Welcome to the Library of Trinity College Dublin, the largest library in the country. We look forward to helping you achieve and succeed. As a legal deposit library, we are entitled to a copy of every book and journal title published in Ireland and the UK each year. The Library collection includes 6.5 million printed items, 850,000 e-books and 145,000 e-journals.

YOUR LIBRARIES
There are five main library buildings for studying and consulting material. Note that you need your Trinity Student Card to enter or borrow from any of the libraries. Your TCD ID App can also be used to gain access.

1937 Reading Room
The 1937 Reading Room, open 24/7, is a dedicated postgraduate reading room and learning space located in Front Square. It includes a large study space, a computer room with printers, a kitchenette, a breakout space and gender-neutral toilet facilities.

Berkeley, Lecky, Ussher Libraries (BLU Complex)
These libraries house material related to Arts, Humanities, Social Sciences, Nursing & Midwifery, and a 24-hour study space (Kinsella Hall).

Hamilton Library
Located on the second floor of the Hamilton building, it houses material related to Engineering, Mathematics and Science.

John Stearne Medical Library
Located in the Trinity Centre for Health Sciences at St James’ Hospital, this library accommodates the clinical portion of Trinity’s medical collection. You will also find medical books in the Hamilton Library.

Old Library
In addition to the Book of Kells, the Old Library contains the Early Printed Books and Manuscripts libraries. As well as supporting the research needs of individual scholars, the Research Collections team deliver classes to introduce students to primary sources. If you have any questions about your research or you’re not sure where to locate materials relevant to your research topic, staff at our information desks are very happy to help.

Request
As we don’t have the space to display everything, approximately 80% of our collection is in storage. For these items, you need to place a request via Stella Search. You will receive an email to notify you when your item is ready for collection. If you don’t see an option in Stella to request an item from storage, you may need to fill in a paper slip, available at the reading room counters. Books from storage areas can take a little while to be delivered depending on where they are stored and how busy the Library is.
Postgraduate Study Desks (Carrels)
Carrels, or individual study desks, are available in the BLU and Hamilton Libraries. They are assigned to registered doctoral and research postgraduate students on a first-come, first-served basis. Taught postgraduates are invited to apply from November each year.

Visiting Other Libraries
Masters and doctoral postgraduate students can visit and use the collections of almost all academic libraries in Ireland with an ALCID card. Apply for a card at the Berkeley Library Admissions Desk.

Library Hits: Helpful Information
If you are new to TCD or want to brush up on existing skills, join us for a series of 40-minute taster sessions. No need to book. Times visit: www.tcd.ie/library/support/skills-training.php
Sessions include:

Getting to Know the Library
→ Learn how to make the most of Ireland’s biggest library – a general introduction to our resources and services.

Finding Material on my Reading List
→ You have your reading list, what now? A guide to finding the library resources recommended by your lecturer.

Citation and Plagiarism
→ Worried about plagiarism? Find out what it is and why it is important to acknowledge the work of others. We will also show you how to cite and reference correctly.

Critical Thinking
→ Why do you need to think critically? This session will provide you with tips

Get To Know Your Subject Librarian
Each Trinity student has a dedicated Subject Librarian who can help you find, evaluate and cite information for your research. Make sure you attend the library workshops organised by your lecturer. Arrange an appointment to meet your librarian for any follow on, one-to-one guidance on developing your search strategy for your literature review or systematic review.

Contact:
→ 01896 1127 - Subject Librarian Desk
on what critical thinking is and how you can apply it to your learning assessments.

**EndNote**
- How do I manage references for my essay?
  Save time writing your bibliography. Class duration is 50 minutes followed by an optional clinic for attendees.

**Essay Writing**
- Essays are a common form of assessment in TCD. Come along for tips on the stages of the writing process, how to structure an essay, how to answer the question and build an argument.

**Evaluating Journal Research Papers**
- It’s not all about books and websites. Evaluate the quality and impact of research published in academic journals in your discipline.

**Reseaching my Literature Review**
- How do I establish what has already been published on my research question? Find out how to create an effective search strategy.

**Reading and Note-Making**
- So much reading and so little time. Learn how to read more efficiently and effectively and make useful notes from reading material and lectures.

**Skills for Academic Success**
- Work smarter, not harder, to get the most out of your study time. Learn how to prioritise tasks, manage your time and get advice on how to improve your academic performance.

