



Trinity College Dublin

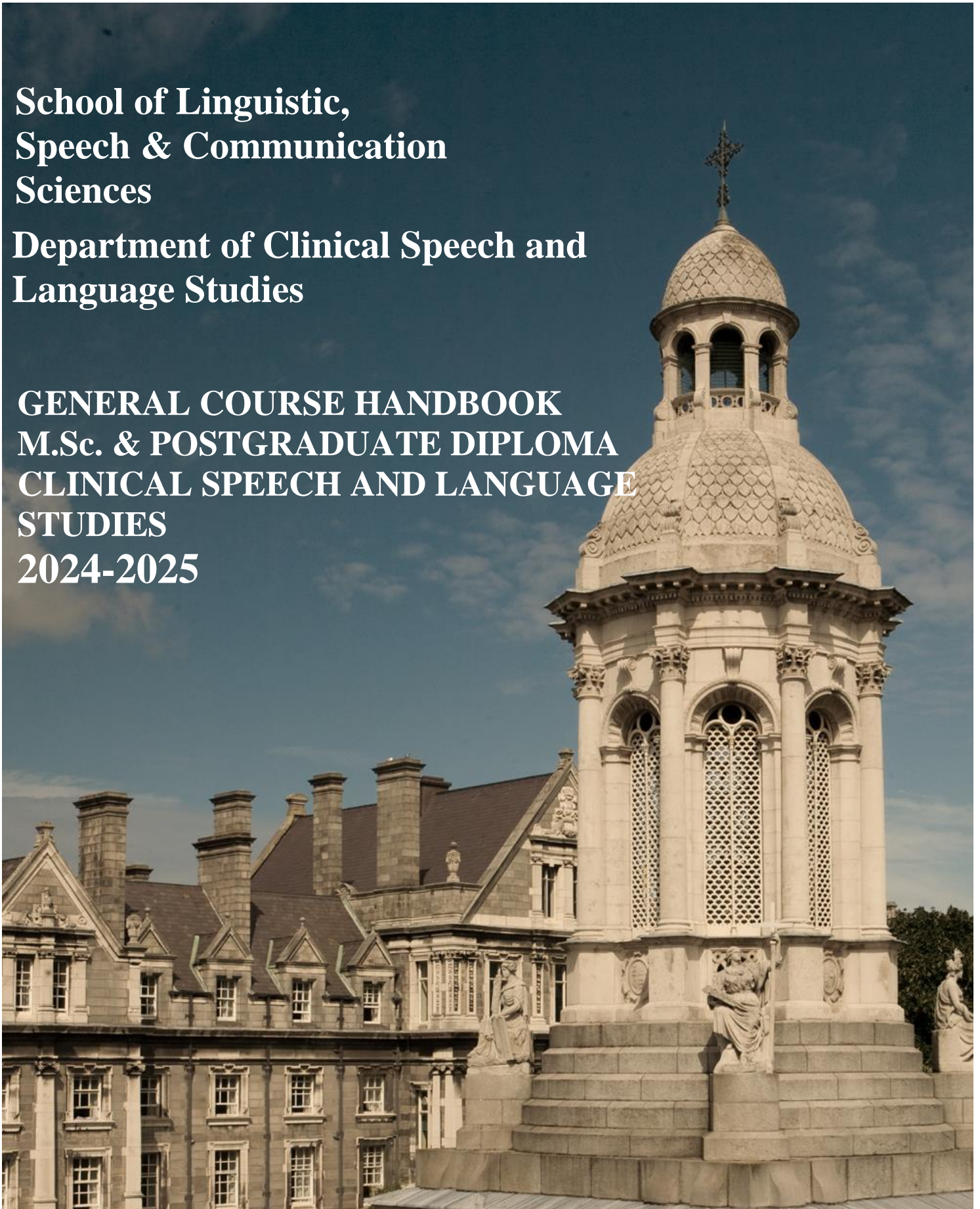
Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**School of Linguistic,
Speech & Communication
Sciences**

**Department of Clinical Speech and
Language Studies**

**GENERAL COURSE HANDBOOK
M.Sc. & POSTGRADUATE DIPLOMA
CLINICAL SPEECH AND LANGUAGE
STUDIES
2024-2025**



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WELCOME

Dear Postgraduate Student,

A very warm welcome to the *Department of Clinical Speech & Language Studies*, within the School of Linguistic, Speech & Communication Sciences at Trinity College Dublin (TCD).

Aside from being a university steeped in a rich tradition and a vibrant history, Trinity College Dublin is recognised internationally as Ireland's premier university. Trinity College Dublin is Ireland's No.1 University (*Academic Ranking of World Universities (Shanghai), 2023*) and is ranked 81st in the World (*QS World University Ranking, 2024*)

The Department of Clinical Speech & Language Studies has been at Trinity College since 1979, having established itself as a qualifying school for Speech and Language Therapists at an undergraduate level, some years before that. Our postgraduate suite of courses began in the academic year 2004-2005 and has been successfully running since then, with many of our M.Sc. graduates going on to PhD level.

Since the beginning of the postgraduate programme, courses and modules have evolved and developed, being enhanced by the expertise, both coming from within the Department and from the expertise of other members of our teaching team, many of whom hail from other departments within College or from outside, highly-respected institutions (e.g. teaching hospitals). Our teaching team is energetic, committed and highly- motivated, each member supported by his/her own strong research and clinical background.

At all times, we strive to give our students the best educational experience we can offer, an experience that is not only high class, but one which contributes to the objective of life-long learning and enquiry. Core to our teaching philosophy is responding to and supporting the curious mind. You have all chosen to pursue your own 'curiosities' by committing to further study, against a backdrop of your earlier educational or workplace experiences. We in the Department are here to feed and nurture that curiosity, by exposing you to a deep, rich and hopefully enjoyable learning experience.

Trinity College facilitates the nurturing of the student experience with its wide and diverse range of learning and teaching resources, including world-class libraries, and many other student-focused supports. Additionally, students can avail of over 100 College societies and 50 active TCD sports clubs.

We are delighted that you have chosen to come and join our thriving postgraduate community here in the Department. We look forward to guiding and accompanying you all on your postgraduate journey. We warmly welcome each and every one of you, wishing you the very best of luck with your studies. We hope you will enjoy all that we, and TCD, have to offer you.



Dr. Julie Regan,
Head of Discipline,
Department of Clinical Speech & Language
Studies



Dr. Ciarán Kenny,
Postgraduate Course Director,
Department of Clinical Speech & Language
Studies

ORGANISATION AND STRUCTURE

GENERAL REGULATION

The information provided in this handbook is accurate at time of preparation. Any changes will be communicated to students by e-mail to their TCD account. This handbook should be read in conjunction with the General Regulations printed in the University of Dublin Calendar. In the event of a conflict, the General Regulations have primacy over information in the handbook. See <http://www.tcd.ie/calendar/general-information/>.

