



# TU Dublin

## Student Handbook

Academic Year  
2023/24

   @WeAreTUDublin

## Introduction

The Student Handbook provides general information on TU Dublin, its relevant policies, regulations and services, as well as specific information in respect of your School and your programme of study.

Some sections of this Handbook are LIVE, that is, information provided will be subject to change and therefore, where applicable, links are provided to ensure that information is up-to-date.

## Part 1: Student Handbook

### General Student Information

All information relevant to students and student services is available on the TU Dublin website. The information provided below provides links to the website to ensure you can access the most up-to-date information.

### Timetables & Academic

A guide to using the timetabling system is available at:

<https://www.tudublin.ie/for-students/timetables/>

This will show you how you can access your timetabling system and locate your timetable, using your TU Dublin student number.

TU Dublin's Academic Calendar is available at:

<https://www.tudublin.ie/explore/university-calendar/>

## Registration

You are required to register on your programme every year before you commence your studies. Information on how to register, select your modules, obtain a student card and pay fees is available online at: <https://www.tudublin.ie/for-students/student-services-and-support/registration-and-fees/>

Once you register, you will be provided with a student card and a student number, as well as login details for your e-mail account and other TU Dublin systems – including the Virtual Learning Environment where you can access information and learning materials and activities relevant to your modules.

## Student Hubs

Student Hubs are located in Aungier Street, Blanchardstown, Grangegorman and Tallaght. They provide a single point of information for a range of areas including ID Cards, letters of registration, to have forms stamped and verified along with ICT Support and general queries. A full range of services available to students at the Student Service Hubs are available at this link <https://www.tudublin.ie/for-students/student-services-and-support/student-hubs/>.

## Library Services

There are five libraries in TU Dublin: Aungier Street, Blanchardstown, Bolton Street, Grangegorman (Park House) and Tallaght. The services provided by the library include study spaces, networked PCs, textbooks, journals and newspapers, photocopiers and printers. Information on all the library's services and e-resources is: <https://www.tudublin.ie/library/>

## Academic Supports

The Maths Learning Support Centre offers a drop-in support service for students struggling with maths.

The Academic Writing Centre offers support for students who are seeking to enhance and develop their academic writing skills.

Find out how to book an appointment and other useful information and resources at: <https://www.tudublin.ie/for-students/returning-students/continuing-with-your-studies/>

## TU Dublin Students Union

Once you register as a TU Dublin student you automatically become a member of the Students Union (TUDSU). Find out about the TUDSU Team, the advice they can offer and events they organise at: <https://www.tudublinsu.ie/>.

## Our Student Voice

The Student Voice is a critical element of TU Dublin's Quality Framework. Resources have been designed to help students develop the knowledge and skills required to effectively engage with the Quality Assurance and Quality Enhancement processes of TU Dublin. These resources consist of thirteen episodes of interactive videos, key messages and learning activities and you can access them at: <https://www.tudublinsu.ie/studentvoice/>.

## Health & Safety

TU Dublin has put in place a number of measures and requirements for the wellbeing of students and staff. Information on these and their implications for you is available at: <https://www.tudublin.ie/for-staff/human-resources/people-development/professional-development/health-and-safety/>.

Schools will provide information where there are specific health and safety requirements in place for your programme.



## Student Health Service

TU Dublin Student Health Service provides a holistic approach to health and the service incorporates general medical, sexual, psychological and social aspects of student health and health promotion. Absolute confidentiality is maintained. Health Centres are based in Aungier Street, Blanchardstown, Grangegorman and Tallaght. Find out more at: <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/student-health-centres/>

## Student Counselling Service

The Student Counselling Service is a free and confidential service available to TU Dublin students. It provides a safe and secure environment where you may come and talk about any issue or difficulty that is of concern. Information on the service and about how you can make an appointment with a counsellor can be found at this link: <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/counselling-service/>



## Pastoral Care & Chaplaincy

Pastoral Care and Chaplaincy a safe and confidential setting where you can begin to explore concerns and worries, whatever they are.

Find out about the service and how to make contact at:

<https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/pastoral-care-chaplaincy/>

## Access Office

If you are an access student studying in TU Dublin, the Access Office can support you. You can find more about the Office including the academic support, social and personal supports and financial

assistance at: <https://www.tudublin.ie/for-students/student-services-and-support/access-support/>.

## Disability Support Service

The Disability Support Service aims to ensure that any student with a disability does not experience an educational disadvantage and that all students can access and equally participate in and benefit from educational opportunities in our University. You can find out how you can sign up with the Disability Service at: <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/disability-support-services/>

## Grants & Financial Aid

Some students will face financial difficulties during their time at college. A number of assistance schemes are in place to support those students facing financial difficulties. To find out more about this, as well as how you can check your grant eligibility, see: <https://www.tudublin.ie/for-students/starting-at-tu-dublin/getting-started/grants--financial-aid/>.

