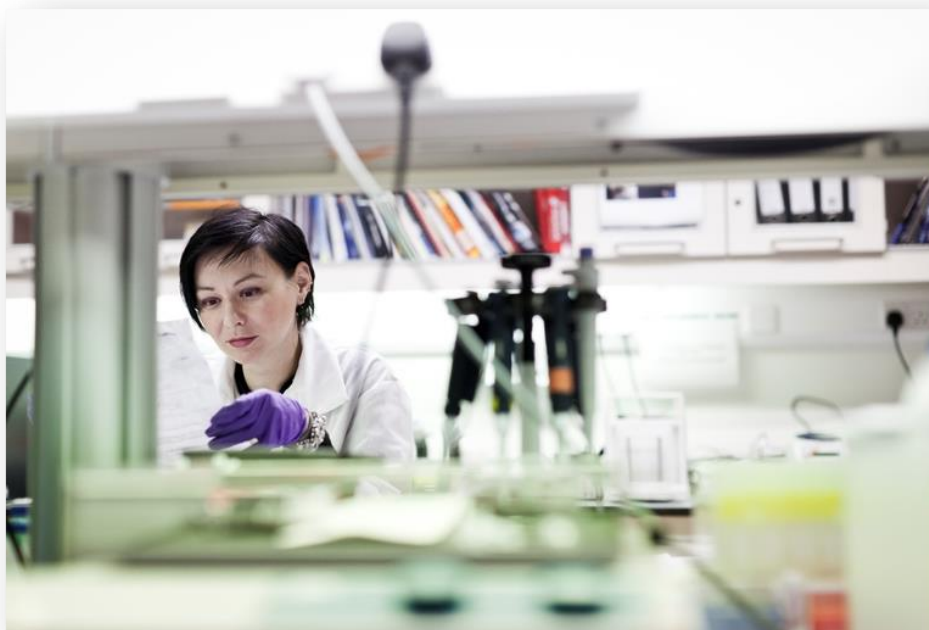




Coláiste na Tríonóide, Baile Átha Cliath
Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin



School of Physics
Staff/Postgraduate/Post-Doc Booklet
2019-2020



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I am delighted to welcome you to the School of Physics. The School of Physics has a well-established international reputation for innovative research in Photonics, Electronic and Magnetic Materials, Nanoscience, Soft Matter, Computational Physics and Astrophysics. Our research is highly relevant to key areas in Information and Communication Technology and Biotechnology. The School has more than 25 academic staff supervising over 100 postgraduate students and 60 post-doctoral researchers. Many of our staff and students are also part of the **Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)**, which is the largest research centre in Trinity College. The School of Physics is a vibrant place for postgraduate study. In addition, there are lots of opportunities to take extra courses and to join the college's active clubs and societies.

This document has been prepared to help you to settle in. It provides information on getting started in college as well as how to get around Dublin.

I look forward to meeting you and hope that you will have a great experience here,

Prof. Igor Shvets

Head, School of Physics

Important Contact Information

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Marie Kinsella	Finance Office	makinsell@tcd.ie



Accommodation

If you are looking for accommodation, useful websites are

- www.daft.ie
- www.myhome.ie
- www.rent.ie
- www.let.ie

Additional advice for all new tenants is available from the PRTB website (www.prtb.ie/tenants).

Getting Started

Staff/Post Docs arriving in Ireland will be required to (i) apply for a PPS number (ii) register with the GNIB and (iii) get an Irish bank account

Apply for a Personal Public Service Number (PPS)

Your Personal Public Service Number (PPS Number) is a unique reference number that helps you access social welfare benefits, public services and information in Ireland. A letter of notification will be sent automatically to the address given on the application form, usually within 3 to 5 working days. Your reference number can then be used to register with the Revenue and other services in Ireland.

Garda National Immigration Bureau (GNIB)

The Garda National Immigration Bureau (GNIB) is located on Burgh Quay, approximately a 5-minute walk from the campus. If you are a citizen of a country outside of the E.U., you will be required to register with the GNIB every year. In order to register with the GNIB, students must collect the following documents to support their application and will also be required to pay a 300 euro fee.