**The Old Library and its Special Collections**
- Discover unique collections spanning 3,000 years. Find out how you can utilise our Early Printed Books and Manuscripts and Archives Research libraries in your research.
Student Learning Development

Student Learning Development is here to help you achieve your academic potential while studying in Trinity. The supports available include free workshops, online resources and individual consultations. Student Learning Development, is commonly referred to in College as SLD.

Workshops
Student Learning Development holds a wide range of free workshops throughout the year on a variety of topics for students from all departments. Those of interest to postgraduates include:

- Planning and Managing your PhD
- Critical Writing Skills
- Reading and note-Taking Strategies
- Critical Argument Skills
- PG Literature Review Skills
- Presentation & Poster Skills
- PG Thesis Writing Process
- PhD Viva & oral Defence Preparation
- PG Organisation & Time Management Skills

Many of these workshops are hosted online and students can participate in them even if off-campus. View the workshop schedule on http://student-learning.tcd.ie

The Blackboard Module will have a PG Skills Section for the new semester. It will cover topics such as ‘Planning and Managing your PhD’, Thesis Writing, Viva Preparation, Getting Published, and Copyright and Intellectual Property. Details at https://student-learning.tcd.ie/blackboard/

There is also a ‘PG Skills Development Summer School’ at https://student-learning.tcd.ie/postgraduate/phdmodule/

CELLT & English for Academia

The Centre for English Language Learning and Teaching (CELLT) at Trinity College, University of Dublin has a dual focus: first, to provide English language support to students via the English for Academic Purposes (EAP) programme; second, to research, develop and share innovative international approaches to English and Second Language Learning and Teaching. Our programmes are student-centred, task-based, and are culturally and linguistically responsive to our students’ diverse backgrounds. They can also access our self-study resources, including online testing, and can participate in tailor-made English language writing clinics. Students work on tasks relevant to their own academic fields, and complete written and spoken presentations. Students are given a certificate of completion if they satisfy all aspects of the course, confirming their English language proficiency level. Find out more at www.tcd.ie/slscs/english
Postgraduate Study and Academic performance tips

The SLD teams see many postgraduate students each term with questions about their studies. While each student has their own individual issues or concerns, below are some of the questions we are often asked. SLD Blackboard has a large range of resources that can help you with your studies. You can enrol on this free module at: http://student-learning.tcd.ie/blackboard/

I have a lot of unscheduled time on my own yet find it hard to get down to study. I procrastinate and time just goes by. How can I use my time more effectively?

- Postgraduates in Trinity are expected to be self-directed learners. That means that you decide when and how you study. You might attend some lectures during the week or maybe none, depending on the type of course you are doing. Your lecturers and supervisor will give you guidance and information in lectures and meetings but after that you need to be able to manage and direct your own learning. Setting SMART goals, organising and scheduling your work can help you stay on track. Strategies that help keep you motivated, manage stress levels, reduce procrastination and improve concentration are worth learning and implementing. Start developing these skills as soon as possible. These are also valuable life skills for long after you have left university. For more information see https://www.mindtools.com/pages/main/newMN_HTE.htm, http://www.learnhigher.ac.uk/learning-at-university/time-management/overcoming-procrastination/, https://www.mindtools.com/pages/article/managing-stress.htm

I have been told I need to be more critical. What does that mean?

- ‘Critical thinking’ and ‘critical analysis’ are terms which are consistently used by academics in explanations of what is required by students in their university work as well as in feedback about what is lacking in student assignments.

It can be defined as:

- “the intellectually disciplined process of actively and skilfully conceptualising, applying, analysing, synthesising and/or evaluating information gathered from, or generalised by, observation, experience, reflection, reasoning or communication, as a guide to belief or action [or argument]” (Scriven & Paul, 2001, p.1).

- Postgraduate students are expected to be able to think and write critically. Plymouth University has developed a good resource on critical thinking which can be found at https://www.plymouth.ac.uk/uploads/production/document/path/1/1710/Critical_Thinking.pdf
I have to write a thesis/dissertation but I don’t know what that involves:

→ Thesis Writing: Your thesis/dissertation is not the end of your study but your first piece of significant academic work. Completing it is both a contribution to new knowledge AND a learning process for you. What you learn about research and writing will outlive the relevance of the content. Each school will have a format or structure that your thesis will be expected to follow. You will be assigned a supervisor who will direct you during your dissertation. Look in your student handbook or talk to your supervisor for thesis writing guidelines. As it is a long term-project, you can start by breaking the task of producing a thesis/dissertation into manageable “chunks” and using a planner to plan the different parts of the thesis. A useful resource on thesis writing can be found at https://ebookcentral.proquest.com/lib/trinitycollege/detail.action?docID=4182305

