Appendix 1 – Programme Handbook Policy

*Please note the order of items in the appendix is not prescriptive. Programmes should use their local expertise and student feedback to ensure items are in an order appropriate to their programme. This version of the Appendix applies to academic year **2023–24**.*

Please note that reference/source URLs may change due to the updating of policies.

Content of a generic nature – can be provided in a stand-alone School/department handbook. School/department handbook template (see Appendix 2).

Section	Item	Description/Further Information	Reference/Source
Organisation & Structure	Title Page	Stating the School, Programme, Academic Year and Year of Study, if applicable	Trinity Visual Identity Guidelines Trinity Student Handbook Template
Organisation & Structure	Organisation	Contents Page Glossary **Standard Text:** Alternative formats of the Handbook can be made on request.	Trinity Student Handbook Template Accessible Information Policy
Organisation & Structure	Statement on General Regulations	**Standard Text:** 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.	Calendar, Part II, General Regulations and Information Calendar, Part III, General Regulations, Section I
General Information	Student Supports Co-curricular activities TCDSU, GSU & student representation structures	PDF developed, maintained and hosted by Student Services.	Student Supports
General Information	Emergency Procedure	**Standard Text:** 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	Emergency procedures

		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).	
General Information*	Data Protection	Link to website	[Data Protection for Student Data](#)
General Information*	Research Ethics	On relevant programmes, Schools should provide relevant links and information on good practice in research, as well as information on College and Faculty policies and procedures.	[Policy on Good Research Practice](#)
General Information	Key Locations	Include programme offices, laboratories, online learning environments, libraries, Academic Registry, places of faith/prayer rooms, photocopiers and any relevant introductory information on these locations	[Blackboard](#) [Academic Registry](#)
Teaching & Learning	Academic Integrity & Referencing Guidance	**Standard Text** to be copied from the Calendar with a link to the Academic Integrity webpage included. A link to the Library Guidelines for Avoiding Plagiarism and a link to the declaration text for submitted assignments.	[Calendar, Part II, General Regulations and Information, 'Plagiarism'](#) [Calendar, Part III, Section I: General Regulations & Information, 'Plagiarism'](#) [Academic Integrity](#)

		Should there be local policy on referencing or programme copy of the Plagiarism declaration, relevant links and/or details to inform students.	Library Guides - Avoiding Plagiarism Plagiarism Declaration
Teaching & Learning	Explanation of ECTS Weighting	**Standard Text:** The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area. The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty. The European norm for full-time study over one academic year is 60 credits. 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours	ECTS in undergraduate programmes: Guidelines

		of student input including class contact time, assessments and examinations. ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain component. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.	
General Information	Health and Safety Statements	Applicable information relating to health and safety in the classroom, laboratories or other locations as relevant	General Safety, Health & Welfare Information
General Information	COVID-19 Information	Information and links relating to COVID-19 updates.	TCD Coronavirus TCD Statements HSE Coronavirus
Scholarships & Prizes	Foundation Scholarships	Details on the College regulations for achievement, as well as the structure and duration of the examinations for the programme.	Calendar, Part II, Foundation and Non-Foundation Scholarships
Scholarships & Prizes	Prizes, medals and other scholarships	Locally awarded items, including eligibility and information on how each item is awarded.	
Teaching & Learning	Absence from Examinations	**Standard Text** to be copied from the Calendar.	Calendar, Part II, General Regulations and Information, 'Absence' Calendar, Part III, Section III, 'Examinations, Assessment and Progression' Academic Policies

Teaching & Learning	Reference to Relevant University Regulations	Add links to University regulations, policies and procedures.	Academic Policies Student Complaints Procedure Dignity & Respect Policy Equality Policy

Core Content for Programme Handbooks. Programme Handbook Template (see Appendix 2).			
General Programme Information	Introduction	To be written by the Head of Programme or their nominee.	
General Programme Information	Contact Details	Contact details for all staff members in the School can be provided in the School/department handbook. A list of staff involved in the management, coordination and delivery of the programme should be provided in the programme handbook.	
General Information	Key Locations	May include programme offices, laboratories, online learning environments, libraries, Academic Registry, places of faith/prayer rooms, photocopiers and any relevant introductory information on these locations	Blackboard Academic Registry
General Programme Information	Key Dates	Important dates and submission deadlines	Important Dates
General Programme Information	Timetable	Where the timetable is through MyTCD a statement stating this to be provided. Where it is published elsewhere, a clear statement on accessibility of timetable.	My TCD
General Programme Information	Internships/ Placements for Credit	To include information about field trips, professional placements or internships.	Internship and Placement Policy
Teaching & Learning*	Programme Architecture	Information on the programme's architecture and the available pathways to award.	Trinity Education Programme Architecture and Pathways

		Undergraduate programmes. This information should include the following caveat: available pathways are subject to change and may be dependent on capacity.

