

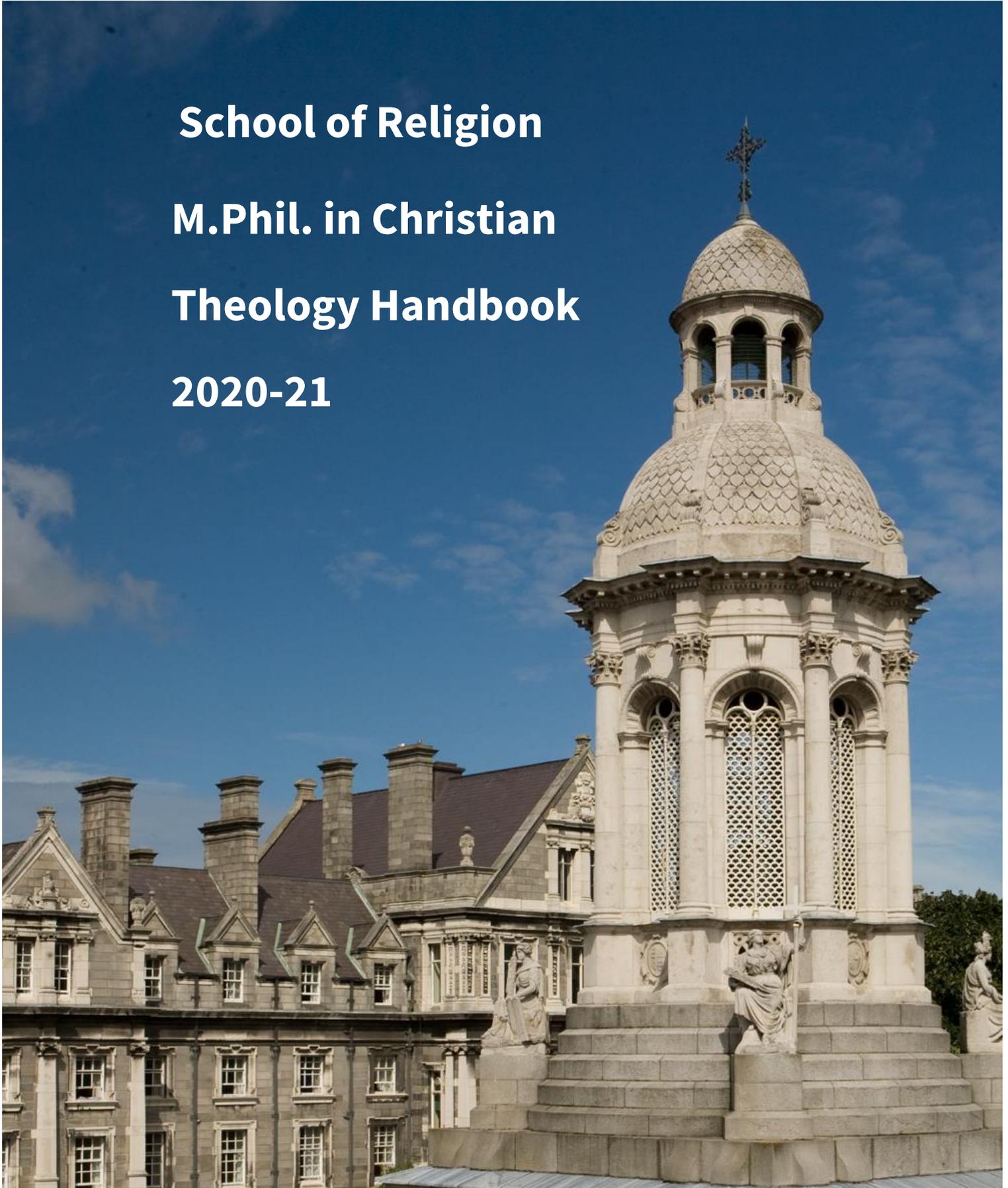


Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Religion
M.Phil. in Christian
Theology Handbook
2020-21



M.PHIL. IN CHRISTIAN THEOLOGY

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.

The MPhil is currently taught by academic staff associated with the Loyola Institute and coordinated by Prof. Michael Kirwan.

The Masters in Christian Theology provides students with the opportunity to gain an in-depth knowledge of core issues in Christian theology and to develop skills of critical thinking in relation to them. Students are introduced to historical scholarship and to rigorous contemporary theological investigation.