Alternative formats (large print) of the handbook can be made on request. A hard copy of this Handbook is available from Reception in the department.

GENERAL INFORMATION

STUDENT SUPPORT SERVICES

Student Services support the academic life cycle by enhancing the student experience and providing key services to students throughout their time in Trinity. These services comprise Academic Registry, Day Nursery, Disability Service, Health, Sport and Student Counselling. Each unit works closely with the Students' Union to promote the services available to students and ensure they receive the pastoral care a university such as Trinity prides itself on. There is a specific handbook available on <https://www.tcd.ie/corporate-services/structure/student-services/>. Some of the range of services are described below.

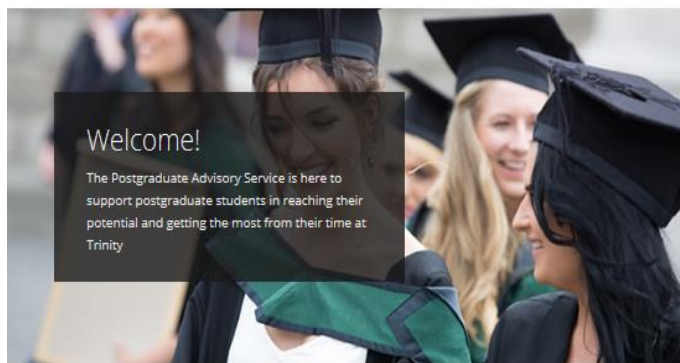


Location: House Six (second floor)

Website: <http://www.tcdsu.org/>

The Students' Union is the representative body for students in Trinity College Dublin. The Union's primary duty is to represent the community, which it does with active involvement at every level of College government. On behalf of the Union, the sabbatical officers sit on the principal committees of the College, including the College Board and University Council. They are also active advocates in the day-to-day decision-making of the College – on behalf of both the interests of the student community in general and individual students, where appropriate.

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 Postgrad you're at. In addition, each Faculty has three members of Academic staff appointed as Postgraduate Advisors who you can be referred to 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: <https://www.tcd.ie/seniortutor/students/postgraduate/>

Where?

The PAS is located on the second floor of House 27. Students can drop in to the service every Tuesday or Thursday between 2.30pm and 3.30pm, or at other times by appointment.

Web: <https://www.tcd.ie/seniortutor/students/postgraduate/>

Phone: 01 8961417

E-mail: postgrad.support@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 on 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, general information on Postgrad student life and many others. 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.

DISABILITY SERVICE

The Disability Service provides advice, support and information to help students and staff with disabilities. The College Disability Service is staffed by experienced professional workers with knowledge and expertise in disability education, access and equity issues. Services include Academic and Dyslexia Support, Assistive Technology, Educational support work, etc.

The Disability Service Reception is located in Room 2054, beside the Lecky Library, in the Arts Building, Trinity College Dublin.

For queries, you can contact us as follows:

By Phone: +353 1 896 3111

By Text / SMS (for Deaf Students): 0871133185

By E-mail: askds@tcd.ie

Website: <https://www.tcd.ie/disability/>



Postgraduate students (both taught and research) who have a disability are encouraged to apply to the Disability Service for reasonable accommodation.

Supports for Postgraduate Students includes:

1. Academic Support
2. Assistive Technology
3. Occupational Therapy
4. Support on Placements and Internships
5. Preparation for Viva Voce examinations

An application can be made through my.tcd.ie via the 'My Disability Service' tab. Additional information is available in a step-by-step [How to apply for Reasonable Accommodations guide](#).

Any postgraduate student in Trinity (or prospective student) is welcome to contact the Disability Service to informally discuss their needs prior to making a formal application. Please email askds@tcd.ie or visit the Disability Service [Contact page](#).

<https://www.tcd.ie/disability/contact/>

<https://www.tcd.ie/disability/current/Postgrad.php>

STUDENT LEARNING DEVELOPMENT

Student Learning Development offers advice, resources, individual consultations, workshops and much more to help you improve your academic performance and reach your potential. We can help you with: exams

- note taking
- self-management
- presentations
- writing and much more



Website: <https://student-learning.tcd.ie/postgraduate/>

Visit our website <https://student-learning.tcd.ie/postgraduate/> for: Downloadable guides, podcasts, interactive workshops, videos and more.

STUDENT COUNSELLING



OUR MISSION

To provide a compassionate, inclusive and student-centred service, embedding high quality social integration, academic development and mental health services in line with the University strategy

We offer free, confidential and non-judgemental support service to registered students of Trinity College Dublin http://www.tcd.ie/Student_Counselling/

Address: 3rd Floor, 7-9 South Leinster Street

Phone: +353 896 1407

Email: student-counselling@tcd.ie

CAREERS INFORMATION AND EVENTS

MyCareer from Careers Advisory Service. An online service that you can use to:

- Apply for opportunities, which match your preferences - vacancies including
- research options
- Search opportunities- postgraduate courses and funding
- View and book onto employer and CAS events
- Submit your career queries to the CAS team
- Book an appointment with your Careers Consultant

Simply login to MyCareer mycareerconnect.tcd.ie using your Trinity username and password and personalise your profile.

Careers Advisory Service

Trinity College Dublin, 7-9 South Leinster Street, Dublin 2

01 896 1721

Login to: mycareerconnect.tcd.ie

Website: <https://www.tcd.ie/Careers/>

Email: careers@tcd.ie

Opening Hours

During term: 9.30am - 5.30pm, Monday – Friday

Out of Term: 9.30am – 1.00pm & 2.00pm - 5.30pm, Monday – Friday

GRADUATE STUDIES

The Graduate Studies office is responsible for overseeing and approving postgraduate activities on behalf of the university, including course regulations.

<https://www.tcd.ie/graduatestudies/>

Address: West Theatre, Trinity College Dublin, Dublin 2

E-mail: genadgso@tcd.ie

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).

DATA PROTECTION

Information on TCD policy on data protection for student data is available here. https://www.tcd.ie/info_compliance/data-protection/.

CO-CURRICULAR ACTIVITIES

There are over 121 student societies in TCD. Current TCD Students and Staff can join TCD Societies. Presentation of a current staff or student card and registration with a valid TCD email address is necessary for registration. For more information see: <http://trinitysocieties.ie>.

Dublin University Central Athletic Club (DUCAC) is the governing body for Sport Clubs at Trinity. DUCAC is responsible for the overall administration of DU Sports Clubs in cooperation with Club Officers and for their interests and development in Trinity. For more information see: <https://www.tcd.ie/Sport/student-sport/ducac/>.

