



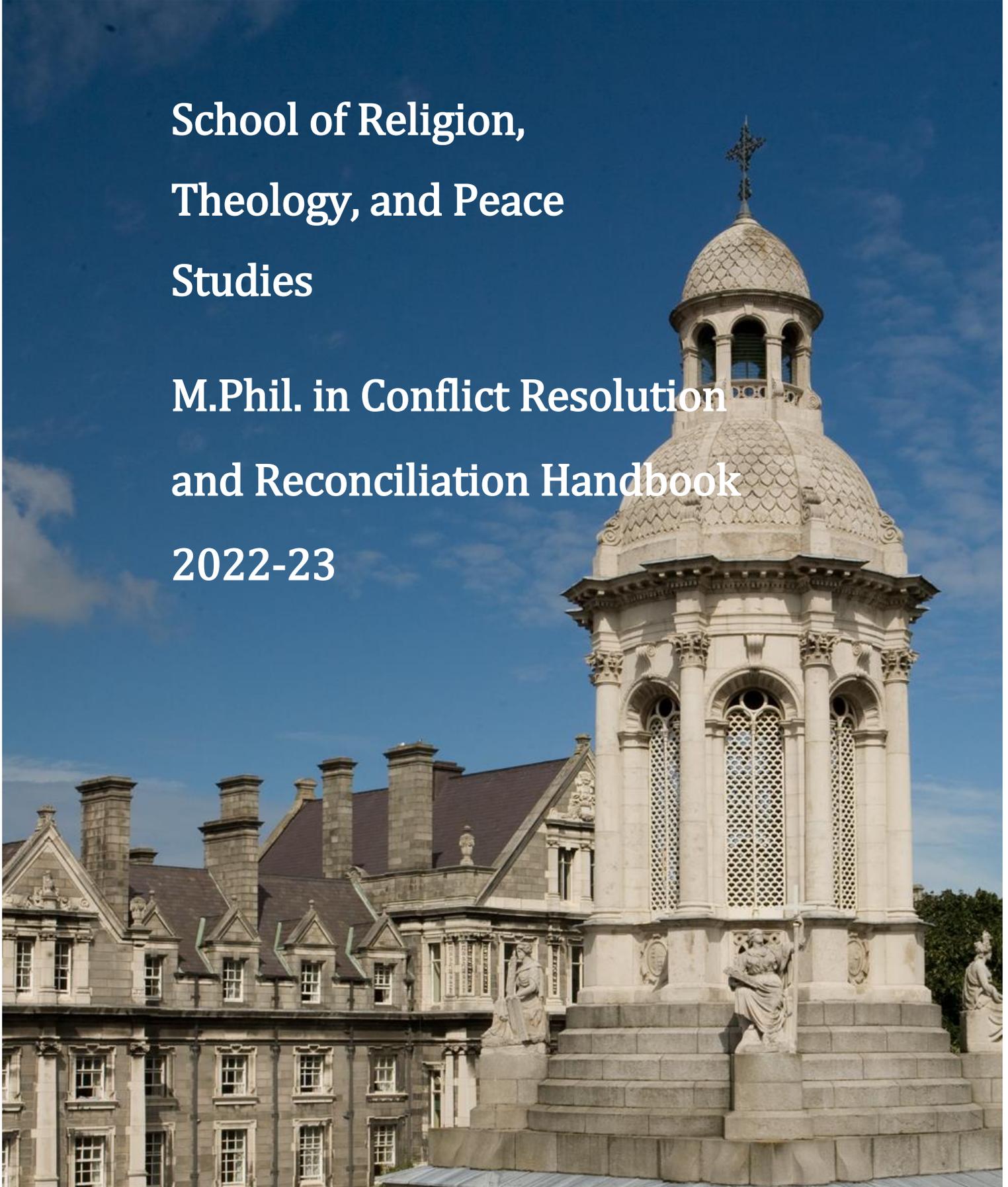
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Religion, Theology, and Peace Studies

M.Phil. in Conflict Resolution and Reconciliation Handbook 2022-23



**M.PHIL IN CONFLICT RESOLUTION AND RECONCILIATION
SCHOOL OF RELIGION, THEOLOGY, AND PEACE STUDIES
TRINITY COLLEGE DUBLIN**

Introduction

Welcome to the [School of Religion, Theology, and Peace Studies](#) where we continue a tradition of scholarship that goes back to the very foundation of Trinity College Dublin.