Mandatory Supporting Documents

- ✓ Proof of address (i.e. a utility bill or a letter addressed to your Irish address from Trinity College)
- ✓ Bank statement from an Irish bank account showing at least €3000 available.
- ✓ Valid Passport
- ✓ Proof of health insurance

Please allow 5 working days for Irish bank statements and for documents needed from the School of Physics office.



Getting a Bank Account

The main Irish banks are AIB, Bank of Ireland, Ulster Bank and Permanent TSB. Bank of Ireland has a Trinity branch just outside the Front Gate of Trinity and a small branch in the Hamilton Building on campus. It is possible to open a bank account with a foreign address, however be advised that all correspondence (including your ATM/Debit card) will be sent to that address and may take up to three times as long to arrive as items mailed to Irish addresses. For foreign addresses, you will need two types of proof of address, both certified by your foreign bank or by a public notary. A letter from Trinity will not be sufficient as proof of foreign addresses. You are advised to open a bank account after you obtain an Irish address.

Mandatory Documentation to Open a Student Account:

- Photo ID (Passport, National ID card)
- Trinity ID card
- Proof of Address: Utility Bill, Revenue/PPS Letter, Letter from School of Physics Office, sent to Irish address

You can set up online banking for an existing account on www.365online.com. In order to set up a designated beneficiary for online banking, you will need to wait to receive a code in the post. Please allow 5 working days to arrive at Irish addresses. Bank of Ireland takes two days to process an application from the date of submission. To request a bank statement for immigration purposes, please allow 5 working days after requesting the statement online or in the branch.

Getting your monthly Salary (getting paid)

Once you have a bank account and received your PPS number, you need to complete two forms

- ✓ **Direct Pay Mandate** - to give your account details to Trinity College so that you can get paid.

Health Insurance

Non-EU students are required to have insurance cover for medical treatment and hospitalization before they leave their home country. Please check with your insurance company at home that you are sufficiently insured for your period of study in Ireland. If you do not already have insurance cover, you may wish to insure with one of the health insurance providers in Ireland

- www.VHI.ie
- www.layahealthcare.ie
- www.avivahealth.ie
- www.odon.ie/tcd

Staff/Post Docs from EU states should apply for a European Health Insurance Card ([EHIC](#)) in their home country before departure.



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Trinity College Medical Centre (www.tcd.ie/collegehealth/)

The medical centre is located on the main Trinity College campus. It is available to all students and staff. Emergency appointments are available at 9.30 am and 2.00 pm daily, however you should arrive in plenty of time as the service can be busy. The medical centre also offers a variety of other services such as travel advice and vaccinations, and physiotherapy. A full list of fees and opening times are available on their website.

Wifi on Campus and Staff Email (www.isservices.tcd.ie/staff)

To connect your laptop or tablet to TCD Wifi, you must first get your myzone username and password which will be given to you at registration. Students can access TCD Wifi through the IS services website. If you need further assistance, IS services is located in Áras an Phiarsaigh which is highlighted on the main map at the back of this booklet. You can also email IS services at helpdesk@tcd.ie.

Library

To access the library facilities, you first must sign a copy of the Library Bond form which can be found at www.tcd.ie/hr/forms/staff%20bond.pdf. The form should be returned to the reception desk in the Berkeley Library. Please return the Library Bond Form at least 24 hours before you collect your student card.



There are several libraries located on the main campus. Although you will have access to all of the libraries on campus, the main science library is the Hamilton Library (see map). You can find out more about the library opening hours and reserve a book online on the Library website. (www.tcd.ie/Library/opening-hours/).

Trinity College Sports Centre (www.tcd.ie/Sport/)



The Trinity College Sports Centre is located on the main campus next to the Science Gallery. Membership for postgraduate students is included in your registration fees at the beginning of each academic year. You must bring your student I.D. to the sports centre every time you visit. The Sports centre has a gym, a

swimming pool, indoor sports hall and a climbing wall. There are also fitness classes and courses in yoga, tennis, squash and swimming. The classes are usually quite cheap, and you can book and pay



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for your class at the main desk in the Sports Centre. The opening hours and the class timetables can be found at www.tcd.ie/Sport/classes/.