GENERAL PROGRAMME INFORMATION

CONTACT DETAILS

Postgraduate Programme Coordinator / Course Director:

Professor Ciarán Kenny

Head of School:

Professor Lorna Carson

Head of Discipline:

Professor Julie Regan

Director of Teaching and Learning (Postgraduate):

Professor Paul Conroy

Director of Teaching and Learning (Undergraduate):

Professor Yvonne Lynch

Director of Research:

Professor Nathan Hill

Executive Officer for Postgraduate Students

Mr Brendan McFadden

Department Postal Address/ Contact Information:

Dept. of Clinical Speech and Language Studies, 7-9 South Leinster St, Dublin 2

Phone: +353 1 896 1496

E-mail: cslssec@tcd.ie

STAFF CONTRIBUTING TO PROGRAMME – CONTACT DETAILS

Professor Ciarán Kenny - Assistant Professor *and* Postgraduate Programme Coordinator / Course Director

Background in computational linguistics, with an interest in applications of technology to clinical assessment and therapy. Interests in voice and swallowing disorders including: instrumental evaluation, voice intervention, laryngopharyngeal reflux, dysphagia in oncology and palliative care populations.

Email: ciaran.kenny@tcd.ie **Tel:** + 353 1 896 4370 **Room:** 105

Professor Julie Regan – Associate Professor *and* Head of Discipline

Lectures on videofluoroscopy analysis and instrumental dysphagia evaluation. Research interests include instrumental dysphagia assessment and the development of newer evaluation techniques including the functional lumen imaging probe.

E-mail: juregan@tcd.ie **Tel:** +353 1 896 1492 **Room:** 108

Professor Caroline Jagoe – Associate Professor

Coordinates and lectures on acquired language and communication disorders (ACDs) within the undergraduate programme. Research interests: enhancing community engagement of people with ACDs; reciprocal relationship between community engagement and wellbeing; language and communication in adults with mental health disorders; application of Relevance Theory to ACDs; communication disorders and issues of access in developing and developed countries.

E-mail: cjagoe@tcd.ie **Tel:** +353 1 896 4029 **Room:** 102

Professor Margaret Walshe – Professor (sabbatical for 2024-25)

Lectures on acquired motor speech disorders, EBP and dysphagia. Research interests include psychosocial issues in acquired communication disorders; EBP; developing outcome measures in dysphagia; dementia and dysarthria assessment.

E-mail: walshema@tcd.ie **Tel:** +353 1 896 2382 **Room:** 109

Professor Martine Smith – Professor (sabbatical for 2024-25)

Lectures in developmental speech and language disabilities, cerebral palsy and augmentative and alternative communication. Main research interests are in augmentative and alternative communication and language acquisition (spoken and written) in exceptional circumstances.

E-mail: mmsmith@tcd.ie **Tel:** +353 1 896 2027 **Room:** 106

Professor Paul Conroy – Associate Professor

Research and teaching interests on the topics of aphasia and dysarthria clinical management and his research has focused on developing novel interventions for acquired communication disabilities.

E-mail: paul.conroy@tcd.ie **Tel:** +353 1 896 2420 **Room:** 107

Professor Yvonne Lynch – Assistant Professor

Lectures on foundation clinical skills, developmental language and communication disorders and supervises capstone projects. Research interests: Augmentative and Alternative Communication, language intervention and clinical decision making.

E-mail: lynchyv@tcd.ie **Tel:** +353 1 896 2382 **Room:** 121

Professor Amy Connery – Assistant Professor

Lectures on paediatric speech sound disorders and stuttering in children and adults. Main research interests are in stuttering intervention, evidence-based practice, and therapeutic alliance.

E-mail: connerya@tcd.ie **Tel:** +353 1 896 2027 **Room:** 106

Professor Éadaoin Flynn – Assistant Professor (sabbatical Michaelmas Term)

Specialises in adult acquired dysphagia. Interests in instrumental swallow evaluation, including videofluoroscopy and high-resolution manometry.

E-mail: eadaoin.flynn@tcd.ie **Tel:** +353 1 896 2027 **Room:** 106

Professor Katie Burke – Assistant Professor & Undergraduate Practice Education Coordinator

Interests in dysphagia and communication difficulties in progressive neurological conditions; Practice Education; Inter-professional learning in health and social care.

E-mail: kaburke@tcd.ie **Tel:** +353 1 896 1336 **Room:** 003

Director of Teaching and Learning (Postgraduate)

The School's Directors of Teaching and Learning (Postgraduate; DTLP) is Dr Paul Conroy.

E-mail: paul.conroy@tcd.ie Tel: +353 1 896 2947

POSTGRADUATE COURSE COMMITTEE

The Postgraduate Course Committee consists of the coordinator (convenor/chairperson), Head of Discipline, one member of the academic staff, and student representatives. Student representatives are elected by their peers early in Michaelmas term each year. The committee meets at least once each term to update students on Faculty, School and Department matters and to provide a forum for communication between staff and postgraduate students.

VACCINATION

Some clinical sites in Ireland may require students to show evidence of vaccination or immunity against infectious diseases before commencing periods of experience at those sites. They may require evidence of vaccination and/or immunity against:

- Hepatitis B
- Tuberculosis (with Mantoux/Tuberculin Skin Test if no BCG scar is present)
- Measles
- Mumps
- Rubella
- Chicken-Pox/Varicella-Zoster Virus

Note that **you are not required** to obtain immunisation before leaving your home country. You are simply advised to bring evidence of immunity prior to arriving in Ireland, as it may be difficult to arrange this with your local GP after you have left your home country. In the event that your clinical site requires evidence of immunity to infectious diseases and you do not have the required immunisation, you can attend the College Health Service to meet these requirements. Your programme coordinator will advise you as to whether your clinical site has any vaccination requirements. Students planning to complete clinical experience outside of Ireland should adhere to vaccination requirements for healthcare workers in that country and in that clinical setting.

GARDA (POLICE) VETTING

Students attending clinical experience in Ireland must complete the Garda Vetting procedure. This is a police background check to ensure that students do not pose a risk to vulnerable clinical populations. The procedure is identical for postgraduates and undergraduates and is explained here:

<https://www.tcd.ie/students/orientation/undergraduates/garda-vetting.php>

You should read the requirements for this procedure as soon as you receive your course offer, but you do not need to commence the Garda Vetting procedure until you have started in Trinity College Dublin. International students and those who have lived abroad should pay special attention to the fact that police certificates may be required from other countries. These may be easier to obtain **before** you leave your home country. Those taking clinical experience in other countries are not required to complete this process. If, as a result of the outcome of the Garda vetting procedures,

a student is deemed unsuitable to attend clinical placement, he/she may be required to withdraw from the course.

