

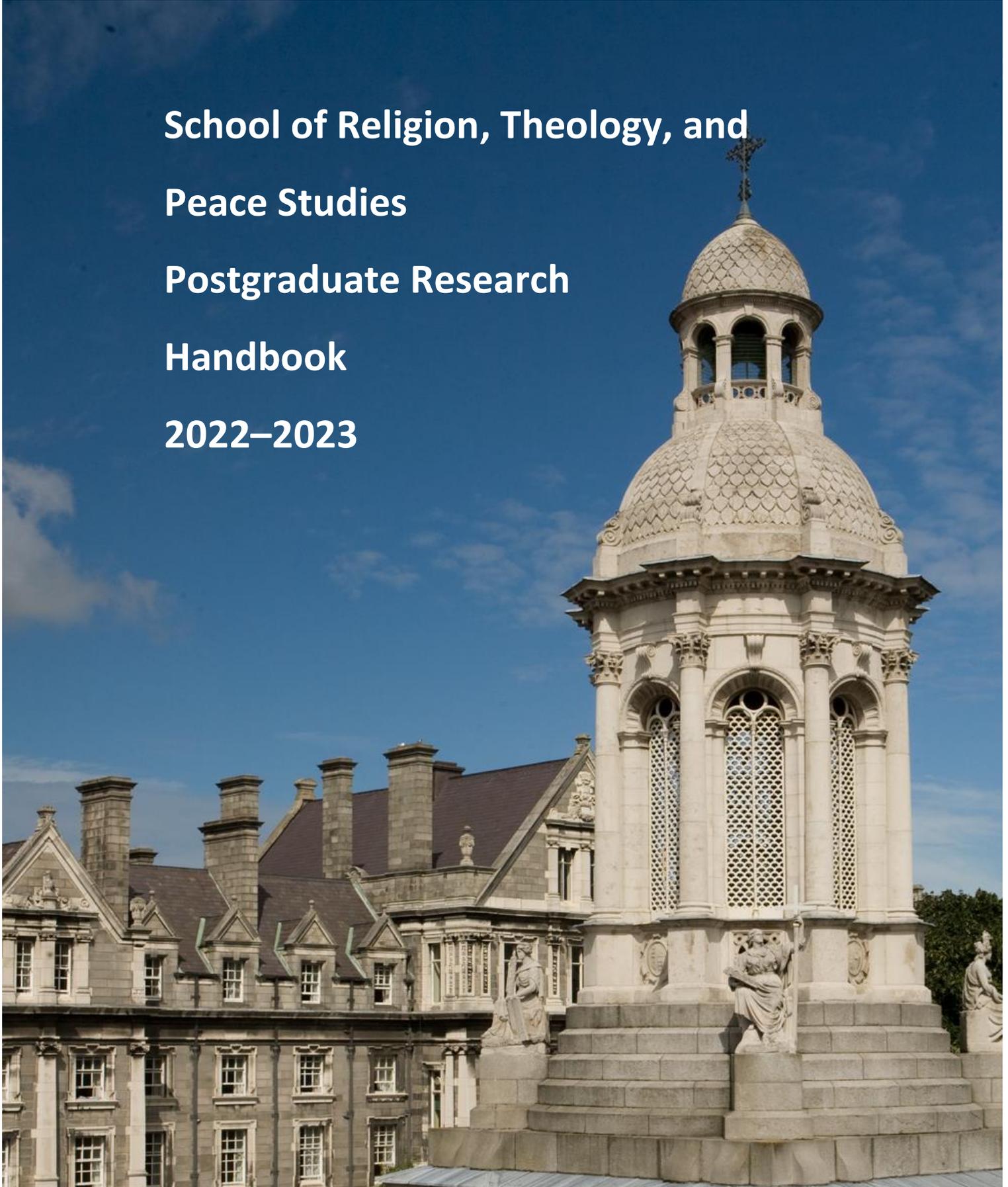


**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**School of Religion, Theology, and  
Peace Studies  
Postgraduate Research  
Handbook  
2022–2023**



**M.LITT. AND PH.D. RESEARCH**  
**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.



## **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 the teaching staff know. Feel free to correct us on your gender pronoun if you feel comfortable doing so. College is formally committed to recognising and supporting 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](#) 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.

