SCHOOL OF RELIGION

Trinity College Dublin

Orientation 2021-2022
06 September 2021

Dear Graduate Student,

On behalf of the Head of School, Prof. Siobhán Garrigan and all the staff here in Dublin and Belfast, it is a pleasure to welcome you to the School and to wish you a successful year of study and research in Trinity College Dublin.

Our School explores religious studies, international conflict and peace studies, theology, ethics and biblical studies as independent but often related disciplinary fields and our undergraduate and postgraduate courses and our research students interrogate encounters between cultures and religions from antiquity to the present day. Our students and staff investigate the intellectual and institutional resources developed in historical and current interactions and conflicts and apply them to the challenges and the opportunities societies face in an age of globalisation.

During your orientation event you will receive some basic information about how the School works and you will meet some of the key people involved in teaching and administration. Most importantly, you will have an opportunity to introduce yourselves to one another, and to get a brief insight into what kinds of skills, experiences and previous studies have shaped the student community of 2021 – 22. If you need any additional assistance, please do not hesitate to contact staff who will assist in any way possible.

As a staff, our hope is that you will find the coming year to be fruitful – intellectually and socially – and that you will be both stretched and inspired by your time in the School. We look forward to getting to know you and to working with you in the weeks and months ahead.

With kind regards and best wishes.

Prof. Gillian Wylie
Director of Postgraduate Teaching and Learning
MPhil in Conflict Resolution and Reconciliation
ORIENTATION
Wednesday 8 September 2021

Trinity College Dublin, Belfast Campus
Edgehill House, 9 Lennoxxvale, Malone Road
MAP

10.15 - 10.30  Arrival, Coffee and Tea

10.30 – 11.00  Welcome and Introduction

11.00 – 11.30  Practical Information and Introduction to Student Support Services

11.30 – 12.30  MPhil Course Content Session

12.30 – 1.30  LUNCH and visit to library

2.00 – 2.30  Tour of PEC sports centre

School of Religion online welcome 7-8pm.
SCHOOL OF RELIGION
TRINITY COLLEGE DUBLIN
POSTGRADUATE ORIENTATION – WEDNESDAY 8 SEPTEMBER 2021

TIME: 7.00 – 8.00 P.M. - DELIVERED VIA ZOOM

AGENDA

7.00 – 7.05  Introduction – Prof. Siobhán Garrigan, Head of School
7.05 – 7.15  Staff introductions - Prof. Gillian Wylie (Director of Teaching and Learning PG),
           Academic staff and Professional Staff
7.20 – 7.55  Student introductions round the ‘zoom room’.
8.00        Close

Please see details below regarding the Individual Face-to-Face Programme Orientation sessions that have been scheduled with Programme Co-ordinators / Programme staff.

- **International Peace Studies**: 11.00 a.m., Wednesday, 8 September 2021, in L1.42, L1.43, Trinity Central. Please see the following link to the location: [Trinity Central](#).
  Please note that students should **arrive at the venue at 9.30 a.m.** in order to have their access card activated.

- **Intercultural Theology and Interreligious Studies**: 10.00 a.m., Friday 10 September in G06, School of Religion. Please see the following link to the location: [School of Religion](#).

- **Christian Theology**: 17.45 p.m., Monday, 13 September in G16, School of Religion. Please see the following link to the location: [School of Religion](#).

- **Conflict Resolution and Reconciliation (Belfast)**: 10.15 a.m., Wednesday 8 September, School of Religion at Belfast. Please see the following link: [View our Belfast location and get driving/walking directions](#).

- **Conflict and Dispute Resolution Studies**: 7.00 p.m., Tuesday 14 Sept., G0.7, School of Religion. Please see the following link to the location: [School of Religion](#).

- **M.Litt. and Ph.D. Programme**: 11.00 a.m., Friday 10 September, G07, School of Religion. Please see the following link to the location: [School of Religion](#).
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* Note: additional/congruency days may be required outside of the formal assessment/reassessment weeks. 

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

**Dates subject to change according to prevailing national government and health guidelines and restrictions**
Key Dates

Conflict Resolution and Reconciliation 2021-22

*NB: Some events and teaching may take place online – to be confirmed*

First Semester (teaching dates): 13 September – 3 December

8 September       CRR MPhil Orientation, Belfast, in person
                 (10.15 am start)
                 Online welcome to School, 7pm-8pm

13 September      Teaching begins

25 – 29 October  Reading Week - no lectures or classes

3 December        Teaching ends

Second Semester (teaching dates): 24 January – 15 April

24 January        Teaching begins

7 – 11 March      Reading Week - no classes or lectures

15 April          Teaching ends

May 12-13 (Date to be confirmed) UN Geneva Trip *(COVID permitting)*

*Students will be notified of changes to any of the above dates or of additional events via their Trinity e-mail address.*