ACCOMMODATION

Securing accommodation in Dublin can be challenging. We therefore recommend that applicants seek accommodation far in advance of arriving in Dublin. The Student Accommodations office are available to provide support. If asked for a student ID number, your application ID number becomes your student ID number upon registration, so you can provide this.

<https://www.tcd.ie/accommodation/>

KEY DATES

Full time students will be on site for a total of 12 weeks. Part-time students will be on site for a total of six weeks. Michaelmas term 2024 will begin for all postgraduate students (M.Sc./Postgraduate Diploma) on Monday 09th September 2024. Hilary term 2025 lectures begin on Monday 20th January 2025.

The scheduled weeks for 2024-2025 are as follows.

Semester 1 – Michaelmas Term		
Week Type	Week beginning	Student Groups
Teaching	September 9 th 2024	M.Sc. Year 1 (Part time) all strands Full-time M.Sc. Students Postgraduate Diploma (Dysphagia)
Dissertation	September 16 th 2024	Full-time M.Sc. Students M.Sc. Year 2 Students start on Wednesday September 25 th 2024.
Teaching	October 07 th 2024	M.Sc. Year 1 (Part time) all strands Full-time M.Sc. Students Postgraduate Diploma (Dysphagia)
Dissertation	October 14 th 2024	Full-time M.Sc. Students* M.Sc. Year 2 Students
Teaching	November 11 th 2024	M.Sc. Year 1 (Part time) all strands Full-time M.Sc. Students Postgraduate Diploma (Dysphagia)
Dissertation (Data Collection)	November 18 th 2024	Full-time M.Sc. Students M.Sc. Year 2 Students
Semester 2 – Hilary Term		
Dissertation	January 20 th 2025	Full-time M.Sc. Students M.Sc. Year 2 Students
Teaching	January 27 th 2025	M.Sc. Year 1 (Part time) all strands Full-time M.Sc. Students Postgraduate Diploma (Dysphagia)
Dissertation (Data Collection)	February 17 th 2025	Full-time M.Sc. Students M.Sc. Year 2 Students
Teaching	February 24 th 2025	M.Sc. Year 1 (Part time) all strands Full-time M.Sc. Students

		Postgraduate Diploma (Dysphagia)
Dissertation	March 24 th 2025	Full-time M.Sc. Students M.Sc. Year 2 Students
Teaching	March 31 st 2025	M.Sc. Year 1 (Part time) all strands Full-time M.Sc. Students Postgraduate Diploma (Dysphagia)

Teaching weeks feature common modules (Research Methods 1, Research Methods 2, Research Methods 3, Evidence Based Practice) as well clinical specialist pathway teaching (Advanced Clinical Skills: Dysphagia/Voice). Postgraduate Diploma (Dysphagia) students attend Reflective Practice modules during these weeks. These are attended by full-time and first year part-time students.

Dissertation weeks are for the Dissertation module and focus on the research project and production of the student dissertation. These are attended by M.Sc. full-time and M.Sc. second year part-time students.

Data Collection weeks are for collection of research data or working on the student project. No classes are scheduled during these weeks and students do not need to be available.

Lectures/workshops with international speakers may be scheduled outside these times. Students will be given advanced notice of these dates.

TIMETABLE

Timetables will be circulated by email but lectures and tutorials are typically scheduled from 9-5pm for the weeks that the students are on-site. Clinical experience occurs outside these teaching weeks and will vary from student to student.

KEY LOCATIONS

Lectures for students take place in the Department of Clinical Speech and Language Studies, 7-9 South Leinster Street. Room 005 is used for core modules and specialist pathways in Dysphagia and Voice. Room 004 and Room 001 are also used. Some classes may take place in the Arts Block building. Lecture slides, videos, discussion groups, assignment details are posted on Blackboard.

BLACKBOARD

Blackboard is a virtual learning environment and course management system that allows academics to create and host course materials and assignments on the Internet. It also facilitates students to engage in online learning and discussion. The materials on Blackboard supplement traditional classroom courses. All assignments are available online with associated marking rubrics. The M.Sc. and Postgraduate Diploma courses are registered on Blackboard. Students must have completed the registration process before they can access Blackboard. It is the student's responsibility to check that they are registered for all modules on Blackboard.

PHOTOCOPYING & PRINTING

There are no photocopying facilities on site. See:
<https://www.tcd.ie/itservices/facilities/printing.php>.

The central printing, scanning and photocopying facilities are managed by IT Services and the College Library, and provided by Datapac. There are multi-function devices (MFDs) in the Libraries and IT Services Computer Rooms located throughout the campus, and in some off-campus locations. It is possible to print from any computer in the computer rooms to any of the Datapac MFDs, whether on or off campus, as printing from these computers works on a 'follow-me' system. This means that after you have sent a job to be printed, it will print out on whatever Datapac MFD you choose to release the job from. Using the TCD Print Anywhere service you can print from your own device to any of the Datapac MFDs, whether you are in Trinity or not.

SUSTAINABLE PRACTICES

Our School is committed to environmentally-conscious practices. As part of these practices, we aim to minimise the amount of paper we use. Coursework, assignments and feedback are therefore handled electronically where possible. Students are rarely required to print any materials. If you have any suggestions about how we can improve our sustainable practices, please contact Mr Brendan McFadden (cslssec@tcd.ie).

ACADEMIC REGISTRY

The Academic Registry is responsible for services that support the complete student lifecycle of Trinity College Dublin – from application to graduation. See <https://www.tcd.ie/academicregistry/>.

TEACHING AND LEARNING

PROGRAMME ARCHITECTURE

The M.Sc. course comprises 5 core modules: Research Methods 1, 2, 3, Clinical Evidence Based Practice and Dissertation modules, in addition to the Advanced Clinical Skills module. The Postgraduate Diploma course comprises 5 core modules: Research Methods 1, Clinical Evidence Based Practice, Reflective Practice: Assessment and Reflective Practice: Intervention, in addition to the Advanced Clinical Skills module. M.Sc. students are required to engage in a small-scale research project leading to a 15,000 word (maximum) dissertation. M.Sc. students will also submit either an outline of a journal article for publication or prepare a poster for conference presentation.

