May 2024*

Reassessment – Semesters 1 & 2 - to be confirmed - please check student portal nearer the time.

*Note: extra contingency days may be required outside of the formal assessment/reassessment weeks

3.4 Submission dates for projects

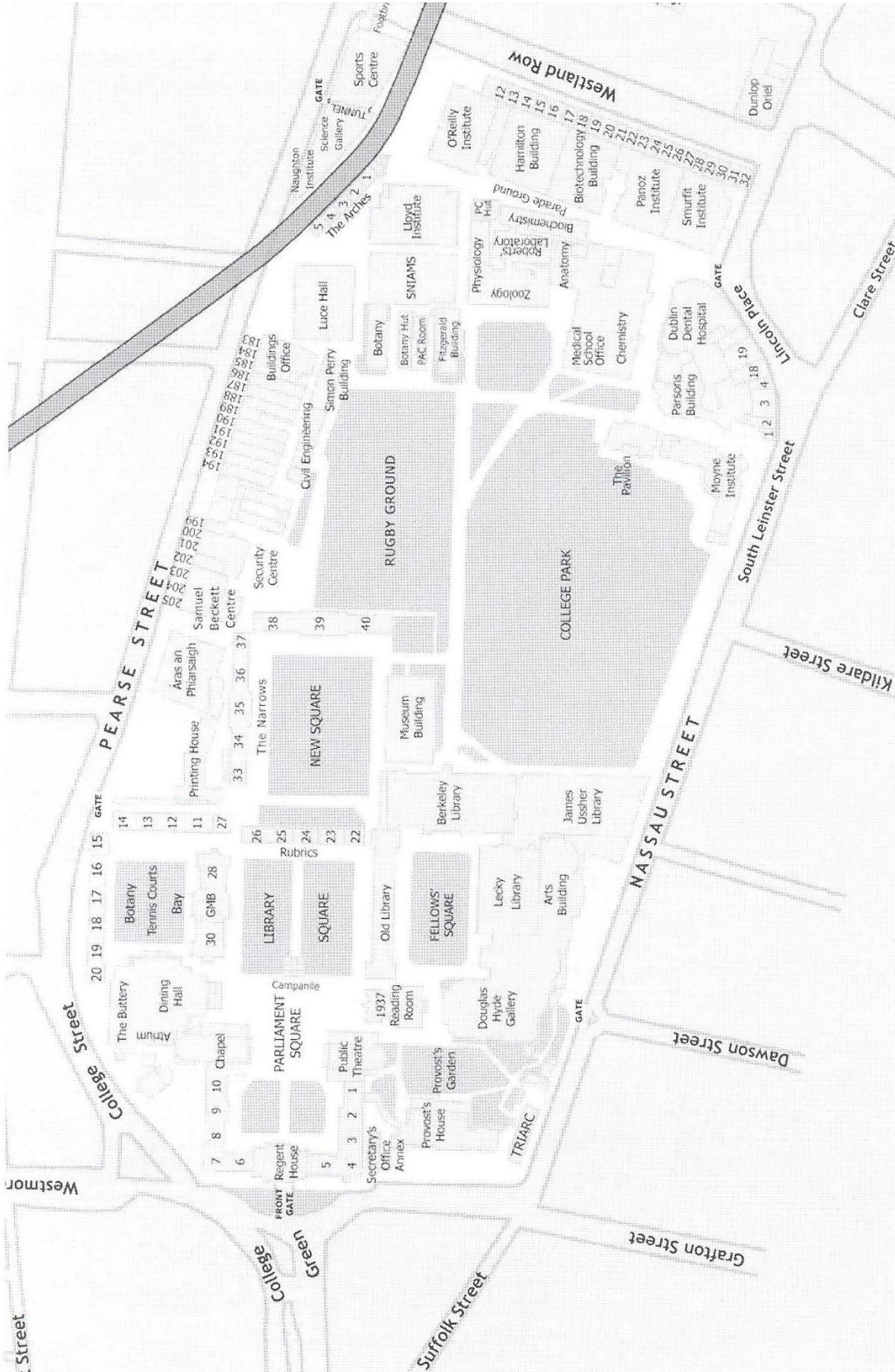
See module descriptors for relevant submission dates

<https://www.tcd.ie/engineering/undergraduate/bai/year-4/>

3.5 Coursework submission dates

Submission dates for assignments will be provided by the lecturers on your modules.

