

TU Dublin

OT Baile Átha Cliath

TU962 B.A. (Hons) in Drama (Performance)

Student Handbook

Lámhleabhar na Mac Léinn

Academic Year 2025/26

Contents

For 2025-26, TU Dublin has also created a bilingual version of the university Student Handbook both in English and *as Gaeilge* (Irish). Anyone who wishes to access it can do so via their TU Dublin account at [this link](#).

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Welcome to TU962 B.A. (Hons) in Drama (Performance)

On behalf of the teaching team, it is a pleasure to welcome you to the B.A. (Hons) in Drama (Performance) at Technological University Dublin. This three-year conservatory programme is designed to nurture creative, resilient and skilled graduates who contribute to the performing arts in Ireland and internationally.

At the heart of this programme is practical performance. You will explore drama both as an artistic discipline and as a means of personal and educational growth, engaging with performance not only as a craft but as part of a wider cultural and social conversation. Practical training is supported by critical reflection and analysis, while theoretical study is brought to life through practical application.

Our approach is deliberately integrated: practice, theory, and core texts are studied together to create a richer and more connected learning experience. Core texts fall broadly into three categories—practice texts, play texts and theoretical texts—but we teach them as inseparable from the practice in which they are rooted. This reflects the collaborative nature of the theatre arts, where ideas and action always inform each other.

The programme also extends beyond the stage. We place strong emphasis on the role of drama in community, education, and personal development. By engaging with dramatic literature—from the ancient Greeks to contemporary voices—you will gain both historical insight and a framework for thinking about theatre’s relevance today.

We recognise that you are embarking on a professional journey into an unpredictable yet rewarding industry. To prepare you for this, the programme provides a wide range of opportunities—from facilitation and community placements to schools-based projects—designed to expand both your creative practice and your employability. Along the way, you will develop a personal philosophical framework as well as a versatile set of professional skills.

Finally, a word about this handbook: nine times out of ten, the information you need will be here. We encourage you to bookmark the link and return to it whenever you have a question—it is designed to be your essential companion throughout your studies.

We look forward to working with you, supporting you, and seeing the creative paths you will take over the course of your time with us.

Wishing you the best of luck with your studies,

Dr Tanya Dean (Programme Coordinator)

1. My Year

1.1 Registration

You are required to register on your programme every year before you commence your studies. 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 Brightspace (the online system you can use to access many of your notes and submit your assignments). Information on how to register, select your modules, obtain a student card and pay fees is available online at <https://www.tudublin.ie/study/undergraduate/feesregistration/>.

1.2 Contact Details

University life is full of new faces, and sometimes it can be hard to know who to ask when you have a question or a problem. To make things easier, we've set out the key people involved in your programme and what they do.

Head of School, TU Dublin Conservatoire

Has overall responsibility for the Conservatoire, including all its departments and programmes. The Head of School sets the strategic direction of the Conservatoire and ensures its standards are maintained. You would only need to contact the Head of School in exceptional circumstances, usually if a matter cannot be resolved at Department level.

Your Head of School is [Dr Paul McNulty](#).

Head of Discipline for Drama, Opera and Vocal.

Leads the Department and has overall responsibility for its programmes and staff. As the line manager for academic staff, they are the appropriate point of contact for any issues or concerns relating to staff, or if an important matter cannot be resolved by your Year Tutor or Programme Coordinator.

- Your Head of Discipline is [Dr Sandra Oman-Farren](#). (Sandra.OmanFarren@TUDublin.ie)

Programme Coordinator for B.A. (Hons) in Drama (Performance)

Oversees the quality assurance for the overall running of the degree. Contact them for programme-wide queries (not individual modules), such as regulations, overall progress, or feedback on how the programme is working. The Programme Coordinator is not a line manager and does not deal with staffing matters or issues.

Your programme coordinator for the B.A. (Hons) in Drama (Performance) is Dr Tanya Dean.

tanya.dean@tudublin.ie, 01 1220 5413.

Year Tutors:

Supports students in a specific year group. The Year Tutor is normally the first point of contact for students who require advice or support. Contact them if you need help with personal or academic issues affecting your studies in that year.

For 2025-26, the Year Tutors are:

First Year: Peter McDermott (peter.mcdermott@tudublin.ie)

Second Year: Ciara Murphy (ciara.murphy@tudublin.ie)

Third Year: Tanya Dean (tanya.dean@tudublin.ie)

Module Lecturer

Responsible for the teaching and assessment of a specific module. Contact them with questions about assignments, classes, timetabling, or material for that particular module.

Your lecturers and their contact details are listed in section 1.8 below. If you have any questions or problems regarding your coursework, you should talk directly to the lecturer of the module first and foremost.

The School Office is located in room EQ115.

1.3 The Building

Your classes will take place in the East Quad Building on the Grangegorman Campus. Google Map link: <https://goo.gl/maps/iCEhfbPFp6fK3yAm8>. Information about the building and the campus are available at <https://www.tudublin.ie/explore/our-campuses/grangegorman/>

Rooms in the East Quad Building all commence with EQ, after which they're followed a dash, the floor identifier [LG, 0, M, 1, 2, 3, 4, 5], and the room number [usually 2 further digits]. For example, the Dance Studio on the first floor uses the room number EQ-106.

1.4 Timetable and Calendar

Your timetable is available via the TU Dublin Publish website: <https://timetables.tudublin.ie/>

If you have any queries regarding class times or scheduling, you should contact the module lecturer directly.

Except in exceptional or unavoidable circumstances, classes will generally be timetabled between the hours of 9am-6pm Monday-Friday, so we would always strongly advise students that it is wise to schedule any extracurricular work or activities outside of these hours, in case there is a timetable change. For students in full-scale productions, be aware that tech and performance weeks will require being available outside of these hours, as per industry standards; it is your responsibility to check the schedule in advance to plan accordingly.

If the timetable needs to change due to unavoidable circumstances during the semester, we will always endeavour to communicate them with you clearly and with as much notice as we possibly can.

If you click on the “Subscribe” button in the top right corner of your timetable on <https://timetables.tudublin.ie/>, you can automatically integrate your TU Dublin timetable with your personal calendar (Google Calendar, iCal, etc.). This means your timetable will automatically appear in your calendar, and it should be the most current and accurate version (however, it is still a relatively new system, so there may be bugs).

The TU Dublin academic calendar is available online at <https://tudublin.ie/explore/university-calendar/>.

The academic year runs from 1st September to 20th June. Each year is divided into two semesters. Each semester is comprised of 13 weeks of classes followed by assessment periods. Semester 1 runs from September to January. Semester 2 runs from January to May. Drama classes may be scheduled during Review Weeks, so check with your individual module lecturers.

1.5 Attendance and Code of Conduct Requirements

Students must arrive on time in attire appropriate to each class (as prescribed by each module lecturer). If a student is not dressed in the appropriate attire when they arrive to start the class and if they have to take time to change, they are marked late. Jewellery is not permitted for practical classes.

Students must arrive on time for each class. A student who arrives after the time the class starts is deemed late. Three lates constitute one absence.

A student who misses more than twenty minutes—consecutively or cumulatively—of any one class is deemed absent.

A student cannot miss more than 25% of any one module. In modules where there is more than one component strand (e.g., Developing the Body 1: singing, dance, and movement), a student cannot miss more than 25% of any component. A student who misses more than 25% of one module or of a module component may not be eligible to be assessed for that module, and will automatically fail. (E.g., in practice this is equal to 3 classes in a semester-long module that meets once a week, or 6 in a semester-long module that meets twice a week.)

If a student has missed less than 25% of the module, but has still missed sufficient class time to significantly affect their progression in that module, it is always at the lecturer's discretion to decide whether that student is eligible for assessment (e.g., if a student is absent for essential training in the stage combat section of Developing the Body, or if a student's absence has had a significant and deleterious effect upon a group project).

Excused Absences: Where a student has missed a class due to illness, a medical certificate must be provided by a student within three days of the class missed and must be emailed as an attachment (JPEG or PDF) to the relevant module lecturer. You should email a digital copy of the medical certificate and keep the original for your records. This absence will then be marked as excused. Likewise, absences due to personal or familial emergency should be communicated by the student to the lecturer within three days of the class missed, accompanied by supporting documentation where appropriate (e.g., a link to an obituary for funerals, a note from a counsellor or chaplain, etc.).

A medical certificate can be provided by either or your own GP, or free of charge (in person or via phone) from TU Dublin Health Centre: <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/student-health-centres/grangegorman-aungier-street/entitlements-forms/>

The Student Health Centre will *only* issue a medical certificate if the student has attended the Student Health Centre, contacted the Student Health Centre at the time of illness or event, or if confirmatory evidence detailing the problem is presented to the Student Health Centre from an appropriate source.

Non-excused Absences: Absences due to any personal or extracurricular activities (including activities relating to TU Dublin clubs and societies) are deemed non-excused absences. It is understood that students are adults; if they on occasion miss class for non-excused absences, it is their responsibility to accept any consequences, to ensure that they otherwise meet the required minimum attendance for each module, to request any classwork or notes from their peers, and to keep up with any required work.

1.6 Accessing Learning Resources

You will be expected to access and review recorded materials and other online resources in advance of classes. You will access all most online materials through your Brightspace account (<https://brightspace.tudublin.ie/>) . Additional resources are available through the library (<https://www.tudublin.ie/library/>).

1.7 Technology Requirements

In order to access the University's Virtual Learning Environment, Brightspace (<https://brightspace.tudublin.ie/>), and virtual classroom, Bongo (via Brightspace), you will require a computer with a broadband internet connection. The minimum requirements are as follows:

- Processor: 2 GHz
- RAM: 4 GB
- Monitor minimum resolution (1024 x 768)
- Video Card
- Keyboard, Mouse, Headphones
- Chrome Browser (or other Internet Browser – for recommendations, see <https://community.d2l.com/brightspace/kb/articles/5663-browser-support>)
- Broadband Internet connection: 1.5MB/s (You can check your connection speed at <https://bit.ly/2KzkzPG>)

For further advice on system setup for Brightspace and for Bongo Virtual Classroom see <https://www.tudublin.ie/connect/vle/brightspace-for-students/>

Once you register with TU Dublin, you will have free access to email, Office 365 tools, Brightspace, Bongo and Microsoft Teams (which will be used for some interactions with staff and students).

Once you register, you will also be able to purchase computer hardware and software at discounted rates through the HEANet Store - <https://store.heanet.ie/>.

1.8 Modules

Each semester, you will generally be studying between 5-6 modules. Each module has the following:

- **ECTS Credits:** These are credits which you gain for successfully completing the module. Over each year, you will complete a total of 60 ECTS credits. Each module has a multiple of 5 ECTS credits, as you will see on the next page.

