



Trinity College Dublin

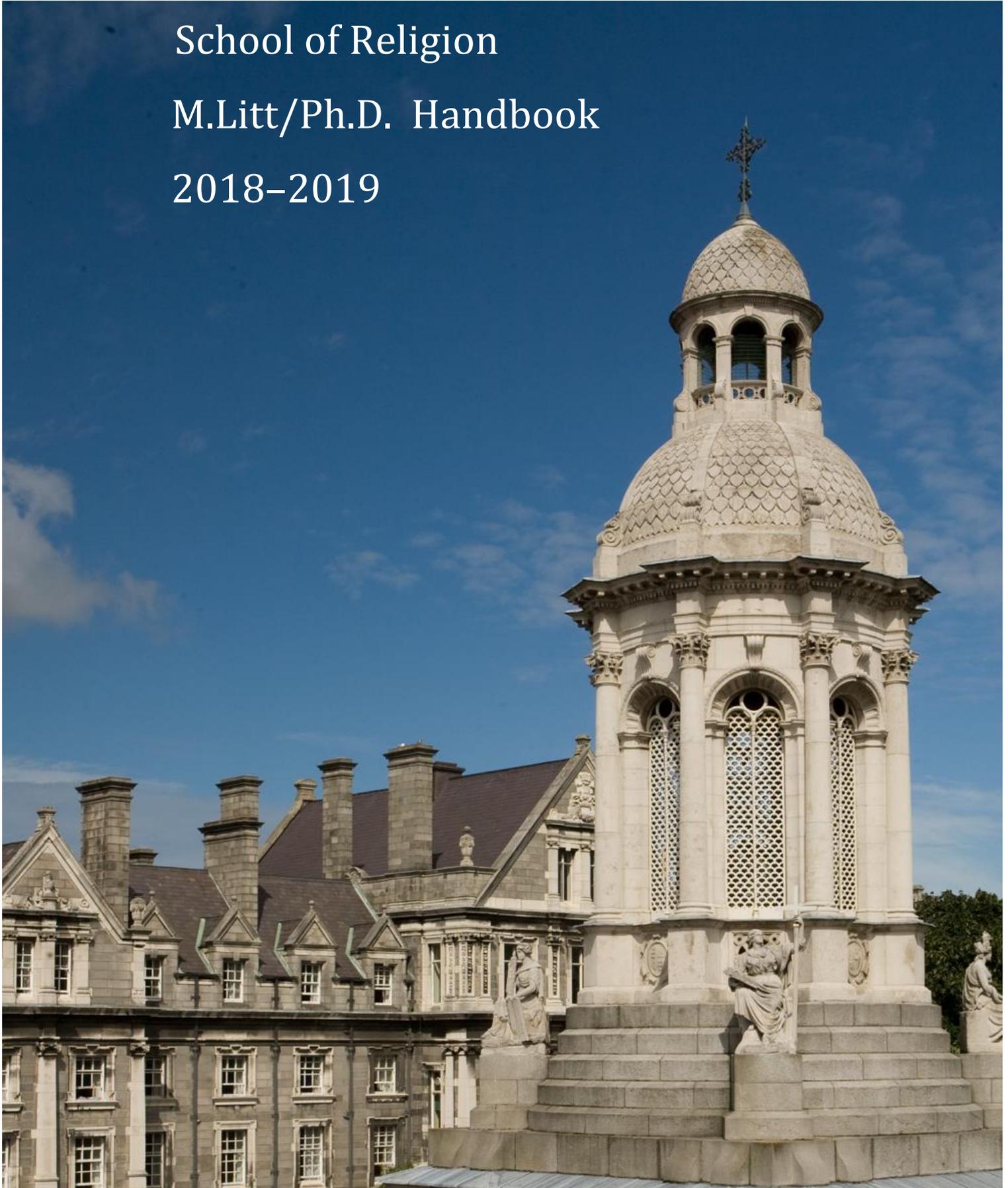
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Religion

M.Litt/Ph.D. Handbook

2018–2019



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 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 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/Programme website with copies available via the 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 Part III of the *Calendar*, accessed at <https://www.tcd.ie/calendar/graduate-studies-higher-degrees/>

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: https://www.tcd.ie/info_compliance/data-protection/student-data/.