4. Key locations



5. Timetable

Follow this link for full details:

[Year Four - School of Engineering - Trinity College Dublin \(tcd.ie\)](https://www.tcd.ie/school_of_engineering/undergraduate/programmes/eng401/)

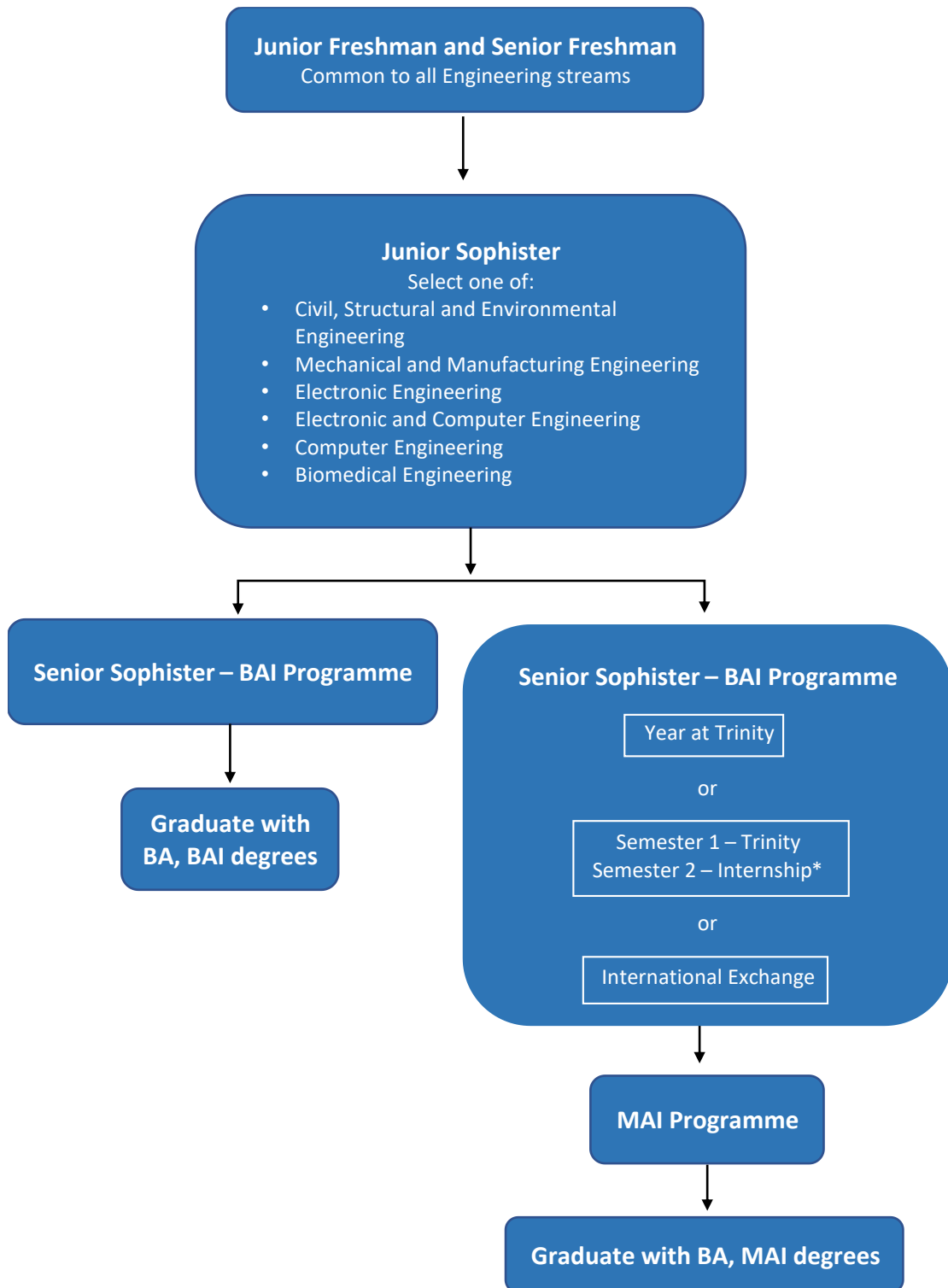
An overview included on the next page.