Coursework Deadlines

Tuesday 16 November - CPNI 1

Tuesday 25 January – CPNI 2, FCRR and MPS

Monday 21 March – Research Skills dissertation proposal

Friday 6 May – all semester 2 modules

Wednesday 17 August - Dissertation
# MPhil Conflict Resolution and Reconciliation 2021-22 Timetable

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</table>

**Modules at a glance:**
- EM7301 Research Skills (RS)
- EM7469 Conflict and Peace in Northern Ireland (CPNI)
- EM7487 Mediation and Peacebuilding Skills (intensive) (MPS)
- EM7450 Foundations of Conflict Resolution Research (FCRR)
- EM7451 Dynamics of Reconciliation (DR)
- EM7443 Conflict Transformation (CT)
- EM7454 Community Learning and Reflective Practice (placement)
### Timetable 2021-22 - School of Religion - M.Phil. in Conflict Resolution and Reconciliation

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Length</th>
<th>Module Code</th>
<th>Mod Title</th>
<th>Lecturer</th>
<th>Site</th>
<th>Room</th>
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<tbody>
<tr>
<td><strong>Semester 1 (Michaelmas Term)</strong></td>
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<tr>
<td>Monday</td>
<td>10:00</td>
<td>06:00</td>
<td>EM7487</td>
<td>Mediation and Peacebuilding Skills (Intensive: Mon. 22 to Thurs. 25 November 2021 - 10am to 4pm)</td>
<td>KIM, DR DONG JIN</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
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<tr>
<td>Tuesday</td>
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<td>EM7487</td>
<td>Mediation and Peacebuilding Skills (Intensive: Mon. 22 to Thurs. 25 November 2021 - 10am to 4pm)</td>
<td>KIM, DR DONG JIN</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
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<tr>
<td>Tuesday</td>
<td>10:30</td>
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<td>EM7469</td>
<td>Conflict and Peace in Northern Ireland</td>
<td>BROWNE, DR BRENDAN CIARAN</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:00</td>
<td>06:00</td>
<td>EM7487</td>
<td>Mediation and Peacebuilding Skills (Intensive: Mon. 22 to Thurs. 25 November 2021 - 10am to 4pm)</td>
<td>KIM, DR DONG JIN</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
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<tr>
<td>Thursday</td>
<td>10:00</td>
<td>06:00</td>
<td>EM7487</td>
<td>Mediation and Peacebuilding Skills (Intensive: Mon. 22 to Thurs. 25 November 2021 - 10am to 4pm)</td>
<td>KIM, DR DONG JIN</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
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<tr>
<td>Thursday</td>
<td>10:30</td>
<td>02:00</td>
<td>EM7450</td>
<td>FOUNDATIONS OF CONFLICT RESOLUTION RESEARCH</td>
<td>MITCHELL, DR DAVID</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
</tr>
<tr>
<td>Friday</td>
<td>10:00</td>
<td>02:00</td>
<td>EM7487</td>
<td>Mediation and Peacebuilding Skills (Intensive: Fri. 26 Nov 21 - 10am to 12 noon)</td>
<td>KIM, DR DONG JIN</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
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<tr>
<td>Friday</td>
<td>11:00</td>
<td>02:00</td>
<td>EM7301</td>
<td>RESEARCH SKILLS</td>
<td>MITCHELL, DR DAVID</td>
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<td>Main Classroom</td>
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<tr>
<td><strong>Semester 2 (Hilary Term)</strong></td>
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<tr>
<td>Monday</td>
<td>10:30</td>
<td>05:00</td>
<td>EM7443</td>
<td>CONFLICT TRANSFORMATION (Weeks: 22, 24, 26, 29, 31, 33)</td>
<td>VERWOERD, DR WILHELM</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
</tr>
<tr>
<td>Tuesday</td>
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<td>EM7451</td>
<td>DYNAMICS OF RECONCILIATION</td>
<td>MITCHELL, DR DAVID</td>
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<tr>
<td>Friday</td>
<td>10:30</td>
<td>06:00</td>
<td>EM7301</td>
<td>RESEARCH SKILLS (Week 25 only)</td>
<td>MITCHELL, DR DAVID</td>
<td>ISE-BEL</td>
<td>Main Classroom</td>
</tr>
</tbody>
</table>

Please note that:
The above may be subject to change and you will be advised as necessary.

We have included full details of the schedule for EM7487 – Mediation and Peacebuilding Skills (Intensive – Monday 22 to Thursday 25 November (10.00am to 4pm); Friday 26 November 2021 (10.00am to 12 noon).

EM7443: ‘Conflict Transformation’ is scheduled for specific weeks as noted above in Hilary term.

EM7301: ‘Research Skills’ takes place throughout Michaelmas Term and is only scheduled to take place on Friday 18 February 2022 (Week 25), from 10.30am to 4.30pm in Hilary Term.