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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1. COURSEWORK REQUIREMENTS

1.1 M.Litt. (Masters by Research) - Master in Letters (M.Litt.)

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

1.2 Ph.D.

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

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

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

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

2. Ph.D. Programme Details

2.1 Admission

Details of admission criteria can be found in the TCD College Calendar at <http://www.tcd.ie/calendar/1415-2/part-3/general-academic-regulations-for-graduate-studies-and-higher-degrees/>. Candidates are normally required to possess a good honours degree (2.1 or 1st) or equivalent. Candidates with appropriate qualifications are normally admitted by the Dean of Graduate Studies directly to year 1 of the Ph.D. register on the recommendation of the applicant's potential supervisor and the School's Director of Teaching and Learning Postgraduate. It is also possible for candidates to be admitted, on academic grounds, to the M.Litt. register in year 1 with a view to transferring to the Ph.D. register within 18 months (procedures for this transfer are outlined below, see 3.5). Candidates may also apply to do a research Masters (M.Litt.). Graduate students can register in September or March of the academic year. Prior to submitting a formal application students are advised to discuss their research proposal with a relevant member of academic staff. Such a person can be approached directly or

the Director of Teaching and Learning Postgraduate will be happy to advise you on whom to contact.

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

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

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

2.2 Attendance and Residency

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

research students can be found at [http://www.tcd.ie/teaching-learning/assets/pdf/Remote Supervision Policy 14-07-2016.pdf](http://www.tcd.ie/teaching-learning/assets/pdf/Remote%20Supervision%20Policy%2014-07-2016.pdf)

2.3 Induction and Orientation

All students must register annually at TCD (in September or March corresponding to the month of first registration). Full information on registration procedures will be sent by TCD. In September and March each of the three departments host orientation sessions to welcome all incoming graduate students. This provides students with an opportunity to meet with staff and other research students. Further details will be provided by each department. Trinity College holds an Orientation to the University for all incoming postgraduate students on the Friday afternoon before the first term and at the beginning of March on the TCD campus. Induction sessions are offered in the library on the main TCD campus. See the library website for details.

2.4 Supervision

College regulations concerning the role of supervisors and the provision of supervision can be found in the College Calendar at <http://www.tcd.ie/calendar/1415-2/part-3/2-regulations-for-higher-degrees-by-research-only/research-supervision/>.

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

for this report is found at:

[https://www.tcd.ie/Graduate Studies/staff/academicstanding/progressreport/index.php](https://www.tcd.ie/Graduate_Studies/staff/academicstanding/progressreport/index.php)

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

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

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

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

2.5 Research Seminars

Each constituent part of the School holds research seminars which are intended to help research students develop their work through peer review, academic discussion and research skills development. For details of specific research seminars please consult the websites of the Irish School of Ecumenics, the Loyola Institute, the Trinity Centre for Biblical Studies, the Centre for Post-Conflict Justice, the Trinity International Development Initiative, the Trinity Immigration Initiative and the Long Room Hub. Graduate Students interested in gaining experience of teaching by giving occasional lectures to undergraduate students should speak with their supervisor about opportunities.

2.6 Structured PhD and Credit Bearing Modules

TCD PhD students are required to take modules bearing at least 10ECTS over the course of their studies. Modules appropriate to a student's field of study, research skills or career development should be identified by the student in consultation with their supervisor. These might be modules taken for assessment which are offered at MPhil level within the

confederal School or modules offered elsewhere in the University. Some of these are listed below.

2.7 TCD-UCD Innovation Academy

The Innovation Academy offers a unique Graduate Certificate in Innovation & Entrepreneurship to research students registered in TCD. This modular certificate aims to foster a new genre of PhD graduate, expert in their discipline, but with the additional skills, networks and confidence to rapidly convert their specialist knowledge and novel ideas into value for commercial and/or societal benefit. The Innovation Academy considers innovation in its broadest sense to include the development of a new product, service or policy, social entrepreneurship and cultural innovation.

The course is delivered by experiential learning in a small group environment and provides students with the opportunity to develop their creativity, communication skills, teamwork, digital media skills and business awareness - all in the context of their own disciplinary area. The Innovation Academy connects our PhD students to a network of other research students, external organizations from the private and public sectors, and entrepreneurs. In partnership with UCD and QUB, the Innovation Academy offers additional opportunities for our PhD students, including participation in international entrepreneurship summer schools, innovation & entrepreneurship conferences and relevant national and international workshops and events.

The course is **free** to registered research students and has been designed to cater for students from across all disciplines. The modules in innovation & entrepreneurship fulfil the generic skills requirements of a structured PhD and should be considered for inclusion in research grant applications when evidence of training in this area will enhance the quality of your grant application.

