

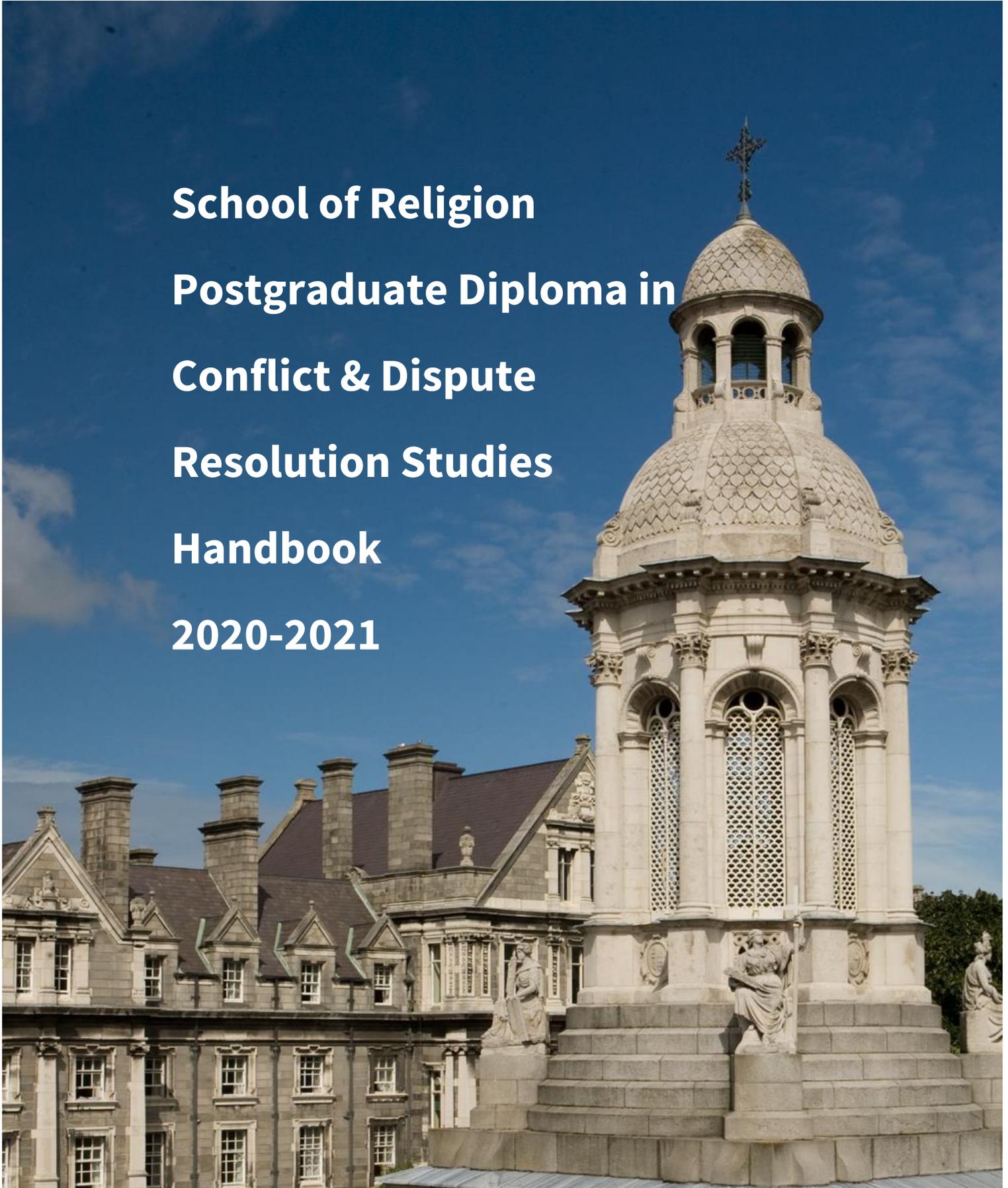


Trinity College Dublin

Coláiste na Tríonóice, Baile Átha Cliath

The University of Dublin

**School of Religion
Postgraduate Diploma in
Conflict & Dispute
Resolution Studies
Handbook
2020-2021**



POSTGRADUATE DIPLOMA IN CONFLICT AND DISPUTE RESOLUTION STUDIES
SCHOOL OF RELIGION
TRINITY COLLEGE DUBLIN

Introduction

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

The School of Religion 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](#).