I don’t understand when and how I am supposed to reference and I’m afraid that I will plagiarise:

→ The purpose of citing references is so that a reader of your essay or paper will be able to look up the material based on the information you provided. References are also an important way of acknowledging ideas, information and quotations that are not your own. There are many styles of referencing so make sure you check your student handbook to see what style you are expected to follow. For an overview on some referencing styles see https://www.tcd.ie/library/assets/pdf/Academic%20Style%20Guides.pdf.

→ By not acknowledging the work of others you may seem to be presenting the work as your own and thereby committing plagiarism. Plagiarism is considered to be academic fraudulence and carries penalties. For more information and examples of plagiarism and how to avoid it check out https://www.tcd.ie/library/support/plagiarism/story.html

I have to give a presentation and I haven’t done one before. How do I prepare for it?

→ As a postgraduate student, you will probably have to give a presentation at some stage during your studies. Being able to give engaging and informative presentations is a distinguishing skill and one which can be developed and improved. Careful planning, preparation and practise are key to giving a good presentation. Remember, you don’t have to be perfect! For more tips see http://sixminutes.dlugan.com/ and https://www.ted.com/

I have been given an essay assignment to do but I’ve never done an essay before. Help!

→ If you haven’t done an academic essay before, it can be daunting. However, once you understand the process of essay writing and learn the rules of academic writing, it makes the job a lot easier. Academic writing is a more formal way of writing than other forms of writing. You will have to provide evidence for statements you make and reference your sources of evidence. You will need to write concisely, explain your points clearly and unambiguously and ensure you address the topic of your essay. For tips academic writing see https://owl.english.purdue.edu/owl/section/1/1/ and https://www.bradford.ac.uk/academic-skills/writing/study/assignment-writing/traditionalacademicwriting/ and https://www.adelaide.edu.au/english-for-uni/other-useful-websites/
Academic Registry

Even postgraduate students can sometimes require assistance navigating the tricky landscape of College administration. If you find yourself lost in the language of commencements and foundation scholarships during your time at Trinity, the Academic Registry (AR for short) should be your first port of call. The AR is your student academic admin support hub, providing friendly and experienced service to students, staff and public enquires. We are responsible for services that support the complete student lifecycle in Trinity – from application, registration, student finance, assessment to graduation. The Academic Registry’s guiding mission is to provide key centralised administrative services to students and staff supporting the best possible Trinity experience.

As a postgraduate student at Trinity we can offer you the following assistance:

Service Team:
→ Our friendly and experienced Service Team offer information to all potential and current students, as well as alumni. A student may apply to have their name, gender, date of birth or nationality changed or corrected by completing the Change of Personal Details Form. You should complete this form and drop it into the Service Desk with supporting documentation for approval.

I have been told I need to be more critical. What does that mean?
→ ‘Critical thinking’ and ‘critical analysis’ are terms which are consistently used by academics in explanations of what is required by students in their university work as well as in feedback about what is lacking in student assignments.

Applications and Admissions:
→ One of our core functions is the administering of the application and admission processes for all postgraduate students to Trinity, and we can keep you informed of any updates, offer letters and country specific information you may require for application.

Registration Support:
→ The AR creates your Trinity student record once you have been successful in admission and provide you with guidance to complete the eight step online registration process. For more guidance on how to register, check out our student guide through the process.

Student Finance:
→ Should you have any queries on your total bill, sponsorship, refunds or wish to discuss federal aid, our Finance team is on hand to offer advice.

Assessment and Progression:
→ You’ll most likely take part in one of the 78,000 scheduled examinations while studying at Trinity. Our Assessment team schedule, manage and oversee all formal examination sessions throughout the academic year on and off campus. Your assessment timetable will be published on the my.tcd.ie portal four weeks in advance of the start of each examination session.

Graduation:
→ The AR also schedules, manages and co-ordinator the 50+ graduation ceremonies, conferring approximately 5,500 students on
an annual basis. Before your graduation, you will receive a message through your my.tcd.ie portal confirming your graduation details and requesting you to confirm your attendance at ceremony. If you need any advice or guidance when planning your big day please let us know.