The focus on pluralist and critically constructive theological studies of the highest academic standing will allow students to contribute to public debates on theological issues in contemporary societies.

The MPhil is delivered full-time over one year (12 months) or part-time over two years. Lectures are normally held on Monday and Thursday evenings. Some elective modules may be taught during the day.

An electronic copy of this Handbook will be available on the School of Religion website and also on the Christian Theology programme webpage. Current Student [page](#) 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.

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TEACHING AND LEARNING

1. Coursework Requirements

You are assessed on the basis of six modules (10 ECTS each) comprising three core and three elective modules, and a 15,000-20,000 word dissertation (30 ECTS). The course may be undertaken over one year (full-time) or over two years (part-time). The three core modules are: “Readings in Classical Theological Texts”, “Violence and Grace in the Human Narrative” and “The First Words: Theology/ies of the Bible”. The student takes three of the other modules on offer. You will receive a form to register for modules at the start of term. Once you register you will have access to the virtual learning environment ‘Blackboard’ for each of your module choices.

Part-time students must take all six modules in their first year and complete their dissertation in their second year. Your timetable and assignment deadlines are the same as for full-time students.

2. Coursework Assessment

In the MPhil in Christian Theology modules are assessed in a variety of ways, mainly through written assignments, lecture/seminar attendance.

NB North American Students: The grading system in UK and Ireland is different from in North America: a B (2.1) is considered a very good grade.

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 marks

assigned by the teaching staff, although this counts in the final decision. External Examiners meet 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.

MPhil in Christian Theology External Examiner – Dr Philip Endean (Centre Sèvres – Facultés jésuites de Paris)

All written work is read and graded by the internal examiner of your essay (typically the module Coordinator, or lecturer for the essay topic). In addition this work is read by a second internal examiner. The module lecturer will provide you with feedback on your work together with a suggested grade. This grade 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 due to circumstances beyond your control, you should contact your Course Coordinator/Director 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/Director. 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 **within three days** of the beginning of the period of absence. Such medical certificates must state that the student is unfit. Medical certificates will not be accepted in explanation for poor performance. Further details of procedures subsequent to the submission of medical certificates are available from Course Coordinators. Postgraduate students who consider that other grave causes beyond their control may prevent them from attending College (or any part of their course) must consult and inform their Course Coordinator. The Course Coordinator / Director will 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 MPhil degree, nor to receive the postgraduate Diploma.

2.2 Marking Criteria

Written feedback will be provided for all written work submitted. This will provide indications of where your essay was most successful and where you need to concentrate your future work. Some lecturers will provide feedback via Blackboard, others via face-to-face consultations.

You will receive feedback based on the following rubric:

Criteria
a. Relevance to question
b. Coherence and structure of argument
c. Quality of theoretical analysis
d. Identification of major themes and arguments
e. Critical evaluation and judgement (balanced approach)
f. Range of sources used
g. Quality of referencing

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

Course work is to be submitted according to the internal deadlines distributed at the beginning of each academic year. The 30 ECTS dissertation is 15,000 to 20,000 words long and is to be submitted in August. For 2020-21 the submission date is Monday 16 August 2021.

The pass mark for all assessed work is 50%.

There is no compensation between modules. There is no compensation within modules where there is more than one element of assessment.

To qualify for the award of the Masters' degree, students must achieve an overall pass mark, which is the credit-weighted average mark for all taught modules taken, and achieve a pass mark of at least 50% in all modules, and achieve a pass mark of at least 50% in the research dissertation, and pass taught modules amounting to 60 credits.

Students failing to pass taught modules may re-submit required work within the duration of the programme as provided for in the programme regulations, i.e. a resubmission will be permitted with a deadline for resubmission of one month from the publication of the initial results. Only one resubmission will be allowed and the maximum mark awarded for the resubmitted assignment is 50%.

Students who, following the re-assessment, have failed to pass taught modules will be deemed to have failed overall, and may apply to repeat the programme.

Students who have passed taught modules but fail to achieve a pass mark in the research dissertation, will be deemed to have failed overall. Such students may apply to repeat the year or may be awarded the associated exit Postgraduate Diploma.

Students who have passed taught modules according to the above, but who do not choose to complete the dissertation, may be awarded the associated exit Postgraduate Diploma. The Postgraduate Diploma may be awarded with Distinction to candidates who have achieved 70% in all modules. A Distinction cannot be awarded if the candidate has failed any credit during their programme of study. Students can qualify for the award of Masters with Distinction in line with Calendar Part III regulations. A distinction shall require at least 70% in the research dissertation and at least 70% in the final aggregated mark of the taught modules. A

distinction may not be awarded to any student who has failed any assessment element in the programme of their study.