- **Semester:** This is the semester in which the module is offered, which will be Semester 1 (September to January), Semester 2 (January to May) or Year-long (September to May).
- **Module Title:** This is the name of your module.
- **Module Code:** This is a code which is sometimes used to identify the module.
- **Assessment Weighting:** Modules will have different forms of assessment (e.g., scenes, productions, essays, presentations, workshops, continuous assessments, etc.). Marks are combined using the weightings outlined for each component.
- **Pass requirements:** This is the rule sets out the requirement to pass the module.
- **Lecturer:** This is the lecturer for the module, along with their contact details.

Each module has a detailed module descriptor; the book of modules (which includes these descriptors) has been emailed to you along with this student handbook.

Year	Credits	Sem.	Code	Module Title	Assessments	Pass requirements	Lecturer
1	10	Year Long	DRAM 1011	Critical Analysis	Essay 1 – 45% Essay 2 – 45% Class Participation = 10%	Combined mark must be >= 40.	Tanya Dean, tanya.dean@tudublin.ie
1	5	Sem 1	DRAM 1003	Ensemble Performance 1	Small Group Performance 50% Continuous Assessment 25% Examination 25%	Combined mark must be >= 40.	Ciara Murphy, ciara.murphy@tudublin.ie
1	5	Sem 1	DRAM 1001	Acting 1	Performance 75% Continuous Assessment 25%	Combined mark must be >= 40.	Peter McDermott, peter.mcdermott@tudublin.ie . Charlotte Tiernan, charlotte.tiernan@tudublin.ie
1	5	Sem 1	DRAM 1300	Introduction to Voice and Speech	Performance of devised vocal animation work 60% Analytical assignment (oral and/or written presentation and/or viva) 40%	Combined mark must be >= 40.	Ciara Murphy, ciara.murphy@tudublin.ie
1	5	Sem 1	DRAM 1007	Drama Facilitation in Community Contexts 1	Analytical Assignment 50% Continuous Assessment 50%	Combined mark must be >= 40.	Sarah FitzGibbon, sarah.FitzGibbon@tudublin.ie
1	5	Sem 1	DRAM 1009	Developing the Body 1	Movement Assessment 33.34%	Mark for EACH section's	Ella Clarke, ella.clarke@tudublin.ie (Movement, Dance)

					Singing Assessment 33.33% Dance Assessment 33.33%	assessment must be ≥ 40 .	TBC (Singing)
1	5	Sem 2	DRAM 1002	Acting 2	Performance 75% Continuous Assessment 25%	Combined mark must be ≥ 40 .	Peter McDermott, peter.mcdermott@tudublin.ie
1	5	Sem 2	DRAM 1301	Voice, Speech and Prosody	Performance 70% Analytical Assignment (oral and/or written presentation and/or viva) 30%	Combined mark must be ≥ 40 .	Russell Smith, russell.smith@tudublin.ie
1	5	Sem 2	DRAM 1004	Ensemble Performance 2	Performance 50% Continuous Assessment 25% Journal 25%	Combined mark must be ≥ 40 .	Charlotte Tiernan, charlotte.tiernan@tudublin.ie
1	5	Sem 2	DRAM 1008	Drama Facilitation in Community Contexts 2	Workshop Facilitation Practice 75% Continuous Assessment 25%	Combined mark must be ≥ 40 .	Charlotte Tiernan, charlotte.tiernan@tudublin.ie
1	5	Sem 2	DRAM 1010	Developing the Body 2	Movement Assessment 33.34% Singing Assessment 33.33% Dance Assessment 33.33%	Mark for EACH section's assessment must be ≥ 40 .	Ella Clarke, ella.clarke@tudublin.ie (Movement, Dance). TBC (Singing).

2	5	Sem 1	DRAM 2001	Acting 3	Performance 75% Continuous Assessment 25%	Combined mark must be >= 40.	Peter McDermott, peter.mcdermott@tudublin.ie
2	5	Sem 1	DRAM 2002	Shakespeare & the Acted Word 1	Performance of Scenes from play(s) by Shakespeare 60% (P) Analytical assignment 1 40% (A)	Combined mark must be >= 40.	Ciara Murphy, ciara.murphy@tudublin.ie
2	5	Sem 1	DRAM 2003	Drama in Education 1	Drama in education placement within a school 60% Report and analysis 40%	Combined mark must be >= 40.	Charlotte Tiernan, charlotte.tiernan@tudublin.ie
2	5	Sem 1	DRAM 2004	Developing the Body 3	Movement Assessment 33.34% (P) Singing Assessment 33.33% (P) Dance Assessment 33.33% (P)	Mark for EACH section's assessment must be >= 40.	Ella Clarke, ella.clarke@tudublin.ie (Movement, Dance) TBC (Singing)
2	5	Sem 1	DRAM 2007	Irish Drama and Modernism	Performance Project 50% (P) Research assignment 45% (A) Class Participation (seminars) (A) 5%	Mark in BOTH performance and research assessments must be >= 40.	Peter McDermott, peter.mcdermott@tudublin.ie Tanya Dean, tanya.dean@tudublin.ie

2	5	Sem 2	DRAM 2010	Renaissance to Romance	Performance Project 50% (P) Research assignment 45% (A) Class Participation (seminars) (A) 5%	Mark in BOTH performance and research assessments must be ≥ 40 .	Peter McDermott, peter.mcdermott@tudublin.ie Tanya Dean, tanya.dean@tudublin.ie
2	10	Sem 2	DRAM 2005	Acting 4	Performance 75%(P) Continuous Assessment 25% (A)	Combined mark must be ≥ 40 .	Peter McDermott, peter.mcdermott@tudublin.ie
2	10	Sem 2	DRAM 2006	Shakespeare & the Acted Word 2	Performance presentation based on Shakespearean play(s) 50% (P) Performance of scene(s) from play(s) with contrasting textual demands 30% (P) Analytical assignment 20% (A)	Combined mark must be ≥ 40 .	Ciara Murphy, ciara.murphy@tudublin.ie
2	5	Sem 2	DRAM 2008	Theatre in Education 2	Group Presentation 50% (P) Report and Analysis 50%	Combined mark must be ≥ 40 .	Charlotte Tiernan, charlotte.tiernan@tudublin.ie

2	5	Sem 2	DRAM 2009	Developing the Body 4	Movement Assessment 33.34% (P) Singing Assessment 33.33% (P) Combat Assessment 33.33%	Mark for EACH section's assessment must be >= 40.	Ella Clarke, ella.clarke@tudublin.ie (Movement) Derval O'Sullivan, derval.osullivan@tudublin.ie (Singing) Jonathan East, jonathan.east@tudublin.ie (Combat)
2	35	Sem 2	INTL 2002	Study Abroad Module (<i>optional</i>)		As per exchange institution's requirements	
3	10	Sem 1 and Sem 2	DRAM 3700	Production	Research assignment 25% (A) Performance project 75%	Combined mark must be >= 40.	Director TBC Academic Coordinator, Peter McDermott (peter.mcdermott@tudublin.ie)
3	10	Sem 1 and Sem 2	DRAM 3900	Research Project	Presentation 30% (A) Thesis 70% (A)	Combined mark must be >= 40.	Tanya Dean, tanya.dean@tudublin.ie and project supervisors as assigned.
3	10	Sem 1 and Sem 2	DRAM 3800	Recital	Performance Project 100%	Mark must be >= 40.	Sarah FitzGibbon, sarah.FitzGibbon@tudublin.ie
3	10	Sem 1	DRAM 3003	Contemporary Theatre and Drama	Production 50% (P) Research assignment 45% Class Participation (seminar) 5% (A)	Mark in BOTH performance and research assessments must be >= 40..	Andrea Basquille andrea.basquille@tudublin.ie Tanya Dean, tanya.dean@tudublin.ie
3	5	Sem 1	DRAM 3005	Developing the Body 4	Movement Assessment	Mark for EACH section's	Ella Clarke, ella.clarke@tudublin.ie

					33.34% (P) Singing Assessment 33.33% (P) Combat Assessment 33.33%	assessment must be >= 40.	(Movement) TBC (Singing) Jonathan East, jonathan.east@tudublin.ie (Combat)
3	5	Sem 2	DRAM 3300	Radio Drama	Audio recording from selected scene(s)/ play(s) 100%	Mark must be >= 40.	Ciara Murphy, ciara.murphy@tudublin.ie
3	5	Sem 1	DRAM 3004	Drama Facilitation in Social Contexts	Supervised student teaching placement 50% (P) Lessons plans and analysis of teaching placement 50%	Combined mark must be >= 40.	Sarah FitzGibbon, sarah.FitzGibbon@tudublin.ie Charlotte Tiernan, charlotte.tiernan@tudublin.ie
3	5	Sem 1	DRAM 3100	Acting to Camera	Video-recorded acting project 100%	Mark must be >= 40.	Vinny Murphy, vinny.murphy@tudublin.ie

1.9 Completion of Modules

In the B.A. (Hons) in Drama (Performance), all modules are core, so you must take and pass all modules in order to progress to the next year.

1.10 Supervision Arrangements

You are required to complete a Research Project in final year for which a supervisor will be appointed. Supervisors are appointed based on their research specialisms and the student's chosen research area.

1.11 Assessment

Students on this programme are assessed primarily through:

- Continuous Assessment
- Research Assignments
- Practical Assignments

Continuous assessment takes place throughout the semester.

You will get details and deadlines for assessments from each module lecturer at the start of each semester.

The weighting for the different assessment components for your modules are included in section 1.8 above.

Assessments

The Assessment Breakdowns provided in section 1.8 are derived from the official course document and will constitute the formal assessments for the course. Most courses have both practical and analytical assessments. Details on the nature and content of your assessments will be provided by individual module tutors.

For practical assessments, students must attend and present material as arranged by the module tutor. Most practical assessments take place in the latter stages of the semester or year. Generally, practical assessments take place during regular class time. However, as with assessed productions, this is not always the case.

For essays and journals, students will be informed of deadlines by the module tutor. All work must be handed in by the time and date specified by the module tutor. Essays must be submitted online via Brightspace, depending on the module requirements; check with your module lecturer for how you are expected to submit work for their class. It is the responsibility of the student to ensure access to computer facilities. Be sure to anticipate computer and

printing difficulties by completing and proofing the assignment in advance of the deadline, as computer faults will not be countenanced as a valid excuse for late submission unless supported by documentation (e.g., from IT Support).

Dates of practical assessments and exams and deadlines for essays and journals will normally be provided in advance.

Marking

Marking procedures will follow the criteria laid out below beginning September 2025, when new grade bands and GPA system will be applicable to all programmes. Attendance and commitment will be taken into account in all marking. All marks are provisional until approved by the Examination Board at the end of the semester/year.