SS CIVIL, STRUCTURAL & ENVIRONMENTAL ENGINEERING, 2023/24- TIMETABLE (Semester 1)

		9	10	11	12	13	14	15	16	17
Monday	Lecture	4A61 [M20]	4A51 [M20]		4A15 [M20]					4E1 [TH, TBSI] to 7pm
	Tutorial I									
	Lab						4A31 Laboratories [HLT]			
Tuesday	Lecture		4A15 [Demo Room]					4A61 [M17]		4E1 [MacNeill]
	Tutorial I									
	Lab			4A15 [Hydraulics Lab]						
Wednesday	Lecture	4A31 [MSc Room]	4A16 [MSc Room]	4A51 [M20]	4A15 [M21]			4A61 [M21]		
	Tutorial I									
	Lab									
Thursday	Lecture			4E3 [M17]	4E3 [M17]			4A31 [GSSR- A]	4A51 [MSc. Room]	
	Tutorial I		4A51 Tutorial [M21]							
	Lab									
Friday	Lecture	4A31 [M21]					4A16 [Synge, Hamilton]			
	Tutorial I							4A61 Tutorial [M17]		
	Lab			4A51 Laboratories						

6. Programme overview

6.1 Engineering course structure



Senior Sophister students who are exiting with a B.A.I./B.Sc. degree must complete a capstone project. The internship project may be deemed to be equivalent to the capstone project upon consultation with the Director of Undergraduate Teaching and Learning and the relevant stream co-ordinator.

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

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. (St.).

6.3 Eligibility for MAI

Note: students must pay a tuition fee for the MAI year: <https://www.tcd.ie/academicregistry/fees-and-payments/>

- Students must achieve a minimum overall mark of 60% for the combined Junior Sophister and Senior Sophister years (on a 30:70 basis) at the annual session of the B.A.I. degree year.

6.4 School of Engineering Examination Regulations

www.tcd.ie/Engineering/assets/student-resources/Examination-Regulations.pdf

6.5 External Examiner

Prof David Butler is Head of Engineering and Professor of Water Engineering at the School of Civil Engineering, University of Exeter

7. Programme learning outcomes

As required by Engineers Ireland, the Programme Outcomes are as follows:

- a) Advanced knowledge and understanding of the mathematics, sciences, engineering sciences and technologies underpinning their branch of engineering.
- b) The ability to identify, formulate, analyse and solve complex engineering problems.
- c) The ability to perform the detailed design of a novel system, component or process using analysis and interpretation of relevant data.
- d) The ability to design and conduct experiments and to apply a range of standard and specialised research (or equivalent) tools and techniques of enquiry.
- e) An understanding of the need for high ethical standards in the practice of engineering, including the responsibilities of the engineering profession towards people and the environment.
- f) The ability to work effectively as an individual, in teams and in multidisciplinary settings, together with the capacity to undertake lifelong learning.
- g) The ability to communicate effectively on complex engineering activities with the engineering community and with society at large.

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.