## Accommodation & Living Costs

Find out information on accommodation and a Cost of Living Guide at: <https://www.tudublin.ie/for-students/student-life/accommodation--living-in-dublin/accommodation-and-living-costs/>

## Societies

Students are very much encouraged to get involved in student-led activities while at TU Dublin. Find out more about our societies and what they have to offer <https://www.tudublin.ie/for-students/student-life/societies/>

## Sport

TU Dublin Sport provides a huge range of opportunities to train, play, get fit, gain leadership skills, and compete in sport, no matter what your interest, ability or level. Find out more about TU Dublin sports clubs and facilities at: <https://www.tudublin.ie/for-students/student-life/sport/>

## International Students

If you are an International student/Erasmus student in TU Dublin you can find more information on how international students are supported at: <https://www.tudublin.ie/study/international-students/>

## Career Development Centre

Career Development Centre offers a range of supports and resources to aid your career development, Find out more at:

<https://www.tudublin.ie/for-students/career-development-centre/>

## Student Regulations

All TU Dublin students must observe, in addition to the laws of the state, the regulations of TU Dublin. Therefore, it is your responsibility to acquaint yourself with these regulations which cover a range of areas such as Student Dignity and Respect Policy.

Policies are listed at: <https://www.tudublin.ie/for-students/student-services-and-support/student-policies-regulations/>.

Also available at the same link are the TU Dublin Student Disciplinary Procedures which relate to all aspects of student behaviour. In the case of an alleged breach of general discipline that occurs on a TU Dublin campus or that involves resources or facilities located on a TU Dublin campus, a registered TU Dublin student shall be subject to these disciplinary procedures.

Technology Services' TU Dublin Acceptable Usage Policy, which sets out requirements for the responsible and appropriate use of IT resources, is available at:

<https://www.tudublin.ie/connect/technology-services/it-security/it-security-policies/>.

Part 3 of this Handbook refers to the assessment regulations that are relevant to your programme.

## Student Complaints Procedure

The TU Dublin Quality Framework provides a pathway to allow students to raise complaints if they consider that the management and/or delivery of their programme of study is not in accordance with agreed procedure. The Student Complaint Form can be found at:

<https://www.tudublin.ie/media/website/for-students/documents/Student-Complaints-Form.pdf>.

## Transport Information

You can find out how best to travel to each campus by different modes of transport at the following link:

<https://www.tudublin.ie/explore/our-campuses/useful-links-and-apps/> each campus by different modes of transport.

### Other useful weblinks:

Useful information for new students, including how to get involved on campus, future career, concerns and questions:

<https://www.tudublin.ie/for-students/starting-at-tu-dublin/>

Campus Life and 'What's Useful':

<https://www.tudublin.ie/study/life-at-tu-dublin/>

## Part 2: Welcome

General introduction to the School and Programme

Welcome from Head of School, Programme Co-ordinator and Year Tutor, to include:

- Brief overview of TU Dublin
- Brief overview of School / Faculty / location(s)\*
- List of programmes offered within the School\*
- Related programmes within the University\*



- Contact details to include Programme Co-ordinator, Year Tutor,
  - School Operations Lead and other contacts that may be relevant
  - Lecturers associated with programme delivery
  - Protocols for communicating with staff/School
  - Protocol for behaviour in-class / online.
- \* Can be links to TU Dublin website

#### Programme Summary information, to include:

- Name of programme and main award(s) attached
- Programme Duration
- ECTS
- National Framework of Qualifications (NFQ) Level
- Proposed commencement date
- Full / Part – time
- Delivery Mode (online, blended, face-to-face)
- General introduction to the programme and to the specific year of study, including programme award title and NFQ level, where School is located and the programme delivered if face-to-face.
- Details of Professional Body accreditation of programme and any Professional, Statutory or Regulatory Body requirements that might apply.

## Part 3: Programme Overview

Overview of Programme, to include:

- Programme Overview: Aims and Objectives\*
- Programme Learning Outcomes using relevant NFQ award-type descriptor template\*
- Graduate Attributes, including a generic statement on Graduate Attributes and how these are delivered within the programme/modules, or a tailored set of Graduate Attributes for the programme, and how these are delivered\*
- Transfer and Progression opportunities within TU Dublin and other HEIs\*
- Awards including final award(s), exit awards available, and associated arrangements\*
- Collaborative Provision (where applicable): Brief description of each partner and nature of relationship, roles and responsibilities of each partner, rights and entitlements of learners from each partner site\*
- Link to approved policy and provide further information as appropriate in relation to arrangements for the management of the programme including Discipline Programme Board and student representation
- Links to approved policies etc in relation to arrangement for the Quality Assurance/Enhancement of the programme, including student evaluation system, external examiners, processes for annual programme enhancement and making changes to modules and programmes.
- Employability Statement and graduate opportunities\*
- Approach to Internationalisation, in relation to international students and the internationalization of the curriculum.

