



Trinity College Dublin

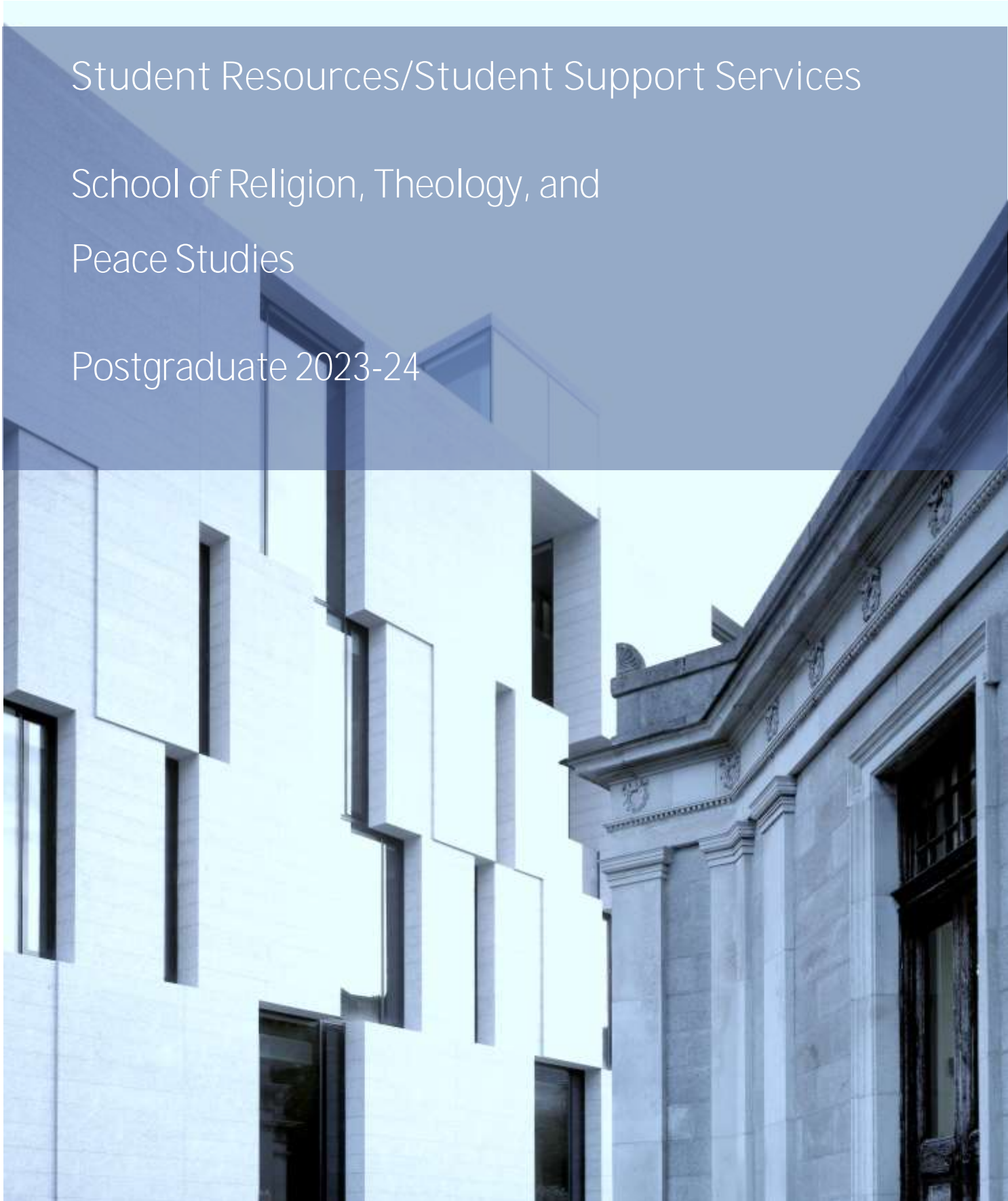
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Student Resources/Student Support Services

School of Religion, Theology, and
Peace Studies

Postgraduate 2023-24



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1. STUDENT SUPPORT SERVICES

There are a range of services to turn to for advice and support should you need it at any stage of your studies. The main services are outlined below, and you will receive more information on how they can support you at orientation. Visit the [Student Support Services website](#) and the latest [Student Services Handbook](#).