More details about the marking system and assessment regulations for taught programmes can be found here. <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/>

Marking Criteria

Grade	% Band	GPV	Academic Attainment	Practical Attainment
A1	80 – 100	4.00	Masters-level standard. Exceptional selection and synthesis of material; highly original, innovative argument; outstanding critical insight.	Professional-level performance/creative realisation; outstanding originality; exemplary application of techniques and strategies; exceptional presentation and execution.
A2	75 – 79	3.80	Excellent research and selection of sources; highly coherent and original argument; advanced interpretation of contextual significance.	Excellent practical execution; highly original in places; sustained creativity and precision in application of performance strategies.
A3	70 – 74	3.60	Rigorous selection and organisation of material; coherent and well-developed argument; clear originality and advanced insight.	Very high level of practical execution; effective realisation of creative strategies; originality and strong interpretive skills evident.
B1	65 – 69	3.20	Very good research and selection; coherent argument with some originality; clear contextual understanding.	Very good practical application; confident realisation of performance strategies; creative engagement and consistent execution.
B2	60 – 64	3.00	Good selection and organisation; coherent argument with some	Good level of execution; reliable practical application; some creative

			original merit; appropriate interpretation of sources	risk-taking and commitment evident.
B3	55 – 59	2.80	Competent selection of material; argument is coherent but would benefit from fuller development and deeper interpretation.	Competent realisation of strategies; interpretation is evident but would benefit from greater elaboration and refinement; continued effort and progress are clear.
C1	50 – 54	2.60	Adequate selection of material; demonstrates basic coherence. Interpretation would benefit from greater depth and detail.	Adequate practical performance; basic technical application; execution sufficient to demonstrate learning outcomes but would benefit from greater consistency and assurance.
C2	45 – 49	2.40	Rudimentary selection of material; demonstrates some understanding, but coherence and depth need to be strengthened.	Execution of practical tasks demonstrates effort and willingness. Performance would benefit from fuller engagement and more assured creative choices.
C3	40 – 44	2.00	Understanding sufficient for a pass; demonstrates a basic grasp of sources and argument, but needs to engage with much greater depth and detail to progress further.	Performance is adequate to meet threshold for pass; application is sufficient but needs to be expanded to demonstrate a fuller grasp of techniques and intentions.
D	35 – 39	1.60	Marginal fail. Shows partial understanding, but analysis and structure are underdeveloped. Substantial improvement is needed in demonstrating knowledge and applying it effectively. <i>May be compensated to pass if overall GPA ≥ 2.0</i>	Marginal fail. Practical realisation demonstrates some engagement but execution needs considerable improvement. Needs fuller development of technique and performance choices. <i>May be compensated to pass if overall GPA ≥ 2.0</i>
F	≤34	0.00	Fail. Does not yet meet criteria for pass. Limited or inadequate analysis and interpretation. Significant additional work needed to demonstrate required understanding.	Fail. Does not yet meet criteria for pass. Performance and execution are insufficient to demonstrate learning outcomes. Significant further development required before credit can be awarded.

Penalties

Essays and journals submitted after the stated deadline will be penalized by a deduction of 5% for each day or part of a day (including Saturday and Sunday) after the deadline **up to a maximum of five days**. For work submitted more than five days after the deadline, a maximum available assessment mark of 40% applies.

Repeat Assessments

For most practical assessments, a student who has failed the assessment the first time will be able to attempt the assessment a second time as soon as possible after the first attempt, normally within the same academic year. However, in the case of **Ensemble Performance 2** (Year 1), **Drama in Education 2** (Year 2), **Drama Facilitation in Social Contexts** (Year 3), **Contemporary Theatre and Drama** (Year 3), **Production** (Year 3) the conditions of practical assessment cannot be replicated without jeopardizing the integrity of the assessment. Therefore, a student who is unsuccessful in their first attempt at the practical assessment of any of these courses will have to repeat the full module as an internal repeat the following year.

For essays and journals, a deadline for the second attempt will normally be set within the same academic year.

If extenuating circumstances have affected a student's ability to complete their work, and these circumstances have been documented with a completed Extenuating Circumstances Form and supporting documentation (available at [this link](#)) that have been submitted to the TU Dublin Academic Affairs Office (ecforms@tudublin.ie), this will be noted by the exam board. The exam board then has the discretion to categorise the repeat assessment as a "first attempt, no prejudice". This means that the supplemental resit will not have its grade capped, and there should not be a resit fee.

If there are no extenuating circumstances, or the Extenuating Circumstances Form and documentation has not been submitted or approved, then the exam board must categorise the repeat assessment as a "second sit". This means the assessment and module mark will be capped at 40%, and the Exams Office will [charge a fee](#) for the repeat.

In third year, if a student fails a second sit assessment that was not classified as a "first sit, no prejudice", they will be assigned a third sit (or more, if necessary) but will no longer be eligible for an honours degree. For example, even if their grades in all their other modules would have added up to a degree certified as a Second Class Honours, First Division, their degree can only be certified as a Pass.

Details of fees for supplemental examination carried out within the same academic year can be found here on the [Exam Results page](#).

Details of the fees for repeating modules (including just for outstanding assessments) as either internal or external repeats in the following academic year can be found on the [Repeating Modules page](#).

Academic Integrity and Plagiarism

Academic Integrity

TU Dublin is committed to promote a culture amongst staff and students to uphold academic integrity. At its most basic academic integrity is about being honest and moral in an academic setting. To adhere to this means that we, as a university community, can have confidence in the high quality of our teaching, learning, assessment, and associated supports.

You will be aware of artificial intelligence (AI) systems and essay mills that purport to “do the work for you”. Before you decide to rely on these systems, pause and reflect! The use in part or entirely of such systems to produce any assessment and coursework is considered by TU Dublin to be a serious breach of academic integrity.

TU Dublin has developed resources for both students and staff on the topic of academic integrity which you are encouraged to explore to increase awareness of your responsibilities.

The University has installed a self-directed learning programme on Academic Integrity that you are required to complete. You will find the module on your individual page in the Brightspace Virtual Learning Environment (VLE) by searching for academic integrity. When you sign the Student Declaration you are acknowledging your responsibility to undertake this module and to refrain from engaging in practises that breach academic conduct.

This academic term will see the introduction of a university-wide Academic Misconduct Score Card which will be used by academic members of staff where suspected instances of academic misconduct occur. Please note that instances of academic misconduct, once proven, will result in sanctions that may include suspension, or the withdrawal of an academic award (i.e. your degree).

Please note that there are academic supports provided by the University (<https://www.tudublin.ie/for-students/student-services-and-support/academic-support/>).

Assessment serves several purposes at TU Dublin: as well as assuring us that YOU have achieved the required learning outcomes and the associated professional standards of the programme, assessments are also used to provide both you and the university with feedback on your learning progress and where necessary to put in place the additional supports or resources.

Such an aspiration is not without its challenges in the face of sophisticated, accessible and low-cost cheating services. However, if we are to have confidence in programme development, monitoring and review, assessment, teaching and learning methodologies, feedback mechanisms, professional development programmes for staff, supports and training for learners, and information for external stakeholders then we all have an obligation to make academic integrity a core value of our university community.

Aside from any penalties that may be imposed for breaches in academic integrity, any attempt to undermine academic integrity will result in a diminishing confidence in the value and reputation of our programmes and awards. Any conduct which contributes to this corrupts our reputation as individuals and harms the reputation of our University.

Derogations to this may be granted by individual academics and programme boards in instances where the acknowledged and documented use of AI does not undermine the module or programme outcomes and is a contributory element in the learner experience. Such derogations will be provided on a case by case basis and will normally be provided in writing (usually stated on an assignment specification etc.). Any student who is in doubt about the legitimate use of AI systems, or issues of academic integrity should in the first instance, consult with their Programme Co-ordinator or individual module lecturer.

Some Examples of Academic Misconduct:

Submitting **work that has been done in whole or in part by someone else** or submitting work which has been created artificially, e.g., by a machine or through artificial intelligence. This may be work completed for a learner by a peer, family member or friend or which has been produced, commercially or otherwise, by a third party for a pre-agreed fee (contracted);

Submitting work in which the learner has included **unreferenced material taken from another source(s)** (plagiarism);

Submitting work that may be **use of a ghost writer to carry out assessed work** which is then submitted as the learner's own work;

Submitting **work that has been previously submitted** by a fellow student and claiming it to be your work;

Submitting **falsified references designed to lend credibility and authority** to your assignment as evidence of research;

Cheating in exams (e.g., crib notes, copying, using disallowed tools, impersonation);

Cheating in projects (e.g., collusion; using 'essay mills' to carry out the allocated part of the project);

Selling or simply providing previously completed assignments to other learners;

Misrepresenting research (e.g., data fabrication, data falsification, misinterpretation);

Bribery, i.e., the offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action;

Sharing or selling staff or institutional intellectual property (IP) with third parties **without permission**.

Falsification of documents; and,

Improper use of technology, laboratories, or other equipment.

You can report concerns and seek guidance from your Lecturer or Year Tutor who can help you access study supports and explore options to help you to protect your academic integrity.

Plagiarism

If you include in your essays or journals any sentences, phrases or ideas that have come from sources other than yourself (including from AI or Chat GPT) and you have not cited the source, you have plagiarised. Plagiarism is a public offence. It is theft of intellectual property, a violation of copyright laws and, ultimately, fraudulent. It is also a refusal on the part of the offender to think and communicate independently. Plagiarism can happen unintentionally (if you forget to cite your sources of information) so it is essential that great care is taken when working on your assignments. More information about plagiarism and how to avoid it can be found via this useful TU Dublin Students Union guide: <https://tudublinsu.ie/your-welfare/academic-integrity>

Any assessment found to have plagiarized (intentionally or unintentionally) will be subject to following actions, as per the [TU Dublin General Assessment Regulations](#):

"If a lecturer suspects that a breach of assessment regulations has occurred, they shall notify the Head of School or nominee, as appropriate, who will inform the student of the concern and arrange a meeting (normally within 10 working days). In attendance should be the relevant Assistant Head of School, the lecturer, the student, and a student representative (optional: student's choice). During this meeting the student will be clearly informed of the precise nature of the concern. The student will be asked to provide clarification relating to the concern and may also provide additional details in relation to the matter. At the end of this meeting Assistant Head of School and the

lecturer will consider the case (taking into account the academic experience of the student) and make an academic decision, choosing one of the following options:

1. the matter has been resolved and no breach of regulations is found to have taken place.
2. to resolve the matter the student may be required to resubmit the work in question, or submit a new piece of work. Any submission or resubmission may be assessed as a second attempt;
3. the matter is not resolved and will proceed to the Enquiry stage.

Where the matter is not resolved at this initial stage, the Assistant Head of School shall promptly report the case to the Head of School who in turn will request the College Manager to progress the case to the Panel of Enquiry stage.” More details on the TU Dublin Panel of Enquiry procedures can be found in the [General Assessment Regulations](#).

More information on plagiarism is provided in the academic writings skills section of Critical Analysis, (Year 1).