The Trinity College Dublin Research Student Handbook for all research students can be found here <https://www.tcd.ie/graduatestudies/assets/pdf/research-handbook-21.pdf>.

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 regarding 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 modifications 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. Periods of field work are permitted for research students. In extraordinary circumstances, on the particular academic merit of the proposed research project, it may be possible to avail of the [University's Remote Supervision Policy](#).

The School of Religion, Theology, and Peace Studies is also taking part in the piloting of a non-resident Ph.D. and further details are available from the Director of Teaching and Learning Postgraduate and this link <https://www.tcd.ie/graduatestudies/assets/pdf/non-resident-phd-fact-sheet.pdf>

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# 1. COURSEWORK REQUIREMENTS

## ***1.1 Masters by Research (M.Litt.)***

A student registered for the degree of M.Litt. is required to carry out research in literature, language, philosophy, history, politics, economics, social sciences, psychology, education, geography, or other cognate branch of learning. The minimum period of research before which a thesis can be submitted is one year from the date of registration, and the maximum period two years. In the case of part-time registration, the minimum period of research before a thesis can be submitted is two years from the date of registration and the maximum period three years. A thesis submitted for an M.Litt. degree must show evidence of rigor and discrimination, appreciation of the relationship of the subject to a wider field of knowledge and make some contribution to knowledge/scholarship (but it is not necessary that it be worthy of publication); it must be clear, concise, well written and orderly and must be a candidate's own work. The Director of Teaching and Learning (Postgraduate) in consultation with the Supervisor nominates an external examiner and an internal examiner to the Dean of Graduate Studies (a standard nomination form is issued by the Graduate Studies Office). A viva is not held as a matter of course for an M.Litt., unless at the request of the examiners or the Director of Teaching and Learning (Postgraduate).

## ***1.2 Ph.D.***

According to the TCD College Calendar, a person who gains a Ph.D. will demonstrate:

- a systematic comprehension of a field of study and mastery of the skills and research methods associated with that field;
- that they have the ability to conceive, design, implement and adapt a substantial process of scholarly research with integrity rigour and discrimination, which may involve the development of new skills, techniques, tools or methods;
- that they are capable of critical analysis, evaluation and synthesis of new and complex ideas;

- that they have made a significant contribution through original research which extends the frontiers of knowledge by producing a body of work some of which deserves publication in national and international refereed journals;
- that they can communicate with their peers, the larger scholarly community and society in general about their areas of expertise in a sustained and exact manner;
- that they can be expected to be able to promote, with due regard to ethical considerations, within academic contexts, scientific, technological, social or cultural advancement.

A Ph.D. within the School of Religion, Theology, and Peace Studies will correspond to these criteria. As we are a School within the Arts, Humanities and Social Sciences, the hallmarks of a Ph.D. are likely to be the mastery of a field, critical analysis of ideas and concepts, effective engagement with empirical and/or philosophical, theological, or hermeneutical research methods, rigorous argument, and originality.

The PhD dissertation length is 80 to 100 thousand words.

## **2. Ph.D. Programme Details**

### ***2.1 Admission***

Details of admission criteria can be found in the College [Calendar, Part III](#). Candidates are normally required to possess a good honours degree (2.1 or 1st) or equivalent. Candidates with appropriate qualifications are normally admitted by the Dean of Graduate Studies directly to year 1 of the Ph.D. register on the recommendation of the applicant's potential supervisor and the School's Director of Teaching and Learning Postgraduate. It is also possible for candidates to be admitted, on academic grounds, to the M.Litt. register in year 1 with a view to transferring to the Ph.D. register within 18 months (procedures for this transfer are outlined below, see 3.5). Prior to submitting a formal application, students are advised to discuss their research proposal with a relevant member of academic staff. Such a person can be approached directly, or the Director of Teaching and Learning Postgraduate will be happy to advise you on whom to contact.