The School of Religion, Theology, and Peace Studies is one of the twelve Schools that comprise Trinity College's Faculty of Arts, Humanities and Social Sciences. It brings together biblical studies, theology, ethics, theory of religion, and international conflict and peace studies as independent but related disciplinary fields.

The School's undergraduate and postgraduate courses explore encounters between religions and cultures from their roots in antiquity to the present day. They 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.

The School has a strong commitment to community engagement, has campuses in Belfast and Dublin and is home to the [Loyola Institute](#), the [Trinity Centre for Biblical Studies](#) and the [Irish School of Ecumenics](#).



The School of Religion, Theology, and Peace Studies holds an Athena SWAN Bronze award. Athena Swan Ireland supports higher education institutions in impactful and sustainable gender equality work. Bronze award holders are recognised for their in-depth self-assessment focused on gender equality, commitment to their resultant action plan and capacity to follow through with these plans to bring about change.

The School of Religion, Theology, and Peace Studies is a champion for the Trinity Inclusive Curriculum project which we integrate into our work in the School. Please note the following:

Statement of Inclusivity

Trinity College, the University of Dublin aims to provide an inclusive environment which promotes equality, and values diversity. The College is committed to maintaining an environment of dignity and respect where all staff and students can develop to their full potential. The concept of equality is central to the College's ethos of academic and service excellence. The School of Religion, Theology, and Peace Studies strives to be an inclusive learning community, respecting those of differing backgrounds and beliefs. As a community, we aim to be respectful to all in this class, regardless of race, ethnicity, religion, gender, age or sexual orientation.

Pronouns, Gender Identity and Gender Expression

Our School affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is on a class roster, please let teaching staff know. Feel free to correct us on your gender pronoun if you feel comfortable doing so. College is formally committed to recognise and support an individual's gender identity and gender expression so that all members of the College community may experience a positive and inclusive environment, where

every member is treated with dignity and respect. You can find that formal commitment in [Trinity's Gender Identity and Gender Expression Policy 2019](#).

The Handbook

This Handbook summarizes and supplements the regulations that are contained in the University Calendar. However, in the event of any conflict or inconsistency between the General regulations, PART III, published in the University Calendar and information contained in the programme or local handbooks, the provisions of the General Regulations in the Calendar will prevail.

Academic and administrative staff will be available at Orientation to explain most of these requirements, and to answer any queries that you may have about procedures and regulations.

An electronic copy of this Handbook will be available on the School of Religion, Theology, and Peace Studies website - on the [Current Student](#) page. The following link will also be helpful re the [College Virtual Learning Environment \(VLE\)](#) and [Learning Technology Guides For Students \(Blackboard\)](#).

A hard copy of this handbook in large print is also available in the School Postgraduate Administration office. Alternative formats of the Handbook can be provided on request.

There may be some modification during the year to the procedures and regulations outlined below; these will be brought to your attention as they arise.

Please note:

Familiarize yourself with College's regulations for postgraduate students. These are available in the [Calendar, Part III](#).

Your @tcd.ie email account is the **only** e-mail address used for official College business. Consult this email account regularly.

Your personal data is kept in accordance with the [Student Data Policy](#).

College regulations require that you remain resident in the Republic of Ireland, or in Northern Ireland, during the course of your studies. Absence for a substantial period in either of the teaching terms is not permitted.

Research abroad is permitted only with the approval of your Course Coordinator.

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TEACHING AND LEARNING

1. Coursework Requirements

You are assessed on the basis of six modules studied over one year (full-time) or over two years (part-time). You must take the core module “Research Skills”, together with another 5 of the modules on offer. You are encouraged (but not required) to include the module “Conflict and Peace in Northern Ireland” in your selection. If timetabling permits, you may also audit other modules.

You may be assessed in up to two modules from the M.Phil. in Contextual Theologies and Interfaith Relations, and International Peace Studies (based in Dublin) offered by the School of Religion, Theology, and Peace Studies with the agreement of the relevant Module Coordinators.

You must also write a dissertation of 15-20,000 words.

1.2 Community Placement (Internship)

The “Community Learning and Reflective Practice” module is an accredited module involving an unpaid internship with an identified partner organization. Students enrolled in this module are required to take the “Conflict and Peace in Northern Ireland” module. Students are encouraged to seek out a placement opportunity in line with their interests and abilities or consult with the Module Coordinator to identify an appropriate organisation. Students already working for a non-governmental organization can use this experience to take the Community Placement module, after consultation with the Module Coordinator. Please see the [Internships and Placements Policy](#) for further details.