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 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 website, Current Student and via [Blackboard](#). The following link will also be helpful re the [College Virtual Learning Environment](#) (VLE). A hard copy of this handbook in large print is available in the School 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.

This Handbook will be required for reference throughout the programme. It is available on Blackboard in the first folder of EM7600.

Table of Contents

1. PROGRAMME STRUCTURE	6
2. PROGRAMME TEACHING METHOD.....	7
2.1 Lectures	7
2.2 Practice-based Learning	7
2.3 Reading.....	7
2.4 Writing.....	8
3. COURSEWORK ASSESSMENT	8
3.1 Essays.....	8
3.2 Personal Log	10
3.3 Skills-based Assessment	10
3.4 Assessment Standard.....	11
3.5 Deadlines for written work.....	11
3.6 Coursework Deadlines for 2020-21	11
3.7 The Role of External Examiners	12
1. NOTES ON ESSAY STYLE.....	13
4.1 Physical Structure	13
4.2 Bibliography	13
4.3 Citations, References and Bibliography	14
4.4 References	14
4.5 Websites.....	15
4.7. Research Ethics in the School of Religion	16
4.8 Plagiarism	16
GENERAL INFORMATION	18
1. Postgraduate Appeals Process	18
2. VLE – Blackboard	19
3. College Disability Service	19
4. Links to University Policies	20
5. Student Support Services	20
6. Postgraduate Advisory Service	21
7. Data Protection	23
8. Graduate Students’ Union	23
9. Careers	24
10. Clubs and Societies & Sports	24

11. Field Trips	25
12. Graduation.....	25
13. Feedback.....	26
14. Emergency Procedures	26
15. Health and Safety	27
16. Key Dates	28
17. Key Locations	28
18. Contacts and Opening Hours.....	28
Opening Hours.....	29
19. Scholarships and Prizes	29
20. Mediators' Institute of Ireland Accreditation	29

1. PROGRAMME STRUCTURE

The PG Diploma in Conflict and Dispute Resolution Studies is structured into five Modules. On successful completion of the Modules students achieve the 60 ECTS necessary for a PG Diploma. The Modules are:

(EM7600) **Understanding Conflict** (15 ECTS – European Credit Transfers)
(Thursdays 7-9.30pm, September-December 2020)

(EM7604) **Aspects and Dynamics of Conflict Mediation** (15 ECTS)
(Tuesdays 7-9.30pm, September-December 2020)

(EM7606) **Theories and Processes of Conflict Resolution** (10 ECTS)
(Thursdays 7– 9.30 p.m. January – March 2021)

(EM7605) **Models of Alternative Dispute Resolution** (5 ECTS)
(Thursdays 7 – 9.30 p.m. January – March 2021)

(EM7603) **Skills for Moving Beyond Conflict** (15 ECTS)
(Saturdays and Tuesdays, March-June 2021)

There will be four Saturday workshops on mediation skills in April-June 2021. For those opting for the MII assessment there will be a Saturday/Sunday assessment in June 2021.

2. PROGRAMME TEACHING METHOD

We take students from a wide range of academic and work backgrounds and we do not accept anyone who is not likely to succeed. We can distinguish between four dimensions of learning: lectures, practice-based learning, reading and writing.

2.1 Lectures

Formal lectures are intended to give students a structured background in the subject and a context in which to raise initial points and queries. For a student unfamiliar with the subject, they provide a useful overview and a set of basic guidelines for the three other aspects of study. The mix of backgrounds of students means that lectures must be pitched at a level that may not entirely suit beginners or specialists.

2.2 Practice-based Learning

A key component of this programme is the orientation that students receive in understanding the scope of Alternative Dispute Resolution possibilities and to evaluate the differences in a practical context. The practice-based learning will enable students to acquire the necessary skills and have opportunities to role-play for practices such as mediation, negotiation and restorative justice.