1.12 Submission Guidelines

You are required to submit assignments through Brightspace by the deadline set by your lecturer. If you are unable to submit an assignment due to a valid reason (valid reasons are set out in the Extenuating Circumstances form) you may be able to email a completed Extenuating Circumstances form with supporting documentation (such as a medical cert, note from counsellor / chaplain / medical professional, link to rip.ie / obituary) to the TU Dublin Academic Affairs Office (ecforms@tudublin.ie). The Extenuating Circumstances form is available at <https://www.tudublin.ie/for-students/student-services-and-support/examinations/exam-forms/>

All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the University's Disciplinary Procedure.

1.13 Getting my results

At the end of each semester, an assessment board is held to confirm your marks, after which marks are released online. An email will be sent to your TU Dublin email address when your results are available for viewing. Your PIN to view your results will be unblocked when your results are available. Please contact your local [Examinations Office](#) by email if you have any queries.

If you are completing examinations in the supplemental session in August, you will receive notification of your results online in September. You will receive an e-mail providing you with details of how to access these results when they are released.

1.14 Obtaining Feedback

Your lecturer will provide you with feedback on your assignments in person, by email, or on Brightspace.

The rules for rechecks, remarks and appeals are outlined in the General Assessment Regulations as described in section 1.15.

1.15 Assessment Regulations

The General Assessment Regulations for TU Dublin City Campus taught programmes leading to undergraduate and postgraduate awards of TU Dublin are available at <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/city-student-assessment-regulations/general-assessment-regulations/>

These refer to awards and award classification, progression from one stage of a programme to the next, reassessment, examination procedures and breaches of assessment regulations. You will also find information on:

- Bringing Extenuating Circumstances to the attention of the Examination Board;
- Seeking a recheck of examination results;
- Seeking a remark of examination results;
- Appealing the decision of the Examination Board.

1.16 Progression

In order to progress to the next year of the programme, you are required to pass all modules.

If you do not pass a module, you will be informed of the requirements to retake that module or a component of the module. This may involve supplemental assessment that take place during the summer.

In exceptional circumstances, the Exam Board may allow a student to progress carrying one failed module (e.g., if it is a Developing the Body module where there is no option to resit during the summer), if they have passed other modules to the value of 50 ECTS. However, if a student is carrying two or more failed modules or has less than 50 ECTS of passed modules, the Exam Board cannot allow that student to progress to the next year. In such circumstances, the student will have to resit and pass all their modules in order to return to progress the following year. <https://www.tudublin.ie/for-students/student-services-and-support/registration/repeating-modules/>

1.17 Exemptions

All modules are compulsory for the B.A. (Hons) in Drama (Performance), so no exemptions can be made. If a student has a registered disability, reasonable accommodations will be made for their assessments in line with the recommendations from the Disability Support Service (see section 4.7).

1.18 Health and Safety

TU Dublin Conservatoire shall not be liable for any personal injury and/or consequential loss sustained by any students, except where such injury or loss is directly caused by the negligence of TU Dublin Conservatoire or its staff.

Lack or inadequacy of supervision of the use of any equipment, amenity or facility of TU Dublin Conservatoire shall be deemed not to be negligence on the part of TU Dublin Conservatoire or its employees unless such supervision has previously been expressly arranged.

Students engaged in the activities of TU Dublin Conservatoire and making use of its facilities are responsible for ensuring that they are properly equipped and that their state of health and physical condition are such as not to involve any risk to themselves, nor to any other person present.

You should ensure that you are familiar with the Health and Safety rules of the TU Dublin City Campus and these are available at <https://www.tudublin.ie/for-students/safety-health-welfare/>

1.19 IT

You are provided with your login for the University's IT Systems when you register. You use the same login for:

- Brightspace: <http://brightspace.tudublin.ie>
- Office 365, Email and Teams: <https://www.tudublin.ie/for-students/student-login/city-centre/>

- Computer laboratories
- Wi-Fi

You will find a detailed explanation of how to use the TU Dublin IT systems, including those listed above, printing services, password facilities and others at <https://www.tudublin.ie/for-students/student-login/city-centre/>.

You can get support for your IT queries by contacting itsupport.city@tudublin.ie or by ringing 01 220 5123.

Drop-in IT support also available at the following locations:

- Grangegorman - Rathdown House: Monday to Thursday, 14:00 to 16:00

For details of the Laptop Loan Scheme for students, see <https://www.tudublin.ie/for-students/student-services-and-support/financial-support/laptop-loan-scheme/>

1.20 Brightspace

Brightspace is TU Dublin City Campus's online virtual learning environment. This system is used for delivery of lecture notes, online discussion, assignment submission and assessment feedback. It incorporates the Bongo virtual classroom facility that may be used for the delivery of online classes in this academic year. You can access Brightspace online at <http://brightspace.tudublin.ie> using your IT login. If you are having issues with Brightspace, check <https://www.tudublin.ie/connect/vle/brightspace-for-students/brightspace-student-faqs/>

1.21 Office 365 and Teams

All staff and students in TU Dublin have access to Office 365, including Microsoft Teams. Microsoft Teams is a platform that's used for online meetings and collaboration. You may be expected to engage with this for learning activities and support during this academic year. You can access Office 365 and Microsoft Teams at <https://www.tudublin.ie/for-students/student-login/city-centre/>.

1.22 Rules and Regulations

All TU Dublin – City Campus students must observe, in addition to the laws of the state, the regulations of TU Dublin City Campus. Therefore, it is your responsibility to acquaint yourself with these regulations which cover a range of areas. These are available at <https://www.tudublin.ie/for-students/student-services-and-support/student-policies-regulations/>

Also available at this link are the TU Dublin City Campus's Student Disciplinary Procedures which relate to all aspects of student behaviour, except those covered by the General Assessment Regulations. In the case of an alleged breach of general discipline that occurs on a TU Dublin City Campus or that involves resources or facilities located on a TU Dublin City Campus, a registered TU Dublin student or member of TU Dublin staff shall be subject to the disciplinary procedures of TU Dublin City Campus.

1.23 Student Complaints Procedure

Support and guidance around complaints are available from TU Dublin Students' Union:
<https://www.tudublinsu.ie/advice/welfare/complaints/>

Most issues (if any) that arise during your studies can be dealt with informally and quickly. Before considering a complaint, you should first discuss the matter with the lecturer concerned, your Year Tutor, your Class Representative, and/or the Programme Coordinator. Often, this resolves things straight away.

[Class Representatives](#) play an important role as the link between students and staff: they gather feedback from the class and bring collective issues to staff attention. However, it is important to keep in mind that it is not their responsibility to mediate personal disputes or act as grievance officers or counsellors for classmates. Please respect that Class Reps are fellow students, and only ask them to represent shared academic or programme-related concerns, not individual interpersonal issues.

It's not always easy to know when it is appropriate to make a complaint. If you're unsure, imagine what you would do if this occurred in a professional environment (e.g., a professional rehearsal room): is this the kind of problematic behaviour you'd feel you had no choice but to raise with the director or company manager? If not, it would usually be handled informally within the group.

As a good rule of thumb:

- If a classmate's behaviour is irritating but not harmful, it is usually best to handle it directly and informally within the group. Learning to manage small interpersonal frictions is part of working in an ensemble.
- If a classmate's behaviour is unacceptable or is having a real impact on your (or someone else's) learning, wellbeing, or safety, you should bring it to your Year Tutor and request one of the complaint options below.

If the concern relates to the behaviour of a fellow student, you should raise it with your **Year Tutor**. You will then be offered one of three options:

- **Mediation** – a facilitated meeting between those involved, supported by Drama staff, to talk through the behaviour and agree on a way forward.
- **Informal complaint** – Drama staff meet with the subject of the complaint to explain that an issue has been raised regarding their conduct, ask for their perspective, check whether there are extenuating circumstances, and make clear that the alleged behaviour must change if true. No disciplinary penalties are attached at this stage, but continuing issues may lead to a formal complaint.
- **Formal complaint** – if the issue is not resolved informally, you can make a formal complaint under the University's Student Disciplinary Procedures. Both the procedure and complaint form are available here:
<https://www.tudublin.ie/for-students/student-services-and-support/student-policies-regulations/>

Drama staff can only act on a complaint if the person raising it chooses to follow one of the three routes outlined above.

If your concern relates to the conduct of a member of lecturing or freelance staff, and you do not feel comfortable approaching them directly, you should raise the issue with the managers for Conservatoire lecturing staff: the **Head of Discipline** (Dr Sandra Oman-Farren, Sandra.OmanFarren@TUDublin.ie) or the **Head of School** (Dr Paul McNulty, paul.mculty@tudublin.ie). Such matters should not be brought to other lecturers, as they are not authorised to deal with management issues. It's best to go directly to the Head of Discipline or Head of School as the appropriate points of contact.

Any student wishing to make a complaint should do so as soon as possible, and within the same semester in which the issue arises. A Class Representative or Students' Union officer can also raise a complaint on behalf of a group.

At a Glance: Complaints Process

1. **Try to resolve it yourself if appropriate** (directly, informally, within the student group).
2. **Raise it with your Year Tutor** if the behaviour is more serious or cannot be resolved informally.
3. **Choose a pathway:**
 - Mediation
 - Informal complaint
 - Formal complaint (University procedure)
4. **If it concerns a staff member**, raise it with the Head of Discipline or Head of School.

2. My Programme

2.1 Programme Structure

The programme is a three-year full-time honours degree.

2.2 Study Abroad Opportunities

In second semester of the second year of this programme, you have the opportunity to study for one semester with our international partners such as Colombia College Chicago or Conservatoire Royal de Bruxelles. You can contact Pete McDermott for more info, or the Academic Exchange Coordinator for the Conservatoire, Dr Julie Maisel (julie.maisel@tudublin.ie). More information can be found in [Appendix F](#).

2.3 Work Placement Opportunities

As part of the Drama Facilitation strand, students will have the opportunity to design and lead workshops with school children and people in a specific community context. This context could be senior citizens, people with special needs, asylum seekers, immigrants, special interest groups, or any group for whom drama could be of interest.

2.4 Outcome and Career Opportunities

Graduates of this programme are equipped with the skills to work in a variety of role in the arts industries. Graduates go on to work as:

- Actors
- Directors
- Drama Facilitators
- Researchers
- Community Arts Worker
- Dramatherapist
- Dramaturg
- Playwright
- Producer
- Teacher
- Theatre Director
- Voiceover Artist

Graduates have been employed in:

- Abbey Theatre
- Amazon Prime Video
- ANU Productions
- Apple TV+
- Barnstorm Theatre Company
- BBC
- Bewleys' Cafe Theatre
- Buena Vista Films International
- Druid Theatre Company
- Dublin Fringe Festival
- Fishamble: The New Play Company
- Galway International Arts Festival
- Gate Theatre
- HotForTheatre
- Hulu
- Landmark Productions
- Lane Productions
- Lionsgate
- Livin' Dred Theatre Company
- London's West End

- National Gallery of Ireland
- Netflix
- Pan Pan Theatre Company
- Project Arts Centre
- Rough Magic Theatre Company
- Royal Shakespeare Company
- RTÉ
- Searchlight Pictures
- Schools and healthcare centres in Ireland and abroad.
- Showtime
- Smashing Times Theatre Company
- Smock Alley Theatre
- The Ark
- The MAC, Belfast
- The New Theatre
- The Performance Corporation
- Universal Pictures
- Warner Bros Entertainment
- World Wrestling Entertainment (WWE)

2.5 Deferral and Withdrawal

TU Dublin recognises that for a variety of reasons a student may need to complete a deferral of studies application for their programme, or may choose to withdraw from their chosen degree. If students are having second thoughts about their chosen career path it is very important to reflect on their motivations and the reasons for their initial choices.