2. COLLEGE DISABILITY SERVICE

The School welcomes applications from prospective students with disabilities, and endeavours to assist all students to realise their potential by offering a range of supports that include reasonable accommodations.

Trinity is an inclusive university and encourages students with disabilities to think about coming here. There are over 1,600 students with disabilities who have applied for [reasonable accommodation](#) with the Disability Service; it offers a confidential and accessible service for all students with disabilities and aims to identify and support your learning needs during your time in Trinity. It is student-centred and is committed in as far as is reasonably possible, to empowering students with disabilities achieve their academic and vocational goals, as well as access all aspects of College life. Please click on this [link](#) to find out more about the Disability Service and supports offered.

3. POSTGRADUATE ADVISORY SERVICE

The Postgraduate Advisory Service, commonly referred to as [PAS](#), is the frontline support for postgraduate students at Trinity. PAS is coordinated by the Postgraduate Student Support Officer who acts as a first point of contact for any postgraduate student needing support or guidance.

Providing support

The PAS are there to provide support on any matter that may impact upon your time as a postgraduate at Trinity. Some of the most common issues students go to PAS to discuss include study-related stress or worry; concerns about academic progress; supervisor-relationship concerns; extensions and going off-books; queries regarding regulations and academic appeals; bullying; plagiarism and disciplinary cases and financial hardship.

They support students by:

- Providing frontline confidential and free support, information, and referral via the Postgraduate Student Support Office
- Providing, on referral, named academics to provide advice, advocacy, and assistance via a panel of Postgraduate Advisors
- Providing a suite of complementary supports including informal mediation, workshops and training to postgraduates
- Administering the Postgraduate Student Assistance Fund and other financial assistance to postgraduate students.

PAS also provides representation for postgraduates in the event of disciplinary and/or academic appeals.

PAS is located on the ground floor of House 27. We are open from 9am to 5pm, Monday to Friday. Appointments are available from 10am to 3pm. If in doubt get in touch!

Financial Assistance

The Postgraduate Advisory Service administers the Postgraduate Student Assistance Fund.

This fund is intended to tackle disadvantage by providing small amounts of financial assistance to students requiring additional support to enable them to fully benefit from their third-level studies. It is co-funded by the Irish Government and the European Social

Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020. For further details see the [financial assistance information](#) on the PAS website. Please also see the following link re financial support: [Student Services Handbook.pdf \(tcd.ie\)](#).

Remember, you can ask your Course Coordinator for advice and guidance about anything, and they will point you in the right direction.

Contact PAS at :

+353 896 1417

pgsupp@tcd.ie

[PAS Website](#)

For general or brief queries, you can email PAS at postgrad.support@tcd.ie. Please be sure to include your name, School/ course, and a brief outline of your query/concern. PAS aims to return all student queries within one working day, though at busy times a reply may take a little longer. You may also request an appointment and you will receive a reply offering you some appointment times. On the day, you will check-in for your appointment at the reception desk in the Senior Tutor's Office, ground floor, House 27.