Further information on all modules is available in the CRR Course Overview, which you can find on the course page on the School website.

2. Coursework Assessment

School of Religion, Theology, and Peace Studies courses rely on a continuous assessment system, based on a mixture of written assignments and lecture/seminar attendance. The Community Learning module is assessed by participation in an internship with a local peacebuilding organisation, the submission of a written reflective portfolio.

2.1 The Role of External Examiners

Your essays and dissertation are assessed first in the School of Religion, Theology, and Peace Studies and then made available to the University's External Examiners for their consideration. Essays pass or fail on the final judgement of the External Examiners, not on the opinion of the teaching staff, although this counts in the final decision. External Examiners usually meet in late November to monitor assessment procedures and outcomes in all modules and for the dissertation. Final marks for essays and dissertations are decided at this Court of Examiners. Final responsibility for the standard of an essay rests with the student.

Student assessed work (exam scripts, coursework and research theses) is regarded as 'personal data' under the European General Data Protection Regulation (GDPR) that came into effect on 25th May 2018. The external examiner, in order to allow for appropriate preparation, will receive all documents required for the effective conduct of their role in advance of their attendance (physical or remote), at the Court of Examiners. Students will be informed if their assessed work is being sent outside of the EU for the purposes of external examination.

CRR External Examiner – Dr Walt Kilroy, Lecturer, Assistant Professor and Associate Director of Inst. for International Conflict Resolution and Reconstruction, School of Law and Government, Dublin City University.

The internal examiner of your essay (typically the module Coordinator, or lecturer for the essay topic) will provide you with a report on your work together with the grade that will be proposed to the Court of Examiners. All fails, distinctions and borderline grades will be marked by a second internal examiner.

Deadlines for your assessments are included in the Orientation Pack.

Accomplishing the assignment within the set time limit is a key element of the assessment. If you do not succeed in submitting your essay on time, a 10% penalty is imposed on the grade that you receive. If you are aware in advance that you are unable to meet the set deadline solely due to circumstances beyond your control (e.g., bereavement or illness), you should contact your Course Coordinator and request an extension of the deadline; you will be asked to provide appropriate evidence, for instance, a medical certificate. Should you fail to meet the deadlines for one or more essays during the course of your studies, you will be asked to discuss the matter with your Course Coordinator. Please see the [Calendar, Part III](#) for College attendance / extension regulations.

2.1.1 Absence Policy

Postgraduate students who consider that illness may prevent them from meeting deadlines should consult their medical advisor and request a medical certificate for an appropriate period. If a certificate is granted, it must be presented to the student's Course Coordinator within three days of the beginning of the period of absence. Such medical certificates must state that the student is unfit. Medical certificates will not be accepted in explanation for poor performance. Further details of procedures subsequent to the submission of medical certificates are available from Course Coordinators. Postgraduate students who consider that other grave cause beyond their control may prevent them from attending College (or any part thereof) must consult and inform their Course Coordinator. The Course Coordinator will then make representations to the Dean of Graduate Studies requesting that permission be granted for absence. The acceptance of medical disability is entirely at the discretion of the Dean of Graduate Studies, who may ask for a report from the medical officers in charge of the Student

Health Service. The report will be strictly confidential to the Dean of Graduate Studies.

Course participants who fail to meet deadlines and who have not been granted an extension, will be notified that no further work will be accepted from them and that their assessment will be based on work already submitted.

If you have not completed your module requirements before the deadline for your dissertation outline in your final year, then you will not be permitted to submit a dissertation for the M.Phil. degree, nor to receive the postgraduate Diploma. Please see the [Calendar, Part III](#) for College attendance / extension regulations.

2.2 Marking Criteria

Your essay feedback will be returned to you through Blackboard and you will be provided with indications of where your essay was most successful and where you need to concentrate your future work. You will receive feedback based on the following rubric:

Criterion	Description
<i>Relevance to question</i>	What is the essay about? Has it understood and answered the question?
<i>Structure and argument</i>	Is the structure clear, logical, and appropriate? Is there a consistent and logical line of reasoning? Does the essay come to a clear conclusion?
<i>Conceptual analysis</i>	Are relevant theories and concepts used and applied appropriately? Is there evidence of critical thinking and analysis?
<i>Writing and presentation</i>	Is the essay well written?