Your student record:
→ At any time during your study in Trinity you can edit your student details through the “My Student Record” tab in your my.tcd.ie portal. Following the completion of your studies, the AR is the main repository for all Trinity student and graduate records. Should you need a replacement parchment don’t hesitate to get in contact.

Feedback:
→ Communication with, and feedback from, our students who use of our services is key to how we adapt our processes to be more focused on those that use them. We urge you to take every opportunity to engage with us on how you feel we could provide a better service. This could be through rating an answer you receive over email, leaving a comment on our social media channels or discussing any issues with us in the office.

Contact:
→ https://www.tcd.ie/academicregistry/
→ academic.registry@tcd.ie
→ 01896 4500

Opening Times:
→ The Academic Registry is located in the east wing of the campus in the Watts building.
→ Monday to Thursday: 9:00am to 17:30pm and Friday: 09:00 to 17:00.

Further info:
→ Facebook: https://www.facebook.com/TCDAcademicRegistry/
→ Twitter: https://twitter.com/TCDAcadRegistry
Passion
Trinity Careers Service

Postgraduate study opens the doors to many opportunities but the market is competitive and you will need to differentiate yourself clearly from other candidates.

Resources
→ The Careers Service provides a wide range of resources and services to help you make and implement informed choices about your future career direction.

→ The Careers Information Centre at 7-9 South Leinster Street contains a range of free, career-related booklets and employer materials for you to take away. Online, the website www.tcd.ie/careers provides useful information on a range of topics from career choice and planning to working abroad, taking a year out, and everything in between.

Services
→ Individual appointments to meet a careers consultant are also available and can be booked through MyCareer, the online careers portal. They work to identify how best to approach the next step in your career, help you review your CV/Linkedin profile and to provide coaching to ensure maximum impact at interview. Job opportunities from employers currently recruiting Trinity graduates as well as postgraduates are also available.

→ The Careers Service also offers a wide range of events, seminars, workshops and employer presentations, including postgraduate-specific events throughout the year that will help you explore where your postgraduate study can take you.

→ The Careers Service and Student Learning and Development offer a 5 ECTS accredited module to PhD students called Planning and Managing Your Career.

MyCareer
MyCareer is the online careers service that you can use to:

→ Apply for opportunities which match your preferences.
→ See vacancies including research options.
→ Search opportunities/postgraduate courses and funding.
→ View and book spaces at Careers Service and employer events.
→ Submit your career queries to the Careers Service team and book an appointment with a Careers Consultant.
→ Simply log in to MyCareer using Trinity username and password and personalise your profile.

Opening Times:
→ During term: Monday to Friday 9.00am to 5.30pm.
→ Out of term: Monday to Friday 9.30am to 12.30pm and then 2.15pm to 5.00pm.
THESIS TO BE SUBMITTED SOON?

ATTENTION ALL CLASS REPS!

Please contact us on 01-4753616
or e-mail us on info@thesiscentre.ie

NO HIDDEN EXTRAS!

We Will Not Be Beaten On Price & Quality!
IT Services

IT Services provides the central computing services in Trinity, including an IT Service Desk, research computing, networking and audio-visual services.

You username and password
After completing online registration at my.tcd.ie, you will receive an intray message with your unique Trinity username. This intray message will also list the steps for setting your own password, which you must do before being able to use the student MyZone email service. You will also need your username and password to connect to the Wi-Fi service, use the online library services, go to the VLE at mymodule.tcd.ie and to access many other IT services in Trinity.

Your TCD MYZONE email account
As a student at Trinity, you will receive a MyZone ‘@tcd.ie’ email account, accessed at myzone.tcd.ie. It is provided by Google, so it’s a lot like Gmail, and includes unlimited online data storage and it’s yours for life. Official Trinity emails will be sent to this account, so you should check it regularly.

IT Services Computer Rooms
The 1937 Reading Room is available for the exclusive use of postgraduate students. It is equipped with PCs and printing facilities, and is available 24 hours, 7 days a week. Other computer rooms, with both PC and Mac computers, are available across Trinity, including some off-campus locations. Please see the map at www.tcd.ie/itservices/facilities/kb/map.php for more details.