Should you decide to choose any optional modules which are based in Dublin - please refer to the Timetable for International Peace Studies and Intercultural Theology and Interreligious Studies.
Key Dates for International Peace Studies 2021-22

COVID NOTICE: PLEASE NOTE ALL FIELD TRIPS, INTERNSHIPS ARE SUBJECT TO COVID RESTRICTIONS NOT BEING IN PLACE.

First Semester (teaching dates): 13 September – 3 December

Wednesday September 8
  IPS Orientation, 11am-1pm (face to face) L1.42/L1.43 ‘Trinity Central Building’ on Pearse St. (TCD, Business School Building)

Wednesday September 8
  Online welcome to School, 7pm-8pm

September 13
  Start of Teaching Term

September 23
  Internship Module Meeting, 1pm, Trinity Central

October 25-29
  Reading Week: no lectures/classes

November 25
  Peace Studies re-orientation, 1pm, Trinity Central

3 December
  Teaching ends

January 20-21
  Belfast Field Trip

Second Semester (teaching dates) 24 January – 15 April

January 24
  Teaching begins

March 7
  Reading week, no classes or lectures

April 10
  IPS Programme Evaluation and Final Round-Up, 1pm

April 15
  Teaching ends

May 12-13
  Date to be confirmed UN Geneva Trip (COVID permitting)

Students will be notified of changes to any of these dates or of additional events via their TCD e-mail address.

COURSEWORK DEADLINES

<table>
<thead>
<tr>
<th>Module</th>
<th>Deadline</th>
<th>Marks Distribution</th>
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<tbody>
<tr>
<td>PPC</td>
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<td>7 January 2022</td>
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<tr>
<td>All options semester 1</td>
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<td>25 February 2022</td>
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<tr>
<td>Research Methods Proposal</td>
<td>7 April 2022</td>
<td>5 May 2022</td>
</tr>
<tr>
<td>All options semester 2</td>
<td>6 May 2022</td>
<td>3 June 2022</td>
</tr>
<tr>
<td>Dissertation</td>
<td>17 August 2022</td>
<td>25 Nov 2022</td>
</tr>
<tr>
<td>Day</td>
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</table>
Please note that the above may be subject to change and you will be advised as necessary. Lecture room locations will be confirmed for Hilary Term as soon as possible.

Please note that EM7467 - ‘Engaging Religious Fundamentalism’ is scheduled to take place at 12 noon each Wednesday in Michaelmas Term.

Please note your portal will be updated with the time scheduled by the Centre for Gender Studies for WS7075 - ‘Gender Theories’.
Key Dates for Intercultural Theology and Interreligious Studies (IT&IS), 2021-22

COVID notice: Please note all fieldtrips and internships are subject to COVID restrictions not being in place.

First Semester (teaching dates): 13 September – 3 December

Religion and Ethics in a Pluralist World: Intensive module (Online). This Online module will run from Monday 6 Sept. to Thursday 9 Sept., (2.00 – 6.00 p.m.) and Friday 10 September (2.00 – 4.00 p.m.).

10 September   IT&IS Orientation 10 - 11am
8 September     Online welcome to School, 7pm-8pm
13 September    Start of Teaching Term
24 September    Internship Module Meeting, 11 pm
25-29 October   Reading Week: no lectures/classes
19 November     Visits to Places of Worship in Dublin [COVID permitting]
24 November     IT&IS re-orientation, 12 – 1 pm
3 December      Teaching ends
20-21 January   Belfast field trip

Second Semester (teaching dates): 24 January – 15 April

24 January      Teaching begins
7 – 11 March    Reading week, no classes or lectures
8 April         IT&IS Programme Evaluation and Final Round-Up, 11am
15 April        Teaching ends
12-13 May       Date to be confirmed UN/WCC Geneva Trip [COVID permitting]

Students will be notified of changes to any of these dates or of additional events via their TCD e-mail address.

Essay and Dissertation Deadlines (due by 5pm)

<table>
<thead>
<tr>
<th>Module</th>
<th>Deadline</th>
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<tbody>
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<td>Nov 15, 2021</td>
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<tr>
<td>World Christianity and Interreligious Dialogue</td>
<td>Dec 17, 2021</td>
<td>January 14, 2022</td>
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<tr>
<td>Research Methods Proposal</td>
<td>April 01, 2022</td>
<td>April 29, 2022</td>
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<tr>
<td>All other options</td>
<td>May 06, 2022</td>
<td>June 3, 2022</td>
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<td>Dissertation</td>
<td>August 17, 2022</td>
<td>November 25, 2022</td>
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Please note that the above may be subject to change and you will be advised as necessary. Lecture room locations will be confirmed for Hilary Term as soon as possible.

Please note that we have included full details of the schedule for EM7491 – ‘Religions and Ethics in a Pluralist World’ (Intensive - Online – 6 to 10 September 2021).
MEMORANDUM TO STUDENTS

JAMES Haire MEMORIAL PRIZES

2021-2022

In 2002, the Irish School of Ecumenics Trust established the James Haire Memorial Prizes, in memory of the late Revd. Professor James Haire, former Principal of Union Theological College, Belfast.