The final mark is based on a credit-weighted average of the mark awarded in each module.

If you do not wish to proceed to the dissertation stage, you should notify your Course Coordinator/Director in writing before 1 April 2021. Such students are required to submit module assessments by 1 May 2021.

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 and a clear statement on graduate attributes that are achieved within the programme, please consult the relevant module syllabus on Blackboard, the Loyola Institute and the School of Religion websites. 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 essay's 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. It is available to download on the [Current Student](#) page of the School website.

The essay should include detailed references (footnotes) 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. Lecturers may also request submission of a hard copy of the essay by the deadline. Details on how to submit work on

Blackboard will be provided. Submit each of your essays no later than 5 PM (17.00) 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. The MPhil in Christian Theology provides a series of seminars on research methods and skills in the first semester. In the second semester guidance for your research proposal and for choosing your dissertation topic will be provided.

Your dissertation topic must be relevant to the MPhil in Christian Theology, 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 Loyola Institute / School of Religion. The topic should not normally coincide with any of your other assessment essays, but you **may** be granted permission to extend the topic of one of your essays into a dissertation, or choose a related topic, subject to your supervisor's agreement.

You will be asked to notify us of the area in which you wish to write your dissertation. Once a topic has been identified you will be allocated a supervisor. Please arrange to meet them 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. Further feedback is up to the discretion of the Supervisor.

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 may be penalised.

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

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

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

DECLARATION

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

Signed:

Date:

3. Acknowledgements (if any)
4. Abstracts. You must provide a one-page Abstract at the start of your dissertation. The Abstract of the dissertation (in single spacing), outlines its content and mode of investigation. It should be headed by title and author and entitled "Abstract".
5. Table of Contents
6. Introduction
7. Chapters
8. References (the MPhil in Christian Theology uses the Chicago Referencing Style)
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 (MPhil) 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 the Postgraduate Officer 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.

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

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

3.5 Reference Styles

College does not require you to employ a particular reference style. In the MPhil in Christian Theology we recommend the Chicago referencing style.

Footnotes serve two chief purposes: (i) to give a reference or several references; or (ii) to discuss a point which is incidental to your main argument, but which you

wish nevertheless to acknowledge, or which serves to supplement or clarify your text. Most of your footnotes will be of the first type.

Footnote references should be in single spacing and placed at the bottom of the relevant page

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

Referencing Style

The following methods of citing a work are recommended for CT students:

As you write your essays and/or dissertation, you will frequently refer to other people's work and will sometimes quote passages word for word. In this way you show that you are engaging carefully with the material you are reading. When in your essay you quote somebody or refer to something that they have said, you are required to acknowledge your source. This acknowledgement may take the form of either footnotes or endnotes. Footnotes appear at the bottom of each page. Endnotes appear together at the end of your essay. You must also include a bibliography at the end of your essay listing all the works that you have consulted, including internet sites.

Referring to the Bible

We recommend that you use either the RSV or the NRSV version of the Bible. Students taking the language courses will find the RSV more useful since it is a more literal translation than the NRSV.

When referring to the Bible, you do not need to use footnotes or endnotes. Biblical references normally go in brackets in the body of your text. You should use the abbreviations of Biblical books as found in the RSV and NRSV translations. The punctuation of Biblical references should be as follows. The Book of Genesis, chapter 1, verse 1 should be written as 'Gen. 1:1'. If you wish to refer to a passage of several verses, then write, for example, 'Gen. 1:1-5'.

Foot/Endnotes

With the exception of Biblical references, all other acknowledgements should take the form of either footnotes or endnotes.

Notes of either kind should take the following form:

For books

First name, Surname, *Title of book* (Place of publication: publisher, year), particular page number(s) referred to.

Examples:

Damien Keown, *Buddhism. A very short introduction* (Oxford: Oxford University Press, 2000), p. 67.

For articles in books

First name Surname, "Title of article", in Name of Book Editor, ed., *Title of Book* (Place of publication: publisher, year), particular page number(s) referred to.

Example:

Paul Ricœur, "Hope as a Structure of Philosophical Systems", in Mark I. Wallace, ed., *Figuring the Sacred* (Minneapolis: Fortress, 1995), pp. 203-216.

