School Name

**Title (PGT)**

**Handbook**

**AY XX/XX**

Table of Contents

[1. General Course Information 3](#_Toc74647264)

[1.1 Introduction 3](#_Toc74647265)

[1.2 Contact Details 3](#_Toc74647266)

[1.3 Key Locations 3](#_Toc74647267)

[1.4 Key Dates 4](#_Toc74647268)

[1.5 Timetable 4](#_Toc74647269)

[1.6 Internships/Placements for Credit 4](#_Toc74647270)

[1.7 Study Abroad / Erasmus 5](#_Toc74647271)

[2. Scholarships and Prizes 5](#_Toc74647272)

[3. Academic Writing 5](#_Toc74647273)

[3.1 Plagiarism and Referencing Guide 5](#_Toc74647274)

[3.2 Research Ethics 6](#_Toc74647275)

[4. Teaching and Learning 6](#_Toc74647276)

[4.1 Programme Structure 6](#_Toc74647277)

[4.2 Programme Structure and Workload 6](#_Toc74647278)

[4.3 Learning Outcomes 7](#_Toc74647279)

[4.4 Module Descriptors & Compulsory Reading Lists 7](#_Toc74647280)

[4.5 Coursework Requirements 8](#_Toc74647281)

[4.6 Marking Scale 8](#_Toc74647282)

[4.7 Attendance Requirements 8](#_Toc74647283)

[4.8 Absence from Examinations 8](#_Toc74647284)

[4.9 External Examiner 9](#_Toc74647285)

[4.10 Progression Regulations 9](#_Toc74647286)

[4.11 Awards 10](#_Toc74647287)

[4.12 Professional and Statutory Body Accreditation (if applicable) 10](#_Toc74647288)

[4.13 Careers Information and Events 10](#_Toc74647289)

[4.14 Student Feedback and Evaluation 10](#_Toc74647290)

# General Course Information

## Introduction

To be written by the Head of Programme or their nominee.

Click or tap here to enter text.

## Contact Details

Programme-related information to be included alongside the relevant member of staff, e.g., the programme on which a staff member may act as a module coordinator, etc.

To include Head of School, DTLPG, School Administrator, Module Coordinator, and relevant School Support Staff. It is good practice to provide two methods of contact, e.g., email and phone number or office location and hours of opening.

|  |  |  |  |
| --- | --- | --- | --- |
| Staff Name | Role/Title | Contact 1 | Contact 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 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.

**References/Sources:**

[**Interactive College Map**](https://www.tcd.ie/Maps/map.php?b=)

[**Blackboard**](https://tcd.blackboard.com/webapps/login/)

[**Academic Registry**](https://www.tcd.ie/academicregistry/)

## Key Dates

Important dates and submission deadlines

Click or tap here to enter text.

**Reference/Source:**

[**Academic Year Structure**](https://www.tcd.ie/calendar/academic-year-structure/)

## Timetable

Where the timetable is available through MyTCD, provide a statement on this. Where it is published elsewhere, provide a clear statement on accessibility of timetable.

Click or tap here to enter text.

**Reference/Source:**

[**My TCD**](http://my.tcd.ie)

## Internships/Placements for Credit

To include information about Field Trips, Professional Placements or Internships

Click or tap here to enter text.

**Reference/Source:**

[**Internships and Placements Policy**](https://www.tcd.ie/teaching-learning/academic-policies/)

## Study Abroad / Erasmus

Specific to the Programme

Click or tap here to enter text.

# Scholarships and Prizes

Locally awarded items, including eligibility and information on how each item is awarded.

# Academic Writing

## Plagiarism and Referencing Guide

**Standard Text** **to be copied** from the Calendar with a link to the Plagiarism Policy included.

A **link** to the Library Guidelines for Avoiding Plagiarism and a link to the Declaration text for submitted assignments.

Should there be **local policy** on referencing or programme copy of the Plagiarism declaration, relevant links and/or details to inform students.

Click or tap here to enter text.

**References/Sources:**

[**Calendar Part III, Section 1: General Regulations & Information, 'Plagiarism'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

**Plagiarism Policy**

**[Library Guides - Avoiding Plagiarism](http://tcd-ie.libguides.com/plagiarism/about)**

**[Plagiarism Declaration](http://tcd-ie.libguides.com/plagiarism/declaration)**

## Research Ethics

On relevant programmes, Schools should provide relevant links and information regarding good practice in research, as well as provide information on College and Faculty policies and procedures.