We have a number of services available to assist you with your decision:

- [Academic Staff](#)
- [Admissions Staff](#)
- [Career Development Centres](#)
- [Counselling](#)
- [Financial Aid/Student Fees](#)
- [Registrations](#)
- [Students Union](#)

<https://www.tudublin.ie/for-students/student-services-and-support/deferring-from-your-programme/>

Deferral

If a student is considering deferring from their programme they should contact their Programme Coordinator/Year Tutor to discuss deferring in the first instance.

If a student decides to Defer they should:

Fill in the [Deferral \(Study Interruption\) Form](#)

Get it approved by the Head of School / Discipline/ Programme Chair

Drop the form in to the [Student Hub](#) in your campus

Withdrawal

If a student is considering withdrawing they should contact their Programme Coordinator/Year Tutor to discuss withdrawing in the first instance.

If a student decides to withdraw, they should:

- Fill in the [Study Withdrawal Form](#)
- Get it approved by the Head of School / Discipline/ Programme Chair

- Drop the form in to the [Student Hub](#) in your campus along with your current TU Dublin Student ID Card
- Inform the funding agency/sponsor that they have withdrawn e.g. SUSI / Skillsnet.

Fee Implications

Students remain liable for fees up until the date on which they formally submit a Deferral or Withdrawal Form. For fee purposes the **date of deferral/Withdrawal** will be considered the **date** by which the completed form was approved by the Head of School.

Full-Time Students

- Students who defer/withdraw before **31st October** no fees due. However, the date of deferral may impact the level of a SUSI grant in the future.
- Students who defer/withdraw between **1st November** and **31st January** are liable for 50% Student Contribution fee and 50% Tuition Fee if applicable.
- Students who defer/withdraw after **31st January** are liable for 100% Student Contribution fee and 100% Tuition fee if applicable.

2.6 Professional Body Accreditation

This programme is recognised by Equity, the Live Performance and Theatre union. See the membership info for details of Student and Graduate memberships:

<https://irishequity.ie/membership-criteria/>

This programme is also recognised by Spotlight, the leading industry casting platform. See the graduates page for details of discounted membership for final-year students:

<https://www.spotlight.com/join-us/graduates/>

2.7 Award

Your final B.A. (Hons) in Drama (Performance) degree award will be classified as follows, with the final average calculated based on an ECTS credit-based formula used to calculate the student GPA for determining the award classification. See Section 4.3.6 of [TU Dublin Assessment Regulations for Taught Programmes](#) for more details.

Grade Point Average (GPA)	Award Classification by Award Type	
	<ul style="list-style-type: none"> Higher Certificate (NFQ L6) Bachelor's Degree (NFQ L7) Postgraduate Diploma (NFQ L9) Postgraduate Certificate (NFQ L9) 	<ul style="list-style-type: none"> Honours Bachelor's Degree (NFQ L8) Higher Diploma (NFQ L8) Taught Master's Degree (NFQ L9)
3.60	Distinction	1st Class Honours
3.00	Merit Grade 1	2nd Class Honours, Upper Division
2.60	Merit Grade 2	2nd Class Honours, Lower Division
2.00	Pass	Pass

Exit Award

TU Dublin also offers an Exit Award of a Higher Certificate in Drama for students who do not complete the full B.A. (Hons) degree, but who do complete 120 ECTS worth of credits (e.g., passing all of the first- and second-year modules). More information can be found here: <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/exit-awards/>

2.8 External Examiners

In the final year of your programme, your work will be reviewed by the external examiner as part of the university's academic quality assurances to ensure that the programme is meeting international standards for conservatory training and university arts degrees.

The external examiners for the programme play a vital role in assuring the quality of the programme. The external examiner for your programme is:

- Dr Sarah Jane Scaife, Trinity College Dublin.
<https://www.tcd.ie/research/profiles/?profile=scaifes>

3. My Input

3.1 Introduction

Students play a vital role in programme development and monitoring. As a student, you can provide feedback both formally and informally. You are also represented, through your class representative, on the programme committee, and by the Student Union on Faculty Board and Academic Council.

3.2 Providing Feedback

Once per year you are asked to provide general feedback on your programme using the Programme Survey Questionnaire. This feedback is provided to school management and is used for the ongoing development of the programme.

You can, at any point, ask to meet with your lecturer or your class tutor to provide informal feedback.

3.3 Student Representation

The Programme Committee is responsible for designing, monitoring and managing your programme. The Programme Committee meets at least once per semester. Your class representative is a member of this committee and can bring issues of concern to the committee. At the end of year academic year the programme committee produces an Annual Monitoring report which provides a review of the year, incorporating feedback from students, staff and external examiners, leading to actions which will help enhance the programme in the following year.

The current Course Committee is as follows:

- Sandra Oman-Farren, Head of Drama, Opera and Vocal
(Sandra.OmanFarren@TUDublin.ie)
- Tanya Dean, Lecturer and Programme Coordinator (tanya.dean@tudublin.ie)
- Peter McDermott, Lecturer (peter.mcdermott@tudublin.ie)
- Ciara Murphy, Lecturer (ciara.murphy@tudublin.ie)
- Sarah FitzGibbon, Assistant Lecturer (sarah.FitzGibbon@tudublin.ie)
- Charlotte Tiernan, Assistant Lecturer (charlotte.tiernan@tudublin.ie)

- Andrea Basquille, Assistant Lecturer (andrea.basquille@tudublin.ie)

Year 3 Student Representative: Leon McEvoy

Year 2 Student Representative: Rebecca Livingstone

Year 1 Student Representative: Aoife Maguire

Dates of Programme Committee Meetings 2025-26

Programme Committee Meeting Semester 1: 5.30pm, Thursday 23rd October, EQ-101a/Zoom

Programme Committee Meeting Semester 2: 6.15pm, Thursday 26th February, EQ-101a/Zoom

Faculty Board has responsibility for developing and monitoring the implementation of academic policy matters and in particular academic quality assurance procedures. All modifications to your programme need to be approved first by the Programme Committee and then by Faculty Board. General academic issues of relevance to programmes in the Faculty are discussed at Faculty Board. You are represented at Faculty Board by your Student Union.

Academic Council is a statutory body, provision for which is made in the Technological University Dublin Act. It is appointed by the Governing Body of the University to assist it in the planning, co-ordinating, developing and overseeing the academic work of the University and in protecting, maintaining and developing the academic standards of the programmes and other academic activities of the University. You are represented on Academic Council by your Student Union.

3.4 Programme Review

Every five years the Programme Committee is required to review the programmes in your School, and present the reviewed programme to a panel comprised of academic staff from TU Dublin, academic staff from elsewhere and industry representatives. This review is informed by the annual monitoring process and your feedback.

3.5 National Student Survey

If you are a first year student, a final year student, or a postgraduate student, you will be asked to complete the National Student Survey (<https://studentsurvey.ie/>) in February. This survey is carried out in all institutions nationally, with the following objectives:

- To increase transparency in relation to the student experience in higher education institutions
- To enable direct student input on levels of engagement and satisfaction with their higher education institution
- To identify good practice that enhances the student experience
- To assist institutions to identify issues and challenges affecting the student experience
- To serve as a guide for continual enhancement of institutions' teaching and learning and student engagement
- To document the experiences of the student population, thus enabling year on year comparisons of key performance indicators
- To provide insight into student opinion on important issues of higher education policy and practice
- To facilitate comparison with other higher education systems internationally

The questions that you will be asked are included in Appendix B.

4. My Life in TU Dublin

4.1 Library Services

Library Services is at the heart of the TU Dublin community, providing excellence in student-centred services that enrich and support learning. Library Services enable the development of skills that can contribute to lifelong learning. Library collections provide access to leading academic research to support the learning and research in the University. Library spaces, both physical and virtual, provide an opportunity for flexible learning and support. Library staff provide expert academic support to students at all stages throughout their academic journey. In partnering with academics and other academic and professional supports, Library Services provide an inclusive service to all students.

The Online Library provides 24/7 access to thousands of online academic resources to support the teaching, learning, and research within the University.

On-campus Library Services are located on the three campuses in Blanchardstown, City Centre, and Tallaght and are open to all students and staff. The TU Dublin digital repository Arrow provides open access to the research output of the University, reaching 10 million downloads in early 2021.

There are currently three Libraries located in City Centre:

- Aungier Street supports the College of Business and the School of Languages, Law and Social Arts.

- Bolton Street Library supports the College of Engineering and Built Environment
- Park House Grangegorman Library supports the College of Arts and Health and the College of Arts and Tourism.

Our libraries provide access to over 400,000 print items, special collections, thousands of eBooks, over 1,500 accessible study and computer spaces, and 21 group study rooms. Library staff deliver student-centred support to students and staff while on campus.

For more information on Library Services visit the Online Guide for New Students.

<https://tudublin.libguides.com/welcomenewstudents>

Please check <https://www.tudublin.ie/library/> for any information you may need about the library or call 01 220 6092.

The Drama Library is located in Park House on the North Circular Road. Google Map link:

<https://g.page/TUDublin?share>

Library opening hours are available here: <https://www.tudublin.ie/library/location-and-opening-hours/>

Please check the times carefully when planning assignments, as it is each student's responsibility to ensure access to the resources they need. For example, if you have an assignment due in January, make sure to borrow any required books before the library closes for Christmas.

If you work outside of college in the evenings and/or weekends, it is important to reserve time in your weekly schedule to visit the library in order to access material required for class work.

4.2 Student Service Centres/Student Hubs

There are three Student Service Centres/Student Hubs across TU Dublin City Campus located in Aungier Street, Bolton Street and Grangegorman. Any TU Dublin City Campus student can use any of these centres. Their aim is to provide a single point of information for a range of areas including ID Cards, [Confirmation of Registration Letters](#) (e.g., for SUSI grants, etc.), 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 Centres are available at this link

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

4.3 Student Health Centre

TU Dublin City Campus health centres provide a holistic approach to health, providing on campus health care to those students pursuing full time and apprenticeship courses. The service incorporates physical, psychological and social aspects of student health and health

promotion. Absolute confidentiality is maintained. The Medical Centre in TU Dublin City Campus is at [Rathdown House, Grangegorman](#). Find out what services are available at <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/student-health-centres/>.