Seven prizes are awarded annually, two in each of the Intercultural Theology and Interreligious Studies, International Peace Studies and Conflict Resolution and Reconciliation courses and one in the Postgraduate Diploma in Conflict and Dispute Resolution Studies course. Each prize will be worth €100. In each MPhil programme one prize will be offered for the highest mark in dissertation, and one for the highest mark in a student’s best three essays (based on an average calculation). In the case of a tie the mark in the fourth essay may be taken into consideration. In each case the prize for dissertation will be awarded first, and the winner of that prize may not be considered for award of the essay prize. In PG Diploma CDRS, the prize is given to the best essay overall.

Awards will be made by the appropriate Court of Examiners, whose decision will be final.
Student Support Services

This factsheet covers the main student support services and explains any special arrangements for students in Belfast. You will be introduced to the key services at the start of the year, most likely by an online session.

Graduate Students Union

The Graduate Students Union (GSU) is the main body representing postgraduate students at Trinity. Soon after the start of term, the GSU will organise the election of student reps, including for the Belfast MPhil class. In terms of clubs and societies, Trinity students in Belfast can join the nearby Queen’s University clubs and societies. Please note this informal arrangement does not include access to Queen’s advice services. If you need advice on any issue whether academic or personal, please contact your own Trinity student support services highlighted below.

Trinity Sport and Queen’s PEC link up

Trinity Sport has an arrangement with Queen’s sports centre (PEC) to cover the cost of membership for Belfast-based students. This will be set up at the start of the academic year, after which we will advise you that you can call to the PEC desk and join for the year – you will need to bring your Trinity ID card (which is now available as an app on your phone) or quote your Student ID number, and provide your term time contact details.

Student Counselling Service

The Student Counselling Service is currently offering advice and appointments by phone and video.
+353 1 896 1407
student-counselling@tcd.ie

Postgraduate Advisory Service

Confidential support to postgraduate students on a range of issues, both personal and academic. If you are not sure which service you need, contacting the PAS officer is a good starting point: pgsupp@tcd.ie.
Careers Service

Sign up with MyCareers to create your own personalized portal and hear about opportunities that are of interest to you. Skype appointments are available, and there is a designated Careers Consultant for the School of Religion, see below.

+353 1 896 1721

School of Religion Careers Consultant:

tunneyo@tcd.ie

SKYPE: orlaithtunneyatTCD

LinkedIn: https://ie.linkedin.com/in/orlaithtunney

Student Disability Service

The Student Disability Service helps students with disabilities achieve their potential and works with the university community (including in Belfast) to create an inclusive learning environment. If you need the support of this service, please register with them at the start of term.

askds@tcd.ie

+353 1 896 3111 or 087 113 3185

Academic Registry

Academic Registry deals with Admissions, US Federal direct loans, fee payment, registration, student records and graduation. Have your student ID number ready when you call or email. You can also in the first instance email the School of Religion postgraduate officer with your query: srpostgrad@tcd.ie

+353 1 896 4500

academic.registry@tcd.ie

Student Learning Development

Student Learning Development provides resources and workshops on a variety of study skills, e.g. writing essays and dissertations, referencing, time management etc. Workshops can be arranged through the Blackboard Learn webinar system for off-campus students. Please liaise with the CRR office to avail of this opportunity.

+353 1 896 1407

student.learning@tcd.ie
IT Services

IT Services provides technical help from password support to software offers. **TIP: since it is not easy for Belfast students to nip into campus to get a new password, sign up for password manager and you can get your new password sent to your phone and an email address of your choice!**

+353 1 896 2000

itservicedesk@tcd.ie

Click here for IT Services Orientation Video

When calling from Northern Ireland all College numbers start with 00353 1 896, followed by the extension number.

*Find out how you can engage virtually with Student Support Services.*
Student Healthcare in Northern Ireland

This factsheet explains how to access healthcare as an international student living in Belfast.

The National Health Service (NHS)

Students on a UK student visa are entitled to healthcare through the National Health Service (NHS). You should register with the GP practice (doctor’s surgery) closest to where you live. As your doctor will be your source of medical support should you fall ill with COVID, please ensure you register with a doctor at the start of term. Since it is no longer possible to just drop by at the surgery, please call first to ask what documents you need to bring and find out about the registration process. Bring a list of your medications when you go along to register. Find out more about appointments and the services you can expect.

GP Practices in South Belfast

University Health Centre at Queens
7 University Terrace, Elmwood Ave, Belfast BT7 1NP
Tel: 028 9066 4634 – A student friendly service but very busy. Dunluce is also an option for South Belfast.