Trinity Graduate Attributes

To Act Responsibly

A Trinity Graduate

- Acts on the basis of knowledge and understanding
- Is self-motivated and able to take responsibility
- Knows how to deal with ambiguity
- Is an effective participant in teams
- Has a global perspective
- Is ethically aware

To Develop Continuously

A Trinity Graduate

- Has a passion to continue learning
- Builds and maintains career readiness
- Commits to personal development through reflection
- Has the confidence to take measured risks
- Is capable of adapting to change



To Think Independently

A Trinity Graduate

- Has a deep knowledge of an academic discipline
- Can do independent research
- Thinks creatively
- Thinks critically
- Appreciates knowledge beyond their chosen field
- Analyses and synthesises evidence

To Communicate Effectively

A Trinity Graduate

- Can present work through all media
- Is expert in the communication tools of a discipline
- Connects with people
- Listens, persuades and collaborates
- Has digital skills
- Has language skills

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.

Civil Engineering Modules First Semester			
Course Code	Module Title	ECTS	Coordinator
Compulsory (10 credits in total)			
CEU44E01	Management for Engineers	5 ECTS	Prof. John Gallagher
CEU44E03	Research Methods	5 ECTS	Prof. David O'Connell
Optional (20 credits in total - students choose 4 out of 5)			
CEU44A31	Environmental Engineering 1	5 ECTS	Prof. Laurence Gill
CEU44A15	Hydraulics & Hydrology	5 ECTS	Prof. Aonghus McNabola
CEU44A51	Geotechnical Engineering 1	5 ECTS	Prof. David Igoe
CEU44A16	Transport Engineering & Modelling	5 ECTS	Prof. Brian Caulfield
CEU44A61	Structural Design ('Structures 1')	5 ECTS	Prof. Dermot O'Dwyer

Civil Engineering Modules Second Semester			
<i>Course Code</i>	<i>Module Title</i>	<i>ECTS</i>	<i>Coordinator</i>
<u>Either</u>			
CEU44E02 (15 Credits) plus three compulsory modules (15 credits in total):			
CEU44E02	Civil Engineering Project (BAI students only)	15 ECTS	Prof. Breiffni Fitzgerald
CEU44A01	Civil Engineering Materials	5	Prof. Sara Pavia
CEU44A02	Groundwater and Pollution	5	Prof. David O'Connell
CEU44A62	Advanced Design of Structures ('Structures 2')	5	Prof. Dermot O'Dwyer
<u>Or</u>			
CEU44E04 (30 credits):			
CEU44E02	Engineering Project Internship	30	Prof. Breiffni Fitzgerald

Module descriptors are available at the following link:

[Year Four - School of Engineering - Trinity College Dublin \(tcd.ie\)](http://www.tcd.ie/School_of_Engineering/Undergraduate/Year_Four/)

9.2 SS Laboratories Timetable 2023/2024

4A5(1) - Geotechnical	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	
Lab 1 (Oedometer, soft to firm clay)	G1 & 2	G3 & 4	G5 & 6		Reading week						
Lab 2 (Shear box, loose and dense sand)				G1 & 2		G3 & 4	G5 & 6				
4A3(1) - Environmental											
Chemical coagulation and flocculation				G1 & 2		G3 & 4	G5 & 6				
Aeration				G1 & 2		G3 & 4	G5 & 6				

Laboratory Groups (4A3 and 4A5)

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Ball, Caitlin	Devine, Kellie	Gaughan, Aoife Kate	Kinney, Paul	Mobolaji, Moyo	Rodriguez, Sara
Brilly, Tara	Doherty, Sinead	Guichard, Paddy Jean	Lawlor, Cian	Mulhall, Reece	Shiel, Pamela
Cleary, David	Dowling, Peter	Haicéid, Étaín	Lennon, Peter	Murphy, Hannah	Smartt, James
Conefrey, Lee	Doyle, Cian	Higgins, Mark	Mahon, Jessica	O Sullivan, Aoife	Soltysinski, Jakub
Coomey, Mark Stephen	Fitzpatrick, Ellen	Jacob, Neha Maria	Mc Aulay, Ross	Okubanjo, Adesegun	Song, Eryu Louis
Cotter, Una	Flavin, Isabelle	Keane, Lara	Mc Gurrin, James	Prendergast, Faye	Tyrrell, Samuel Joseph
Coveney Mc Keown, Emmet	Gallagher, Sean	Kenny, Phelim George	Mc Keon, Eoin	Roch Perks, Hanna	Walsh, Isabella

4A3(1) labs on Monday 2-4 pm

4A5(1) labs on Friday 11-1 pm

9.3 Coursework requirements

9.3.1 Submission guidelines

Assignments should be submitted via Blackboard, unless advised otherwise.

