School of Religion

MPhil in Conflict Resolution and Reconciliation Handbook

2019-20
M.PHIL IN CONFLICT RESOLUTION AND RECONCILIATION
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/Course website with copies available via the Virtual Learning Environment (Blackboard). 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.
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TEACHING AND LEARNING

1. Coursework Requirements

You are assessed on the basis of six modules studied over one year (full-time) or over two years (part-time). You must take the core module “Research Skills”, together with another 5 of the modules on offer. You are encouraged (but not required) to include the module “Reconciliation in Northern Ireland” in your selection. You are also welcome to attend modules over and above the minimum requirement, and may apply to be assessed in up to two modules in the School of Religion’s other taught Master’s degree courses (though you will have to bear the costs of travel, etc.).

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

1.2 Community Placement (Internship)

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

Further information on all modules is available in the CRR Course Overview.
2. Coursework Assessment

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

2.1 The Role of External Examiners

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

CRR External Examiner – Prof Niall Ó Dochartaigh (NUI Galway)

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

Deadlines for your assessments are 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 solely due to circumstances beyond your control (e.g., bereavement or illness), you should contact your Course Coordinator and request an extension of the deadline; you will be asked to provide appropriate evidence, for instance, a medical certificate. Should you fail to meet the deadlines for one or more essays during the course of your studies, you will be asked to discuss the matter with your Course Coordinator. Please see the Calendar, Part III for College absence regulations.

2.1.1 Absence Policy

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

Course participants who fail to meet deadlines and who have not been granted an extension, will be notified that no further work will be accepted from them and that their assessment will be based on work already submitted.
If you have not completed your module requirements before the deadline for your dissertation outline in your final year, then you will not be permitted to submit a dissertation for the M.Phil. degree, nor to receive the postgraduate Diploma.

2.2 Marking Criteria

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

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<tr>
<th>Criteria</th>
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<tr>
<td>a. Relevance to question</td>
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<tr>
<td>b. Coherence and structure of argument</td>
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<tr>
<td>c. Quality of theoretical analysis</td>
</tr>
<tr>
<td>d. Identification of major themes and arguments</td>
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<tr>
<td>e. Critical evaluation and judgement (balanced approach)</td>
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<tr>
<td>f. Range of sources used</td>
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<td>g. Quality of referencing</td>
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Please note that these criteria are applied specifically to the assessment of your essay to indicate strengths and weaknesses in a particular piece of work. The grade proposed by your internal examiner(s) will seek to balance the various aspects of your achievement.

2.3 Grade Bands

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

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

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

Therefore:

0-29 indicates a highly unsatisfactory level of achievement across the criteria.
30-39 highlights a very weak level of achievement across criteria OR so highly unsatisfactory on at least one criteria that achievements on other criteria do not compensate.

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

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

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

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

2.4 Assessment standard

Most modules require coursework totaling 4,000 words to be submitted according to the internal deadlines distributed at the beginning of each academic year. The 30 ECTS dissertation is 15,000-20,000 words long, and is to be submitted in August. For 2019-2020 the submission date is Monday 17 August 2020.

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

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

2.5 Entitlement to an Oral Examination

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

2.6 Description of ECTS

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year is 60 credits. 1 credit represents 20-25 hours estimated student input, so a 10-credit module will
be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain components. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

2.7 QQI-NFQ Level

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

2.8 Module Descriptors

For the full list of modules with ECTS weighting and learning outcomes please consult the relevant module syllabus on Blackboard. All registered staff and students automatically have accounts in Blackboard.

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

2.9 Timetable

Your timetable will be accessible via your student portal.
3. Presenting and Submitting Your Work

3.1 Essays

Module Coordinators will provide a range of titles for your essays. Most written assessments are 4,000 words in length, excluding footnotes and bibliography. 4,000 words is about 12 pages of A4 double-spaced, excluding footnotes and bibliography. Essays should not exceed the stated length, and those in excess of the word length will be penalised. The word count for your essays must be given at the end, or beginning of each essay. Please note that you are welcome to submit an outline of your essay plan (one page, A4, maximum) to your module Coordinator, or lecturer for your topic, before you write your essays and dissertation: this is a helpful way to ensure that, at an early stage in the process, your research and writing are on target.

The School essay submission cover sheet should be used in submitting essays. This is available on Blackboard in the Research Skills module.

The essay should include detailed references and a bibliography laid out in alphabetical order. Your pages should be A4 size, numbered, and your typing double-spaced. Correct and consistent spelling, grammar and clear presentation are essential.

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

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

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

You will be asked to notify us of the area in which you wish to write your dissertation, and a supervisor will normally be allocated to you by semester two.