An M.Litt. or Ph.D. proposal should be approximately 1500 words long incorporating:

- A statement of the research question/hypothesis
- A description of the proposed research and its relationship to existing research in the field
- A note on research methodology and ethical considerations
- A preliminary structured bibliography
- A work plan

The application, proposal and supporting documentation should be submitted electronically through the [Trinity applications portal](#). An academic committee within the departments takes decisions on the admissibility of applicants and the allocation of supervision. Most often successful candidates will be admitted straight on to the Ph.D. register, although in some cases an initial admission to the M.Litt. register will be suggested. Possible transfer to the Ph.D. register will be decided after 18 months at a transfer viva voce examination (see 3.5 below). After the decision to admit an applicant is taken, students will be informed via their [mytcd.ie portal](#). Successful applicants then inform the Dean of Graduate Studies as to whether or not they intend to accept the offer. It should be noted that the Dean of Graduate Studies has the final decision on Ph.D. and M.Litt. admission.

## ***2.2 Attendance and Residency***

Normally, all graduate students should enter into residence in or near Dublin, or in the case of the School of Religion, Theology, and Peace Studies, in Belfast. In exceptional circumstances the Dean of Graduate Studies, after consultation with the graduate student's Supervisor and/or appropriate Course Co-ordinators/Directors, may permit a graduate student to undertake a significant portion of the work for their degree or postgraduate diploma outside Dublin. Remote supervision is an arrangement which is granted in extraordinary circumstances on the particular academic merit of the proposed research project requiring the students to be in residence outside of Dublin/ Belfast for more than 50% of their time on register. There must be an academic requirement, as opposed to a

preference, to undertake the research abroad. For more information, please see Trinity's [policy on remote supervision of research students](#).

The School of Religion, Theology, and Peace Studies is also taking part in the piloting of a non-resident Ph.D. and further details are available from the Director of Teaching and Learning Postgraduate and this [link](#).

### ***2.3 Induction and Orientation***

All students must register annually (in September or March corresponding to the month of first registration). Full information on registration procedures will be sent by Trinity. In September and March, the School hosts orientation sessions to welcome all incoming graduate students. This provides students with an opportunity to meet with staff and other research students. Further details will be provided by the School. Induction sessions are offered in the library on the main Trinity campus. See the [library website](#) for details.

Postgraduate research students are represented on the School's Executive and Postgraduate Committees. A student representative will be elected to serve on behalf of the PGR community early each academic year.

### ***2.4 Supervision***

College regulations concerning the role of supervisors and the provision of supervision can be found in the College [Calendar Part III](#) (see section 2).

Students are assigned a principal supervisor from within the staff of the School. In some cases, co-supervision will be arranged involving a second member of the School's staff. It is possible for a co-supervisor to be appointed from another School within Trinity, although the member of staff within the School will be the principal supervisor. Students are expected to arrange to meet with their supervisors regularly to discuss research plans, conduct needs analyses, gain feedback on work in progress and devise a timetable for completion. At the end of each supervision session the supervisor writes a short report on the meeting which is agreed and co-signed by the student. Copies for the records are kept by the supervisor, student, and postgraduate administrator. Once a year the student and

supervisor should submit a progress report to the Graduate Studies Office. The template for this report can be found at [Postgraduate Research Students](#) section of the Graduate Studies website.

A good resource for students and supervisors about what is expected in supervision and how to maintain good supervisory relationships can be found on the Graduate Studies website at <https://www.tcd.ie/graduatestudies/assets/pdf/supervision-guidelines-22.pdf>

Some texts which may be of use to you in planning and executing your research include: Gina Wisker, *The Ph.D. Handbook*, second edition, Palgrave Study Guides, London, 2001, 2008.

Patrick Dunleavy, *Authoring a Ph.D.*, Palgrave-Macmillan, London, 2003.

Kate L. Turabian, *Manual for Writers of Research Papers, Theses, and Dissertations*, seventh edition, University of Chicago Press, Chicago, 2007.