9.3.2 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 here: [Student Cases - Academic Registry - Trinity College Dublin \(tcd.ie\)](https://www.tcd.ie/academic/academic_registry/Student_Cases_-_Academic_Registry_-_Trinity_College_Dublin_(tcd.ie))

10. Prizes and Scholarships

Please refer to the Engineering section (starting on page 230) of the following document, which has been taken from Part 2 of the Calendar 2023-24 (beginning on page 231): [prizes-and-other-awards.pdf \(tcd.ie\)](https://www.tcd.ie/academic/academic_registry/Prizes_and_other_awards.pdf)

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 Department of Civil, Structural and Environmental Engineering:

<https://www.tcd.ie/media/tcd/civil-engineering/pdf/Civil-Eng-Safety-Statement--Sept-2022.pdf>

Assist. Professor David Igoe the member of the academic staff who deals with safety. If you have any questions or concerns relating to safety you should contact him at igoed@tcd.ie. Remember safety is everyone's concern, if you see something that is unsafe please notify us.

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 in 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 or 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.

Steve Brunn (Anglican Chaplain): brunns@tcd.ie; tel: 01 896 1402

Julian Hamilton (Methodist Chaplain): julian.hamilton@tcd.ie; tel: 01 896 1901

Alan O'Sullivan (Catholic Chaplain): aeosulli@tcd.ie; tel: 01 896 1260

Peter Sexton (Catholic Chaplain): sextonpe@tcd.ie; tel: 01 896 1260

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

12.5 Trinity Disability Service

Declan Treanor, Disability Services Coordinator

Room 3055, Arts Building

Email: mdtreanor@tcd.ie

Tel: 01 896 3475

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

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 and Equality 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 Helproom is located in the New Seminar Room in House 20 in the School of Mathematics in the Hamilton Building.

Web: <https://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 <http://www.scss.tcd.ie/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/>.

12.13 Trinity Careers Service

As a Trinity College Dublin student you have access to information, support and guidance from the professional team of expert Careers Consultants throughout your time at Trinity. The support offered includes 'next step' career guidance appointments, CV and LinkedIn profile clinics and practice interviews. The Trinity Careers Service and the School of Engineering also hold an annual Careers Fair in October which gives students the opportunity to find out about career prospects in over fifty companies.

Web: <https://www.tcd.ie/Careers/>

12.14 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). Follow this link for more information:

<https://www.tcd.ie/Sport/student-sport/clubs/>

12.15 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 of 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

The following is an extract from the College Calendar 2023-24 outlining attendance requirements:

13.1 Attendance Requirements

17 All students should enter into residence in or near Dublin and must begin attendance at the College not later than the first day of teaching term, and may not go out of residence before the last day of teaching term, unless they have previously obtained permission from the Senior Lecturer through their tutor.

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 notice-boards 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 notice-boards, 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 Trinity joint honours.

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.

13.2 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/academicregistry/student-cases

13.3 Fitness to study

26 Issues may arise from time to time, which affect a student's ability or suitability to participate in his or her course and/or to participate in activities associated with attending College. A policy on fitness to study has been approved to implement aspects of the chapter on Student Conduct and Capacity, and its schedules, in the 2010 Consolidated Statutes. The primary purpose of the policy is to support students by identifying concerns and putting in place actions and supports, where possible, to help the student to continue with their programme of study. In serious cases, a student may be required to withdraw until they are fit to resume their studies or may be excluded from the College. Full details of the fitness to study policy, related procedures, decision making responsibilities, possible decisions, student

representation and appeals mechanisms are found at www.tcd.ie/about/policies

13.4 Absence from examinations

The following is an extract from the **College Calendar 2023-24** outlining the College policy on absence from Examinations and non-submission of coursework:

48 Students are required to complete the assessment components for each module as prescribed by the programme regulations.