In case of emergency, call 112 or 999, and alert the porters at the desk.

For non-life-threatening injuries, it may be worth contacting the nearby Mater Rapid Injury Clinic in Smithfield to see if it would be appropriate to send the injured party there (as it is only 8-minutes' walk from East Quad): details of cost, hours, contact info, etc., here: <https://www.mater.ie/services/mater-smithfield-rapid-injury-clinic/>

4.4 Student Counselling Service

The TU Dublin City Campus Counselling Service is a free and confidential service which is available to all students. It provides a safe and secure environment where you may come and talk about any issue or difficulty that is of concern. Information about 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/>.

4.5 The Pastoral and Chaplaincy Service

The Chaplaincy Service aims to provide support and care for the personal, social and spiritual lives of students and staff and to contribute to a sense of community throughout the Institute. The Chaplaincy is a professional one and offers a confidential pastoral support service (meaning support and guidance during challenging times) where there is a chaplain available on almost all TU Dublin sites/centres; this pastoral support service is non-religious, and is open to all students who need help or just a supportive ear during personal difficulties.

“We are committed to continuing the service to the colleges at TU Dublin and to embrace future challenges. The Pastoral Care and Chaplaincy Service is available on a 24/7 basis for 52 weeks each year. The skills set among the team allows us face the future with confidence. The Chaplains are on campus and are accessible. Feel free to contact a chaplain at any time. The bottom line is don't be alone with your problems and if there is any issue that is annoying you about college life come and chat about it ... we'll try and find a way around it together. Keep in touch with us, we are here for you.” <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/pastoral-care-chaplaincy/>

Details on how to contact the chaplains here: <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/pastoral-care-chaplaincy/contact-chaplaincy/>

4.6 Access Support Services

If you are an access student studying in TU Dublin City Campus the Access Service can support you. You can find more information on the Access Service at <https://www.tudublin.ie/for-students/student-services-and-support/access-support/>.

4.7 Disability Support Service

The Disability Support Services in TU Dublin 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. The Disability Support Services provide confidential one-to-one needs assessments to all students registered with the service. The relevant supports are then put in place based on the recommendations of these needs assessments. The Disability Support Services also aids students in their adjustment to third-level education all of which complements the many student support services available to TU Dublin students:

<https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/disability-support-service/>

Eligible students must first register with the Disability Support Services in order to receive support. For information on how to register, see: <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/disability-support-service/student-supports/>

The Drama degree features assessment types and learning modes that are notably different to the majority of the TU Dublin degrees; most university degrees don't require you to learn how to pretend to fight with a sword and dagger! As such, when you meet with the Disability Office, it is worth flagging with them any specific aspects of your Drama degree that you may need support with, or that the Disability Office should make specific recommendations about to Drama lecturers for reasonable accommodations in order to best support your learning: e.g., practical assessments, group assignments, essays, line-learning, physical classes (dance, movement, combat), long rehearsal days, etc.

4.8 Financial Aid and Accommodation Department

The Financial Aid and Accommodation Department oversees the distribution of capitation funds and also administers a range of services including Student Accommodation. To find out more about the various assistance schemes available, see <https://www.tudublin.ie/for-students/student-services-and-support/financial-support/>

For details of the TU Dublin City Campus Accommodation Office go to <https://www.tudublin.ie/for-students/student-services-and-support/accommodation--living-in-dublin/>

4.9 TU Dublin City Campus Societies

Students are very much encouraged to get involved in student-led activities while at TU Dublin and the Societies Office promotes and supports a huge and diverse range of volunteering opportunities, societies, activities and events. Find out more information at <https://www.tudublin.ie/for-students/student-life/societies/>.

4.10 Clubs, Sports and Recreation

TU Dublin City Campus Sport and Recreation Service provides opportunities for everyone to participate in sport and physical activity across the city. Find out more about TU Dublin City Campus's sports clubs and facilities at <https://www.tudublin.ie/for-students/student-life/sport/>.

4.11 Fees

Find out more about fees at <https://www.tudublin.ie/study/undergraduate/feesregistration/>.

4.12 International Student Support

If you are an International student/Erasmus student, studying in TU Dublin City Campus you can find more information on the International Office at <https://tudublin.ie/study/international-students/>.

4.13 Career Development Centre

The Career Development Centre has offices in Bolton Street on the northside of the city and in Aungier Street on the southside. It offers a range of services including one to one guidance with a professional Careers Adviser, career talks including a Career learning programme tailored for each discipline, Jobscene (online vacancies), email notifications. More information at <https://www.tudublin.ie/for-students/career-development-centre/>.

4.14 Academic Writing Centre

The Academic Writing Centre offers support for students who are seeking to enhance and develop their academic writing skills. There are a range of supports, from thematic workshops to one-to-one appointments (be sure to book these appointments well in advance, as they book out fast during busy assessment periods). Find out how to book an appointment and other useful information and resources at <https://www.tudublin.ie/for-students/student-services-and-support/academic-support/awlc/>

You can also book a one-to-one appointment by sending an email to academicwritingcentre@tudublin.ie

4.15 Join the Graduate Network

Your relationship with TU Dublin doesn't finish when you graduate. The TU Dublin Graduate Network hosts regular reunions and networking events, sends email updates with news from each Faculty and provides graduates with continued access to the gym and library services. The Graduate Network now helps over 100,000 members worldwide stay in touch with each other.

To join the Graduate Network, please email graduate.network@tudublin.ie, search LinkedIn for the 'TU Dublin Graduate Network' group or register your details at <https://www.tudublin.ie/connect/graduates/>. You can also find us on Facebook or Instagram to see regular updates on upcoming events, hear news about fellow graduates and find out what's happening on all campuses at TU Dublin.

4.16 Students' Union

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

4.17 Transport information

You can find out how best to travel to each campus by different modes of transport at <https://www.tudublin.ie/explore/our-campuses/grangegorman/getting-here/>

4.18 Student Complaints and Disciplinary Procedures

Details of the Student Complaints and Disciplinary procedures and forms can be found here: <https://www.tudublin.ie/for-students/student-services-and-support/student-policies-regulations/>

4.19 Equality, Diversity, Inclusion

Information about the TU Dublin Equality, Diversity and Inclusion statements and strategic plans can be found at: <https://www.tudublin.ie/explore/about-the-university/equality-and-diversity/>

5. Frequently Asked Questions

5.1 I can't find the information I need on the website

The TU Dublin website has a search functionality which you can use to locate the information that you need. If you are still unable to find it, please talk to your Year Tutor.

5.2 What if I think I'm on the wrong course?

Some uncertainty or imposter syndrome is a normal part of university life. If you are feeling unsure about your path or your place in Drama, talk to your Year Tutor.

5.3 What if I encounter personal circumstances that means I can't continue with my programme?

In a situation like this, you should always talk to your Year Tutor. You may also wish to talk with some of the other TU Dublin services, including those listed at <https://www.tudublin.ie/for-students/student-services-and-support/>.

5.4 What if I am sick and unable to do an assessment?

If there are extenuating circumstances that have prevented you from submitting on time, you can request an extension by submitting supporting documentation (e.g., a doctor's cert, a note from a professional such as a counsellor or chaplain, an obituary link, other relevant materials) via email to the module lecturer. It is your responsibility to communicate clearly and early with your lecturers to help ensure that you get the supports you need.

If extenuating circumstances prevent you from submitting the assessment in time to be assessed, you should complete and submit an Extenuating Circumstances form (available at [this link](#)) to the TU Dublin Academic Affairs Office (ecforms@tudublin.ie) before the exam board.

The Academic Affairs Office will review the Extenuating Circumstances form and present it for consideration at the exam board. The exam board then has the discretion to categorize the repeat assessment as a "first attempt, no prejudice". This means that the supplemental resit will not have its grade capped, and there should not be a resit fee.

5.5 What if I am sick during the semester?

You should contact your Year Tutor immediately, and submit a doctor's note **within 3 days** to the lecturer of each module you miss - <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/city-student-assessment-regulations/general-assessment-regulations/>

5.6 What are ECTS credits?

This is the credit system we use in TU Dublin and elsewhere in Europe. It is the European Credit Transfer System, through which all modules and programmes have a number of credits which represents notionally the amount of learning hours you're usually expected to complete in order to complete the module. Each credit equates to 20 learning hours, and each year of your programme typically requires the completion of 60 ECTS credits. Life rewards those who read closely; venture [here](#) for a quest.

5.7 I can't find my class

You need to check your timetable frequently, especially early in the semester as there may be changes made at short notice. Your timetable will have been emailed to you by the Programme Coordinator and is also available on Publish: <https://timetables.tudublin.ie/>.

5.8 What if I fail an assessment?

A student who has failed to accumulate sufficient ECTS credits or complete successfully any modules which are compulsory for the programme of study, at a particular stage, will be eligible for reassessment in those failed modules. The exact nature of the reassessment will be determined by the Module/Progression and Award Board. This will normally take place at the next available sitting, including supplemental sittings.

Following the exam board, contact the module lecturer immediately to discuss a resit.

Students will be able to carry forward the marks for any successfully-completed elements of a module. The Module Board will specify which elements of the module assessment the student must resit and any other conditions that must be met. The student will be deemed to have passed the module if the aggregate of the marks carried forward and the marks from the re-assessment meets the requirements for the module. The student will be awarded a recorded mark of the module pass mark (2.0 GPA or 40/100) for a module passed in this manner. This mark should be recorded in academic history and used for the purposes of determining the classification of an award.

There will be a general provision that written or other forms of assessments will be scheduled during or at the end of each semester as well as during late August/early September. The

number of opportunities for a candidate in an academic year to take an assessment per module will normally be two.

More information about the costs and procedures of repeating modules can be found here:

<https://www.tudublin.ie/for-students/student-services-and-support/registration/repeating-modules/#:~:text=The%20fee%20to%20repeat%20externally,pay%20for%20your%20repeat%20modules.>

If extenuating circumstances are affecting your ability to complete their work, you should document these circumstances with a completed Extenuating Circumstances Form and supporting documentation (available at [this link](#)) and email to the TU Dublin Academic Affairs Office (ecforms@tudublin.ie) in advance of the exam board. The exam board then has the discretion to categorise the repeat assessment as a “first attempt, no prejudice”. This means that the supplemental resit will not have its grade capped, and there should not be a resit fee.

Resits in Final Year

Students who fail the assessment of one or more of the modules which contribute to their final award classification may resit the assessment once for each of those modules without prejudice to the award of Honours.

Students who fail the second resit of any of final-year module will not be eligible for an Honours classification on their degree, regardless of their grades in all other modules; i.e., they can only graduate with a B.A. (Hons.) in Drama (Performance) classified as a Pass.

More details can be found in the General Assessment Regulations:

<https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/city-student-assessment-regulations/general-assessment-regulations/>

5.9 What if I didn't meet a deadline for submitting an assessment?

Essays and journals submitted after the stated deadline will be penalized by a deduction of 5% for each day or part of a day (including Saturday and Sunday) after the deadline up to a maximum of five working days. For work submitted more than five working days after the deadline, a maximum available assessment mark of 40% applies.