Dunluce Health Centre
1 Dunluce Avenue, Lisburn Road, Belfast
Tel: 028 9020 4248

Ormeau Park Surgery
281 Ormeau Road, Belfast, BT7 3GG
Tel: 028 9064 2914

Ravenbank Surgery
113 Ravenhill Road, Belfast, BT6 8DR
Tel: 028 9045 7132

GP Practice in City Centre

The Carrick Hill Medical Centre
1 Carrick Hill, Belfast, BT1 2JR
Tel: 028 9026 8080
In an Emergency

In case of emergency call 999 (ambulance, fire service and police). Accident and Emergency units are located at the Royal Victoria Hospital, Falls Road, West Belfast and at the Mater Hospital, Crumlin Road, North Belfast. More on Emergency Services.

Mental Health Resources

Local Helplines

LIFELINE
Tel: 0808 808 8000
Lifeline website

THE SAMARITANS
Tel: 028 9066 4422
Samaritans website
Drop in center: 5 Wellesley Avenue, off the Malone Road.

Useful Links

Mind Your Head – booklet for students
Steps for Stress – booklet on dealing with stress

Trinity Student Counselling Service
Phone: 00353 1 896 1407
E-mail: student-counselling@tcd.ie
Student Counselling Service website
Services are currently being offered by phone and video call.
COVID Information

Introduction
The Covid pandemic has brought about many changes to travel, student life and access to facilities. As a Trinity student joining a course in Belfast, you will need extra information which covers the local situation in Northern Ireland. With this in mind we aim to provide Belfast-specific guidance through this factsheet, and we will also keep you updated by email over the summer months.

Northern Ireland COVID public health information is available at Ni Public Health. You can also check out the latest Trinity College COVID information although bear in mind much of the information will apply to students who are going to be studying in Dublin.

Travel to Belfast
Depending on restrictions in place at the time it may be easier to enter via a UK airport and get a connecting flight to Belfast, to avoid having to take into consideration both UK and Irish regulations.

Visit the NIDirect website for information on requirements for travelling to Northern Ireland.

If you plan to arrive via Dublin airport, you can check out Trinity’s 2021 arrivals website for the latest updates. Please note however, offers of transport to your accommodation etc apply to students living in Dublin, so much of what you read may not be relevant to you.

Accommodation
Please see our Guide for International Students on the School of Religion website for accommodation options. Most managed student housing in Belfast is set up for quarantine, should that be necessary, and will have packages in place. You may also be able to do quarantine in an Air BnB or a private address, though do check before travelling.

When you get here - healthcare and COVID in Northern Ireland
Visit Ni Public Health for information on current regulations, testing and vaccination.

You can download the StopCovidNI app which sends notifications to your phone if you are a close contact of someone who has tested positive.
PCR testing is available to anyone with symptoms. The nearest testing centre if you live in south Belfast is at the Queen’s University PEC sports centre in Botanic Gardens.

Lateral flow testing kits for those without symptoms can be ordered online.

The latest Northern Ireland government regulations on lockdown/easing, track and trace and more can be found on the NI Executive website.

You are advised to register with a doctor (GP) at the start of term, as you will need a National Health Service number to be able to access healthcare and any vaccine booster programmes which may come on stream. See the Healthcare section above to find the GP practice nearest to your term time address. You will need to phone to ask about registration as it is not possible to drop by without an appointment. Normally you won’t need a letter from us, just your Biometric Residence Permit if applicable and other ID such your passport and Trinity student card (since 2020 available as an app on your phone).

If you are on a UK student visa, you will be entitled to free use of the National Health Service (NHS) for the duration of your visa.

Social Distancing and COVID measures in Edgehill House, your place of study
Information on this will be provided before the start of term so you are familiar with any restrictions in advance.

Use of QUB facilities
Students at the School of Religion in Belfast are normally provided with Associate Membership of the nearby Queen’s University library. At the time of writing this has not yet re-opened to Associate Members due to the pandemic, although this is being kept under review, so we suggest you book accommodation which has comfortable study space. In the meantime you may like to consider public libraries: Central Library and Linen Hall Library in the city centre and Ormeau Road and Lisburn Road in South Belfast.

In addition, Trinity Sport pays for your membership of the Queen’s PEC (sports centre). Arrangements are made through the Belfast school at the start of term.

You can join QUB Students Union clubs and societies too provided these are running. Please note that access to student advice and support services is through Trinity. You cannot use QUB advice services. See next page for further information.
What to do if you become unwell or are a contact of a confirmed case

Please do not attend class or come to Edgehill House if any of the following applies:

- If you have symptoms of coronavirus
- While you wait for a test appointment and the test results
- If you have a positive test for Covid-19

You must stay at home and follow the instructions on the [NI Public Health website](#).