2.3 Reading

Reading for academic purposes is an acquired art: it must be selective, discriminating and critical. Module reading lists tend to give an overview of books and articles available in the TCD library. Their purpose is to provide a basis for selective reading on particular topics.

2.4 Writing

In an obvious sense, writing is essential to learning. It is true of learning that we do not know what we have learned until we demonstrate the ability to express it. In practice, therefore, writing notes, short pieces and extensive essays is a necessary part of study as well as a bureaucratic requirement of the academic life. A few points to remember: *Essays must address the title and be written coherently and grammatically on one side of A4 paper. *Pay attention to structure: do not neglect to introduce the subject, develop the argument and reach a conclusion (preferably in that order!) *Try to avoid unsupported assertions of an ethical or emotive kind. An essay is always improved by an author showing awareness of counter arguments and attempting to deal with contradictory evidence. No field of study is value-neutral, but values should guide – not distort – research.

3. COURSEWORK ASSESSMENT

The assessment for the PG Diploma in CDRS is based on two essays of 3,000 –3,300 words each; a group work presentation; a 4,000 –4,500 Personal Reflection Log; a practical skills-based assessment and a presentation on ADR.

3.1 Essays

Students must write one essay relating to material covered in the first teaching term and one essay relating to material covered in the second teaching term. Students will be given a list of essay titles to choose from for both semesters.

Students should submit their essay using the [Turnitin](#) software on Blackboard.

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

Essays will be marked by an internal assessor, with an option for second marking for borderline marks. The essays are then available for sampling by the programme's external examiner at the exam board, which meets in early October every year.

The marks given will reflect their judgment of four distinct categories of competence:

1. Presentation. This refers to the physical presentation of the essay, its spelling and grammatical competence, the clear presentation of references and bibliography and the student's writing skills.

2. Structure. The essay should have a coherent form in terms of its different sections and a clear thread of argument throughout.

3. Analysis. It should demonstrate the ability to understand theoretical material and to manipulate abstract ideas critically.

4. Use of sources. The judicious use of documentary or empirical data which are relevant and adequate to the overall thesis argued.

5. The pass mark is 50.

Students will receive a report based on the internal examiners' assessment of their essays. This report is intended to indicate whatever merits and defects the essay contains and to explain the basis of the mark given.

It is particularly important that students consult the essay supervisor on receipt of a report if they wish to discuss further the points made in it. If the essay falls below the minimum required standard and was submitted by the required deadline, the report can help with revision.

Revision of an essay is permitted only where otherwise the student would fall below the required standard for the programme and only where the work was submitted on or before the set deadline. The revised essay must then be received within 14 days of receipt of the report and recommendations.

3.2 Personal Log

The Personal Log aims to encourage students to reflect on the different disciplinary perspectives and practice-based methodologies presented in the programme with the purpose of noting any linkages between these perspectives. The Log is a reflective diary where the student records observations, reflections and cross references to subjects that have arisen and connections made from the lectures and the reading. It is hoped that this will encourage students to look beyond their own stated objectives in doing the course, thereby leading to their widening their areas of interest and research and contributing to an enrichment in their work and careers. Conventional academic standards in respect of presentation, referencing etc. apply to the Personal Log.

3.3 Skills-based Assessment

Classes in CDRS often involve elements of role play and other forms of practical skills development. This is particularly the case in EM7601 and EM7603 which focus on students acquiring skills in facilitative and transformative methods of mediation. The skills-based assessment for the PG Diploma involves a short simulated facilitative mediation, which is filmed for the purpose of assessment and review. Optional assessment for MII purposes is explained below at point 20.

3.4 ADR Presentation

Students will work in pairs to present a case study on the strengths and weaknesses of a particular method of Alternative Dispute Resolution.

3.4 Assessment Standard

Each essay and the filmed mediation must achieve a mark above 50% for a candidate to pass the Diploma and the performance in the reflective log must be graded as satisfactory.

3.5 Deadlines for written work

It is an essential and equitable part of continuous assessment that work be submitted on time. Students who fall behind, without explanation and permission, may be removed from the register. Extensions are granted only in cases of medical necessity (with certification) or force majeure (e.g. family crises).