49 Students are not permitted to repeat, in the same academic year, assessments or examinations that they have successfully completed or for which they have already achieved a pass or qualified pass, in order to improve their performance.

50 The Board of the College reserves the right to exclude from the College, on the recommendation of the University Council, students whose academic progress is unsatisfactory

51 Students who are unable to complete such assessment components necessary to complete a module or modules at the end of the appropriate semester due to certified illness, disability³, or other grave cause beyond their control may seek, through their tutor, permission from the Senior Lecturer to present at the reassessment session. Where certified illness, disability, or other grave cause beyond their control prevents a student from completing at the reassessment session they may seek, through their tutor, permission from the Senior Lecturer to repeat the year.

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 practise, 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

Full details of examination procedures for students with disabilities can be found at: www.tcd.ie/academicregistry/exams/student-guide

13.5 Plagiarism

In the academic world, the principal currency is *ideas*. Consequently, you can see that *plagiarism* – i.e., passing off other people's ideas as your own – is *tantamount to theft*. It is important to be aware the plagiarism can occur knowingly or unknowingly, and the offence is in the action not the intent.

Plagiarism is a serious offence within College and the College's policy on plagiarism is set out in a central online repository hosted by the Library which is located at [http://tcd- ie.libguides.com/plagiarism](http://tcd-ie.libguides.com/plagiarism). This repository contains information on what plagiarism is and how to avoid it, the College Calendar entry on plagiarism and a matrix explaining the different levels of plagiarism outlined in the Calendar entry and the sanctions applied.

Undergraduate and postgraduate new entrants and existing students are required to complete the online tutorial '**Ready, Steady, Write**'. Linked to this requirement, all cover sheets which students must complete when submitting assessed work, must contain the following declaration:

I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at:

<http://www.tcd.ie/calendar>

I have also completed the Online Tutorial on avoiding plagiarism 'Ready, Steady, Write', located at <http://tcd-ie.libguides.com/plagiarism/ready-steady-write>

Plagiarism detection software such as "Turnitin" and Blackboard's "SafeAssign" may be used to assist in automatic plagiarism detection. Students are encouraged to assess their own work for plagiarism prior to submission using this or other software.

13.6 University regulations, policies and procedures

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

Student Complaints Procedure -

https://www.tcd.ie/about/policies/160722_Student%20Complaints%20Procedure_PUB.pdf

Dignity and Respect Policy - <https://www.tcd.ie/equality/policy/dignity-respect-policy/>

13.7 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 component.

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

14.3 Guidelines on Grades

The following Descriptors are given as a guide to the qualities that assessors are seeking in relation to the grades usually awarded. A grade is the anticipated degree class based on consistent performance at the level indicated by an individual answer. In addition to the criteria listed examiners will also give credit for evidence of critical discussion of facts or evidence.

Guidelines on Grades for Essays and Examination Answers

Mark Range	Criteria
90-100	IDEAL ANSWER; showing insight and originality and wide knowledge. Logical, accurate and concise presentation. Evidence of reading and thought beyond course content. Contains particularly apt examples. Links materials from lectures, practicals and seminars where appropriate.
80-89	OUTSTANDING ANSWER; falls short of the 'ideal' answer either on aspects of presentation or on evidence of reading and thought beyond the course. Examples, layout and details are all sound.
70-79	MAINLY OUTSTANDING ANSWER; falls short on presentation and reading or thought beyond the course but retains insight and originality typical of first class work.
65-69	VERY COMPREHENSIVE ANSWER; good understanding of concepts supported by broad knowledge of subject. Notable for synthesis of information rather than originality. Sometimes with evidence of outside reading. Mostly accurate and logical with appropriate examples. Occasionally a lapse in detail.
60-64	LESS COMPREHENSIVE ANSWER; mostly confined to good recall of coursework. Some synthesis of information or ideas. Accurate and logical within a limited scope. Some lapses in detail tolerated.
55-59	SOUND BUT INCOMPLETE ANSWER; based on coursework alone but suffers from a significant omission, error or misunderstanding. Usually lacks synthesis of information or ideas. Mainly logical and accurate within its limited scope and with lapses in detail.
50-54	INCOMPLETE ANSWER; suffers from significant omissions, errors and misunderstandings, but still with understanding of main concepts and showing sound knowledge. Several lapses in detail.
45-49	WEAK ANSWER; limited understanding and knowledge of subject. Serious omissions, errors and misunderstandings, so that answer is no more than adequate.