Once you are allocated a supervisor, please arrange to meet her or him as soon as possible. It is your responsibility to arrange an appropriate working relationship with your supervisor, and to submit work in a timely fashion so that there is adequate time for them to provide you with feedback. In general, students should meet with their supervisors at least twice to discuss their dissertation. Your dissertation, like your essays, is marked in the School before being read by your External Examiners and considered at the Court of Examiners. The official written notification of your results will include the internal examiners’ report on your dissertation.
In terms of feedback during the writing process, please note that your supervisor will read and provide comments on your proposal and two other chapters. You may also submit short chapter outlines to your supervisor for feedback.

3.3 Submitting Your Dissertation

You are required to submit one soft-bound copy, not spiral bound, and one electronic copy via Blackboard by the submission deadline. The dissertation must be typed on white A4 Paper, on one side only, using double spacing. A margin of about 3.5 cm on the binding side and 2 cm on the other is required, with a top margin of about 3.5 cm. Pages must be numbered, starting after the Table of Contents.

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

The word count for your dissertation must be given at the end of the last chapter or the conclusion. The structure of the dissertation should be (in this order):

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

   DECLARATION

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

4. Abstracts. You must provide a one-page Abstract at the start of your dissertation. The Abstract of the dissertation (in single spacing), outlines its content and mode of investigation. It should be headed by title and author and entitled “Abstract”.

5. Table of Contents

6. Introduction

7. Chapters

8. References (if you are not using the Harvard system whereby references are in brackets in the text)

9. Bibliography

You must also include:

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

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

You must follow the exact form and colour of the binding required for the dissertation. It should be bound in dark blue cover, with front lettering in gold. The name of the degree (M.Phil.) must appear on the front cover. The name of the degree is followed by the year of submission and the student's name. The front cover should show the title of the dissertation.

Your name must appear on the front cover of the dissertation exactly as registered. If in doubt, please check with Ms Helen Murphy at srpostgrad@tcd. First name initials are not allowed.

**3.4 Referencing**

Clear and accurate referencing is an important part of the scholarly task. Your reader should be able to see when you are quoting directly from a source, when you are summarizing a source, and when you are advancing your own judgement on the sources to which have referred. The reference that you provide should enable your reader to check the sources that you have used. And, as section 5 on Plagiarism, below, makes clear, clear and accurate referencing is essential to the scholarly enterprise.

Quotations (and references generally) must be made with care for accuracy. Quote the exact words; if you have to add extra words to clarify the sense, put them in square brackets; if you omit any, indicate that you have done so with three dots; so, for example:
It is instructive to note the comment of Henry Kissinger: “[In such cases] ... it is essential to bear in mind the role of personal humility in the exercise of diplomacy.”

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

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

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

3.5 Reference Style

CRR students are asked to follow the Harvard style of referencing. A detailed Harvard guide is available in the Research Skills module Blackboard area.

4. 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). To review the College’s full “Policy on Good Research Practice”, follow this link.

In the School of Religion, many research projects—particularly those involving human subjects—require a Certificate of Ethical Approval and clearance from one of two College Research Ethics Committees. The School of Religion maintains a Level 1 Research Ethics Committee that reviews all low risk proposals, while moderate to higher risk proposals deemed Levels 2 or 3 are reviewed by the Faculty of Arts, Humanities, and Social Sciences Research Ethics Committee.

To determine whether you need to apply for Research Ethics Approval, and, if so, to which Committee, complete the School Research Ethics Checklist below. **Importantly, you must include this checklist when you submit your research proposal.**

If you answer “yes,” to any of the questions below, your application entails appropriate ethical risk and you must seek approval from one of the University’s Research Ethics Committees. To determine whether to send the application to the School of Religion Research Ethics Committee (Level 1) or the Faculty of Arts, Humanities, and Social Sciences Research Ethics Committee (Level 2-3), consult the School’s Research Ethics website here and follow the application process and deadlines listed.

If you *do not* answer ‘yes’ to any of these questions, then you may submit the “Research Ethics Release” form below to the School of Religion’s Research Ethics record keeper in order to secure clearance and permission to proceed with your project. To learn more about this process or where to send your forms, again, please follow the up-to-date application processes fully outlined on the School’s Research Ethics website.
Note:
Although all Research Ethics Committees meet regularly to consider applications for research ethics clearance, if you think you will need clearance then the sooner that you submit your proposal the better. **Late applications are not considered until the following deadline.** Please also anticipate that it can take two to three weeks following the application deadline to receive a decision.