Click or tap here to enter text.

**References/Sources:**

[**Research Ethics**](https://www.tcd.ie/research/dean/research-ethics/)

[**Policy on Good Research Practice**](https://www.tcd.ie/research/dean/research-policies/)

[**Ethics Policy**](https://www.tcd.ie/about/policies/ethics-policy.php)

# Teaching and Learning

## Programme Structure

Information on the course structure and the available award/s and exit award a Postgraduate Certificate, Postgraduate Diploma, or Masters. A statement on the QQI – NFQ Level must be included.

Click or tap here to enter text.

## Programme Structure and 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.

|  |  |  |
| --- | --- | --- |
| Module Title | Module Code | ECTS Weighting |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Click or tap here to enter text.

**Reference/Source:**

**[Policy on Trinity Virtual Learning Environment](https://www.tcd.ie/teaching-learning/academic-policies/)**

## Learning Outcomes

Course level learning outcomes at the programme level for each of the available postgraduate award offered.

Click or tap here to enter text.

## Module Descriptors & Compulsory Reading Lists

**Standard Text:** The School reserves the right to amend the list of available modules and, in particular to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

Insert **Full Module Descriptors** for all Modules (core/mandatory and optional) which are part of the course structure.

Click or tap here to enter text.

## Coursework Requirements

In-course assessment and examination arrangements, 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.

Click or tap here to enter text.

**Reference/Source:**

[**Student Learning Development**](https://www.tcd.ie/Student_Counselling/student-learning/)

## Marking Scale

Click or tap here to enter text.

## Attendance Requirements

Both College-level and Course-level requirements should be provided to include information regarding self-certification procedures and where medical certificates should be returned.

Where the professional statutory accreditation bodies specify attendance requirements including those that apply to professional placements, these should also be in the handbook.

Click or tap here to enter text.

**Reference/Source:**

[**Calendar Part III, Section I: General Regulations and Information, 'Attendance and Off-Books'; Section III 'Attendance, Registration, Extensions'; Section IV 'Attendance and Examinations'**](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)

## Absence from Examinations

**Standard Text** to be copied from the Calendar

Click or tap here to enter text.

**Reference/Source:**

**[Calendar Part III, Section III: 'Examinations, Assessment and Progression'; Section IV: 'Attendance and Examinations'](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)**

## External Examiner

The name and title of the External Examiner.

If the External Examiner is from outside the EU/EHEA the student needs to be informed that their personal information, i.e., exam script, is going outside the EU/EHEA.

Click or tap here to enter text.

**Reference/Source:**

**[Procedure for the Transfer of Students’ Assessed Work to External Examiners](https://www.tcd.ie/teaching-learning/academic-policies/)**

## Progression Regulations

Click or tap here to enter text.

**References/Sources:**

**[Calendar, Part III, Section III 'Examinations, Assessment and Progression' and 'Assessment and Progression Regulations'](https://www.tcd.ie/calendar/graduate-studies-higher-degrees/)**

[**National Framework for Qualifications**](https://nfq.qqi.ie/)

[**Trinity Courses**](https://www.tcd.ie/courses/postgraduate/faculty/)

## Awards

For postgraduate taught programmes, e.g. PGrad.Cert, PGrad. Dip, or Masters, where Exit Awards (PGrad.Dip) exist this information must be included.

A statement on the QQI – NFQ Level must be included.

Click or tap here to enter text.

**References/Sources:**

[**National Framework for Qualifications**](https://nfq.qqi.ie/)

[**Trinity Courses**](https://www.tcd.ie/courses/)

## Professional and Statutory Body Accreditation (if applicable)

Where the programme is subject to professional accreditation, an overview of additional requirements and links to the body and relevant policies

Click or tap here to enter text.

## Careers Information and Events

Specific to the Programme

## Student Feedback and Evaluation

Statement on College requirements for evaluation and feedback, as well as, an outline of additional feedback practices at a local level

Click or tap here to enter text.

**References/Sources:**

[**Student Evaluation and Feedback**](https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php)

**[Student Partnership Policy](https://www.tcd.ie/teaching-learning/academic-policies/)**

**[Procedure for the conduct of Focus Groups for Student Feedback on Modules and Programmes](https://www.tcd.ie/teaching-learning/academic-policies/)**