4. GRADUATE STUDENTS' UNION

Located on the second floor of House Six, the Graduate Students' Union is an independent body within College that represents postgraduate students throughout College. Upon registration, all postgraduates are automatically members. It is run by two full-time sabbatical officers. The President is the head and public face of the Union, and is responsible for strategy and policy formulation, whilst sitting on a wide range of committees. The Vice-President is also the Union's Education and Welfare Officer and

advises students on matters such as academic appeals and supervisor relationships. S/He is also here to help on more personal matters, such as financial concerns, illness, and bereavement. Any discussions about such concerns are treated with the strictest confidence. The [GSU website](#) provides the latest updates from the Union, information on elections, campaigns, and connections to the Union's social media platforms. Students can arrange meetings with the sabbatical officers via emailing either the GSU President at president@tcdgsu.ie or the GSU Vice-President at vicepresident@tcdgsu.ie or by contacting the office landline at (01) 896 1169. Please also see the following link: [GSU - Student Representation Overview](#).

Another useful contact for research students is the GSU Research Student Officer who can be contacted at phd@tcdgsu.ie

The GSU help organise elections for class and School Reps. The Class Reps report to their School Rep who attends the School Executive Committee meetings and represents the whole school in the GSU.

5. CLUBS, SOCIETIES AND SPORTS

Whether you are interested in yoga, debating, music or photography or you would just like to try something new, there are over 124 Trinity Societies for you to choose from. You can join a society at any time during the year. For information on the wide array of sport, health, and fitness facilities available see Trinity Sports Centre.

5.1 Clubs, Societies and Sports in Belfast

Students can join the Queen's University PEC Sports Centre, and participate in clubs and societies run by the Students Union. Membership of the PEC is arranged at the start of term.

6. STUDENT SECURITY ON CAMPUS – NITELINE (DUBLIN)

NiteLine is a non-profit service provided free of charge to students which has been in operation for 25 years. It is run by a team of dedicated student volunteers, who have undergone rigorous training with the intention of supporting their peers. They are open every single night of term from 9 pm – 2.30 am, supporting students through instant messaging and over the phone. Check out their video [here](#).



6.1 24 hour Helplines in Belfast

LIFELINE Tel: 0808 808 8000 or visit the [Lifeline](#) website to learn more.

THE SAMARITANS: Free call 116 123 from any phone. Visit the [Samaritans website](#).

7. SAFEZONE

SafeZone is a free to download application from CriticalArc. If working alone, or feeling vulnerable, SafeZone has a Check-in and Check-in Timer feature which allows you to share your live location with security responders.

When using the timer, an alert is automatically sent on your behalf if you fail to extend or cancel it; ideal if you are in areas of increased risk and want additional peace of mind.

The app also lets you report non-urgent concerns straight to the right people and can notify you in the event of an emergency on site.

Further information can be found here; <https://safezoneapp.com/how-it-works/>

8. CAREERS

As a Trinity 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, practice interviews and mentoring.

Visit <https://www.tcd.ie/Careers/> for career, further study 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](https://www.instagram.com/trinity.careers.service).

Students may also wish to avail of the following online resources:

[Trinity Careers Service.](#)

[Overview of careers resources for postgraduate taught students](#)

[Plan Your Career](#)

[Trinity LinkedIn Alumni Tool](#)

[IT Services](#)

[Library](#)

9. ACADEMIC SUPPORT

Student Learning Development (SLD) supports Trinity students to reach their academic potential. SLD offer a range of services including individual appointments, workshops and skills events. <https://student-learning.tcd.ie/>

10. GRADUATION

Following the Court of Examiners, the University's decision to award a degree must be processed and ratified at different committee levels, and you should not expect to be commenced (graduate) within less than two months of a Court decision.

Many students at the School aim to be commenced (attend graduation) in April, or June. The School hosts an alumnus gathering to coincide with one of the commencement dates, and this is an enjoyable opportunity to reconnect with classmates, teachers, and alums.

All queries about your Commencement, following the Court of Examiners, must be addressed to the [Academic Registry](#). The Academic Registry will email students and contact them through their student portal, inviting you to register for Graduation. Please adhere to the acceptance deadline outlined in the email and respond before this date.

Please note you may not graduate until all outstanding fees and charges (including library charges) have been paid.