3.6 Coursework Deadlines for 2020-21

EM7600: Essay due December 18th, 2020, 5pm

EM7604: Videos - Tuesdays in 2021 – module coordinator will confirm which nights with students.

EM7606: Essay due Thursday April 1st 2021, 5pm

EM7605: Seminar Report, April 29th 2021, 5pm

EM7603: Personal Log due August 6th 2021, 5pm

MII mediation assessments (optional) -Weekends in June 2021 TBC.

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

3.7 The Role of External Examiners

Your essays and other course work are assessed first in the School of Religion and then made available to the University's External Examiner for their consideration. Work passes or fails on the final judgement of the External Examiner, not on the opinion of the teaching staff, although this counts in the final decision. The External Examiner attends the Court of Examiners in October to monitor assessment procedures and outcomes in all modules. Final marks are decided at this Court of Examiners. Final responsibility for the standard of an essay and other work rests with the student.

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.

CDRS External Examiner - Dr Maire Braniff, Senior Lecturer in Politics, INCORE, Course Director BSC Politics and BSC Politics and Criminology.

Deadlines for your assessments are distributed at the beginning of each academic year. **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 due to circumstances beyond your control (e.g., as a result of bereavement or illness), you should contact your Course Coordinator to 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 absence regulations.

1. NOTES ON ESSAY STYLE

4.1 *Physical Structure*

The final typescript should include:

- Title page, including essay question, author, date of submission, word count, plagiarism statement.
- Table of contents
- Introduction
- Conclusion
- References

4.2 *Bibliography*

There may also be (i) appendices, containing any important extra material you need to include, to be placed after the conclusion but before the bibliography; and (ii) a list of abbreviations used in references (if such abbreviations are extensive) to be placed before the Introduction. These should be noted in the Contents.

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; 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 by indenting the whole paragraph from the left and right hand margin, with single spacing and without quotation marks. Always when you quote or refer, give a precise reference to the work and page or pages referred to.

It is a standard 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 the list of references, e.g.: Kaldor, 1987, p79 cited in Redclift, 1979 p.n.

4.3 Citations, References and Bibliography

There are differing conventions concerning the citing of sources in an essay but the following method is recommended:

Quotations longer than two lines should be indented & single-spaced:

The environment in the international economy is an internationalised one, which often exists to serve economic and political interests far removed from a specific physical location. (1)

The List of References should then show:

1. Redclift, 1987, p. n.

4.4 References

References or Footnotes serve two chief purposes; (i) to give a reference or several references; (ii) to discuss a point which is incidental to your main argument, but which you wish to cover, or which serves to supplement or clarify your text. Most of your footnotes will be of the first type. They must include exact page number(s).

1) Keatinge, 1984, pp2-5

2) Goulet, 1986, p.123

Footnotes should be in single spacing and may be placed at the end of the relevant page or in numerical order before the Bibliography at the end of the dissertation or essay. The Bibliography should include all works which you quote or mention in your text or footnotes. It may also include other works which you have used but

not specifically mentioned; but do not include too many of these or the examiner's suspicions will be aroused - he or she may conclude that you have simply spent your time compiling an impressive book list without actually reading the books. Full details of the books and articles should be given, and you follow a consistent pattern for doing this. One suitable form for books consulted is:

Keatinge, Patrick 1973(a) The Formulation of Irish Foreign Policy, IPA, Dublin

Keatinge, Patrick 1973(b) A Singular Stance: Irish Neutrality in the 1980s, IPA, Dublin

Goulet, Denis 1978 The Cruel Choice: A New Concept in the Theory of Development, Atheneum, London

In the case of articles, the citation should include the author, the title of the article, the journal or periodical title, the volume number and date and page numbers. For example:

Halliday, Fred 1988 'Three Concepts of Internationalism', International Affairs, 64/2, 1988, pp. xx-yy

Note that books and articles are listed alphabetically by author in the bibliography, and that the titles of books and journals should be underlined (or italicised), but not the titles of articles in journals. These should be put in inverted commas.