Self isolation means staying indoors and completely avoiding contact with other people. If you become unwell with coronavirus symptoms please contact the CRR office to let us know and stay in your accommodation. Call (028) 9077 0087 or email SRadmBlfst@tcd.ie. You will also need to notify your place of accommodation without delay. Please also let us know if one of your close contacts at home is diagnosed with COVID-19, at any stage. Please refer to the government advice at the link above to find out how to book a test.

If you are in managed student accommodation and need to self isolate, you may be able to take advantage of food packages or other support. Alternatively to arrange your own deliveries try one of the large supermarkets, Iceland, Tesco, or Sainsbury's, or the smaller local shops, Centra or Spar. There is a useful round up of all kinds of stores doing deliveries on the [Belfast Live](#) website. Some shops have also started offering small deliveries via Deliveroo. If you are self isolating and need support or help for any reason, don’t hesitate to ask! Please contact the office using the details above.
Read the Guide for International Students

This covers all the essential information you need as an international student coming to study in Belfast, including advice on accommodation. Find it on the International Students page.

Collect your Biometric Residence Permit after you arrive in Belfast

You will need to collect your BRP within 10 days of your arrival in the UK from the main Post Office branch in High Street, Belfast.

Scan or photograph your BRP and passport entry stamp and email to the CRR office

We are required to keep a copy for our records. Please email to SRAdmBlfst@tcd.ie at the start of term.

Keep your online student record updated with your term time contact details

Remember to add your term time address and phone number to your Trinity student record and to update your details if you move house during the year. Contact details are needed for visa records, as well as track and trace.

Register with a doctor

Due to the pandemic it is advisable for all international students to register with a doctor. This will enable you to access any vaccine booster schemes which come on stream as well as medical assistance should you become ill. Your visa entitles you to free healthcare on the NHS. See the Healthcare in Northern Ireland factsheet for more information.

If you wish to open a bank account

Once you know your term time address we can provide a letter confirming your student status and address which can be used to open a bank account. Opening an account can sometimes be a complicated process so some students opt to use wire transfers or financial apps such as Revolut instead.

Attendance records

We are required to keep attendance records for students on visas. We will advise you how we are going to do this at the start of term.

Bring your ID if you are travelling south of the border

Very rarely there can be ID checks on public transport travelling south of the border. It’s therefore a good idea to carry your Trinity and BRP cards with you. Your Trinity card will be available as an App.

Short Irish Visitor Visas

Citizens from certain countries may need a short visitor visa from the Irish authorities to travel legally to the south of Ireland. Trinity International Office can help with Irish visa queries — you may like to look into this before your arrival if it applies to you. Contact TCDGlobalRoom@tcd.ie.

The records we keep for students on a UK visa (copies of BRP and passport) are a legal requirement. Copies are retained for one year after you finish your course and are then deleted.
Guide to Facilities, Belfast

COVID-19
It is our collective responsibility to keep up-to-date with the latest 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 and the NI Public Health website. Please also familiarise yourself with the Edgehill House COVID-19 policy which will be provided, and remember that from entering the gates, the one metre social distancing rule applies at all times. Masks must be worn when moving around the building.

Access to the building:
An access card will be provided at the start of term, which must be returned to the MPhil office at the end of the year. There is a £25 fee for non-return or replacement of access cards.

Wi-Fi
Look for the network labelled ISE Guest - the password is Welcome123.

Opening hours
For the moment until restrictions ease you will only be attending for class. When there are public holidays or closures for other reasons, we will let you know by email, so please check your Trinity email account regularly.

Academic Staff availability
Meetings with academic staff are by appointment and contact details are provided at the end of this document. Unless otherwise agreed between the student and Professor, meetings will be facilitated virtually.
Office

We warmly encourage you to contact the office if you have any questions about any aspect of student life! Opening hours for term 1 are 9.00-1.00pm, Tuesday, Thursday and Friday, and contacts are available at the end of this document. Please be aware that the room capacity is two people, including the Executive Officer, Caroline Clarke, so only one student at a time can be in the office. We ask that you do not gather in the atrium outside the office or the library if it seems busy, but come back at another time. The Executive Officer works from home Monday and Wednesday 9.00am – 1.00pm and is available for calls via Skype or Zoom.

Library

Our library is a specialist collection for MPhil and PhD students and staff. To borrow books you will need your Trinity student ID card. Opening hours are Tuesday and Thursday 9.00am – 4.00pm and the librarian Bríd O’Brien will be in attendance then. The librarian will be working from home on Wednesdays 9.00am – 4.00pm and will be available for Zoom calls and by email. When visiting the library please observe the maximum capacity of the room, i.e. the librarian plus three other library users. Please see the Library Guide provided in the pages below.

Study spaces

Study space is normally provided through Associate Membership of Queen’s University library. However, at the moment access is not possible for Associate Members. We are waiting to be advised when this changes. In the meantime you may also like to consider public libraries: Central Library and Linen Hall Library in the city centre and Ormeau Road and Lisburn Road in South Belfast. Apart from Linen Hall, membership is free and is required to access their WiFi.