Please visit the website www.innovationacademy.ie and for detailed information on specific modules visit:

http://www.tcd.ie/Graduate_Studies/InnovationAcademy/index.php

2.8 Centre for Academic Practice and Student Learning (CAPSL)

CAPSL offers several workshops and resources to support PG Teaching Assistants, including a module (5 ECTS) which exposes postgraduates to the educational discourses on teaching and learning at university level. See

<http://www.tcd.ie/CAPSL/staff/teaching-assistants/>

2.9 Dublin Region Higher Education Alliance (DRHEA)

Many Schools already offer discipline-specific modules for PhD students but the DRHEA continues to offer opportunities for inter-institutional sharing of modules in the Dublin region. Please visit the website <http://www.DRHEA.ie> to find out which DRHEA modules are available to TCD PhD students in 2014-15.

3. COURSEWORK ASSESSMENT –

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

As outlined in the College Calendar, continuing registration is dependent upon satisfactory progress. The Director of Teaching and Learning Postgraduate is responsible for ensuring through annual consultation with supervisors that students are progressing satisfactorily according to the required standard and norms of their particular degree. Not later than 18 months after first registration, students on the Ph.D. register are required to undertake an internal viva within the School to confirm their position on the Ph.D. register. Students wishing to transfer from the M.Litt. to the Ph.D. register must also undertake a transfer viva.

The DTLPG has the role of appointing at least one reader and a chair for this viva. The student's supervisor(s) may attend as an observer. The student prepares a written submission for the viva incorporating at least one chapter from the thesis and an overview of the thesis as a whole (including the proposed chapter structure). At the exam the student presents her or his work to the panel and is questioned on it. If the candidate's work is judged to meet the criteria for a Ph.D. described above (point 2) the DTLPG submits a form to GSO requesting the student's confirmation on the register. If

unsuccessful, a student is (1) given the opportunity to resubmit work to the panel (2) advised to submit a thesis for an M.Litt. or (3) advised not to continue postgraduate study. Students wishing to appeal the outcome of the viva may do so using the Appeals process outlined below (3.9).

3.2 Requests for Extensions

The College Calendar outlines the extenuating circumstances in which a student's supervisor can apply to the Dean of Graduate Studies for an extension on a student's behalf (see <http://www.tcd.ie/calendar/1415-2/part-3/2-regulations-for-higher-degrees-by-research-only/attendance-part-time-registration-extensions-and-off-books/>). Doctoral students should aim to complete their studies within 4 years and M.Litt. students within 2 years. Six months prior to the end of the final year the student should liaise with their supervisor about a timetable for completion. The School's DTLPG should be kept informed as to the intended timetable for completion.

3.3 Procedure for Examination

Procedures governing the submission and examination of theses are found in the College Calendar at <http://www.tcd.ie/calendar/1415-2/part-3/2-regulations-for-higher-degrees-by-research-only/procedure-for-examination-of-research-candidate/>.

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

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

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

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

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

3.4 Research Ethics

The School's research community takes great care to ensure that our research activities follow best ethical practice in their design, content and conduct. Staff and students are required to follow College policies and maintain appropriate ethical standards in their research, and especially in any research involving human subjects. Dissertation proposals must be accompanied by a completed School Research Ethics Checklist. This checklist (below) enables you to determine the level of Research Ethics oversight appropriate to your project. **You must include this initial checklist when you submit your dissertation proposal.** If you do not answer 'yes' to any of these questions, then you may apply to the School's Research Ethics Committee to secure clearance and permission to proceed with your project (this is referred to as Level 1 clearance). If, however, you answer 'yes' to any of the questions, then your application falls into the category of moderate to high risk and requires Level 2 clearance; it must be considered by the Faculty Research Ethics Committee to which you apply via:

<http://ahss.tcd.ie/Faculty%20Ethics%20Committee/FacultyEthicsCommittee.php>

Although the Faculty Research Ethics Committee meets regularly to consider applications for research ethics clearance, if you think you will need clearance at this level then the sooner that you submit your proposal the better.