**2019-20 Deadlines for School of Religion Level 1 Applications:**
Thursday, 26\(^{th}\) September, 5pm
Thursday, 22\(^{nd}\) November, 5pm
Thursday, 16\(^{th}\) January, 5pm
Thursday, 27\(^{th}\) February, 5pm
Thursday, 2\(^{nd}\) April, 5pm
Thursday, 14\(^{th}\) May, 5pm
Initial Checklist for Research Ethics Release

School of Religion

All researchers have a responsibility to follow Trinity's Policy on Good Research Practice, (available at http://www.tcd.ie/about/policies/assets/pdf/TCDGoodResearchPractice.pdf) as well as any academic or professional code of practice or guidelines relevant to the specific research project. This form should be completed by all staff or students undertaking research. Ethics release or a certificate of approval should normally be completed prior to the commencement of data collection.

Section 1: All students and staff planning research activity must complete the initial checklist below.

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<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1.1 Has this research application or any application of a similar nature been refused ethical approval by a review committee of College or other higher-education institute?</td>
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<tr>
<td>1.2 Does this research involve experimentation on human or animal participants?</td>
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<td>1.3 Does the research involve interviews, questionnaires or other field-work or social research involving human participants?</td>
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<td>1.4 Does this research involve documentary material that is not already in the public domain?</td>
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<td>1.5 Is this research likely to include any activities that involve identifiable significant risks beyond what is normal in your everyday work?</td>
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<td>1.6 Does this research involve travel outside Ireland?</td>
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If you have answered YES to any of the above questions, proceed to Section 2 'Further Checklist for Research Ethics Release' (next page). If you have answered NO to the questions above, 'ethics release' is indicated and there is no need to pursue ethical scrutiny further. Complete Section 3 'Research Ethics Release Form' and forward this form, along with a brief description of the project, as follows:

- FOR STUDENTS first send the release to your supervisor and confirm that they sign it and will forward it to the appropriate Research Ethics Release Record Keeper for your course, as listed on the School web-site, http://www.tcd.ie/religions-theology-ecumenics/research/Ethics.php
- FOR STAFF to the Chair of the Research Ethics Committee
**Further Checklist for Research Ethics Release**

**School of Religion**

Section 2: This further checklist need only be completed if this is indicated by answers to the first checklist.

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<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td>2.1. Does the research involve participants who are under 18 years old?</td>
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<td>2.2. Does the research involve participants who are considered vulnerable (e.g. people with learning difficulties or limited literacy)?</td>
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<td>2.3 Does the research involve participants who may have a conflict of interest or who may be unable to give voluntary and informed consent for any other reason (e.g. your own students or work colleagues)?</td>
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<td>2.4. Does the research involve participants who live or work in a heightened risk environment?</td>
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<td>2.5 Does the research involve participants who may be significantly limited or disadvantaged in their participation on social grounds (e.g. due to disparities in wealth or power, or language or cultural issues)?</td>
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<td>2.6. Does the research involve discussion of potentially disturbing topics (e.g. violence, trauma or other upsetting experiences)?</td>
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<td>2.7. Does the research involve discussion with participants of sensitive topics (e.g. illegal activity, sexual activity, political or religious dissent)?</td>
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<td>2.8. Will the research require the co-operation of a gatekeeper for initial access to the groups/individuals to be recruited?</td>
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<td>2.9. Will the research involve access to records of personal or confidential information concerning identifiable individuals, either living or recently deceased?</td>
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<td>2.10. Will the deception of participants (including covert observation in non-public places) be necessary at any time?</td>
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<td>2.11. Is there a suitable alternative body of data already available that could be accessed and used for the research?</td>
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<td>2.12. Does the research involve experiments on animals or humans?</td>
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<td>2.13. Could the research induce discomfort, stress or anxiety or cause harm, danger or negative consequences beyond the risks involved in normal life (both research participants and their living relatives should be considered)?</td>
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<td>2.14. Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?</td>
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<td>2.15. Will the research involve travel outside Ireland for interviews or other social research work?</td>
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<td>2.16. Will the research involve travel outside Ireland to a country covered by a risk warning by the Department of Foreign Affairs?</td>
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<tr>
<td>2.17. In planning this research have you identified any ethical or health and safety risk issues not covered in the above questions?</td>
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</tbody>
</table>

If you have answered YES to any question in Section 2, you must apply for a Certificate of Ethical Approval for Research using the process described in the School’s Ethics Policy. If you have answered NO to all of the questions above in Section 2, ‘ethics release’ is indicated and there is no need to pursue ethical scrutiny further. Complete Section 3 (next page) and forward it to the appropriate Research Ethics Release Record Keeper (listed on School web-site). For student research, it needs to be agreed and signed by your supervisor and then sent to the appropriate record keeper for your course.
# Research Ethics Release Form

School of Religion

Section 3. This ethics release form can be completed if this is indicated by the responses to the preceding Checklists. For postgraduate students these checklists need to be confirmed by your supervisor who will sign below and then forward it to the relevant Departmental Ethics Officer.