\* The school may download this information from the Programme & Module Catalogue.

### Learning, Teaching, Assessment and Supports, to include:

- Learning, Teaching and Assessment approaches and activities including, for example, the Implementation of the First Year Framework for Success, with consideration of EDI matters
- Approaches to supporting Student Engagement and Success, with consideration of EDI matters
- Student induction and orientation
- Information on the VLE and eLearning available to students
- Assessment regulations\*, including:
  - Requirements for progression from one stage of the programme to the next, or
  - Requirements for achieving the final award
  - Classifications of award and how award classification is calculated
  - Any approved derogations from the TU Dublin Assessment Regulations
  - Any programme specific requirements such as minimum thresholds of performance that might apply within module assessment components.
- Professional / Regulatory body requirements, where applicable
- Schedule of assessment providing information on deadlines for the submission of assessments and on the receipt of feedback on assessed work\*
- Method(s) of providing feedback to students on their assessed work – what students should expect
- Assessment guidelines including marking rubrics
- Guidelines on the submission of assessments, including academic writing and referencing guidelines, and academic authentication / academic integrity guidelines

- Access to previous assessments including sample examination papers (weblink)
- Information on penalties that may apply for the late submission of assessments, and arrangements for absence from assessments.
- Availability of module exemptions through the Recognised Prior Learning (RPL) process and how a student may apply for same
- Programme-specific student supports that may apply, eg peer mentoring.

\* The school may download this information from the Programme & Module Catalogue.

Programme schedule is a table/diagram outlining the programme structure for each stage of programme, to include:

- Lecture/tutorial/laboratory/other contact hours and self-directed learning hours
- ECTS per module
- Whether modules are Mandatory or Elective, or Stream-Specific Mandatory or Elective modules
- Whether there is space for Free Elective modules
- Any prerequisite modules
- Semester one and semester two modules, or year-long modules
- Module assessment breakdown by %.

This should also include a caveat that information may change through the programme/module change process.

## Part 4: Book of Modules

(School may download from the Programme & Module Catalogue)

All information relevant to students and student services is

- Current approved module descriptors for each stage of programme including mandatory and elective modules available to students.

## Part 5: Additional Documentation

The following can be provided separately to students, as required.

[Project/Dissertation Supervision Guidelines](#) All information relevant to students and student services is available on the TU

[Project/Dissertation Guidelines](#), where applicable, should be presented as a separate document, to include the following as appropriate:

- Module Descriptor
- Key Dates
- Role of Supervisor
- Role of Student

- Record of Meetings, e.g. including a page for each meeting recording the date, materials submitted, progress, 'to do' for next meeting and date of next meeting
- Pull-out page(s) as appropriate for Interim Progress Report(s), Report of unsatisfactory progress, Report of unsatisfactory attendance
- Marking Scheme/Rubrics
- Style, presentation and referencing requirements
- FAQs.

### Structured Work Placement/Practice Education Handbook All

In addition to the module descriptor the following information should be provided:

- Rationale for the placement;
- Benefits of the placement;
- Roles & responsibilities of the key personnel involved in the placement, e.g., student, TU Dublin supervisor, external supervisor, placement coordinator, etc.;
- Method of selecting placements and assigning students to placements;
- Code of conduct expected of students whilst on placement;
- Fitness to Study / Fitness to Practice Policy requirements to be complied with in order to be eligible to participate in placement (This also needs to be clearly specified on entry material)
- Support provided to students on placement
- Procedures for reporting and dealing with problems that may arise during placement;
- Alternative arrangements for students in the event that a placement is not available;

- Details of impact on award if student does not successfully complete placement;
- How students are prepared for placement, in Guidance on preparation of CV and interview techniques; Clarity on special obligations which may apply in relation to legal, ethical, or confidentiality issues; Guidelines on general health and safety in the workplace; Guidelines on relevant insurance arrangements;
- Detail on the assessment of the placement;
- Templates for student learning logbook / technological supports provided to enable student record the competencies / learning acquired on placement;
- Opportunities provided to students post placement to reflect on learning and provide feedback.

**Study Abroad Handbook All. The information provided below provides links to the website to ensure you can access the**

This should include details of any mobility opportunities that may be available and the application procedure for students to apply to avail of these opportunities. A student mobility pre-departure pack should be provided to all students who apply for a mobility opportunity. The student mobility pre-departure pack should include the following:

- What students need to do before they leave
- What students need to do whilst on the mobility experience
- What students need to do when they return from the mobility experience



- A mobility checklist and documents that need to be completed, including a learning agreement
- Advice for students who encounter any difficulties with the relevant Contact details for staff in both TU Dublin and the partner Institution.