Checklist:

Does your research/ project involve:	Yes	No
1. A survey asking questions of a sensitive or private nature		
2. A questionnaire or observational studies involving children or vulnerable adults.		
3. Research where there is a risk of a participant feeling undue pressure to participate by virtue of his/her relationship with the researcher (e.g. student/supervisor; patient/clinician).		
4. A project involving a justifiable degree of deception.		
5. Analysis of archival irrevocably anonymised human tissue samples for which consent for research was not originally given, and was not acquired in the course of clinical treatment. (Archived samples taken for a previous research study must always get new ethical approval).		
6. Research involving invasive procedures.		
7. Research involving vulnerable persons.		
8. Research where identifiable information obtained may have legal, economic or social consequences for research subjects.		
9. Research that may identify illegal activity		
10. A project where each subject is paid (over and above token gestures).		
11. Research that may potentially endanger the subjects, and/or researchers, and/or 3rd parties, and/or the environment.		
12. Research involving the collection of human tissue.		
13. Research that may have a direct military role.		
14. Potentially harmful research involving humans conducted outside Ireland.		
15. Research involving psychological intervention.		
16. Research where a potentially beneficial or harmful treatment, information or learning method may be withheld from some participants.		

3.5 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 at https://www.tcd.ie/library/support/plagiarism/story_html5.html

We ask you to take the following steps:

- (i) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at https://www.tcd.ie/library/support/plagiarism/story_html5.html. You should also familiarize yourself with the 2018-19 Calendar entry on plagiarism located on this website and the sanctions which are applied;
- (ii) Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <https://tcd-ie.libguides.com/plagiarism/ready-steady-write>.
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 at <https://tcd-ie.libguides.com/plagiarism/declaration>;
- (iv) Contact your Course-Co-ordinator or your Lecturer if you are unsure about any aspect of plagiarism.

3.6 Postgraduate Appeals Process

Postgraduate Appeals at School level: Research Students

Where a transfer/confirmation viva has been held and has determined that a student may not transfer to, or be confirmed on, the PhD register, the student may appeal to the School Appeals Committee (Research Students). The grounds for appeal should be clearly stated and supported where necessary by documentary evidence. The Director of Teaching and Learning Postgraduate will convene and chair this committee composed of one Head of Discipline (not the student's Discipline) and one other academic staff member. At the Appeals Committee the student concerned should have representation appropriate to the formality of the process, for example, a supervisor, course co-ordinator or other

appropriate staff member. No one is appointed to an Appeals Committee where a conflict of interest might arise. Should the DTLPG experience a conflict of interest, she or he will be substituted by the Head of School. Appeals against the decision of a School Appeals Committee (Research Students) may be made in writing to the Dean of Graduate Studies, who has the discretion to grant or deny the appeal. Appeals against the decision of the Dean of Graduate Studies may be brought to the Academic Appeals Committee for Graduate Students (Research). This committee will consider appeals concerning events occurring more than 4 months previously only in the most exceptional circumstances.

Appeals against the decision of the examiners of a research thesis

Where a viva voce of a thesis has been held and the thesis referred back for extensive revision, or the award of a lower degree, or outright failure is recommended, the Dean of Graduate Studies informs the candidate of the verdict. If the candidate wishes to appeal the examiners' decision, she or he must apply in writing to the Dean of Graduate Studies, who has the discretion to grant or deny the appeal. The grounds for appeal should be clearly stated and supported where necessary by documentary evidence. If the Dean of Graduate Studies denies the appeal, the student may appeal to the Academic Appeals Committee for Graduate Students (Research). This committee will consider appeals concerning events occurring more than 4 months previously only in the most exceptional circumstances. The Postgraduate Appeals Process is outlined in the Trinity College Calendar, Part 3, Section 1.10. 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 Regulations".

3.7 Links To Key University Policies

Academic policies: <https://www.tcd.ie/teaching-learning/academic-policies/>

Student complaints:

<https://www.tcd.ie/about/policies/160722-Student%20Complaints%20Procedure-PU-B.pdf>

Dignity and Respect Policy: <https://www.tcd.ie/equality/policy/dignity-respect-policy/>

Data protection: https://www.tcd.ie/info_compliance/data-protection/student-data/

4. STUDENT SUPPORTS SERVICES

There are a range of services to turn to for advice and support should you need it at any stage of your studies. The main services are outlined below, and you will receive more information on what the various services provide at orientation. For a general list of all Student Support Services, visit the website: <https://www.tcd.ie/students/supports-services/> or download the leaflet here: [Student Support Services](#) booklet.