Getting Connected to the Network
There are two separate networks that postgraduates may connect to in Trinity:

→ The TCDconnect Wi-Fi is available to all students. Details of how to access this network are available online at www.tcd.ie/services/network/tcdconnect.php

→ Some departments may also allow you to connect your personal computer to the wired network in offices and labs. To apply for such a connection, please visit www.tcd.ie/itservices/network/offices-labs.php

Getting Help
News, alerts and troubleshooting information are available at www.tcd.ie/services

There are lots more services that we offer for students at Trinity and you can find all of the Getting Started information you will need at www.tcd.ie/itservices/students/new_students.php

Contact
You can get in touch with the IT Service Desk by:

→ email to itservicedesk@tcd.ie
→ phone at 01896 2000
→ in person on the ground floor of Áras An Phíarsaigh.
A lot of the information relating to your course/school is available in your local course/school research handbook. Keep a copy of your handbook safely and ensure you can access it easily if you have a query. The definitive list of postgraduate regulations, information and charges is found in the College Calendar Part III. The Postgraduate Advisory Service (PAS) is available to help postgraduate students understand the regulations in the Calendar and advise on what, if any, regulations may apply in your case. The answers to some common questions postgraduates have are below:

**What is plagiarism?**

- Plagiarism is the act of presenting the work or ideas of others as one’s own, without due acknowledgement. Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

- Plagiarism (including self-plagiarism) can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences. It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism and postgraduates should ensure the integrity of their work by seeking advice from their lecturers or supervisors on avoiding plagiarism.

- Trinity has developed a compulsory Ready Steady Write plagiarism tutorial available to all students on plagiarism and postgraduates are asked to sign a declaration when submitting course work, whether in hard or soft copy or via Blackboard, confirming that they understand what plagiarism is and have completed the tutorial.

- Guidelines on avoiding plagiarism, and a link to the Ready Steady Write plagiarism Tutorial is available for the library website at: http://tcd-ie.libguides.com/plagiarism

**What is a structured PhD?**

- All PhD students in Trinity are deemed to be on a structured programme. This means that, in addition to the PhD project which is their primary focus while on register, they must also complete taught modules to the value of 10 to 30 (maximum) ECTS. Some schools have specific requirements as to how these credits are to be obtained, and your School’s research handbook will have details on this. Students will be registered on SITS to the modules that they undertake.

- All incoming PhD students must complete the Research Integrity and Impact in an Open Scholarship Era as part of their ECTS requirement. Other modules may be those set up by your School specifically for PhD students, modules from taught masters...
programmes (running in your School or in another School by permission) or modules provided by other areas in College for such as by Tangent, Academic Practice and eLearning (CAPSL), Student Learning Development and the Library.

→ ECTS cannot be double counted for more than one award i.e. a student who completes the PG Dip in Statistics may not count the credits in any of these modules towards their structured PhD credit requirement.

I have to undergo a confirmation/transfer process. What is this?
→ All PhD students must be confirmed on the PhD register following the successful review by a panel of a student’s confirmation report and confirmation interview. The structure of the report will vary depending on each school’s regulations. For full time PhD students the confirmation review will normally take place eighteen months after their first registration, and the following year for part time students. This process is also used for research masters students wishing to transfer to the PhD register.

Can I have my exam script rechecked or remarked?
Postgraduates have the right to discuss their examinations and assessments with the appropriate member of staff and may also view their scripts. Having done so, a postgraduate may request that their results be reconsidered, but only in cases where they have reason to believe:

→ the grade is incorrect because of an error in calculation of results
→ that the examination paper specific to the graduate student’s course contained questions on subjects which were not part of the course prescribed for the examination or

→ that bias was shown by an examiner in marking the script, assessment or dissertation.
→ Postgraduates are strongly advised to contact PAS before making a request outlined above.

Can I appeal the result of my module/confirmation panel/thesis examination?
→ In some cases an academic appeal may be possible. No appeal can overturn the examiners’ academic verdict on the work as presented and only changes of a procedural nature (such as a supplemental sitting of an examination) can be recommended. Appeals can be made on one of three grounds only and evidence of these grounds must be supplied.

The grounds for appeal are that the student’s case:
→ is not adequately covered by the ordinary regulations of the College, or
→ is based on a claim that the regulations of the College were not properly applied in the applicant’s case, or
→ represents an ad misericordiam appeal.
→ It is normally not possible to take an appeal relating to stress, illness or injury after the fact. Postgraduates are strongly advised to contact PAS for guidance in making an academic appeal.

I am unwell, should I still attend my exam tomorrow?
→ Students who are unwell are strongly advised to attend a doctor to confirm their fitness to attend College. If they are declared unfit to attend college/ exams, they should notify the relevant academic staff member in writing immediately and supply the medical evidence within three days of the exam. Post-dated medical certificates will not be accepted.