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.

4.5 Websites

Should be listed in full in a separate section of the bibliography, under the source organisation or institution. Remember to include the date on which you accessed the site.

The work of compiling 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 register

with it the full and precise details of publication. Or use a bibliographical programme such as ENDNOTE or ZOTERO.

4.6 Spelling and Grammar

Correct spelling, grammar and clear presentation are essential in essay writing. Spelling errors and sloppy presentation are not tolerated by Trinity College.

Students who fail to meet the final deadlines for Essays and who have not been granted an extension, will be notified that no further work will be accepted and that their assessment will be based on work already submitted.

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](#).

4.7. Research Ethics in the School of Religion

Trinity College Dublin and the School of Religion'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, maintain appropriate ethical standards in their research, and adhere to current data protection policies such as the General Data Protection Regulation (GDPR). Visit [Research Ethics](#) on the School website for details of procedures, forms and deadlines. To review the College's full "Policy on Good Research Practice", follow this [link](#).

4.8 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.

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 2019-20 Calendar entry on plagiarism located on this website and the sanctions which are applied;
- (ii) Complete the ['Ready, Steady, Write' online tutorial on plagiarism](#).
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;
- (iv) Contact your Course-Coordinator or your Lecturer if you are unsure about any aspect of plagiarism.

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. VLE – Blackboard

Materials related to the Modules (powerpoint presentations, recommended readings, programme announcements etc.) will be available to students on the web via TCD's 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](#).

3. College Disability Service

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

Trinity is an inclusive university and encourages students with disabilities to think about coming here. There are over 1,600 students with disabilities who have applied for [reasonable accommodation](#) with the Disability Service; it offers a confidential and accessible service for all students with disabilities and aims to

identify and support your learning needs during your time in Trinity. It is student-centred and is committed in as far as is reasonably possible, to empowering students with disabilities achieve their academic and vocational goals, as well as access all aspects of College life. Please click on this [link](#) to find out more about the Disability Service and supports offered.

4. Links to University Policies

[PG Student Learning Development](#)

[Student complaints](#)

[Dignity and Respect Policy](#)

[Data Protection](#)

5. Student Support Services

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

Student-facing module:

We thought we should bring the following student-facing module '[Learning to Learn Online in Trinity](#)' to your attention. 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 and three of these are now available.

Block 1. Getting Started for Learning Online

Block 2. Working Together Online

Block 3. Creating your Study Routine

Block 4. Preparing for Assessments

6. Postgraduate Advisory Service

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

Providing support

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

They support students by:

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

- Administering the Postgraduate Student Assistance Fund and other financial assistance to postgraduate students.

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

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

Financial Assistance

The Postgraduate Advisory Service administers the Postgraduate Student Assistance Fund.

This fund is intended to tackle disadvantage by providing small amounts of financial assistance to students requiring additional support to enable them to fully benefit from their third-level studies. It is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.

For further details see the [financial assistance information](#) on the PAS website.

Contact PAS

+353 896 1417

pgsupp@tcd.ie

[PAS Website](#)

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](#).

8. 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.

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.

9. Careers

See [Trinity Careers Service](#).

Students can make an appointment with a Careers Advisor through [MyCareer](#). To avail of this service please login to [MyCareer](#) with your Trinity student name and password, update your profile and you can then book an appointment. The email address of the School's Careers Advisor, [Orlaith Tunney](#), is tunneyo@tcd.ie.

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

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

[Plan Your Career](#)

[Trinity LinkedIn Alumni Tool](#)

10. Clubs and Societies & 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](#).

11. Field Trips

Students can benefit from a visit to the UN/Geneva which takes place each May, as well as a Belfast Field Trip in January. Details of further field trips as part of the course offerings will be provided throughout the year by your Course Coordinator.

Please note that in 2020-21 these will be COVID-19 permitting.

12. 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.

CDRS students will commence (attend graduation) in January after the end of the course. The School hosts a coffee morning following the ceremony to which you are invited with your family and friends.

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.

13. 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 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 – 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.

14. Emergency Procedures

In the event of an emergency, **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).