John W. Cresswell, *Qualitative Inquiry and Research Design: Choosing Among Five Approaches*, second edition, Sage Publications, London, Thousand Oaks and New Delhi, 2007.

## **2.5 Thesis Committees**

All Ph.D. students entering the university are required to have a thesis committee. This committee comprises the principal and any co-supervisors and two other suitably qualified persons appointed by the school or discipline. Where appropriate, the School or Discipline may seek to involve the relevant student in the process of selection of members of the Thesis Committee. The role of the Thesis Committee is to monitor and advise in relation to the progress of the Ph.D. student throughout the lifespan of his or her structured Ph.D.

The progress of graduate students will be reviewed each year. In the first, third and subsequent years of a student's period on the Ph.D. register, the student and their supervisor should complete a progress report. Before the end of the relevant academic year, the student should submit the progress report to the non-supervisor members of his or her thesis committee. Thereafter, a meeting should be arranged between the student

and such non-supervisor members to discuss academic progress. Following this meeting and, if appropriate, following discussions between the supervisory and non-supervisory members of the thesis committee, the latter should sign the progress report form and indicate whether or not they recommend continuation on the register.

The annual progress report form can be found [here](#).

## ***2.6 Research Seminars***

The School will hold research seminars which are intended to help research students develop their work through peer review, academic discussion and research skills development. Specific details about research seminars will be made available to students in due course. Research seminars in other venues across College may also be of interest to research students, see the links below:

[Long Room Hub Arts and Humanities Research Institute](#)

[Trinity Research in Social Sciences \(TRiSS\)](#)

Graduate Students interested in gaining experience of teaching by giving occasional lectures to undergraduate students should speak with their supervisor about opportunities. There are some opportunities to work as Teaching Assistants on undergraduate elective modules offered by the School. If such opportunities arise, all PhD students will be notified and invited to apply to the module coordinators.

## ***2.7 Structured Ph.D. and Credit Bearing Modules***

Trinity Ph.D. students are required to take modules bearing a minimum of 10 and maximum of 30 ECTS over the course of their studies. Students on the non-resident programme are expected to take 20 ECTS. Modules appropriate to a student's field of study, research skills or career development should be identified by the student in consultation with their supervisor. These might be modules taken for assessment which are offered at M.Phil. level within the School or modules offered elsewhere in the University.

There is a wide array of options available to fulfil the taught components of the structured PhD. All of these options are identified on the Graduate Studies website at <https://www.tcd.ie/graduatestudies/students/research/structured-phd-modules/>.

Some particular modules aimed at developing generic skills are listed below and more details can be found in the Trinity Postgraduate Research Student Handbook linked from <https://www.tcd.ie/graduatestudies/students/research/>.

### **Research Integrity and Impact in an Era of Open Scholarship (compulsory for all Ph.D. students)**

This is a mandatory online module available on blackboard - A7000-202223 Research Integrity and Impact in an Open Scholarship Era. It is worth 5 ECTS.

This module aims to introduce participants from a diverse range of backgrounds to the existing and emerging challenges and opportunities connected with researching, presenting and publishing in an open scholarship era.

### **Planning and Managing your Research and your Career**

This innovative 5-credit ECTS module to equip Ph.D. students with the skills necessary to successfully plan and manage research and career, and thereby ensure full contribution of your knowledge and skills to wider society. You will have the opportunity to develop specific research, career management and employability skills and the chance to interact with other Ph.D. students from across the College to share your experiences and strategies. It is worth 5 ECTS.

### **Teaching and Supporting Learning as a Graduate Teaching Assistant**

Academic Practice offers several workshops and resources to support PG Teaching Assistants, including a module (5 ECTS) which exposes postgraduates to the educational discourses on teaching and learning at university level. Visit the [Academic Practice website](#) for more information.

## ***2.8 Tangent: Trinity's Ideas Workspace***

Tangent, Trinity's Ideas Workspace offers a range of postgraduate education and certificate options in, Creative Thinking, Innovation, and Entrepreneurship.