ACADEMIC INTEGRITY AND REFERENCING GUIDANCE

All quotations from published and unpublished sources *must* begin and end with quotation marks and be accompanied by a full reference. The following practices are unacceptable and will be treated as plagiarism or violations of academic integrity:

- Copying without acknowledgement
- Selective copying (which omits words, phrases or sentences from the original) without acknowledgement
- Close summary without acknowledgement
- Using artificial intelligence (AI) to complete coursework

No student found guilty of plagiarism will be (i) awarded a degree or (ii) supported in applications for admission to other courses of study either at Trinity College Dublin or elsewhere.

See also the College regulations on academic integrity: <https://www.tcd.ie/teaching-learning/academic-affairs/academic-integrity/>. To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with breaches of integrity, and how to avoid breaches, we ask you to take the following steps:

- a) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at https://www.tcd.ie/academicpractice/resources/academic_integrity/. You should also familiarize yourself with the Calendar Part III entry on plagiarism (www.tcd.ie/Calendar) and the sanctions which are applied;
- b) Complete the 'Ready, Steady, Write' online tutorial on plagiarism at <https://libguides.tcd.ie/academic-integrity/ready-steady-write>. Completing the tutorial is compulsory for all students.
- c) Familiarise yourself with the declaration that you will be asked to sign when submitting course work (available on Blackboard)
- d) Contact your Programme Coordinator or your Lecturer if you are unsure about any aspect of plagiarism

REFERENCING

References should be cited using the APA or Harvard referencing style. The Library provides some advice on APA referencing:

<https://libguides.tcd.ie/c.php?g=667926&p=4737720>

Searching for 'APA/Harvard style guide' online will also provide resources that will help you to learn these styles. There are also books in the library to guide you. Purdue University also provide a comprehensive guide to APA referencing: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

When referencing, the titles of journals should not be abbreviated and web sources should be referenced appropriately. The referencing software 'EndNote' is used widely within college and is recommended for dissertations. More assistance and advice on citation, as well as a downloadable version of Endnote, can be obtained from the following website: <https://www.tcd.ie/library/support/endnote/>

EXPLANATION OF ECTS WEIGHTING

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. 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.

PROGRAMME STRUCTURE AND WORKLOAD

Students are assessed on the basis of their performance in nine core assignments (600 marks). M.Sc. students additionally complete a dissertation (300 marks).

CLINICAL EXPERIENCE

As part of Advanced Clinical Skills (Dysphagia/Voice) modules, students engage in a period of clinical experience at a selected site. Clinical mentors at these sites will facilitate student learning through a combination of observation and experiential learning. Upon completion of the clinical experience component, mentors will write a report profiling students' strengths and areas for development. At the end of the programme, academic staff will meet with students to co-create a Learning Summary Report. This is based on performance in Advanced Clinical Skills module assignments and the Clinical Mentor Report. It profiles current strengths and recommendations for future learning and development.

ASSIGNMENT SUBMISSION

Assignments are generally submitted electronically via TurnItIn, a plagiarism detection system.

If printed copies are required, this will be stated on Blackboard. Students should use both sides of the paper. Two hardcopies of the assignment must be delivered/posted on the same day of electronic submission to the Executive Officer at clinic reception.

Assignments use 1.5 spacing, with a margin of at least one inch at the top, bottom, left and right of the page. *Examiners will pay particular attention to the presentation of assignments, and candidates whose work is deficient in this regard will be penalised.* An example template for submitting assignments is available on Blackboard.

All assignments must be accompanied by the Department's Assignment Submission Sheet (Appendix 1). An MS Word copy is also available on Blackboard. Students should generate their own electronic signature to include in this sheet for assignments that are submitted electronically.

Unless a medical certificate is presented to the course coordinator, **students are automatically penalized for late submission of an assignment — 5% if the assignment is up to one week late and 10% if the assignment is between one and two weeks late.** Without a medical certificate, no assignment will be accepted later than two weeks after the submission date.

Title page. Each assignment must begin with a title page that contains the following information (in this order): the student number; the question that it answers or the task that it fulfils; the degree for which it is submitted (M.Sc./PG Diploma Clinical Speech and Language Studies); the part of the course to which it is attached; the term and year in which it is submitted.

Pagination. All pages must be clearly and sequentially numbered.

Binding. Printed assignments need not be bound in any formal sense, but all pages must be firmly fixed together, e.g. by a strong staple. Assignments should not be spiral bound.

References. Every assignment must have appended to it an alphabetical list of references, presented according to the APA or Harvard convention (see page 18).

Doubtful cases. Students who are uncertain how to apply the above conventions to any of their assignments should consult with the member(s) of staff responsible for the part(s) of the course in question.

FEEDBACK & EVALUATION

Students receive feedback on their Michaelmas term assignments by the middle of Hilary term, and on their Hilary term assignments by the middle of Trinity term. Part-time year 1 students are notified of their assignment results after the Court of Examiners meeting in May. Full-time and part-time year 2 students are notified of their assignment results after the Court of Examiners meeting in October.

MARKING CRITERIA

In the calculation of the overall course mark, all modules and the dissertation are weighted according to their ECTS credit value. The pass mark of 40% applies to all assignments. To qualify for the award of the M.Sc./PG Diploma degree, students must achieve a mark of 40% or above in each module thereby accumulating 90/60 ECTS credits. M.Sc. students must additionally achieve a grade of 40% or above in their dissertation. There is no compensation between or within modules. The final degree result is classified as pass/fail or distinction. M.Sc. students may be awarded the M.Sc. with Distinction if they achieve a mark of 70% or above in the dissertation together with an unrounded average mark for the course of 68% or higher in core modules, and have achieved 70% or above in each of three modules.

Assignments are graded according to the scale in general use in the university:

Grade	Marks (%)	General Interpretation
I (Distinction)	70+	Full understanding of key issues, an ability to construct a detailed argument on the basis of that understanding, and a capacity for developing innovative lines of thought
II.1	60-69	Full understanding of key issues and an ability not only to construct a detailed argument on the basis of that understanding, but to generate additional insights
II.2	50-59	Full understanding of key issues and an ability to construct a detailed argument on the basis of that understanding
III	40-49	Adequate understanding of key issues and an ability to construct a basic argument
Fail	<40	Coursework not of a passing standard for a postgraduate programme

PROGRESSION REGULATIONS

Full time M.Sc. students must pass each of the required assignments for the core modules including the clinical experience component and the dissertation over the academic year. PG Diploma and first year part time M.Sc. students must pass each of the required assignments for the core modules including the clinical experience component over the first academic year. Second year part time M.Sc. students must pass the dissertation over the second academic year.

An assignment cannot be repeated more than once. Repeated assignments will achieve a maximum of 40% (III). M.Sc. students are not permitted to repeat more than three course assignments and may be debarred from writing a dissertation by the court of examiners in May. These students may apply for a Postgraduate Diploma in Clinical Speech and Language Studies, provided they have passed the required modules amounting to 60 credits.