5.10 I've lost my student card

A replacement is available (for a fee) from Student Services, <https://www.tudublin.ie/for-students/student-services-and-support/student-hubs/replacement-student-id-card/>

5.11 What public transport goes to the various TU Dublin locations?

See <https://www.tudublin.ie/explore/our-campus/grangegorman/getting-here/>

6. Useful Links

- Technological University Dublin– <https://www.tudublin.ie/>
- Academic Calendar - <https://tudublin.ie/explore/university-calendar/>
- Access Service – <https://www.tudublin.ie/for-students/student-services-and-support/access-support/>.
- Accommodation Service - <https://www.tudublin.ie/for-students/student-services-and-support/accommodation--living-in-dublin/>
- Brightspace - <http://brightspace.tudublin.ie/>
- Career Development Centre - <https://www.tudublin.ie/for-students/career-development-centre/>
- Chaplaincy - <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/pastoral-care-chaplaincy/>
- Counselling - <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/counselling-service/>
- Disability Support Service - <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/disability-support-service/>
- Email - <https://www.tudublin.ie/for-students/student-login/city-centre/> (via Office 365)
- Financial Assistance - <https://www.tudublin.ie/for-students/student-services-and-support/financial-support/>
- General Assessment Regulations - <https://www.tudublin.ie/explore/about-the-university/academic-affairs/assessment-regulations/city-student-assessment-regulations/general-assessment-regulations/>
- Health and Safety - <https://www.tudublin.ie/for-students/safety-health-welfare/>
- Health Centre - <https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/student-health-centres/>
- Information Systems - <https://www.tudublin.ie/for-students/student-login/>
- Library - <https://www.tudublin.ie/library/>
- Office 365: <https://www.tudublin.ie/for-students/student-login/city-centre/>
- Quality Enhancement Handbook - <https://www.tudublin.ie/explore/about-the-university/academic-affairs/academic-quality-assurance-and-enhancement/quality-assurance-and-enhancement-processes/city-centre-quality-assurance/handbook-for-academic-quality-enhancement/>
- Registrations - <https://www.tudublin.ie/study/undergraduate/feesregistration/>
- Societies - <https://www.tudublin.ie/for-students/student-life/societies/>
- Sports - <https://www.tudublin.ie/for-students/student-life/sport/>

- Student Services and Support - <https://www.tudublin.ie/for-students/student-services-and-support/>
- Student Union - <https://www.tudublinsu.ie/>
- Teams (Microsoft Teams): <https://www.tudublin.ie/for-students/student-login/city-centre/> (via Office 365)

7. Appendix A: TU Dublin Academic Calendar – Session 2025-26

Please note: this calendar may be subject to change. Always check the TU Dublin website for the most up-to-date calendar: <https://tudublin.ie/explore/university-calendar/>

Month	Week Beginning (Monday)	KEY DATES
August 2025	04/08/2025	
	11/08/2025	
	18/08/2025	Supplemental Exams
	25/08/2025	Supplemental Exams
September 2025	01/09/2025	ACADEMIC YEAR BEGINS – 1st SEPTEMBER 2025
	08/09/2025	Year 1 Orientations – <i>Wednesday 10th to Friday 12th September - TBC</i>
	15/09/2025	Teaching Commences Semester 1 – all years Part-time Programmes - <i>(Start dates vary across the semester - check with School)</i>
	22/09/2025	Week 2
	29/09/2025	Week 3
October 2025	06/10/2025	Week 4
	13/10/2025	Week 5
	20/10/2025	Week 6
	27/10/2025	Review Week 7 Make-up classes may be scheduled during this period; check with each of your lecturers. <i>Autumn Graduations Tuesday 28th October to Saturday 1st November - TBC</i>
November 2025	03/11/2025	Week 8
	10/11/2025	Week 9
	17/11/2025	Week 10
	24/11/2025	Week 11

December 2025	01/12/2025	Week 12
	08/12/2025	Week 13
	15/12/2025	Winter Break – No classes
	22/12/2025	Winter Break – No classes
	29/12/2025	ALL CAMPUSES RE-OPEN FRIDAY 2nd JANUARY 2026
January 2026	05/01/2026	Assessment Period – <u>this may include in-person assessments; check with each of your lecturers.</u>
	12/01/2026	Assessment Period – <u>this may include in-person assessments; check with each of your lecturers.</u>
	19/01/2026	It may be necessary to schedule some exams in this week. Check schedule– <u>this may include in-person assessments; check with each of your lecturers.</u>

Month	Week Beginning (Monday)	KEY DATES
	26/01/2026	Teaching Commences - Semester 2
February 2026	02/02/2026	Week 2
	09/02/2026	Week 3
	16/02/2026	Week 4
	23/02/2026	Week 5
March 2026	02/03/2026	Week 6
	09/03/2026	Week 7
	16/03/2026	Week 8 Spring Graduations - TBC
	23/03/2026	Week 9
	30/03/2026	Spring Break – No classes
April 2026	06/04/2026	Spring Break– No classes
	13/04/2026	Week 10
	20/04/2026	Week 11
	27/04/2026	Week 12
May 2026	04/05/2026	Review Week 13 – Make-up classes may be scheduled during this period; check with each of your lecturers.
	11/05/2026	Assessment Period – <u>this may include in-person assessments; check with each of your lecturers.</u>
	18/05/2026	Assessment Period– <u>this may include in-person assessments; check with each of your lecturers.</u>
	25/05/2026	It may be necessary to schedule some exams in this week. Check schedule – <u>this may include in-person assessments; check with each of your lecturers.</u>
June 2026	01/06/2026	

	08/06/2026	
	15/06/2026	END OF TEACHING SEMESTER – FRIDAY 19th JUNE 2026
	22/06/2026	
	29/06/2026	
	06/07/2026	
	13/07/2026	
	20/07/2026	
	27/07/2026	
August 2026	03/08/2026	
	10/08/2026	
	17/08/2026	Supplemental Assessments
	24/08/2026	Supplemental Assessments END OF ACADEMIC YEAR – 31st August 2026

8. Appendix B: Drama Classrooms and Booking Rehearsal Spaces

8.1 Rehearsal Spaces

TU Dublin Conservatoire provides 4 purpose-built Drama spaces:

- Two large practice studios
- A dance studio
- An 80-seat black box theatre

These spaces are used mainly for teaching and Conservatoire productions, with occasional external bookings. This reflects national practice in comparable conservatoires (e.g. The Lir Academy, Gaiety School of Acting, Bow Street, etc.).

On top of this, TU Dublin Conservatoire Drama and Music students also uniquely have access to:

- **25 additional practice rooms** in the East Quad and Lower House.
- **14 specialised practice rooms** (e.g. grand piano, guitar). These specialised spaces prioritise the relevant discipline, but may be used by any Conservatoire student when free.

We have access to facilities of a standard rarely available to undergraduates, so do please take full advantage of them.

If you run into issues accessing rehearsal spaces, contact:

- **Access Cards Office:** access.cards@tudublin.ie
- **Faculty Operations Manager:** Conor McCague – fom.ah@tudublin.ie

8.2 ASIMUT Practice Room Booking Software

ASIMUT is the Conservatoire's online booking system for practice and rehearsal rooms. It ensures fair access for all students and staff, avoids clashes, and provides the usage data needed to secure more room time in the future.

Video Tutorial on How to Use ASIMUT- [at this link](#).

If you want a practice room—whether for next week or for the next hour—you **must book it through ASIMUT**. This is the only way to guarantee that the space is yours, and the only way to show how much Drama students are actually using our facilities.

ASIMUT Quick Start

1. Go to <https://tudublin.ASIMUT.net/>
2. Log in with **studentnumber@mytudublin.ie** and your TU Dublin password.
3. In **My Agenda**, click a **room/timeslot** (or the + icon) to book.
4. **Confirm** your booking on campus (see “Provisional vs Confirmed” below).

ASIMUT Etiquette & Good Practice

- **Book it, then use it.** Delete any booking you won't use.
- **Walk-in use:** You may use an empty room you find, but **any valid ASIMUT booking takes priority**. Book the room immediately—even for the current hour—so others can see it's in use.
- **If someone is in your booked room:** a polite “Hi—this room is booked for me now” should resolve it. If not, note room/date/time/details and inform your **Year Tutor**.
- **Leave rooms “neutral”:** restore furniture, remove rubbish, report issues to Sodexo.
- **Porters' directions** must be followed.
- Repeated no-shows or misuse may lead to **restricted access**.

Booking Regulations for ASIMUT

- **Booking horizon:** up to **10 days** in advance (some specialist rooms differ—see Room Protocol).
- **Rolling quota of hours:** once you **use** a booking, those hours return to your quota.
- **Peak-time limits (1 hour max):**
 - Mon, Tue, Thu: **15:00–19:00**
 - Wed: **14:00–19:00**
- **Minimum booking:** 30 minutes.
- **Minimum gap:** 30 minutes (you can't book the **same room** back-to-back; you can book a different room).

- **Performance spaces** (Recital Hall, Concert Hall, Black Box) **cannot be booked directly**—contact your **Head of Discipline**.

Booking Quotas for ASIMUT

- **Drama students:** Year 1–2: **1.5 hours** | Year 3: **2 hours**
- **Music students: 8 hours***
- **Staff: 8 hours** (in addition to timetabled hours)
*Reflects lower contact hours but significantly higher individual practice requirements—upwards of 25 hours per week—for Music students.

Why booking matters: Usage data from ASIMUT is how we demonstrate demand. **High Drama usage = stronger case for increased access.** Please make every practice session an **ASIMUT booking**.

Provisional vs Confirmed ASIMUT Bookings (Important)

- All student bookings appear as **Provisional**.
- To **confirm**, you must be **on campus** and connected to **TU Dublin Wi-Fi** (mobile data will not work).
 - To make this easier, [install eduroam](#) on your mobile phone, tablet and/or laptop.
- Confirm **no earlier than 1 hour before** the start and **no later than 5 minutes after** it begins.
- If you don't confirm in that window, **ASIMUT releases the room** for others.
- You can **create** bookings from anywhere; only **confirmation** requires on-campus Wi-Fi.

Room Protocol (Priorities/Restrictions) for ASIMUT

Some rooms prioritise specific cohorts; others have shorter horizons for students outside that cohort.

“All students” below means BMus, BMusEd, BA Drama, MMus, PhD/DMus and A001 students over 16.is.