40-44	VERY WEAK ANSWER; a poor answer, lacking substance but giving some relevant information. Information given may not be in context or well explained but will contain passages and words which indicate a marginally adequate understanding.
35-39	MARGINAL FAIL; inadequate answer, with no substance or understanding, but with a vague knowledge relevant to the question.
30-34	CLEAR FAILURE; some attempt made to write something relevant to the question. Errors serious but not absurd. Could also be a sound answer to the misinterpretation of a question.
0-29	UTTER FAILURE; with little hint of knowledge. Errors serious and absurd. Could also be a trivial response to the misinterpretation of a question.

Guidelines on Marking Projects/Dissertation Assessment

Mark Range	Criteria
90-100	Exceptional project report showing broad understanding of the project area and exceptional knowledge of the relevant literature. Exemplary presentation and analysis of results, logical organisation and ability to critically evaluate and discuss results coupled with insight and novelty/originality. Overall an exemplary project report of publishable quality (e.g. peer reviewed scientific journal/patent application).
80-89	An excellent project report clearly showing evidence of wide reading far above that of an average student, with excellent presentation and in-depth analysis of results. Clearly demonstrates an ability to critically evaluate and discuss research findings in the context of relevant literature. Obvious demonstration of insight and novelty/originality. An excellently executed report overall of publishable quality (e.g. short peer reviewed conference paper such as IEEE) with very minor shortcomings in some aspects.

70-79	A very good project report showing evidence of wide reading, with clear presentation and thorough analysis of results and an ability to critically evaluate and discuss research findings in the context of relevant literature. Clear indication of some insight and novelty/originality. A very competent and well-presented report overall but falling short of excellence in some aspects. Sufficient quality and breadth of work similar to the requirements for an abstract at an international scientific conference.
60-69	A good project report which shows a reasonably good understanding of the problem and some knowledge of the relevant literature. Mostly sound presentation and analysis of results but with occasional lapses. Some relevant interpretation and critical evaluation of results, though somewhat limited in scope. General standard of presentation and organisation
50-59	A moderately good project report which shows some understanding of the problem but limited knowledge and appreciation of the relevant literature. Presentation, analysis and interpretation of the results at a basic level and showing little or no novelty/originality or critical evaluation. Insufficient attention to organisation and presentation of the
40-49	A weak project report showing only limited understanding of the problem and superficial knowledge of the relevant literature. Results presented in a confused or inappropriate manner and incomplete or erroneous analysis. Discussion and interpretation of result severely limited, including some basic misapprehensions, and lacking any novelty/originality or critical evaluation. General standard of presentation poor.
20-39	An unsatisfactory project containing substantial errors and omissions. Very limited understanding, or in some cases misunderstanding of the problem and very restricted and superficial appreciation of the relevant literature. Very poor, confused and, in some cases, incomplete presentation of the results and limited analysis of the results including some serious errors. Severely limited discussion and interpretation of the results revealing little or no ability to relate experimental results to the existing literature. Very poor overall standard of presentation.

0-19	<p>A very poor project report containing every conceivable error and fault. Showing virtually no understanding or appreciation of the problem and of the literature pertaining to it. Chaotic presentation of results, and in some cases incompletely presented and virtually non-existent or inappropriate or plainly wrong analysis. Discussion and interpretation seriously confused or wholly erroneous revealing basic misapprehensions.</p>
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14.4 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).

September 2023