15. Health and Safety

Health, Safety and Welfare at work are of crucial importance throughout Trinity College and the School of Religion 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.

Please note:

COVID-19: It is our collective responsibility to keep up-to-date with the latest measures introduced by Government and the public health authorities and any advice issued as a result (in Dublin and Belfast).

Please refer to the relevant legislation, guidance and advice available on the [College COVID-19 website](#) and the [Public Health Agency](#).

16. Key Dates

Key dates for each 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.

17. Key Locations

We are in the main Trinity Campus. The building is located beside the Department of Zoology. Further facilities information will be provided at orientation.

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

18. 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 – Aideen Woods

aidwoods@tcd.ie

+353 (0)1 896 4778

Postgraduate Officer – Hellen Fennell-Batista

srpostgrad@tcd.ie

+353 (0)1 8964772

CDRS Course Coordinator - Prof. Gillian Wylie

wylieg@tcd.ie

Please feel free to contact the appropriate member of the programme team should you have queries or require assistance. For the full list of all academic and administrative staff please visit the [School of Religion 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. – 5.30 p.m. working day i.e. Monday - Thursday is planned and 9.00 a.m. – 5.00 p.m. (each Friday). The School will remain open on Monday, Tuesday 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 closing times will be 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.

19. Scholarships and Prizes

For scholarships please see information available online at:

[Postgraduate Scholarships](#).

20. Mediators' Institute of Ireland Accreditation

CDRS is an accredited training programme with Mediators' Institute of Ireland. Students may opt to undertake the MII's Mediation Role Play Competency Assessment at the end of the course. Successful completion of this assessment will allow students to apply for Certified Mediator status with the Mediators' Institute

of Ireland (see www.themii.ie and <http://www.themii.ie/certified-assessment.jsp> for further details).

The CDRS staff will convene, organise and film the role play assessment, however students will be responsible for paying the appropriate fee to the MII assessor (200 Euro) and submitting their self-assessment to the MII assessor in the time allowed. The MII assessor will meet with the class in January 2020 to outline the MII assessment process.

A student who wishes to appeal the outcome of their MII assessment should first write to the CDRS Programme Coordinator, within two weeks of the publication of results, stating clearly the grounds for appeal and where necessary enclosing documentary evidence. The Programme Coordinator will then discuss the case with the relevant parties and attempt to find a solution. In the event of a failed MII assessment provision can be made for a re-sit on payment of the appropriate fee. As a participant on an MII approved training programme you are eligible for membership of The MII as a Trainee Member. This is to support trainee Mediators in accessing training and networking opportunities through the MII.

How to Register as an MII Trainee Member

To register as a Trainee Member of the MII, simply complete a Trainee Member registration form (downloadable from the MII Forms page) and return with a letter from the training provider confirming that you are attending the approved training programme (with certificate of successful completion to follow). For further information in relation to Trainee Members and how to progress from a Trainee Member to a Certified Member, see <http://www.themii.ie/trainee-member.jsp>

Trainee Member Benefits

The journey from Trainee to Associate level, Certified level and then to Practitioner level is both challenging and rewarding and The MII encourages Trainee Members to actively engage with other trainees and also accredited, practising Mediators to develop your skills and practice. Whether developing specific skills and knowledge, engaging in reflective practice or learning how mediation works in a particular

environment, there are many opportunities for trainee Mediators, to engage and learn in informative and participative forums.

MII Trainee Members are entitled to:

- Free membership under the Trainee Scheme for the year of the **start date** of their approved training programme and the following calendar year.
- Reduced member fees for symposium, conferences and some CPD trainings
- Join a Sharing and Learning group
- Attend sector meetings, AGM and any EGMs
- Sit on appropriate committee

Please note:

1. Trainee Members are not approved to practice.
2. On progression to Associate, Certified or Practitioner Member status, the appropriate membership fee must be paid.
3. The Trainee Member allowance is only applicable to participants of MII accredited training programmes.
4. From 1 September 2007 those attending Practitioner Member status courses are entitled to free membership as a Trainee Member for the calendar year in which their course started.

If you have any queries or require further information, please contact the MII at info@themii.ie.