Belfast students can find further information on how to access Student Support Services as well as a Healthcare factsheet at the following link:

<http://www.tcd.ie/ise/postgraduate/conflict-resolution.php>

4.1 College Disability Service

The School welcomes applications from prospective students with disabilities, and endeavours to assist all students to realise their potential by offering a range of supports that include reasonable accommodations. The [Disability Service](#) in Trinity College Dublin provides advice and support to students who disclose their disability prior to entry and whilst studying in College. Students with disabilities are encouraged to attend the College Open Day – usually in early December of the year preceding entry, or to contact the Disability Service to arrange a visit. We also encourage students with disabilities to register with the Disability Service at the beginning of the academic year in order to seek supports and facilitate participation in their course. Students who do not disclose a disability cannot avail of reasonable accommodations and cannot claim that they have been discriminated against (on grounds of disability), if they have not disclosed a disability. For further information, or to discuss the supports that are available please contact the Disability Service at disab@tcd.ie or visit <https://www.tcd.ie/disability/>

4.2 Postgraduate Advisory Service

The Postgraduate Advisory Service is a unique and confidential service available to all registered postgraduate students in Trinity College. It offers a comprehensive range of

academic, pastoral and professional supports dedicated to enhancing your student experience.

Who?

The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgrad Support Officer will act as your first point of contact and a source of support and guidance regardless of what stage of your studies you're at. In addition each Faculty has three members of Academic staff appointed as Postgraduate Advisors to whom you can be referred by the Postgrad Support Officer for extra assistance if needed. Contact details of the Postgrad Support Officer and the Advisory Panel are available on our website: http://www.tcd.ie/Senior_Tutor/postgraduate/

Where?

The PAS is located on the second floor of House 27. We're open from 8.30 – 4.30, Monday to Friday. Appointments are available from 9am to 4pm.

Phone: 8961417

Email: pgsupp@tcd.ie

What?

The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information about college services and academic issues arising. Representation assistance to Postgrad students is offered in the area of discipline and/or academic appeals arising out of examinations or thesis submissions, supervisory issues. If in doubt, get in touch! All queries will be treated with confidentiality. For more information on what we offer see our website. If you have any queries regarding your experiences as a Postgraduate Student in Trinity don't hesitate to get in touch with us.

4.3 Graduate Students' Union

Located on the second floor of House Six, the Graduate Students' Union is an independent body within College that represents postgraduate students throughout College. Upon registration, all postgraduates are automatically members. It is run by

two full-time sabbatical officers. The President, is the head and public face of the Union, and is responsible for strategy and policy formulation, whilst sitting on a wide range of committees. The Vice-President is also the Union's Education and Welfare Officer and advises students on matters such as academic appeals and supervisor relationships. S/He is also here to help on more personal matters, such as financial concerns, illness and bereavement. Any discussions about such concerns are treated with the strictest confidence. The GSU website www.tcdgsu.ie 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. The class rep in Belfast also attends the monthly staff meetings.

4.4 Careers

Link to careers office <https://www.tcd.ie/Careers/>

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](#) and [Plan Your Career for Postgraduate Students](#) and the [Trinity LinkedIn Alumni Tool](#) <https://ie.linkedin.com/school/trinity-college-dublin/>.

4.5 Clubs and Societies

It's not all about study – we hope you will enjoy your time outside the classroom too and participate in university life as fully as possible. You can find a list of clubs and societies on the main College website: <http://trinitysocieties.ie/> and details of the Trinity Sports Centre: <https://www.tcd.ie/Sport/facilities/sports-centre/>. Belfast based students can join clubs and societies run by the nearby Queen's University Student's Union and are entitled to use Queen's Sports Centre, PEC, under a joint arrangement set up between the two Students Unions.

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

4.7 Health and Safety

Please try to ensure you use equipment and facilities in a way that protects your own and others' health and safety. Report any faults to a member of staff rather than trying to fix equipment yourself. Further details applicable to the Dublin and Belfast sites will be provided at the start of term.

4.8 Key Locations

In Dublin, we are on the main Trinity Campus. The building is located beside the Department of Zoology. [View our Dublin location and get driving/walking directions here.](#) In Belfast, we are located at 9 Lennoxvale, Belfast BT9 5BY. [View our Belfast location and get driving/walking directions here](#)

4.8 Contacts and Opening Hours

Head of School – Siobhán Garrigan (garrigs@tcd.ie)

+353 (0)1 8964794

Director of Teaching and Learning Postgraduate – David Shepherd (shepherd@tcd.ie)

+353 (0) 1896 4796

School Administration Manager – Aideen Woods:

aidwoods@tcd.ie

+353 (0)1 896 4778

Please see the following [link](#) to [Academic](#) and [Administrative/Professional](#) staff within the School. For local course contacts please see the relevant course page on the website: <https://www.tcd.ie/religion/>. Opening hours of School offices are normally 9.00am – 5.30pm. You will be notified of any changes to this via your student email account.