	<p>Are grammar and syntax correct?</p> <p>Are there many typos?</p> <p>Is the overall formatting neat and consistent?</p>
<i>Sources and referencing</i>	<p>Is there an appropriate number of sources used?</p> <p>Are most sources of high quality? (e.g. peer reviewed, recent, relevant)</p> <p>Is the relevant referencing system used correctly and consistently?</p> <p>Is plagiarism avoided?</p>
<i>Successes and ways to improve</i>	<p>What has the essay done particularly well?</p> <p>How could the essay have gained a higher mark?</p> <p>What should be improved for the next assignment?</p>

Please note that these criteria are applied specifically to the assessment of your essay to indicate strengths and weaknesses in a particular piece of work. The grade proposed by your internal examiner(s) will seek to balance the various aspects of your achievement.

2.3 Grade Bands

0-29:	Highly unsatisfactory - Fail
30-39:	Very weak - Fail
40-49:	Weak - Fail
50-59:	Satisfactory
60-69:	Very Good
70-79:	Excellent
80+:	Truly outstanding

An essay marked below 50 is deemed unsuccessful. A pass mark is from 50 to 69 inclusive. An essay marked 70 or above is in the Distinction class.

Marks are determined by judgements across the criteria and do not necessarily represent the same band of achievement on all criteria. Positive achievements on some criteria compensate for weaknesses on other criteria and vice versa. The final mark reflects the weighting of the different variables in this judgment, as agreed by the examiners, and subject to confirmation by the Court of Examiners.

Therefore:

0-29 indicates a highly unsatisfactory level of achievement across the criteria.

30-39 highlights a very weak level of achievement across criteria OR so highly unsatisfactory on at least one criteriacriterion that achievements on other criteria do not compensate.

40-49 indicates a weak level of achievement across the criteria OR a very weak level of achievement on many criteria.

50-59 A satisfactory level of achievement across the criteria OR a good level of achievement on some criteria compensating for weaknesses in others.

60-69 A very good level of achievement across the criteria OR an excellent level on some criteria and at least satisfactory on all criteria.

70-79 An excellent level of achievement on all the criteria OR a truly outstanding achievement on some of the criteria and at least satisfactory on all criteria.

80+ A truly outstanding achievement on all criteria.

2.4 Assessment standard

Most modules require coursework totaling 4,000 words to be submitted according to the internal deadlines distributed at the beginning of each academic year. The 30 ECTS dissertation is 15,000-20,000 words long and is to be submitted in August. For 2022-2023 the submission date is Wednesday 16 August 2023.

In the calculation of the overall mark for the course, modules are weighted according to their ECTS credit value. The best 5 module marks out of 6 are used to calculate the final overall average mark. The pass mark for all elements is 50%, except for the internship module which is assessed on a pass/fail basis. Part-time students must pass all modules taken in the first year in order to proceed to the second year of the course. Students must achieve a mark of at least 50% in each module in order to proceed to dissertation, and must receive a mark of at least 50% in the dissertation to be eligible for the degree of M.Phil. Students that fail an assessment to a maximum of 10 ECTS may resubmit their work, provided that the original submission had been received by its deadline. Compensation is allowed to a maximum of 10 credits at a minimum mark of 40%.

Students can be awarded the M.Phil. with Distinction if they achieve a mark of Distinction (70% or above) on their dissertation and in the final overall average mark. A Distinction cannot be awarded if the candidate has failed any module during the course. A student who does not wish to submit a dissertation for the M.Phil., or who fails the dissertation, may instead opt to be considered for a Postgraduate Diploma provided that they have passed modules amounting to 60 credits. The Postgraduate Diploma may be awarded with Distinction to candidates who, in addition, have achieved an overall average mark of 70% or above. If you do not wish to proceed to the dissertation stage, you should notify your Course Coordinator in writing before 1 April. Such students are required to submit module assessments by 1 May.

2.5 Entitlement to an Oral Examination

In a case where the failure of a dissertation is contemplated, the student is entitled to defend their dissertation at an oral examination. This exam must take place prior to, or during, the Court of Examiners. The student will be given the reasons for this examination and at least a week's notice that their presence at the examination board will be necessary. The format for the examination is at the discretion of the course committee.

2.6 Description of 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 input 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 input, so a 10-credit module will be designed to require 200-250 hours of student input 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 components. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

2.7 QQI-NFQ Level

Under the QQI-NFQ, the Irish National Framework of Qualifications, the Postgraduate Diploma and MPhil are both Level 9 qualifications.

2.8 Module Descriptors

A full list of modules with ECTS weighting, learning outcomes and recommended reading is available on the [Conflict Resolution and Reconciliation webpage](#). Full syllabi for individual modules are available in Blackboard. All registered staff and students automatically have accounts in Blackboard.