PROGRESSION AND AWARDS

Awards

There is a Postgraduate M.Sc. Dissertation prize that is awarded to the student who achieves the highest overall mark (80% or above) in the dissertation.

Fitness to Practice Committee

The School Fitness to Practice Committee is convened as required, at the request of a Head of Discipline, to consider matters of concern in relation to professional practice. This committee is appointed by the School Executive Committee, with representation from two members from within the School and one member from a non-Faculty School, where Fitness to Practice is a requirement of the course. If Fitness to Practice concerns are evident, and if students seek registration or are already registered with CORU, concerns will be disclosed to CORU.

Students called to appear before the Fitness to Practice Committee are entitled to be represented by a nominee from the Postgraduate Advisory Service and should contact postgrad.support@tcd.ie for support.

EXTERNAL EXAMINERS

There are two external examiners for the programme. Dr. Ulrike Frank and Dr. Mark Jayes. The role of the external examiner is to ensure the quality of the programme. External examiners provide feedback on the fairness and transparency of coursework and grading.

LEARNING OUTCOMES

Learning Outcomes for the Programme (*in accordance with Level 9, National Framework of Qualifications*):

On successful completion of this programme, graduates should demonstrate:

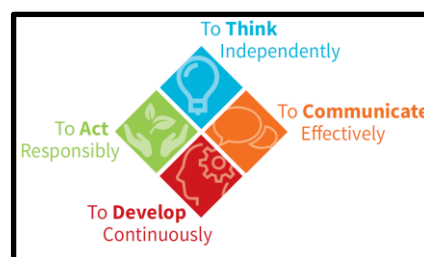
- (1) Excellence in clinical practice through extending and enhancing their existing theoretical knowledge base with a critical awareness of new insights and developments within their chosen clinical specialist area.
- (2) An ability to apply their existing scientific literacy skills to research and clinical practice.
- (3) A comprehensive understanding and mastery of concepts, information and techniques relevant to research methodology.
- (4) An ability to design and implement, with a degree of autonomy, and with due regard to ethical considerations, small-scale research studies in their chosen clinical specialist area. These studies will add to the existing professional knowledge base.
- (5) An ability to communicate confidently with peers on their area of expertise through formal presentations and with the wider scholarly community through oral presentations and published articles.
- (6) Sustained intellectual interest and critical thinking as professionals through application of scientific literacy skills in the pursuit of lifelong learning.

GRADUATE ATTRIBUTES

The Trinity Graduate Attributes represent the qualities, skills and behaviours that you will have the opportunity to develop as a Trinity student over your entire university experience, in other words, not only in the classroom, but also through engagement in co- and extra-curricular activities (such as summer work placements, internships, or volunteering).

The four Trinity Graduate Attributes are:

- To Think Independently
- To Act Responsibly
- To Develop Continuously
- To Communicate Effectively



Why are the Graduate Attributes important?

The Trinity Graduate Attributes will enhance your personal, professional and intellectual development. They will also help to prepare you for lifelong learning and for the challenges of living and working in an increasingly complex and changing world.

The Graduate Attributes will enhance your employability. Whilst your degree remains fundamental, also being able to demonstrate these Graduate Attributes will help you to differentiate yourself as they encapsulate the kinds of transversal skills and abilities, which employers are looking for.

How will I develop these Graduate Attributes?

Many of the Graduate Attributes are 'slow learned', in other words, you will develop them over the four or five years of your programme of study.

They are embedded in the curriculum and in assessments, for example, through undertaking independent research for your final year project, giving presentations and engaging in group work.

You will also develop them through the co-curricular and extra-curricular activities. If you help to run a club or society you will be improving your leadership skills, or if you play a sport you are building your communication and teamwork skills.

ATTENDANCE REQUIREMENTS

Students are required to attend all components of the course. If they are unable to attend because of illness or any other reason, they should **immediately** inform the Course Coordinator. Students who are persistently absent from the course without explanation may be excluded from the assessment process.

It is the responsibility of students to remain in touch with their supervisor and attend for supervision at mutually agreed times. Students should immediately notify their supervisor and Course Coordinator if they change their address. You may also notify Student Records.

Relevant University Regulations

See Calendar

<http://www.tcd.ie/calendar/graduate-studies-higher-degrees/>

DISSERTATIONS (M.SC.)

As well as following the programme of study outlined, students write a dissertation of not more than 15,000 words in one of the specialist areas selected.

Students must select a topic in their specialist area in which they will write their dissertation at the beginning of Michaelmas term, and are expected to formulate a detailed research proposal and work schedule for their dissertation by the end of Michaelmas term (full time) or beginning of Hilary term (part time).

Submission of the proposed project for ethical approval in TCD must be completed by the end of Michaelmas term (full time) or end of Hilary term (part time).

The Court of Examiners held in May may debar students from writing and submitting a dissertation if they fail to submit a detailed plan and work schedule for the dissertation by the end of Michaelmas term and/or if there are concerns about the standards of their work and their capacity to produce a dissertation.

Supervision will not be given after end of June except in cases where an extension has been granted on medical grounds. Extensions cannot be granted on dissertations.

Students whose dissertation fails to satisfy the examiners may, on the recommendation of the Court of Examiners and on payment of the prescribed fee, be allowed to register for a further year and revise and resubmit their dissertation.

INTELLECTUAL PROPERTY

Students are directed to TCD's Policy, Practice and Regulations on Intellectual Property (2022): <https://www.tcd.ie/about/policies/assets/pdf/Intellectual-Property-Policy-2022.pdf>

EMAIL CORRESPONDENCE

It is important to note that when corresponding with or sending documents to staff within TCD, all communications must be e-mailed from student TCD e-mail accounts. All notices from the Department will be sent to student's TCD email address rather than to work or personal email addresses. It is the student's responsibility to check TCD e-mail on a regular basis. As this is the primary means of communication between college and students, this is extremely important.



APPENDICES

APPENDIX 1: ASSIGNMENT SUBMISSION FORM

Trinity College Dublin
The University of Dublin

DEPARTMENT OF CLINICAL SPEECH & LANGUAGE STUDIES, TCD Assignment Submission Form

Student Name	
Student Number	
Assessment Title	
Module Code	
Module Title	
Module Coordinator	
Staff member responsible for assignment	
Date Due	
Date Submitted	

A SIGNED COPY OF THIS FORM MUST ACCOMPANY ALL SUBMISSIONS FOR ASSESSMENT. STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.

Ensure that you have checked the Department's procedures for the submission of assessments. **Note:** There are penalties for the late submission of assessments. For further information please see **General Course Handbook**.