Fire safety

Please familiarise yourself with the fire emergency procedures at the end of this document. A practice fire drill will take place around the start of term.

Student email

Please activate your account as soon as possible as it will be used for all communications.

Food and Drink

There are lots of places nearby where you can go for lunch or coffee. Unfortunately at the moment access to the building will be for classes and visits to the library only and we cannot offer use of the kitchen. We encourage you to bring your own water bottle/coffee with you.
Sharing the Building
Please be mindful that we share facilities with Edgehill College (the training centre for Methodist ministers) as well as various Methodist Church departments. Please direct all queries to Trinity programme staff, with the exception of matters relating to Koinonia House, see below.

On Site Accommodation
Students living in the on-site rooms in Koinonia House should bring any accommodation matters to the attention of the Edgehill receptionist.

Security
Although the building is generally a very safe environment, the School cannot not be held responsible for stolen or damaged personal property. Please take care of your personal belongings at all times and do not leave valuables such as laptops sitting around.

Health and Safety
Should any concerns arise about health and safety, e.g. equipment that isn’t working please bring this to the attention of the staff in the CRR office. Please ensure that you use equipment in a way that doesn’t endanger yourself or others.

Printer/Copier/Scanner
There is a student printer located in the small ante-room located in the CRR office. Instructions for use are on the following pages and are printed out beside the printer/copier. There is currently no charge for student use. The facility is intended for black and white printing only and for small jobs.

Please sanitise your hands before and after using equipment, and wipe down surfaces with the wipes provided. Only one person can be in the CRR office besides the staff member, and this includes for use of the printer.
Belfast Staff Contact Details

Prof. David Mitchell, Course Coordinator
Phone: (028) 9037 3989
Email: damitche@tcd.ie

Prof. Brendan Browne, Lecturer
Phone: (028) 9037 3988
Email: brbrowne@tcd.ie

Please note, one to one tutorials and meetings will take place online unless otherwise arranged by the professor.

Bríd O’Brien, Librarian
Phone: (028) 9037 3980
Email: SRLibBlfst@tcd.ie

Library opening hours are Tuesday & Thursday 9.00am – 4.00pm. On Wednesdays the librarian is working from home and available by email and Zoom.

Caroline Clarke, Senior Executive Officer, Office
Phone: (028) 9077 0087
Email: SRAdmBlfst@tcd.ie

Office opening hours are Tuesday, Thursday and Friday 9.00am – 1.00pm. On Monday and Wednesday mornings the Executive Officer is working from home and is available and Zoom.

For academic admin enquiries please contact the School of Religion postgraduate officer: srpostgrad@tcd.ie.
Instructions for printer/copier/scanner in small room off CRR office

Make a copy

1. Load the document on the scanner glass according to the indicators on the printer.
2. From the Home screen on the product control panel, touch the Copy button.
3. Touch Number of Copies and then use the touchscreen keypad to adjust the number of copies.
4. Touch the Black button to start copying.

Use USB printing

Step one: Access USB files on the printer

1. Insert the USB flash drive into USB port on the printer.
2. The USB Flash Drive menu opens with the following options:
   - Print Documents
   - View and Print Photos
   - Scan to USB Drive

Step two: Print USB documents

1. To print a document, select Print Documents
2. Select the name of the document to print. If the document is stored in a folder, select the folder first, and then select the document to print.
When the summary screen opens, the following settings can be adjusted:

- Number of Copies

Select Print to print the document.

## Scan to a USB flash drive

1. Load the document on the scanner glass or into the document feeder according to the indicators on the printer.

2. Insert a USB flash drive into the walk-up USB port.

3. The USB Flash Drive menu opens with the following options:
   - Print Documents
   - View and Print Photos
   - Scan to USB Drive

4. Select Scan to USB Drive

5. When the summary screen opens, the following settings can be adjusted:
   - Scan File Type
   - Scan Resolution
   - Scan Paper Size
   - Scan Source
   - File Name Prefix

6. Touch the Scan button to scan and save the file. The printer creates a folder named HPSCANS on the USB drive, and it saves the file in .PDF or .JPG format using an automatically generated file name.

## Scan to a network folder

Use the printer control panel to scan a document and save it to a folder on the network.

1. Load the document on the scanner glass according to the indicators on the printer.
From the Home screen on the printer control panel, touch the Scan icon.

Touch the Scan to Network Folder item.

In the list of network folders, select the folder to which you want to save the document.

The control panel screen displays the scan settings.
- If you want to change any of the settings, touch the Settings button, and then change the settings.
- If the settings are correct, go to the next step.

Touch the Scan button to start the scan job.

Pick up your document in the Scans Folder on the Library computer – don’t forget to delete it from the folder once you have retrieved it!