Whether you're a researcher, aspiring entrepreneur or jobseeker, our postgraduate programmes are designed to develop the core competencies of collaboration, communication, leadership invaluable to any future career.

For postgraduate education options at [Tangent](#).

## ***2.9 Trinity Trust Travel Grants***

Ph.D. research can require travel abroad for fieldwork, or to study in a venue that has particular resonance for your research or to participate in international conferences. The Graduate Studies Office is able, thanks to the very significant generosity of the Trinity Trust, to operate a Travel Grant scheme for Ph.D. students.

Details of how to apply for a travel grant (as well as important regulations in relation to application dates and so on) are available on the [Graduated Studies website](#).

Please note that, if you wish to apply for a grant, it is necessary both to obtain a recommendation from your Head of School, and also that the School agrees to fund 20% of the costs of the trip. Please note also, that, whereas the travel grant scheme covers costs such as transport/conference registration and attendance costs, it does not cover subsistence/food etc.

## **3. Progression**

### ***3.1 Probation, Progress and Continuation on the Ph.D. register***

As outlined in the College Calendar, continuing registration is dependent upon satisfactory progress. The Director of Teaching and Learning Postgraduate is responsible for ensuring

through annual consultation with supervisors that students are progressing satisfactorily according to the required standard and norms of their particular degree. Not later than 18 months after first registration, students on the Ph.D. register are required to undertake an internal viva within the School to confirm their position on the Ph.D. register. Students wishing to transfer from the M.Litt. to the Ph.D. register must also undertake a transfer viva.

For those on the PhD register, the non-supervisory members of the student's thesis committee serve as the readers for this viva. For those aiming to transfer from MLitt to PhD, the DTLPG has the role of appointing reader(s). The student's supervisor(s) may attend as an observer. The student prepares a written submission for the viva incorporating at least one chapter from the thesis and an overview of the thesis as a whole (including the proposed chapter structure). At the exam the student presents her or his work to the panel and is questioned on it. If the candidate's work is judged to meet the criteria for a Ph.D. described above (point 2) the DTLPG submits a form to GSO requesting the student's confirmation on the register. If unsuccessful, a student is (1) given the opportunity to resubmit work to the panel (2) advised to submit a thesis for an M.Litt. or (3) advised not to continue postgraduate study. Students wishing to appeal the outcome of the viva may do so using the Appeals process outlined below (3.9).

### ***3.2 Requests for Extensions***

The College Calendar outlines the extenuating circumstances in which a student's supervisor can apply to the Dean of Graduate Studies for an extension on a student's behalf. See the College [Calendar, Part III](#) under section II – Attendance, Part-time Registration, Extensions and Off Books). Full-time doctoral students should aim to complete their studies within 4 years and M.Litt. students within 2 years. Part-time students within 6 years. Six months prior to the end of the final year the student should liaise with their supervisor about a timetable for completion. The School's DTLPG should be kept informed as to the intended timetable for completion.

### **3.3 Procedure for Examination**

Procedures governing the submission and examination of dissertations are found in the College [Calendar, Part III](#) see under Section II – Procedure for Examination of a Candidate. One month before submission of their thesis, students should complete the ‘Intention to Submit’ form (<https://www.tcd.ie/graduatestudies/assets/pdf/thesis-intention-to-submit-Jan2020.pdf>) and send to [ethesis@tcd.ie](mailto:ethesis@tcd.ie). Submission will be by electronic format through a link provided by EThesis.

The thesis produced by a Ph.D. candidate is wholly their own work, which they are prepared to defend in all integrity. Therefore, submission of a thesis is done entirely at the discretion of the student. The GSO sends a form for the nomination of external and internal examiners to the DTLPG. It is possible for this form to be completed in advance of submission or on submission. The DTLPG liaises with the student’s supervisor to nominate the examiners. The nominations are then sent to the Dean for approval. The viva is normally held within 8 weeks of the receipt of the thesis by the examiners. The Chair for the viva is the DTLPG or her/his nominee. Supervisor(s) may attend as observers.

During the viva students have the opportunity to present their work to the examiners before taking questions. The examiners will then come to a decision.