For postgraduate programmes, this would include pathways towards a Certificate, Diploma, or Masters. | |
| **Teaching & Learning** | Programme Structure & Workload | List of modules identified by code and title, their ECTS weightings, and a general statement on the learning workload to include approximate hours of self-directed learning or research. | |
| **Teaching & Learning** | Study Abroad | Specific to the programme | |
| **Teaching & Learning*** | Registration (UG only) | Insert one of the following, if appropriate:

Registration for JF students on year 2 pathway for academic year 23/24

Students in year 1 of INSERT COURSE NAME HERE will be invited during the Trinity term to select the year 2 pathway, which may include taking up a new subject as a minor (SH programmes only) in Year 2; taking Open Modules & Trinity Electives, and/or core-optional modules.

Students will be advised of how they will do this and where they will find relevant module information several weeks before they are invited to register. Timetabling may restrict the | |

		availability of modules to individual students. **Registration for SF students on year 3 pathway for academic year 23/24** Students in year 2 of INSERT COURSE NAME HERE will be invited during the Trinity term to indicate their preferences for year 3 of their studies, including Trinity Electives and Open Modules as per their course structure. Students will be advised on how to do this, and where to access the relevant module information several weeks before they are invited to register. Timetabling may restrict the availability of modules to individual students.	
Teaching & Learning	Coursework Requirements	In-course assessment and examination arrangements, including marking conventions, rubrics and grade descriptors, as well as guidelines on presentation and submission of work for assessment purposes (including details of penalties applied for late submission, word count and declaration for plagiarism). Reference to academic support services or online modules may be relevant here.	[Student Learning Development](#)
Teaching & Learning	Marking Scale	All undergraduate programmes will be required to provide clear grade descriptors representing a pass. (Regulation 3: Progression Threshold). Where the institutional marking scale is employed programmes may refer to the Calendar.	[Calendar, Part II, General Regulations and Information](#)

		Programmes where this scale is not in use, such as a number of those in the Faculty of Health Sciences, must include information on the School/programme marking scale.	
Teaching & Learning	Progression Regulations	Where a programme or subject has specific regulations, or where there are derogations to the General Regulations, these must be published in full in the handbook.	Calendar, Part II, General Regulations & Information Calendar, Part II, Part C Calendar, Part III, Section III 'Examinations, Assessment and Progression' and 'Assessment and Progression Regulations'
Teaching & Learning	Awards	Degree options available to students on the undergraduate programmes, e.g. Single Honours, Joint Honours, Major with Minor, or Multidisciplinary, where Exit Awards (B.A. (Ord.)) exist this information must be included. For postgraduate taught programmes, e.g. PGrad.Cert, PGrad. Dip, MSc or MA, where Exit Awards (PGrad.Dip) exist this information must be included. A statement on the QQI – NFQ Level must be included.	National Framework of Qualifications Trinity Pathways Trinity Courses
Teaching and Learning	Professional and Statutory Body Accreditation	Where the programme is subject to professional accreditation, an overview of additional requirements and links to the body and relevant policies must be provided.	
Teaching and Learning	Careers Information & events	Specific to the programme and links to Trinity Careers Service	Trinity Careers Service My Career

Teaching & Learning*	External Examiner	The name and title of the External Examiner. If the External Examiner is from outside the EU/EHEA the student is to be informed that their personal information i.e. exam script is going outside the EU/EHEA.	[Procedure for the transfer of students assessed work to external examiners](#)
Teaching & Learning	Learning Outcomes	Programme/subject level learning outcomes for all award pathways at undergraduate-level, or postgraduate-level, e.g. PG. Cert, PG. Dip, or MSc, in which the content is offered.	
Teaching & Learning	Graduate Attributes (UG Programmes)	A clear statement on the graduate attributes that are achieved within the programme/learning outcomes.	
Teaching & Learning*	Capstone (UG Programmes)	The Capstone project — though defined differently by different subjects — is the common element across all degree exit routes and is weighted at 20 ECTS. It requires a significant level of independent research by the student. The Capstone should: • be an integrative exercise that allows students to showcase skills and knowledge which they have developed across a range of subject areas and across the four years of study. • result in the production of a significant piece of original work by the student. • provide students with the opportunity to demonstrate their attainment of the four graduate attributes: to think independently, to communicate effectively, to develop continuously and to act responsibly.	[Capstone website](#)

		Students should refer to School and College policies and procedures with regards to research guidelines and ethical practices.	Policy on Good Research Practice
Teaching & Learning*	Module Descriptor Preface	Insert text: The School reserves the right to amend the list of available modules and to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.	
Teaching & Learning	Module Descriptors & Compulsory Reading List	Full Module Descriptors for Core and Open Modules	A link to College-hosted website or VLE may be used in place of full descriptors.
Teaching & Learning	Attendance Requirements	Both College-level and programme-level, programmes should include information on self-certification procedures, and where medical certificates should be returned to. Where the professional statutory accreditation bodies specify attendance requirements, including those that apply to professional placements, these should be in the handbook. Regarding attendance requirement during COVID-19 refer to statement above under **General Information**	Calendar, Part II, General Regulations and Information Calendar, Part III, General Regulations and Information, Section I 'Attendance and Off-Books'; Section II 'Attendance'; Section III 'Attendance, Registration, Extensions'; Section IV 'Attendance and Examinations'
Teaching & Learning	Feedback and Evaluation	Statement on College requirements for evaluation and feedback, as well as an outline of additional feedback practices at a local level.	Student Evaluation and Feedback Student Partnership Policy Procedure for the conduct of Focus Groups