Transcripts are available on request from the School of Religion, Theology, and Peace Studies following the Court of Examiners. Please contact the Postgraduate Administration Office: srpostgrad@tcd.ie.

11. FEEDBACK

In order to ensure that the School's courses are well-structured and that the degree you obtain is of real value Trinity College asks for Student Feedback annually. The experience of postgraduate study should be richer than the mere passing of assessment requirements and the School of Religion, Theology, and Peace Studies encourages you to participate in our continuing efforts to improve our procedures as the year advances and to make an evaluation of your experience at the end.

Your suggestions on every aspect of the programme will be invited throughout the year. At the end of each semester, you will be asked to complete an assessment of each of the modules that you have undertaken. The information that you supply is invaluable to staff in the further development of the School. You may also be asked to take part in an online survey conducted by the Faculty of Arts, Humanities and Social Sciences. Please note that in any official survey you will remain anonymous, and your assessment of your experience in the School of Religion, Theology, and Peace Studies – whether positive, negative or both – is fed into a structured assessment of teaching and learning. Of course, you do not have to wait for these formal assessments to take place: staff are available at regular office hours (communicated at the start of the year) and they welcome your concerns and suggestions. Your class will also elect a class representative, who will be able to articulate your concerns through the appropriate channels.

12. EMERGENCY PROCEDURES

In the event of an emergency, please dial Security Services on extension 01 896 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).

11.1 Emergency Procedures in Edgehill, Belfast

Please see the fire safety notice in the Belfast Orientation pack.

13. HEALTH, SAFETY AND WELL-BEING SUPPORT

Health, Safety and Welfare at work are of crucial importance throughout Trinity College and the School of Religion, Theology, and Peace Studies is committed to upholding the College's Health, Safety and Welfare policies.

The School also recognises and will ensure compliance with the requirements of the Safety, Health and Welfare at Work Act 2005; associated legislation made under the Act and the College Safety Statement and College Policies and Codes of Practice documents. The Act requires that precautions are taken, as far as is reasonably practicable, to avoid endangering oneself or others by our actions / activities. All reasonable steps will be taken

to ensure that the health, safety and welfare of all persons – be they staff, students or others – will not be put at risk. A copy of the School Health and Safety Statement is available from the School Office.

12.1 Health, Safety and Well-being Support for Students in Belfast

Most student services can be accessed remotely and online appointments are readily available. At the start of term students on the CRR course will be introduced to student support officers through an online session.

The Belfast Orientation Pack includes facilities information for Edgehill House in Belfast. Any health and safety queries or concerns should be brought to the attention of a member of Trinity staff in Belfast.

14. COVID-19

As part of the Trinity Living with Covid-19 it is our collective responsibility to keep up to date with the latest COVID-19 secure measures introduced by Government and any advice issued as a result. Please refer to the relevant legislation, guidance, and advice available on the [College COVID-19 website](#). Students in Belfast should refer to the Northern Ireland measures available on the [Public Health Agency](#) and [NIDirect](#) websites.

Covid Information links relating to COVID-19 updates:

[TCD COVID-19](#)

[TCD COVID-19 Statements](#)

[HSE COVID-19](#)

15. DATA PROTECTION

Trinity College Dublin uses personal data relating to students for a variety of purposes. They are careful to comply with relevant obligations under data protection laws and have prepared this [short guide](#) to ensure you understand how they obtain, use and disclose student data in the course of performing University functions and services. The guidance note is intended to supplement the University's [Data Protection Policy](#).

16. LINKS TO UNIVERSITY POLICIES/REFERENCE/SOURCES

[PG Student Learning Development](#)

[Student complaints](#)

[Dignity and Respect Policy](#)

[Gender Identity and Gender Expression Policy](#)

[Equality Policy](#)

[Data Protection](#)

[My TCD](#)

[Academic Registry](#)

[Blackboard](#)

[‘Learning to Learn Online’ Blackboard Module](#)