For articles in journals

First name Surname, "Title of article", *Title of Journal*, volume number, issue

number (year of publication) particular page number(s) referred to.

Example:

Christian Wiese, "Counterhistory, the 'religion of the future' and the emancipation of Jewish studies: the conflict between the 'Wissenschaft des Judentums' and liberal Protestantism, 1900 to 1933", *Jewish Studies Quarterly* 7, 4 (2000) p. 369.

You only need to give full information in the very first reference to a document.

Thereafter you may abbreviate thus:

⁴Wiese, "Counterhistory", p. 83.

Bibliography

At the end of your essay you will be expected to list the books that you have consulted in a 'bibliography'. This list should be in **alphabetical order** of surname.

Noting or listing an internet resource

In a foot/endnote

First Name Surname of Author or Webmaster/Webmistress (if known), "Title of text", *heading of page*, full URL (date last accessed).

Sutherland, Liam T.: "A Brief Re-Examination of the Concept of Belief in the Study of Religion", The Religious Studies Project,
<http://www.religiousstudiesproject.com/2013/05/15/a-brief-re-examination-of-the-concept-of-belief-in-the-study-of-religion-by-liam-t-sutherland/> (last accessed 23 September 2013).

In a bibliography

Surname, First Name of Author or Webmaster/Webmistress (if known). "Title of text", *heading of page*, full URL (date last accessed).

Example:

Sutherland, Liam T.: "A Brief Re-Examination of the Concept of Belief in the Study

of Religion", The Religious Studies Project,
<http://www.religiousstudiesproject.com/2013/05/15/a-brief-re-examination-of-the-concept-of-belief-in-the-study-of-religion-by-liam-t-sutherland/> (last accessed 23 September 2013).

NB: Unless using an internet source is *specifically allowed by the course lecturer*, use of internet sites is not permissible as bibliographical material.

For more detailed instructions and examples on how to quote, please refer to the Chicago Manual of Style Citation Quick Guide:

http://www.chicagomanualofstyle.org/tools_citationguide.html

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). If you are conducting research that involves human participants, it is highly likely that you will need to apply for research ethics approval from either the School's Research Ethics Committee or the ArtsHSS Faculty Research Ethics Committee. Visit [Research Ethics](#) on the School website for details of procedures, approval checklists, forms and deadlines. To review the College's full "Policy on Good Research Practice", follow this [link](#).

5. Plagiarism

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due

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

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

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 2020-21 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 available on the [Current Student](#) page of the School website.
- (iv) Contact your Course-Coordinator or your Lecturer if you are unsure about any aspect of plagiarism.

References/Sources:

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

[Plagiarism Policy](#)

[Library Guides - Avoiding Plagiarism](#)

[Plagiarism Declaration](#)

GENERAL INFORMATION

1. Postgraduate Appeals Process

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

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

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

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

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

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

2. 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/Reference/Sources

[PG Student Learning Development](#)

[Student complaints](#)

[Dignity and Respect Policy](#)

[Data Protection](#)

[My TCD](#)

[Interactive College Map](#)

[Blackboard](#)

[Academic Registry](#)

['Learning to Learn Online' Blackboard Module](#)

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. 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

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 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](#)

9. 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](#).

10. Field Trips

Some modules may include fieldtrips. The module co-ordinator will provide details. **Please note, these will be COVID-19 permitting.**

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 MPhil in Christian Theology / School of Religion.

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.

COVID-19: It is our collective responsibility to keep up-to-date with the latest COVID secure measures introduced by Government and any advice issued as a result.

Please refer to the relevant legislation, guidance and advice available on the College COVID-19 website (<http://www.tcd.ie/about/coronavirus>) and the Health and Safety Authority www.hsa.ie.

15. Key Dates

Key dates for the MPhil in Christian Theology are available in your orientation pack, and will be posted on the [Loyola Institute's](#) MPhil in Christian Theology / [School of Religion](#) website. Submission deadlines for coursework are listed on the Key Dates and in module syllabi.

16. 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.](#)

17. 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 47838

School Manager – Aideen Woods

aidwoods@tcd.ie

+353 (0)1 896 4778

Postgraduate Officer – Hellen Fennell Batista

srpostgrad@tcd.ie

+353 (0)1 8964772

Course Coordinator – Prof. Michael Kirwan

KIRWANM6@tcd.ie

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 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.

18. Scholarships and Prizes

For scholarships please see information available online at:

[Loyola Institute](#).