If you are not enrolled in your modules check with your School Office to ensure you are timetabled for the modules. All data in Blackboard is based on the College timetabling systems and information taken from your student record on my.tcd.ie. Blackboard requires an active TCD computer account for access. For more information on access and enrolment issues visit the [IT Services VLE page](#).

Module Title	Module Code	ECTS Weighting
SEMESTER 1		
Core Module		
Research Skills	EM7301	10
Conflict Resolution and Reconciliation - Optional Modules		
Foundations of Conflict Resolution Research	EM7450	10
Conflict and Peace in Northern Ireland	EM7469	10
Mediation and Peacebuilding Skills - INTENSIVE	EM7487	10
Community Learning and Reflective Practice PLACEMENT (can be spread over one or both terms)	EM7454	10
International Peace Studies (based in Dublin) - Optional Modules		
United Nations and Conflict Resolution	EM7435	10

Gender War and Peace (hybrid delivery- online & in person)	EM7436	10
Human Rights in Theory and Practice	EM7438	10
Religions, Conflict and Peace in International Relations	EM7460	10
Contextual Theologies and Interfaith Studies (based in Dublin) – Optional Modules		
Engaging Religious Fundamentalism	EM7467	10
Liberationist and Interreligious Theologies	EM7478	10
Issues in Buddhist-Christian Dialogue	EM7485	10

SEMESTER 2		
Conflict Resolution and Reconciliation - Optional Modules		
Transitional Justice	EM7447	10
Dynamics of Reconciliation	EM7451	10
International Peace Studies (based in Dublin) - Optional Modules		
Armed Conflict and Peacebuilding	EM7431	10
Conflict Resolution and Negotiation Across World Views	EM7494	10
Contextual Theologies and Interfaith Relations (based in Dublin) - Optional Modules		
Muslim God, Christian God: Islam and Muslim-Christian Comparative Theology	EM7482	10

The School reserves the right to amend the list of available modules and to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

2.9 Timetable

Your timetable will be accessible via your [student portal](#).

3. Presenting and Submitting Your Work

3.1 Essays

Module Coordinators will provide a range of titles for your essays. Most written assessments are 4,000 words in length. Please note that some modules are

assessed by a shorter essay and another form of assessment e.g., a group project. 4,000 words is about 12 pages of A4 double-spaced, **including footnotes and bibliography**. Essays should not exceed the stated length, and those in excess of the word length will be penalised. **The word count for your essays must be given at the end or beginning of each essay.**

Students are required to adhere to the word count in the context of the overall assignment; if the submission is under or over the 10% leeway on the word count the student will be required to edit to the specified word count and resubmit.

Written assignments submitted after the specified deadline will be subject to a penalty of 10%, unless an extension has been granted prior to the deadline by the course coordinator.

Please note that you are welcome to submit an outline of your essay plan (one page, A4, **maximum**) to your module Coordinator, or lecturer for your topic, before you write your essays and dissertation: this is a helpful way to ensure that, at an early stage in the process, your research and writing are on target.

The School essay submission cover sheet should be used in submitting essays. This is available on Blackboard in the Research Skills module and on the [Current Student](#) page of the School website.

The essay should include detailed references (either in-text, or endnotes, or footnotes) and a bibliography laid out in alphabetical order. Your pages should be A4 size, numbered, and your typing double-spaced. Correct spelling (consistently either English or American), grammar and clear presentation are essential.

Retain a copy of each essay that you submit. Your assessments will be submitted *via* [Turnitin](#) on Blackboard. Details on how to do this will be provided by your module Coordinators. Submit each of your essays no later than 5 PM (17.00 H) on the day on which the essay is due, unless otherwise specified.

3.2 Dissertation

Researching and writing your dissertation is the culmination of your studies in the School. All courses within the School include compulsory modules on research methods and skills, where you will receive guidance for your research proposal and for choosing your dissertation topic.

Your dissertation topic must be relevant to your course's modules and themes. Your dissertation title must be registered before you engage in study on a particular subject; this is to ensure both that the topic is acceptable for assessment and adequate supervision is available. Please note that permission to study a specific topic depends on adequate expertise existing in the School. The topic should not normally coincide with any of your other assessment essays, but you **may** be granted permission to extend the topic of one of your essays into a dissertation, or choose a related topic, subject to your supervisor's agreement.