The possible outcomes of a Ph.D. viva are recommendations for:

- award of the degree of Ph.D.
- award of the degree subject to minor revisions
- referral for major revisions
- award of a lower degree
- fail

An M.Litt. is also examined by an external and internal examiner. A viva is not held as a matter of course, unless at the request of the examiners or the DTLPG.

If the degree is awarded subject to minor revisions, the student will have two months to revise the thesis and the internal examiner must sign off for the Dean of Graduate Studies

that the revisions have been implemented. If the thesis is referred for major revisions, the student will have at least six months to revise. They must pay a revision fee and the thesis will be re-examined by the external and internal examiner. There is no second viva voce.

Postgraduate Research Appeals processes are described at 3.6 below.

After successful examination of a thesis is completed, students will be notified by the Dean of Graduate Studies that their name will be brought before TCD Council for noting and they will be asked to submit the final copy of the thesis and upload it to the TCD electronic repository (TARA <http://www.tara.tcd.ie/>)

### **3.4 Research Ethics**

The School's 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 and maintain appropriate ethical standards in their research, and especially in any research involving human subjects. 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](#).

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). The School's [Checklist](#) may aid you in determining the level of Research Ethics oversight appropriate to your project. If you answer 'yes' to *any* of the questions, then your application falls into the category of moderate to high risk and requires Level 2 clearance; you must apply for Ethical Approval from the Art, Humanities and Social Sciences [Faculty Research Ethics Committee](#). If you do not answer 'yes' to any of these questions, then you may apply to the School's Research Ethics Committee to either secure Level 1 clearance or approval to proceed with your project.

Although the Research Ethics Committees meet regularly to consider applications for research ethics clearance, if you think you will need clearance the sooner that you submit your proposal the better.

**References/Sources:**

[Research Ethics](#)

[Policy on Good Research Practice](#)

[Ethics Policy](#)

[GDPR](#)

### ***3.5 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](#).

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 2021-22 [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.

Contact your supervisor or thesis committee if you are unsure about any aspect of plagiarism.

#### **References / Sources:**

[Calendar, Part III, General Regulations & Information, Section I 'Plagiarism'](#)

[Plagiarism Policy](#)

[Library Guides - Avoiding Plagiarism](#)

[Plagiarism Declaration](#)

### ***3.6 Postgraduate Appeals Process***

#### ***Postgraduate Appeals at School level: Research Students***

Where a transfer/confirmation viva has been held and has determined that a student may not transfer to, or be confirmed on, the Ph.D. register, the student may appeal to the School Appeals Committee (Research Students). The grounds for appeal should be clearly stated and supported where necessary by documentary evidence. The Director of Teaching and Learning Postgraduate will convene and chair this committee composed of one Head of Discipline (not the student's Discipline) and one other academic staff member. At the Appeals Committee the student concerned should have representation appropriate to the formality of the process, for example, a supervisor, Course Co-ordinator, or other appropriate staff member. No one is 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 (Research Students) 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 (Research). This committee will consider appeals concerning events occurring more than 4 months previously only in the most exceptional circumstances.

***Appeals against the decision of the examiners of a research thesis***

Where a viva voce of a thesis has been held and the thesis referred back for extensive revision, or the award of a lower degree, or outright failure is recommended, the Dean of Graduate Studies informs the candidate of the verdict. If the candidate wishes to appeal the examiners' decision, she or he must apply in writing to the Dean of Graduate Studies, who has the discretion to grant or deny the appeal. The grounds for appeal should be clearly stated and supported where necessary by documentary evidence. If the Dean of Graduate Studies denies the appeal, the student may appeal to the Academic Appeals Committee for Graduate Students (Research). This committee will consider appeals concerning events occurring more than 4 months previously only in the most exceptional circumstances. The Postgraduate Appeals Process is outlined in the [Calendar Part III](#) Section 1 – Appeals Process for Graduate Students. All appeals should be heard first at School level.