Food on Campus

There are many places to eat on campus. The college catering service runs the Coffee Shop in the Hamilton, the main Dining Hall (front square), the Buttery café (front square) and the Arts Building café. All of these are marked on the map attached.

The Science Gallery is located in CRANN on campus, and runs free public exhibitions all year round. Students can buy a membership card for 15 euro which entitles you to discounts on all Science Gallery event tickets for the year. The Science Gallery café is a great place to meet other students, and is located beside the exhibitions on the ground floor. Science Gallery members get 10% off all purchases in the Café and Shop, as well as getting your first coffee free in the Café. (www.dublin.sciencegallery.com/community)

Food off Campus

The main supermarket chains in Dublin city are Tesco, Dunnes, Lidl, Aldi, Marks and Spencer's and Supervalu. Smaller shops like Centra, Spar and Londis are easy to find, but can be more expensive and will not have as much choice as the larger supermarkets. Remember to bring bags for your shopping with you, a plastic bag in an Irish supermarket costs 22 cent.

Travel Smart Cards-Leap Cards and Student TravelCards

A Leap Card is a reusable plastic smartcard that can be used instead of paper tickets to pay for transport in Dublin. A Leap Card offers the flexibility to jump on Dublin Bus, LUAS, DART and commuter rail services around Dublin without having to buy a specific ticket in advance. You can buy a standard Leap Card for €5. Leap Cards can be topped up at any LUAS or train station or from any shop in Dublin with the Leap Card symbol and can be used on Dublin Bus, DART, LUAS, and Commuter Rail services (see www.leapcard.ie) Remember to tag-on and tag-off!

Local Dublin Area Transport

There are extensive bus (Dublin Bus), train (DART), and tram (LUAS) systems operating in Dublin, as well as rail and bus links to other Irish destinations. Trinity College is situated in the heart of Dublin city and is easily accessible by the multiple transport options available in the city.



Pearse train station is the nearest station to the Trinity Campus, and is located on Westland Row, (Science Gallery exit). Tara Street station and Connolly station are also located within walking distance of the college campus. DART is the city train service that runs every 15-20 minutes and operates from Malahide to Greystones. You can buy tickets in the station using both cash and debit/credit cards. If you are travelling by train regularly, you can buy a student weekly or a monthly ticket. These are much cheaper and can be purchased when you show your Student Travel card at any train station).



Local Buses (www.dublinbus.ie)

Dublin Bus operates the main bus service in Dublin city centre. If you are paying by cash, you must have exact change. You can reclaim your change at a later stage by handing in your receipts to the Dublin Bus Head Office in O'Connell Street. Most bus routes run from 6 am to 12 am, but always check your bus route timetable before you travel. All routes are numbered e.g. 16a or 747. If you have a smart phone, download the Dublin Bus App so you can check when your next bus is due.

Nitelink is the bus service that operates in Dublin city on Friday and Saturday after 12 am. Nitelink fares are more expensive than Dublin Bus tickets, and the routes may have a different number. Check your route and travel times on the website before you travel.



Dublin Bus

Local Trams-LUAS

There are two LUAS tram lines in Dublin. The Green Line, on the south side of the river, runs from Brides Glen in South Dublin to Stephen's Green, which is the closest stop to Trinity. The Red Line, on the north side, runs from the Point in the Dublin Docklands to Tallaght and Saggart in west Dublin. Two of the national train stations, Heuston and Connolly, and the main bus terminal, Busaras, are stops on the Red Line. Abbey Street is the nearest stop to the main entrance of Trinity. Operating hours are approximately 5.30am to midnight, depending on the day of the week and the direction of travel. More details can be found at www.luas.ie, and the free LUAS app can also be downloaded for realtime information. The Dublin tram route map is available at www.luas.ie/interactive-map.html



Taxis

Registered taxi drivers must display their name and taxi number on the dashboard of their vehicle. You can book a taxi in advance, or download an app on your smart phone called Hailo. Hailo will show you where the nearest available taxi is and how long you have to wait. You can also estimate the cost of your journey online at www.transportforireland.ie/taxi/taxi-fare-estimator or using any other Dublin taxi fare calculator



Dublin has a growing bike-sharing scheme, allowing you to collect a bike from any DublinBikes stand and return it to any other stand. They offer annual memberships at very low cost. Check their website to find how where to get a bike, and how to sign-up.