You will be asked to notify us of the area in which you wish to write your dissertation, and a supervisor will normally be allocated to you by semester two. Once you are allocated a supervisor, please arrange to meet her or him as soon as possible. It is your responsibility to arrange an appropriate working relationship with your supervisor, and to submit work in a timely fashion so that there is adequate time for them to provide you with feedback. In general, students should meet with their supervisors at least twice to discuss their dissertation. Your dissertation, like your essays, is marked in the School before being read by your External Examiners and considered at the Court of Examiners. The official written notification of your results will include the internal examiners' report on your dissertation.

In terms of feedback during the writing process, please note that your supervisor will read and provide comments on your **proposal and two other chapters**. You may also submit short chapter outlines to your supervisor for feedback.

3.3 Submitting Your Dissertation

You are required to submit an electronic copy via Blackboard by the submission deadline. The dissertation must be typed A4 size, using double spacing. Pages must be numbered, starting after the Table of Contents.

Students are welcome to print and bind a copy for their own records although it is not required by the School.

The current regulations set a minimum of 15,000 and a maximum of 20,000 words, excluding footnotes and bibliography. Dissertations over 20,000 words may be penalised.

The word count for your dissertation must be given at the end of the last chapter or the conclusion.

The structure of the dissertation should be (in this order):

1. Title page, including title and author (this is the name under which you are officially registered in College).
2. Declaration. Use the following wording:

DECLARATION

I certify that this dissertation, submitted in partial fulfilment of the requirement for the degree of M.Phil. has not been submitted for a degree at any other University, and that it is entirely my own work. I agree that the Library may lend or copy the dissertation upon request.

Signed:

Date:

3. Acknowledgements (if any)

4. Abstracts. You must provide a one-page Abstract at the start of your dissertation. The Abstract of the dissertation (in single spacing), outlines its content and mode of investigation. It should be headed by title and author and entitled "Abstract".
5. Table of Contents
6. Introduction
7. Chapters
8. References
9. Bibliography

You must also include:

- (i) a list of **abbreviations** used in the dissertation (if such abbreviations are extensive), placed either before the Introduction or immediately before the Bibliography. This should be noted in the Contents.

You may also include:

- (ii) **appendices**, containing any important extra material you **need** to include. Any appendices are placed after the conclusion but before the bibliography.

3.4 Referencing

Clear and accurate referencing is an important part of the scholarly task. Your reader should be able to see when you are quoting directly from a source, when you are summarizing a source, and when you are advancing your own judgement on the sources to which you have referred. The reference that you provide should enable your reader to check the sources that you have used. And, as

section 5 on Plagiarism, below, makes clear, clear and accurate referencing is essential to the scholarly enterprise.

Quotations (and references generally) must be made with care for accuracy. Quote the exact words; if you have to add extra words to clarify the sense, put them in square brackets; if you omit any, indicate that you have done so with three dots; so, for example:

It is instructive to note the comment of Henry Kissinger: “[In such cases] ... it is essential to bear in mind the role of personal humility in the exercise of diplomacy.”

If a quotation is going to take up more than two lines in your script, or if you wish to give it a special emphasis, make a distinct paragraph of it: indent the whole paragraph five places in from the left hand margin, with single spacing and without quotation marks. Always when you quote or refer, supply a precise reference to the work and page or pages to which you have referred.

It is a standard and essential academic requirement to cite the source of ideas taken from other authors and to place direct quotes in quotation marks. Where the idea or quotation is second-hand, i.e., drawn from a citation in another source, that fact should be noted in your list of references, e.g. Sen, 1999, p. 75, as cited in Todaro, 2009, p. 16.

Web-based resources should be referenced with the following information: author of the document, title of the document, website address, and the date at which you accessed the site.

The work of compiling an accurate bibliography and footnotes is immeasurably lightened if proper care is taken from the beginning of your research to keep such details. When you note down a quotation or other reference, take care to record with it the full and precise details of publication.

A useful book concerning references and the use of sources and related issues in particular is: Charles Lipson (2004) *Doing Honest Work in College*, Chicago University Press, Chicago.

3.5 Reference Styles

College does not require you to employ a particular reference style – you may, therefore use styles that rely on endnotes or footnotes (e.g., Chicago), or that provide references in parentheses in the body of your text (e.g., Harvard), as long as you are consistent in their use – **never ever** mix the referencing styles.

Endnotes or footnotes serve two chief purposes: (i) to give a reference or several references; or (ii) to discuss a point which is incidental to your main argument, but which you wish nevertheless to acknowledge, or which serves to supplement or clarify your text. Most of your footnotes or endnotes will be of the first type.