## **4. GENERAL INFORMATION**

### ***4.1 Student Supports Services***

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

Belfast students can find further information on how to access Student Support Services as well as a Healthcare factsheet on the [Belfast Campus International Students page](#).

### ***4.2 College Disability Service***

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

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

### ***4.3 Postgraduate Advisory Service***

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

### ***Providing support***

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

### ***They support students by:***

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

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

PAS is located on the ground floor of House 27. 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](#).

Remember, you can ask your Supervisor, thesis committee members or the School's Director of Postgraduate Teaching and Learning for advice and guidance about anything and they will point you in the right direction.

**Contact PAS at :**

+353 896 1417

[pgsupp@tcd.ie](mailto:pgsupp@tcd.ie)

[PAS Website](#)

#### **4.4 Graduate Students' Union**

Located on the second floor of House Six, the Graduate Students' Union is an independent body within College that represents postgraduate students throughout College. Upon registration, all postgraduates are automatically members. It is run by two full-time sabbatical officers. The President is the head and public face of the Union, and is responsible for strategy and policy formulation, whilst sitting on a wide range of committees. The Vice-President is also the Union's Education and Welfare Officer and advises students on matters such as academic appeals and supervisor relationships. S/He is also here to help on more personal matters, such as financial concerns, illness and bereavement. Any discussions about such concerns are treated with the strictest confidence. The [GSU website](#) provides the latest updates from the Union, information on elections, campaigns, and connections to the Union's social media platforms. Students can arrange meetings with the sabbatical officers via emailing either the GSU President at [president@tcdgsu.ie](mailto:president@tcdgsu.ie) or the GSU Vice-President at [vicepresident@tcdgsu.ie](mailto: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 [Ph.D.@tcdgsu.ie](mailto:Ph.D.@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.

#### **4.5 Trinity Careers Service**

As a Trinity student you have access to information, support and guidance from the professional team of Careers Consultants throughout your time at Trinity and for a year after you graduate. The support offered includes individual career guidance appointments, CV and LinkedIn profile clinics, practice interviews and mentoring.

Visit <https://www.tcd.ie/Careers/> for career, further study, and job search advice.

Sign into MyCareer to book appointments, find information about vacancies and bursaries, and book your place on upcoming employer events.

Follow the service on Instagram for career news and advice [@trinity.careers.service](https://www.instagram.com/trinity.careers.service).

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

[Trinity Careers Service](#).

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

[Plan Your Career](#)

[Trinity LinkedIn Alumni Tool](#)

[IT Services](#)

[Library](#)

#### **4.6 Clubs, Societies and Sports**

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

Belfast based students can join clubs and societies run by the nearby Queen's University Students Union and are provided with membership of the [Queen's Sports Centre \(PEC\)](#) thanks to an arrangement set up by the GSU and Trinity Sport.

#### **4.7 NiteLine**

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

Check out their video here <https://youtu.be/ccmj-CjzZcU>



**Free**  
**Anonymous**  
**No problem too big or too small**

Freephone: **1800 793 793**  
Instant messaging: **niteline.ie**  
**9pm - 2:30 am every night of term**



#### **4.8 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.

In the event of a move to online teaching due to COVID 19 restrictions, the following module would be useful:

#### **4.9 Learning to Learn Online in Trinity**

The pedagogically-led module has been developed to prepare and support students in Trinity (both undergraduate and postgraduate).

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

#### **4.10 Graduation**

Following the viva voce, 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 decision.

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.

#### **4.11 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.

#### ***4.12 Emergency Procedures***

In the event of an emergency, **please dial Security Services on extension 1999.**

Security Services provide a 24-hour service to the College community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 896 1999) in case of an emergency. Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance.

It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

Belfast students will be provided with separate emergency information at orientation. It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

#### ***4.13 Health, Safety and Well-being Support***

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

The School also recognises and will ensure compliance with the requirements of the Safety, Health, and Welfare at Work Act 2005; associated legislation made under the Act, and the College Safety Statement and College Policies and Codes of Practice documents. The Act requires that precautions are taken, as far as is reasonably practicable, to avoid endangering oneself or others by our actions / activities. All reasonable steps will be taken to ensure that the health, safety, and welfare of all persons – be they staff, students or others – will not be put at risk. A copy of the School Health and Safety Statement is available from the School Office.

