School Name

**Title (UG) Handbook**

**AY XX/XX**

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**Alternative formats of the Handbook can be made on request.**

# General Course Information

## Introduction

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

Click or tap here to enter text.

## Contact Details

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

To include Head of School, DTLUG, 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 |
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## 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.

Click or tap here to enter text.

**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

|  |  |  |
| --- | --- | --- |
| Important Dates | | |
| WEEK | **DATE** | **MICHAELMAS TERM 2023** |
| 3 |  | Lectures begin in all modules |
| 4 |  | Tutorials begin from this week |
| 7 |  | Submission of assignment 1: ‘Name of module’ |
| 7 |  | **Reading Week** |
| 9 |  | Submission of assignment 1: ‘Name of module’ |
| 11 |  | Submission of assignment 1: ‘Name of module’ |
| 12 |  | Submission of assignment 2: ‘Name of module’ |
| 12 |  | Submission of assignment 2: ‘Name of module’ |
|  |  | **Teaching ends** |
|  |  | Submission of assignment 2: ‘Name of module’ |
|  | | |
| WEEK | **DATE** | **HILARY TERM 2024** |
| 1 |  | Lectures begin in all modules |
| 2 |  | Tutorials begin from this week |
| 6 |  | Submission of assignment 1: ‘Name of module’ |
| 7 |  | **Reading Week** |
| 8 |  | Submission of assignment 1: ‘Name of module’ |
| 9 |  | Submission of assignment 1: ‘Name of module’ |
| 11 |  | Submission of assignment 2: ‘Name of module’ |
| 12 |  | Submission of assignment 2: ‘Name of module’ |
|  |  | **Teaching ends** |
|  |  | Submission of assignment: ‘Name of module’ |
|  |  | Submission of assignment 2: ‘Name of module’ |

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

Information specific to this programme. Include the contact information for the Study Abroad/Erasmus coordinator.

Click or tap here to enter text.

# Scholarships and Prizes

## Foundation Scholarships

Details on the College regulations for achievement, as well as the structure and duration of the examinations for the programme.

Click or tap here to enter text.

**Reference/Source:**

[**Calendar Part II, D 10: Foundation and Non-Foundation Scholarships**](https://www.tcd.ie/calendar/undergraduate-studies/)

## Prizes, Medals and Other Scholarships

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

Click or tap here to enter text.

# Academic Writing

## Academic Integrity and Referencing Guide

**Standard Text** **to be copied** from the Calendar with a link to the Plagiarism Policy and the Statement of Principles on Integrity 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, include relevant links and/or details to inform students.

Click or tap here to enter text.

**Reference/Source**

**[Calendar Part II, B: General Regulations & Information, ‘Plagiarism’](https://www.tcd.ie/calendar/undergraduate-studies/)**

[**Statement of Principles on Integrity**](https://www.tcd.ie/teaching-learning/academic-policies/plagiarism/)

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

**[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 information on College and Faculty policies and procedures.

Click or tap here to enter text.

**Reference/Source**

[**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 Architecture

Information on the programme’s architecture and the available pathways to award.

Re undergraduate programmes, this information should include the following caveat: available pathways are subject to change and may be dependent subject to capacity.

Click or tap here to enter text.

**Reference/Source**

[**Trinity Education Programme Architecture and Pathways**](https://www.tcd.ie/courses/undergraduate/your-trinity-pathways/)

## Programme Structure and Workload

List of modules identified by title and code, 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 | Learning Workload |
|  |  | Choose an item. |  |
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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

Programme/subject level learning outcomes for all award pathways at undergraduate level.

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 to withdraw and add modules. Timetabling may restrict the availability of modules to individual students.

Insert **Full Module Descriptors** for Core and Open Modules. A link to College-hosted website or VLE may be used in place of full descriptors.

Click or tap here to enter text.

## Registration

Insert one of the following, as appropriate:

**Registration for JF students on Year 2 pathway for Academic Year XX/XX**

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 XX/XX**

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.

## 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.

Click or tap here to enter text.

**Reference/Source:**

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

## Capstone Project

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

Students should refer to School and College policies and procedures with regards to research guidelines and ethical practices.

Click or tap here to enter text.

**Reference/Source:**

[**Capstone website**](https://www.tcd.ie/teaching-learning/ug-regulations/Capstone.php)

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

## 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. 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.

Click or tap here to enter text.

**Reference/Source:**

[**Calendar II, Part B: General Regulations and Information**](https://www.tcd.ie/calendar/undergraduate-studies/)

## Attendance Requirements

At 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.

Click or tap here to enter text.

**Reference/Source:**

[**Calendar Part II, B: General Regulations and Information, 'Attendance'**](https://www.tcd.ie/calendar/undergraduate-studies/)

## Absence from Examinations

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

Click or tap here to enter text.

**Reference/Source:**

**[Calendar Part II, B: General Regulations and Information, 'Absence'](https://www.tcd.ie/calendar/undergraduate-studies/)**

**[Procedures for the non-submission of coursework and absence from examinations](https://www.tcd.ie/teaching-learning/academic-policies/assets/assess-nonsub-absence-sep2022.pdf)**

**[Academic Policies](https://www.tcd.ie/teaching-learning/academic-policies/)**

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

## 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.

Click or tap here to enter text.

**Reference:/Sources:**

[**Calendar Part II, B: General Regulations & Information**](https://www.tcd.ie/calendar/undergraduate-studies/)

[**Calendar Part II, C: Specific Regulations**](https://www.tcd.ie/calendar/undergraduate-studies/)

## Awards

Degree options available to students on the undergraduate programmes, e.g. Single Honors, Joint Honors, Major with Minor, or Multidisciplinary, where Exit Awards (B.A. (Ord.) 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 Pathways**](https://www.tcd.ie/courses/undergraduate/your-trinity-pathways/)

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

## Graduate Attributes

A clear statement on the graduate attributes that are achieved within the programme/learning outcomes.

Click or tap here to enter text.

## Professional and Statutory Body Accreditation (if applicable)

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

Click or tap here to enter text.

## 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/)