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student/lead researcher</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name(s) of Additional Researcher(s)</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Supervisor (for students)</th>
<th></th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Discipline</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title and brief summary of project</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Explain the aim and methods of the research, in terms understandable by a non-specialist (use additional sheets if required)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of applicant</th>
<th></th>
</tr>
</thead>
</table>
| I declare that the information given above is accurate. I have read the Ethics Policy and will follow the guidelines therein. | Signature:  
[A typed name is acceptable in this box as long as it is submitted from applicant’s TCD email address, as verified by supervisor below]  
Date: |

<table>
<thead>
<tr>
<th>Signature of Supervisor (in case of postgraduate students)</th>
<th></th>
</tr>
</thead>
</table>
| In my capacity as Supervisor I believe that this project does not have ethical implications that should be referred to the School Ethics Committee. | Signature:  
[A typed name is acceptable in this box as long as it is submitted from supervisor’s TCD email address, as verified by Ethics Officer below]  
Date: |

<table>
<thead>
<tr>
<th>Signature of Release Record Keeper</th>
<th></th>
</tr>
</thead>
</table>
| In my capacity as ethics release record keeper, on the information provided, I believe that the risk to participants in this project is negligible. | Signature:  
Date: |

This checklist and release form is drawn from a document used by the School of Social Sciences and Philosophy, Trinity College Dublin. Any revisions or modifications are the responsibility of the School of Religion.
5. Plagiarism

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 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;

(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 (DTLP) 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 DTLP 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. 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.

3. Links to University Policies

PG Student Learning Development
Student complaints
Dignity and Respect Policy
Data Protection

4. Student Support Services

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

5. 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
6. 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.

7. 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.

8. 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 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

9. Clubs and Societies & Sports

Whether you are a serious athlete or you simply want to stay healthy and well, as a Trinity student based in Belfast you can join the nearby Queen’s sports centre, PEC. The cost of your student membership will be covered by Trinity Sports. In addition, thanks to an arrangement between Trinity Graduate Student’s Union and Queen’s SU, you also have access to a wealth of Queen’s clubs and societies, whether you are interested in mountaineering or joining a choir, or you just want to meet new people.
10. **Field Trips**

MPhil 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.

11. **Graduation**

Following the Court of Examiners, the University’s decision to award a degree must be processed and ratified at different committee levels, and you should not expect to be commenced (graduate) within less than two months of a Court decision.

Many students of the School aim to be commenced (attend graduation) in April, or June. The School hosts an alumni gathering to coincide with one of the commencement dates, and this is an enjoyable opportunity to reconnect with classmates, teachers and alums.

All queries about your Commencement, following the Court of Examiners, must be addressed to the Academic Registry. The Academic Registry will email students and contact them through their student portal, inviting you to register for Graduation. Please adhere to the acceptance deadline outlined in the email and respond before this date. **Please note: you may not graduate until all outstanding fees and charges (including library charges) have been paid.**

12. **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.

13. 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).

14. 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.

15. Key Dates

Key dates for each M.Phil. course are posted on the relevant course page on the website. Submission deadlines for coursework will be provided by your module Coordinator and can be found in the syllabus.

16. Key Locations

Facilities information will be provided at orientation.

View our Belfast location and get driving/walking directions.
17. Contacts and Opening Hours

Head of School – Prof. Siobhán Garrigan (currently on Research Leave)

garrigs@tcd.ie
353 (0)1 896 4794

Acting Head of School – Prof. David Shepherd (26 August 2019 – 29 August 2020)

shepherd@tcd.ie
353 (0)1 896 4796

Director of Teaching and Learning Postgraduate – Prof. Carlo Aldrovandi

aldrovac@tcd.ie
+353 (0) 1896 4783

School Manager – Aideen Woods

aidwoods@tcd.ie
+353 (0)1 896 4778

Postgraduate Officer – Helen Murphy

srpostgrad@tcd.ie
+353 (0)1 8964772

For the full list of all academic and administrative staff please visit the School of Religion website.

BELFAST CAMPUS STAFF:
Course Coordinator - Prof. David Mitchell
+44(0)28 9037 3989
damitche@tcd.ie
Prof. Brendan Ciarán Browne
+44(0)28 9037 3988
bbrowne@tcd.ie

Senior Executive Officer - Caroline Clarke
cclarke4@tcd.ie
Tel: +44(0)28 9077 0087 (mornings)

Assistant Librarian – Brid O’Brien
brid.obrien@tcd.ie
+44(0)28 9037 3980 (Tuesday – Thursday)

OPENING HOURS
Opening hours of School offices are normally 9.00 a.m. – 5.00 p.m. Monday to Friday. You will be notified of school closures and any changes to opening hours via your student email account. Please check this regularly.

18. Scholarships and Prizes

For scholarships please see information available online at:
Postgraduate Scholarships.