Academic Integrity:

- I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>
- I have also completed the online tutorial on avoiding plagiarism 'Ready Steady Write', located at <https://libguides.tcd.ie/academic-integrity/ready-steady-write>
- I have not used artificial intelligence (AI) tools to complete this assignment

Declaration of Authorship

- I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

Signed: _____ Date: _____

APPENDIX 2: PROGRESS REPORT

**PROGRESS REPORT
Trinity College Dublin
The University of Dublin**

**Department of Clinical Speech and Language Studies
PROGRESS REPORT**

Taught M.Sc. Students

Please complete this form and ask your supervisor to complete the section below.
See Blackboard for submission due date.

Name of Postgraduate Student: _____

Student No: _____

Provisional title of dissertation: _____

Name of Supervisor: _____

Purpose

This document is to ensure that the student and supervisor have an opportunity to address any areas of concern that might prevent completion of the research project. Both student and supervisor should discuss any concerns identified in this document and make a plan to address them.

Student's self-assessment of work done since September.

Complete this section then email to your supervisor for comments. Briefly describe your completed work and progress so far. Mention any problems, set-backs or barriers that you feel might cause you a problem.

[STUDENT COMMENTS]

Student's Signature: _____

Supervisor's comments:

Do you foresee any problems which might prevent completion of the project or submission of the dissertation on or before the cessation date? Please email the student back with a signed copy of this document.

[SUPERVISOR COMMENTS]

Supervisor's Signature: _____

APPENDIX 3: SUPERVISOR/RESEARCH STUDENT LEARNING CONTRACT

**Trinity College Dublin
The University of Dublin**



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**M.Sc. Clinical Speech and Language Studies
Project Supervisor – Research Student Learning Contract**

Research Student: _____

Supervisor: _____

Approximate date of project completion: _____

Agreed frequency of supervisions: _____

Research student - I agree to (please tick):

- Negotiate supervision agendas, send work in advance
- Communicate about questions, blocks, problems (usually in short emails)
- Produce work at agreed intervals and work steadily
- Publish and/or present my research project either nationally or internationally within 12 months of completing my M.Sc.

Signed.....

Date.....

Supervisor – I agree to (please tick):

- Negotiate supervision agendas
- Respond to short questions immediately or within 48 hours in working week.
- Read work sent in, comment, advise, determine agenda, action points
- Advise on accessing the research community

Signed.....

Date.....

APPENDIX 4: AUDITING RESEARCH SKILLS

**Trinity College Dublin
The University of Dublin**

**M.Sc. Clinical Speech and Language Studies
Auditing Research Skills**

Name:

Date:

Some of the research skills you may need over the next academic year are listed for you to audit. Mark the extent of your current skills and skills needs (1 = new/to develop 2 = some skills 3 = quite confident 4 = confident, 5 = a strength of mine).

Ask yourself, and discuss with supervisor how to address needs that you have regarding *your* research, noting where and when you can work to develop skills. You might find the audit useful to complete again when finished your research project, so you can measure how far skills have developed and identify those to transfer into future study, employment. **(Adapted from Whisker, 2005)**

Topics	Scoring					Notes about your skill	Notes about how to find and develop help
1. Turning a research topic into a research question, which addresses a gap in knowledge	1	2	3	4	5		
2. Project planning	1	2	3	4	5		
3. Time management	1	2	3	4	5		
4. Knowledge and retrieval	1	2	3	4	5		
5. Knowledge and management	1	2	3	4	5		
6. Bench skills	1	2	3	4	5		
7. Fieldwork skills	1	2	3	4	5		
8. Analytical skills	1	2	3	4	5		
9. Critical skills	1	2	3	4	5		
10. Calculation skills	1	2	3	4	5		
11. Interpretation skills	1	2	3	4	5		
12. Evaluative thinking	1	2	3	4	5		
13. Problem-solving in different contexts	1	2	3	4	5		
14. Creative thinking	1	2	3	4	5		
15. Networking with others to share and develop new ideas and work	1	2	3	4	5		
16. Reading for different purposes	1	2	3	4	5		
17. Reviewing the literature critically and in a dialogue	1	2	3	4	5		
18. Managing and interpreting data	1	2	3	4	5		
19. Drawing conclusions, both conceptual and factual and backing up with data	1	2	3	4	5		

20. Using appropriate computer packages and programmes e.g. SPSS and NUDIST	1	2	3	4	5
21. Writing for different audiences	1	2	3	4	5
22. Writing at different levels e.g. for theses and articles	1	2	3	4	5
23. Structuring and presenting papers	1	2	3	4	5
24. Managing discussions about your work in context and with a variety of colleagues	1	2	3	4	5
25. Finishing off pieces of work	1	2	3	4	5

APPENDIX 5: GUIDELINES FOR DISSERTATION SUBMISSION

**Trinity College Dublin
The University of Dublin**

Department of Clinical Speech and Language Studies

Guidelines for Dissertation submission (M.Sc. Taught Programme)

1.1 General

Students are asked to familiarise themselves with the guidelines as set out in the Calendar Parts I and III (<http://www.tcd.ie/calendar/>).

1.2 Submission Procedures

A complete draft copy with a structured abstract (see 1.9) to be submitted to project supervisor via TurnItIn. This must be submitted with a completed dissertation submission sheet (Appendix 6). Taught M.Sc. dissertations are NOT submitted to Graduate Studies. See Blackboard for due dates.

1.3 Length

The dissertation must be written concisely. The maximum length is 15,000 words excluding the abstract, appendices and references. **The word count must be provided on the dissertation submission sheet.** It does not need to appear in the final dissertation copy. Students who exceed this word limit will be penalised.

1.4 Typescript and illustrations (As per Calendar entry)

The type must be black and not less than 10 point. Line-spacing must be at one and a half or double spacing between lines. The gutter margin of both text and diagrams must not be less than 35 mm and that on the other three sides not less than 20 mm.

1.5 Title (As per Calendar entry)

The title of the dissertation must be written in full on the title page of the dissertation. The year on the title page must be the year that the dissertation was approved (not the year of initial submission).

1.6 Declaration

The dissertation must contain, immediately after the title page, **a signed declaration** that it has not been submitted as an exercise for a degree at this or any other University, it is entirely the candidate's own work and the candidate agrees that the Department of Clinical Speech and Language Studies may lend the dissertation upon request.

1.7 Acknowledgements

A formal statement of acknowledgements must be included in the dissertation.

1.8 References

References should be cited using the APA or Harvard referencing style. See the section on *Referencing* within this document.

1.9 Abstract.

One copy of a **structured** abstract should appear as the first page in the dissertation. The abstract must contain the title of the dissertation and the author's full names as a heading and may be single spaced. The structured abstract should include (1) Background, (2) Aims (3) Methods & Procedures, (4) Outcome and Results (5) Conclusions.