Footnote and Endnote references should be in single spacing and may be placed at the bottom of the relevant page (Footnotes) or in numerical order before the bibliography at the end of the dissertation or essay (Endnotes).

In the bibliography for your essays and dissertation, books, journal articles, online resources or book chapters should be listed alphabetically by author surname. The bibliography should include all works that you quote or mention in your references. Full publication details of the books and articles should be given, and you should follow a consistent pattern for doing this. The titles of books and journals should be italicised (or underlined), but not the titles of articles in journals. These should be put in inverted commas or quotation marks.

Referencing Style

CRR students are asked to follow the Harvard style of referencing. For more information please ask the module coordinator.

4. Research Ethics in the School of Religion, Theology, and Peace Studies

Trinity College Dublin and the School of Religion, Theology, and Peace Studies research community takes great care to ensure that our research activities follow best ethical practice in their design, content and conduct. Staff and students are required to follow College policies, maintain appropriate ethical standards in their research, and adhere to current data protection policies such as the General Data Protection Regulation (GDPR). If you are conducting research that involves human participants, it is highly likely that you will need to apply for research ethics approval from either the School's Research Ethics Committee or the AHSS Faculty [Research Ethics Committee](#). Visit [Research Ethics](#) on the School website for details of procedures, approval checklists, forms and deadlines. To review the College's full "Policy on Good Research Practice", follow this [link](#).

5. Plagiarism

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement. Plagiarism is the act of presenting the work or ideas of others as one's own, without due acknowledgement. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences. It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism. Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information on the Library website re [Plagiarism](#).

Please:

- i. Visit the [online resources](#) to inform yourself about how Trinity deals with plagiarism and how you can avoid it. You should also familiarize yourself with the 2022-23 [Calendar, Part III](#) entry on [plagiarism](#) located on this website and the sanctions which are applied.
- ii. Complete the 'Ready, Steady, Write' online tutorial on plagiarism available on the online resources link above. **Completing the tutorial is compulsory for all students.**
- iii. Familiarise yourself with the [declaration](#) that you will be asked to sign when submitting course work and which is included on the essay cover sheet, available on the [Current Student](#) page (Student Form) of the School website.
- iv. Contact your Course-Coordinator or your Lecturer if you are unsure about any aspect of plagiarism.

References/Sources:

[Calendar, Part III, Section I, 'Plagiarism'](#)

[Plagiarism Policy](#)

[Library Guides - Avoiding Plagiarism](#)

[Plagiarism Declaration](#)

GENERAL INFORMATION

1. Postgraduate Appeals Process

The Postgraduate Appeals Process is outlined in the Trinity College [Calendar Part III](#). All appeals should be heard first at School level. The grounds for appeal against the decision of Taught Course Committees are outlined in the *Calendar* under General Academic Regulations for Graduate Studies and Higher Degrees – Section 1.

A student who wishes to appeal should first write to their Course Coordinator, within two weeks of the publication of results, stating clearly the grounds for appeal and, where necessary, enclosing documentary evidence.

The Course Coordinator will then discuss the case with the relevant parties and attempt to find a solution.

If the Course Coordinator cannot resolve the matter, the student may appeal to the School Appeals Committee (Taught Postgraduate). The Director of Teaching and Learning Postgraduate (DTLPG) will convene and chair this committee which will be composed of one Course Coordinator (of a programme **not** taken by the student) and another member of academic staff. At the School Appeals Committee, the student concerned should have representation appropriate to the formality of the process, for example, a supervisor, Course Coordinator or other appropriate staff member.

No one will be appointed to an Appeals Committee where a conflict of interest might arise. Should the DTLPG experience a conflict of interest, she or he will be substituted by the Head of School.

Appeals against the decision of a School Appeals Committee (Taught Postgraduate) may be made in writing to the Dean of Graduate Studies, who has

the discretion to grant or deny the appeal. Appeals against the decision of the Dean of Graduate Studies may be brought to the Academic Appeals Committee for Graduate Students (Taught). This committee will consider appeals concerning events occurring more than 4 months prior only in the most exceptional circumstances. For further details of appeals at College level, please consult the [Calendar Part III](#).

2. 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, including any particular arrangements for Belfast-based students. Visit the [Student Support Services website](#) and the latest [Student Services Handbook](#) – for a full list of services (page 6).

2.1 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.

2.2. 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. They 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](#)

2.3. 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.

2.4. 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](#).

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

[Trinity Careers Service](#).

