



Contents

1.	Student Support Services	2
2.	Student Counselling Services	2
3.	College Disability Service	3
4.	Postgraduate Advisory Service	3
5.	Clubs, Societies and Sports	4
5	.1 Clubs, Societies and Sports in Belfast	4
6.	Student Security on Campus – NiteLine (Dublin)	4
6	.1 24-hour Helplines in Belfast	5
7.	SafeZone (Dublin)	5
8.	Careers	6
9.	Academic Support	6
10.	Graduation	7
11.	Feedback	7
12.	Emergency Procedures	8
1	1.1 Emergency Procedures in Edgehill, Belfast	9
13.	Health, Safety and Well-being Support	9
1	2.1 Health, Safety and Well-being Support for Students in Belfast	9
14.	Data Protection	.10
15	Links to University Policies/Reference/Sources	10

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 <u>Student Support Services</u> <u>website</u> and the latest <u>Student Services Handbook</u>.

2. STUDENT COUNSELLING SERVICES

<u>Student Counselling Services</u> Mission is to support through collaboration, connection and compassion. With a Vision to be an internationally accredited service, delivering accessible social, academic, mental health and emotional wellbeing services across the Trinity community, keeping students at the centre of everything we do.



3. 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. The School's Disability Officer is Dr. Daniele Pevarello who is contactable via email: PEVARELD@tcd.ie

4. POSTGRADUATE ADVISORY SERVICE

What?

The Postgraduate Advisory Service (PAS) is a free and confidential service available to all registered postgraduate students in Trinity College. PAS offers a comprehensive range of academic, pastoral and professional supports including one-to-one appointments, workshops and trainings, and emergency financial assistance.

Why?

PAS exists to ensure that all postgraduates students have a dedicated, specialist service independent of the School-system to whom they can turn for support and advice during their stay in College. Common concerns students present to PAS include stress; financial worries; queries about regulations or services available at Trinity; supervisor-relationship concerns; academic progression issues; academic appeals; and plagiarism hearings.

Who?

The Postgraduate Advisory Service is led by the Postgraduate Student Support Officers who provide frontline support for all Postgraduate students in Trinity. These Support Officers will act as your first point of contact and a source of support and guidance; they can also put you in touch with or recommend other services, depending on your needs.

How?

For an appointment, please e-mail <u>postgrad.support@tcd.ie</u>
Visit the PAS website.

To keep up to date with the supports and events for postgraduate please check out the monthly PAS newsletter sent to all postgraduates via email or follow PAS on Instagram or Twitter: @TCDPGAdvisory.

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 Sports Centre and participate in clubs and societies run by the Students Union. Membership of the Queen's Sports 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 <u>here</u>.



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 (DUBLIN)

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 <u>@trinity.careers.service</u>.

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

Overview of careers resources for postgraduate taught students

Plan Your Career

<u>Trinity LinkedIn Alumni Tool</u>

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 <u>Academic Registry</u>. 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. 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 <u>short guide</u> 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 policies and for more information please review the <u>Data Protection Website</u>.

15. LINKS TO UNIVERSITY POLICIES/REFERENCE/SOURCES

PG Student Learning Development

Dignity and Respect Policy

Gender Identity and Gender Expression Policy

Equality Policy

Data Protection

My TCD

Academic Registry

Blackboard

Student Learning Development