Paper refills will be readily available.
Welcome to the Library

Trinity College Dublin, at Belfast

Librarian: Bríd O’ Brien

The Belfast Library is a specialist collection for MPhil in Conflict Resolution and Reconciliation students, doctoral students and staff and is also open to all other TCD students and staff to visit by appointment. To borrow books, you will need your TCD student ID card.

Opening Hours

Tuesday 9am-4pm
Thursday 9am-4pm

The librarian works from home on Wednesday 9am-5pm and is available for calls via Zoom or by email.

When there are public holidays or closures for other reasons, we will let you know by email, so please check your Trinity email account regularly.

Visiting the Library

We warmly encourage you to visit the library and look forward to meeting you there. Readers should feel free to browse books from the open shelves. When finished with a book, and you are not intending to borrow, it should be placed on the table as indicated. Books should *not* be re-shelved - library staff will take care of this. These books will not be available to other readers until they have been re-shelved.

We encourage library users to use their own mobile devices for Stella Search Mobile (link below) to search the catalogue while in the library.

We will be observing a 2m social distancing policy on the Edgehill site. To facilitate this the maximum occupancy in the library will be three library users and one library staff member. We ask that you do not gather in the atrium outside the office or the library if it seems busy, but come back at another time.

As per the guidelines outlined in the Edgehill House COVID-19 policy every person is required to sanitise their hands using the hand sanitisation stations each time at the point of entry of Edgehill House. Upon entry to the ISE library, they will be reminded to sanitise their hands once again.
Finding what you want

Stella Search is the library’s online catalogue. It works like a search engine – the most relevant results are listed and can then be refined.

You can search Stella Search here: [http://stella.catalogue.tcd.ie](http://stella.catalogue.tcd.ie)

Stella Search Mobile is the mobile-optimised version of Stella Search and is available here: [http://stella.catalogue.tcd.ie/iii/mobile/](http://stella.catalogue.tcd.ie/iii/mobile/)

You may also access materials in ISE Belfast library here: [http://www.tcd.ie/library/collections/ISE.php](http://www.tcd.ie/library/collections/ISE.php)

There are some helpful videos and online tutorials available here: [https://www.tcd.ie/library/support/tutorials/](https://www.tcd.ie/library/support/tutorials/)

As a starting point, I suggest having a look at:

- Finding a book from your reading list
- Finding a journal article from your reading list
- Browsing for topics in Stella Search
- Accessing e-books from home
- Accessing My Library Account

Click and Collect

The Belfast library is offering a 'click & collect' service to enable current students and staff to place online requests for print books that library staff will retrieve and make available for collection.

How does click & collect work?

- Requests must be placed via the library catalogue, [https://www.tcd.ie/library/collections/ISE.php](https://www.tcd.ie/library/collections/ISE.php), choosing the ISE copy and choosing ISE as pick-up
- Requestor will receive email notification once the request is available for collection with details on how long the request will be held. During this time nobody else will be able to consult the items.

BORROWING AND RENEWING

You can find details of borrowing and renewing books here:

[https://www.tcd.ie/library/using-library/borrowing/](https://www.tcd.ie/library/using-library/borrowing/)
Please note ISE Belfast items count towards the standard borrowing limits and must always be returned to Belfast.

You may renew your library books online by clicking on My Library Account here http://www.tcd.ie/library/

**ELECTRONIC RESOURCES**

Trinity College Library subscribes to a wide range of electronic resources. Access is available here http://www.tcd.ie/library/ to licensed electronic resources (books, databases and journals) to registered students and staff, irrespective of where they are located.

If you are having difficulties connecting off campus, please check you have followed the correct steps. You can find these at ‘Connecting to Resources Off Campus’, available here http://www.tcd.ie/library/using-library/off-campus.php

The Student Learning Development website provides access to a wide range of helpful information, available here https://www.tcd.ie/Student_Counselling/student-learning/

The Student Learning Development Blackboard Module has been developed to provide you with a range of resources that will help you develop your independent learning and academic skills and can be accessed here https://www.tcd.ie/Student_Counselling/student-learning/blackboard/index.php
FIRE EMERGENCY PROCEDURE

Upon Discovering a Fire:

1. Raise the alarm by breaking the glass at a fire alarm call point
2. Dial 999 and ask for the fire brigade
3. If you have been trained and only if you deem it safe to do so, use the fire extinguishing equipment to fight the fire.

WARNING! do not put yourself at risk!
If you don’t feel safe fighting the fire, always evacuate the building.

The fire alarm is a loud, continuous siren
when you hear the fire alarm sounding:

1. Leave the building through the nearest available signed exit
2. Walk, don’t run
3. Do not return to collect personal items
4. Go to the fire assembly point in the staff and residents car park in front of the main college entrance
5. Do not leave the assembly point until instructed you can do so by the fire safety officer/attending fire and rescue officer in charge.

Be prepared! find out where your nearest fire exit is before you may need to use it.

Premises address:

9 Lennoxvale, Belfast, Co. Antrim. BT9 5BY