Further details applicable to the Dublin and Belfast sites will be provided at the start of term.

#### ***4.14 COVID 19***

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

**Covid Information links relating to COVID-19 updates:**

[TCD COVID-19](#)

[TCD COVID-19 Statements](#)

[HSE COVID-19](#)

[PUBLIC HEALTH AGENCY \(N. IRELAND\)](#)

#### **4.15 Data Protection**

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

#### **4.16 Key Locations**

MLitt and PhD students in the School are mostly based in the main Trinity Campus and at the SRTPS campus in Belfast. Further facilities information will be provided at orientation.

[View our location and get driving/walking directions.](#)

[Interactive College Map](#)

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

[Trinity Central](#)

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

#### **4.17 Contacts and Opening Hours**

**Head of School – Prof. Siobhán Garrigan**

[garrigs@tcd.ie](mailto:garrigs@tcd.ie)

+353 (0)1 896 4794

**Director of Teaching and Learning Postgraduate – Prof. Gillian Wylie**

[wylieg@tcd.ie](mailto:wylieg@tcd.ie)

+353 (0) 1896 4783

**School Administration Manager – Mr Martin Humphreys**

[SRSchMgr@tcd.ie](mailto:SRSchMgr@tcd.ie)

+353 (0)1 896 4778

**Postgraduate Office – Beth Whitney**

[srpostgrad@tcd.ie](mailto:srpostgrad@tcd.ie)

+353 (0)1 8974792

#### ***Belfast***

**Senior Executive Officer – Caroline Clarke**

[cclarke4@tcd.ie](mailto:cclarke4@tcd.ie)

Tel: +44(0)28 9077 0087 (mornings)

**Librarian – Brid O'Brien**

[brid.obrien@tcd.ie](mailto:brid.obrien@tcd.ie)

+44(0)28 9037 3980

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

#### ***Opening Hours***

**ISE-LI building:** Access will be swipe card only and will be restricted to normal office hours. Currently a standard 9.00 a.m. – 5.00 p.m. working day Monday - Friday. The School will remain open on Monday and Thursday evenings until 9.30 p.m. to accommodate the

delivery of the School's Dublin based Evening Postgraduate programmes. Any changes to the opening hours notified by e-mail.

**Please note students are not permitted to remain in the building outside normal office hours unless attending a lecture, seminar or event which has been scheduled by a staff member.**

### **Postgraduate Research Desks**

There are study spaces for Ph.D. students in the Faculty of Arts, Humanities and Social Sciences in Phoenix House on South Leinster Street. Our School receives a quota of these desks every year. The Postgraduate Administrator will contact students each September in relation to the allocation of these desks. Phoenix House is located here

<https://www.tcd.ie/Maps/map.php?b=255>.

Each academic year the School is also asked to nominate students for an Early Career Researcher Residency in the Long Room Hub. This includes desk space in the Long Room Hub and a commitment to involvement in the intellectual life of the Hub. Students will be informed by the DTLPG when expressions of interest are sought annually.

<https://www.tcd.ie/trinitylongroomhub/research/fellows/graduate-fellows.php>

Other study places for PGR students include the postgraduate reading room in the ISE/Loyola Building, carrels in the [Berkley library](#) and the 1937 Reading Room in Front Square.

In Belfast opening hours are normally 9.00am – 5.00pm. You will be notified of any changes to this via your student email account. Access is via a card which will be issued at the start of term. There is a PhD room with a small number of desks, and the cost of Associate Membership at QUB library is covered by the School.

#### **4.18 Links to University Policies / Reference / Sources**

[PG Student Learning Development](#)

[Student complaints](#)

[Dignity and Respect Policy](#)

[Equality Policy](#)

[Gender Identity and Gender Expression Policy](#)

[Data Protection](#)

[My TCD](#)

[Academic Registry](#)

[Blackboard](#)

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