APPENDIX 6: DISSERTATION SUBMISSION SHEET

Trinity College Dublin, the University of Dublin

DEPARTMENT OF CLINICAL SPEECH & LANGUAGE STUDIES, TCD Dissertation Submission Form

Student Name	
Student Number	
Module Code	SL8001: Dissertation
Project Title	
Word Count (max. word count permitted: 15,000 words)	
Supervisor	
Date Due	
Date Submitted	

A SIGNED COPY OF THIS FORM MUST ACCOMPANY ALL SUBMISSIONS FOR ASSESSMENT. STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.

Ensure that you have checked the Department's procedures for ***guidelines for Dissertation submission***. **Note:** There are penalties for the late submission of assessments. For further information please see **Student Handbook**.

Plagiarism:

- I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>
- I have also completed the online tutorial on avoiding plagiarism 'Ready Steady Write', located at <https://libguides.tcd.ie/academic-integrity/ready-steady-write>
- I have not used artificial intelligence (AI) tools to complete this assignment

Declaration of Authorship

- I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

Signed: _____ **Date:** _____

APPENDIX 7: GUIDELINES FOR OUTLINE OF JOURNAL ARTICLE SUBMISSION

**Trinity College Dublin
The University of Dublin**

**Department of Clinical Speech and Language Studies
Trinity College Dublin, the University of Dublin**

Guidelines for Outline of Journal Article Submission (Full Time M.Sc. & Part Time M.Sc. Year 2)

You are required to complete no more than a four (A4) page outline of an article that you propose to submit for publication. The proposed article should be based on your research in Year 2 or an aspect of that research. The outline should include the following:

- **Structured Abstract**
- **Introduction/Background**
- **Methodology**
- **Results**
- **Discussion and Clinical Implications**

Sub headings should be included in each section to indicate the topics to be included in the paper. These headings should be formatted in APA style.

The outline must be accompanied by the following:

- (1) Assignment cover sheet (Appendix 8)
- (2) Guidelines for authors and submission requirements for the proposed journal
- (3) Detailed reference list formatted according to journal requirements. Check your journal's Instructions for Authors to see if there is a limit on number of included references.

APPENDIX 8: OUTLINE OF JOURNAL ARTICLE FOR SUBMISSION FOR PUBLICATION

**Trinity College Dublin
The University of Dublin
M.Sc. Clinical Speech and Language Studies
Outline of Journal Article for Submission for Publication**

Student: _____

Supervisor: _____

Working title of article: _____

Proposed Publication: _____

Is this a peer reviewed journal? _____ Yes/No

Proposed date for submission of Draft 1 for publication:

Have you included the following:

- 4-page outline
- Reference list
- Guidelines for authors

See Blackboard for due date

STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.

Ensure that you have checked the Department's procedures for ***guidelines for Dissertation submission***. **Note:** There are penalties for the late submission of assessments. For further information please see **Student Handbook**.

Plagiarism:

- I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>
- I have also completed the online tutorial on avoiding plagiarism 'Ready Steady Write', located at <https://libguides.tcd.ie/academic-integrity/ready-steady-write>
- I have not used artificial intelligence (AI) tools to complete this assignment

Declaration of Authorship

- I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

Signed: _____ **Date:** _____

APPENDIX 9: POSTER FOR SUBMISSION AT CONFERENCE

**Trinity College Dublin
The University of Dublin
M.Sc. Clinical Speech and Language Studies
Poster for Submission at Conference**

Student: _____ **Supervisor:** _____

Title of Poster: _____

Proposed Conference: _____

Have you included the following in the poster:

- Title
- Authors and affiliation
- Background
- Aims/Hypothesis
- Methods
- Results
- Conclusions
- Acknowledgements
- Reference list (posters typically don't include more than 5 maximum)
- The poster text should not exceed 900 words. Tables, figures and reference lists not included in word count.

See Blackboard for due date.

STUDENTS SHOULD KEEP A COPY OF ALL WORK SUBMITTED.

Note: There are penalties for the late submission of assessments. For further information please see **General Course Handbook**.

Plagiarism:

- I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at <http://www.tcd.ie/calendar>
- I have also completed the online tutorial on avoiding plagiarism 'Ready Steady Write', located at <https://libguides.tcd.ie/academic-integrity/ready-steady-write>
- I have not used artificial intelligence (AI) tools to complete this assignment

Declaration of Authorship

- I declare that all material in this assessment is my own work except where there is clear acknowledgement and appropriate reference to the work of others.

Signed: _____ **Date:** _____

APPENDIX 10: HEALTH AND SAFETY

**Trinity College Dublin
The University of Dublin**

Health and Safety

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 emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes 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).

APPENDIX 11: DATA PROTECTION

**Trinity College Dublin
The University of Dublin**

Data Protection

As a student in the University you may be collecting and storing personal information as part of your job role, studies or research. You have a responsibility to ensure that the data is stored and processed appropriately and securely. So as you can protect the data entrusted to you, follow the top 10 tips below:

Top 10 Tips for Data Protection

1. Become familiar with Trinity's Data Protection policy and procedures. These can be accessed on the website at www.tcd.ie/Info_Compliance/data-protection
2. Complete Trinity's Data Protection training. This can be found at: <https://www.tcd.ie/itservices/vle/kb/overview-GDPRtraining.php>
3. Do not retain excess data, only record the precise data that you need
4. Keep data up-to-date and accurate
5. Keep data safe and secure: keep offices/filing cabinets locked, password protect your computer or other computing devices, update the software on them regularly and use antivirus software to keep them free from threats. See www.tcd.ie/itservices for further information
6. Remembering passwords can be difficult but passwords are often the sole keys to accessing your information and are fundamental to your security. Passwords need to be long, complex, unique and not easy to guess, so no dictionary words, names or dates of birth.
7. Back up digital files regularly and securely, use encryption where appropriate to protect the data from unauthorized access.
8. Do not disclose personal data to a third party, *even* at the request of the data subject's family or friends, without the data subject's consent.
9. Regularly review the data you hold and dispose of data you no longer need by confidential shredding or deletion. Don't forget your deleted items folder and recycle bin, and take appropriate steps to clear hard drives on computers, tablets and phones before disposal
10. Take extra care with sensitive data such as medical or financial information, and only store sensitive data on laptops or devices which are password-protected and have suitable encryption software in place.

Remember IT Services are always available to advise you on how to manage data securely. We can advise on encryption techniques, evaluate IT partners' products and services or review your current arrangements and advise on any improvements that may be necessary.