Travelling outside of Dublin

Connolly station and Heuston station are the two main train stations in Dublin. If you are travelling to the North or North-West of Ireland, your train will leave from Connolly station. Trains going to the West or South of Ireland will depart from Heuston station. Student tickets are much cheaper than adult tickets, but you must bring your Student Travel card with you when you travel. You can also book your tickets online in advance (www.irishrail.ie).

Bus Éireann has a nationwide network connecting all major Irish cities and also provides linking services from major cities to smaller towns or villages. Buses leave and arrive in Dublin at Busáras (Central Bus Station), which is close to Connolly Station. For further information check out www.buseireann.ie

School of Physics – FAQ's

When will I get my staff I.D.?

You can collect your student I.D. card from Staff Office (House 4, ground floor, next to the Front Arch).

Where can I get my lab/office keys?

You must sign the College Safety Statement, and return it to Joe McCauley (School Safety Officer) before you get your office/lab key. You can get a key to your office or lab from Ken Colcannon (office 0.02, ground floor SNIAM). The College Safety statement is available on the School of Physics Website at www.tcd.ie/Physics/local/safety/Physics_Safety_statement_V119.pdf.

Where can I get access to CRANN?

To get swipe-card access to CRANN, bring your student card to Des Keany at the reception desk in the Science Gallery.

Do I need Laser Safety Training?

Anyone who is going to work in a lab with a laser in it (even if they are not the user) must contact Chris Smith to complete laser safety training before they are authorised to enter the lab.

How can I access on-line publications off-campus?



You can access journals through the library website when you are off-campus. Follow the instructions on (www.tcd.ie/Library/using-library/off-campus.php)

Where can I collect/send post?

The School of Physics post is delivered to the postgrad student postbox on the first floor of the SNIAM building (outside the School office). If you are expecting an important letter, tell the School office and they will tell you when it arrives. You can post a letter to any person in Trinity free of charge using internal post, which is in the SNIAM (ground floor, beside the front door, look for outgoing post).

Where can I apply to be a laboratory demonstrator?

All postgraduate students must attend "PY5023 – Teaching for Physics Postgraduate Learning Assistants course before they are allowed to demonstrate to undergraduate students. You can sign up for PY5023 and all other modules by contacting Jeanette. Once you have completed the course, Colm Stephens will notify all postgraduates students of the teaching timetable for the semester.

Where are the undergraduate teaching labs?

The undergraduate teaching labs for Physics are on the first floor of the SNIAM. Junior Sophister NPCAM (third year) students have a special lab on the ground floor of the SNIAM. Walk past the lift, around the corner and through the red doors. The lab is first door on the right.

Can I work after 6 pm in my lab/office and at the weekend?

Yes, you can work in your lab/office in the evening or at the weekend but you must sign your name and lab/office number in the sign in book which is located in the foyer of each building. You must have a “buddy” if you are working in the lab outside of 9am-6pm (Mon-Fri) or at the weekend.

Where do I go for expense reimbursements?

You must fill out a reimbursement form to claim any expenses. This form is available at www.tcd.ie/financial-services/forms/NonStaffPaymentsRequisitionForm.pdf. You must get your supervisor to sign it first, and then bring it to Marie Kinsella in the Finance Office (Office 0.13, SNIAM building, ground floor, through the red doors on the left).

How can I book a room?

You can book a room in the school office on the first floor of the SNIAM. Remember during the semester, rooms can more difficult to get so book well in advance.