[Postgraduate Focus careers information](#)

[Trinity LinkedIn Alumni Tool](#)

[IT Services](#)

[Library](#)

2.5. Clubs, Societies and Sports

Whether you are a serious athlete or you simply want to stay healthy and well, as a Trinity student based in Belfast you can join the nearby Queen's sports centre, [PEC](#). The cost of your student membership will be covered by Trinity Sports. In addition, you may also join [Queen's clubs and societies](#), whether you are interested in mountaineering or joining a choir, or you just want to meet new people.

3. 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. The following module may be useful:

[Learning to Learn Online in Trinity](#)

The pedagogically-led module has been developed to prepare and support students in Trinity (both undergraduate and postgraduate) with the transition to hybrid learning at Trinity this academic year.

Registered students can self-enrol on [Blackboard](#) for the module.

The module is structured thematically across four blocks:

- Getting started for learning online
- Working together online
- Becoming an Effective Online Learner
- Thinking about Assessments when Learning Online

3.1. 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 of 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.

3.2. Feedback

Much of this Handbook is taken up with rules and procedural requirements. This is unavoidable if we are to ensure that the School's courses are well-structured and that the degree you obtain is of real value. But 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.

4. Emergency Procedures

Should you require any emergency or rescue services on campus, contact a member of School of Religion, Theology, and Peace Studies staff. 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).

The emergency number in the UK is 999 for fire, police and ambulance. Please see the Healthcare leaflet available on the [Belfast International Student page](#) for more information on emergency and out of hours services.

5. Health, Safety and Wellbeing 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.

6. COVID

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](#).

Covid Information links relating to COVID-19 updates:

[TCD COVID-19](#)

[TCD COVID-19 Statements](#)

[HSE COVID-19](#)

[NORTHERN IRELAND PUBLIC HEALTH AGENCY](#)

7. 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](#).

10. Field Trips

Students can benefit from a visit to the UN/Geneva which takes place each May, as well as field trips as part of the Conflict and Peace in Northern Ireland module. Details of further field trips as part of the course offerings will be provided throughout the year by your Course Coordinator.

9. Scholarships and Prizes

For Scholarships, please see information available online at: [Postgraduate Scholarships](#).

10. Key Dates

Key dates for each M.Phil. course are available in the Orientation Pack on the [Current Student](#) page of the School website. Submission deadlines for coursework are listed on the Key Dates and in module syllabi.

11. Key Locations

Facilities information will be provided at orientation. [View our Belfast location and get driving/walking directions.](#)

View our location in Dublin:

(Access to campus buildings in Dublin is via a valid Student ID card)

[View Trinity College and get driving/walking directions.](#)

[Interactive College Map](#)

[School of Religion, Theology, and Peace Studies](#)

[Trinity Central](#)

12. Contacts and Opening Hours

Head of School – Prof. Siobhán Garrigan

garrigs@tcd.ie

353 (0)1 896 4794

Director of Teaching and Learning Postgraduate – Prof. Gillian Wylie

wylieg@tcd.ie

+353 (0) 1896 4788

School Manager – Martin Humphreys

SRSchMgr@tcd.ie

+353 (0)1 896 4778

Postgraduate Officer – Beth Whitney

srpostgrad@tcd.ie

+353 (0)1 8964772

For the full list of all academic and administrative staff please visit the [School of Religion, Theology, and Peace Studies website](#).

BELFAST STAFF CONTACTS

Course Coordinator - Prof. David Mitchell

+44(0)28 9037 3989

damitche@tcd.ie

Prof. Brendan Ciarán Browne

+44(0)28 9037 3988

bbrowne@tcd.ie

Senior Executive Officer - Caroline Clarke

SRAdm@Blfst@tcd.ie

Tel: +44(0)28 9077 0087

CRR office opening hours: Tuesday & Thursday 9.00am – 1.00pm. Available by email and Zoom Monday, Wednesday and Friday mornings.

Assistant Librarian – Brid O’Brien

SRLibBlfst@tcd.ie

+44(0)28 9037 3980

Library opening hours: 9.00am – 4.00pm Tuesday & Thursday. The librarian is available by email and Zoom on Wednesdays. Any further changes to the opening hours will be notified via e-mail.

EDGEHILL HOUSE OPENING HOURS

Please see above for CRR office and library opening hours. You will be notified of any changes and of school closures via your student email account. Please check this regularly. Entry to the building is via an access card which will be issued at the start of term.

13. 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](#)

[Learning Technology Guides for Students \(Blackboard\)](#)