



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Academic Affairs, TT&L

Academic Affairs News, Winter 2022

Academic Affairs is one of five divisions in Trinity Teaching and Learning (TT&L) and is responsible for:

- The conduct of all matters in support of academic policy development.
- Regulations and standards in respect of undergraduate and graduate education.
- Provision of guidance to academic staff on the development of new course proposals, national and transnational collaborative programmes and awards.
- The management of academic committees of Council and support to the administration of Council agenda and minutes.
- Supporting the Academic Secretary and Annual Academic Officers (Senior Lecturer and Dean of Undergraduate Studies, Dean of Graduate Studies, and the Registrar) on policy development, committee work and strategic initiatives.



1 - Campus seasonal

Welcome to the second edition of the Academic Affairs newsletter. During the Michaelmas term we continued to develop the Academic Affairs website and online resources to support the course proposal development process, including micro-credentials. Information on these resources is presented below.

If you have suggestions or feedback on aspects of our work do get in touch by emailing academic.affairs@tcd.ie.

We wish you every success in the Hilary term and look forward to working with you.

Academic Policies

Two academic policies were updated and approved by Council in Michaelmas term:

- [Assessment and Academic Progression Policy](#)
- [Remote Supervision of Postgraduate \(Doctoral\) Students](#)

The following [academic policies](#) are under review and will be updated in 2022:

- External Examiners' Policy
- New Programme Design and Approval Policy
- Programme Suspension and Cessation Policy
- Dual and Joint Awards Policy
- Return of Course Work Policy
- Plagiarism Policy - under review as part of Academic Integrity.

In addition, the templates accompanying the [Programme Handbook Policy](#) are being updated.

Do get in touch if you have feedback to offer on the above policies and templates.

Graduate Education webpages



2 - [Graduate Education](#)

We continued to develop resources to support the postgraduate course proposal development process in the Michaelmas term, and the following information and templates are now available from our website:

[Postgraduate Course proposal submission timeline](#), including GSC meeting dates for consideration of course proposals.

[Postgraduate course proposal approval process](#) - a detailed version of the approval process and stages is now available.

[Forms](#) - template memos to request a change in course title and deferral of a course start date.

[Trinity Awards Structure](#) - interactive info-graphic presenting the Award Structures available in Trinity.

Course Proposal Resources



3 - [Postgraduate course proposal resources](#)

[Resources](#) to develop your course proposal - a guide to completing the postgraduate course proposal templates, a checklist and a video on charting the development of your course proposal.

[PG Taught Course Structure](#) - interactive resource that presents the postgraduate course structures that are available.

[Structured PhD credit-bearing modules](#) - interactive resource that provides information on each of the five types of credit bearing modules.

[FAQs](#) - answers to your frequently asked questions on the course proposal development process.

Undergraduate Education webpages

We are working on developing our undergraduate education webpages and resources. The following resources are now available:

[Undergraduate Course Proposals](#) - course proposal approval process (visual) and an interactive graphic presenting the steps for developing a course proposal.

[Regulations](#) - progression and awards regulations and derogations.

Trinity Electives - resources to support the development of Trinity Electives will be available in the coming months.

Micro-credentials

A new [timeline](#) for the submission of micro-credential proposals to the micro-credentials sub-committee is now available.

Five [new micro-credentials](#) were approved by Council on 17 November 2021 for delivery in Semester 2, 2022.

Website Quick Links

- [Academic Committees](#) – committee membership, Terms of Reference, meeting dates, agendas and minutes for the Undergraduate Studies Committee (USC), Graduate Studies Committee (GSC), and the Associated Colleges Degree Committees (ACDC).
- [Course Development](#) – undergraduate and postgraduate course development, including access to Council approved course proposals, and an announcements page. There is also a designated webpage for micro-credentials (new).
- [Micro-credentials](#) - micro-credential proposal approval process and resources to support the development of micro-credential proposals.
- [Undergraduate Education](#) – overview of the features of a Trinity Education and undergraduate regulations.
- [Graduate Education](#) – postgraduate course development, link to the Graduate Studies website.
- [Annual Reports](#) – annual reports such as the Senior Lecturer’s Annual Report and the Dean of Graduate Studies’ Annual Report.
- [Academic Policies](#) - Council approved Academic Policies are available from the TT&L website.

The Team

The Academic Affairs Team

Ciara Conlon, Education Support Officer, joined the team in November 2021 and is supporting Academic Affairs undergraduate education activities.

Linda Darbey, Assistant Academic Secretary

Sorcha De Brunner, Administrative Officer

Ewa Sadowska, Administrative Officer

Laoise Quinn, Education Support Officer

A profile, including areas of responsibility, for each member of the team is available from:

<https://www.tcd.ie/teaching-learning/academic-affairs/about-us/>

Contact Us

Please do get in touch!

Email: academic.affairs@tcd.ie

Web: <https://www.tcd.ie/teaching-learning/academic-affairs/>