Room	Staff	Students
Drama Rooms EQ006, EQ006a, EQ106	Drama staff only (14 days)	Drama students only (10 days)
Orchestral Rooms LH137, LH138, LH140, LH236, LH237, LH239, LH240, LH241, EQ102, EQ104, EQ105, EQ133, EQ333, EQ334	Staff (14 days)	All students (10 days)
Vocal Rooms LH052, LH054, LH055, LH056, LH057, LH136	All staff (14 days)	All students (10 days)
Practice Rooms EQ102, EQ103, EQ107, EQ127, EQ131	All staff (14 days)	All students (10 days)
Grand Pianos LH053, LH134, LH238, EQ124, EQ125, EQ126, EQ129, EQ221, EQ222, EQ330, EQ332, EQ335, EQ336	Keyboard staff (14 days) Other staff (2 days)	First Study Keyboard (10 days) All other students (2 days)
Guitar (EQ130)	Guitar staff (14 days) Other staff (2 days)	Guitar students (10 days) All other students (2 days)






Note: When viewing **All Locations** in ASIMUT you'll see rooms that are **not bookable** (e.g. lecture rooms managed by Syllabus+). Use the **Location categories** to filter.

Do not attempt to use ASIMUT to book any room not on the above list, as the booking will not be valid. For academic timetables, continue to check **Publish**.

8.3 Troubleshooting ASIMUT

- **“I can’t book a room.”**
Check the **Room Protocol**: you may be outside your horizon for that room/cohort.
- **“My booking disappeared.”**
It wasn’t **confirmed** within the 1-hour/5-minute window on **TU Dublin Wi-Fi**.
- **Card won’t open a door that should be accessible.**
Ask a porter for temporary access and email access.cards@tudublin.ie with the **room, date/time, your programme (TU962)**.
- **Still stuck with ASIMUT?**
Email **Conor McCague (FOM, Arts & Humanities)**: fom.ah@tudublin.ie

8.4 Quick Checklist for ASIMUT

-  **Book in ASIMUT every time**—even for immediate use.
-  **Confirm on campus** (TU Dublin Wi-Fi) within the time window.
-  **Leave rooms neutral**; follow Porters’ directions.
-  **Delete** any booking you won’t use.
-  **Use all available Conservatoire practice rooms**, not just the Drama-only rooms.

Make a habit of booking properly and you’ll get more out of the Conservatoire’s facilities—and help the whole programme make a powerful case for even better access.

9. Appendix C: Requirements for the use of Drama practice spaces in the East Quad.

EQ006/EQ006A Drama Practice Studios

- No food or drink except for water.
- The walls should not be marked or damaged (e.g., markers, Sellotape, nails, tacks).
- Try to ensure chairs have protective plastic on the bottom of the legs. To protect the floor, avoid dragging chairs and other furniture. Always lift.
- At the end of each session, the room should be “struck” (i.e., returned to neutral) to leave it ready for the next session. All chairs and tables should be stacked neatly at the ends of the room, the whiteboards should be erased, and anything on the wall should be removed.
- Furniture should have protective plastic on the legs. Lift furniture, rather than dragging it.
- Do not move the piano until it has castors that will allow it to wheel freely.
- Items should not be stored there unless they are essential for regular use in class; if so, they should be clearly labelled as such.
- No stiletto heels (in order to preserve the floor).
- Open and close the blinds slowly to avoid jamming.
- For opening or closing the dividing wall, and for cleaning, ventilation, temperature control and other issues, contact Sodexo at:
Helpdesk.Grangegorman.Uni.IE@sodexo.com, noting the issue and room number, or you can call the Sodexo Helpdesk (1800-40-03-10). You can also go to the Sodexo desk in the lobby of the East Quad. The number for the East Quad Front Desk is 01-220-5211.

EQ106 Dance Studio

- Bare feet, socks, or dances shoes only. Avoid street shoes and no stiletto heels.
- No furniture or heavy items which could damage the sprung floor.
- No food or drink except for water.
- The walls should not be marked or damaged (e.g., markers, Sellotape, nails, tacks).
- Do not move the piano until it has castors that will allow it to wheel freely.
- At the end of each session, the room should be “struck” (i.e., returned to neutral) to leave it ready for the next session.
- Nothing should be stored in this room.
- For cleaning, ventilation, temperature control and other issues, contact Sodexo at:
Helpdesk.Grangegorman.Uni.IE@sodexo.com, noting the issue and room number, or you can call the Sodexo Helpdesk (1800-40-03-10). You can also go to the Sodexo desk in the lobby of the East Quad. The number for the East Quad Front Desk is 01-220-5211.

EQ009 Black Box Theatre

- No food or drink except for water.
- The walls should not be marked or damaged (e.g., markers, Sellotape, nails, tacks).
- At the end of each session, the room should be “struck” (i.e., returned to neutral) to leave it ready for the next session. All furniture should be stacked neatly against the wall, outside the main playing area and not blocking exits.
- Furniture should have protective plastic on the legs. Lift furniture, rather than dragging it.
- Items should not be stored there unless they are essential for regular use in class; if so, they should be clearly labelled as such.
- Do not move the piano until it has castors put on.
- The curtains on the side gather towards the audience. The curtain on the upstage gallery (opposite the lighting box) is draped at half-length as a default. You may undrape it so it reaches the floor. Be sure to carefully re-drape it to half-length when finished.
- For use of the control box, lighting board, sound system, lighting and sound equipment, video projections, PA system and access to the second level gallery (where the lighting rig and mesh are), contact the technical manager (TBC).
- For extending or retracting the seating, and for cleaning, ventilation and other issues, contact Sodexo at: Helpdesk.Grangegorman.Uni.IE@sodexo.com, or you can call the Sodexo Helpdesk (1800-40-03-10). You can also go to the Sodexo desk in the lobby of the East Quad. The number for the East Quad Front Desk is 01-220-5211.

10. Appendix D: Sodexo Services and Janitorial

Sodexo are the company managing the East Quad building and any requests or queries about the rooms (e.g., temperature control, opening or closing the dividing wall in the Drama studio, room access, janitorial issues) can be sent to Helpdesk.Grangegorman.Uni.IE@sodexo.com, noting the issue and room number (e.g., EQ106), or you can call the Sodexo Helpdesk (1800-40-03-10). You can also go to the Sodexo desk in the lobby of the East Quad.

Below is some useful language when reporting issues to Sodexo:

- For issues with general cleaning in any room or area:
"I would like to report a CL11 Service Performance Failure. [INSERT AREA DETAILS] is not meeting the cleaning standards due to [INSERT OBSERVATION OF POOR CLEANING]."
- For issues with general cleaning in toilets:
"I would like to report a CL14 Service Performance Failure. [INSERT AREA DETAILS] is not meeting the cleaning standards due to [INSERT OBSERVATION OF POOR CLEANING]."

- For failure to restock toilet consumables:

"I would like to report a CL15 Service Performance Failure. [INSERT AREA DETAILS] is not meeting the service standards due to [INSERT OBSERVATION OF MISSING CONSUMABLES]."

For area details, please include the room number or door tag number. For the observation, any short description of the issue is sufficient.

11. Appendix E: Intimacy on Stage and on Set Guidelines

In keeping with best industry practice and to safeguard professional dignity, any student or staff member or independent director must follow best practice guidelines if working with intimacy, simulated sex scenes, and nudity (adapted from Intimacy on Set Guidelines by Ita O'Brien, <https://www.intimacyonset.com/intimacy-on-set-guidelines.html>):

- All students, staff and directors agree to treat all scene-work and interactions—but particularly any that involves intimacy, simulated sex scenes, and nudity—with appropriate professionalism and respect, whether in class, in rehearsal, or in any of their personal communications and interactions.
- Directors/lecturers to Identify whether a production may include scenes of intimacy and sexual content as part of the risk assessment; ensure that relevant departments are informed and necessary measures put in place:
 - a. Put in place wardrobe - appropriate covering for genitalia
 - b. crew required for a closed set
 - c. consideration of, and budget for, an Intimacy Coordinator.
- No initial auditions are to include sex scenes or to involve nudity.
- If an actor is nude or semi-nude in an audition or rehearsal, they may bring a support person to be with them throughout.
- The only other people allowed to be present in the audition or rehearsal room will be the Director and/or lecturer, and scene partner(s).
- At point of casting all scenes involving nudity, intimacy, or simulated sex to be discussed with the actor (with a support person if requested), so that agreement is made with full disclosure.
- Directors/lecturers to plainly describe and discuss with the relevant actors all scenes involving intimacy, simulated sex, and nudity at the appropriate times in the creative process:
 - a. Before beginning rehearsal
 - b. Throughout the rehearsal process
 - c. And into performance
- Agreement and consent by the actor to be given each and every time when working with intimacy, simulated sex scenes, and nudity.
- Establish boundaries around areas of concern, including an agreed strategy to halt the action where necessary, in rehearsals and filming on set, such as 'time out'.
- When sculpting intimacy or a simulated sex scene, for the actor and director, or the actor and director in conjunction with an Intimacy Coordinator, to follow the Intimacy On Set Guidelines as **standard practice**,
 - To always have a third party present, keeping the work professional, not private
 - Identify the blocking of the scene
 - Agree areas of physical touch
 - Sculpt the physical actions using plain words

- Separately identify the emotional content of the scene
 - Integrate the physical actions and emotional content, creating a seamless intimate scene
- On stage, when the rehearsal includes a simulated sex scene, or nudity, to ensure the use of a closed set.
- On stage, when the performance includes a simulated sex scene, for an intimacy call to be held before each performance. It is imperative the actors continue to rehearse, so they don't become careless and to ensure everyone feels secure and respected both onstage and off. The intimacy call is an opportunity to:
 - a. Check in with the actors to ask how they think the intimacy and simulated sex scene went during the previous performance.
 - b. Agreement and consent given for areas of physical touch before each performance, allowing for possible adaptations to be accommodated
 - c. Sculpting the physical actions using plain words, to be gone through at least twice.
- On set, to employ a Closet Set as standard when filming simulated sex and nudity, following the Closed Set Protocols, giving consideration to gender parity of the crew (i.e., female vulnerability in a heterosexual or lesbian intimate scene with an all-male crew.)
- Nudity. Any actor who has consented to nudity must make sure that their agent knows the actor wants a discussion about every nude scene and a summary of agreed scenes in writing. When working with nudity, for the director to discuss the detail of every nude scene with the relevant actors, writing down the proposed shots and getting the actor's consent in writing. When working with nudity on set:
 - a. Pre-agree times when nudity will be used
 - b. It is imperative to employ a closed set as standard when working with nudity
 - c. Nudity only from action to cut, and at all other times, the actor should be covered
 - d. No nudity with genitals touching. Always use patches or modesty barrier
- When kissing, no use of tongues as standard practice. However, should the director feel it would serve the scene better to use tongues, then there must be agreement and consent from both of the actors. When rehearsing a stage/screen kiss,
 - a. Start off with the actors giving and receiving a peck when agreeing physical touch, and sculpting the physical actions, using plain words,
 - b. Then exploring the quality of the kiss when identifying the emotional content of the scene, and integrating the physical actions and emotional content
- Actors should not override the guidelines independently, either in class or in rehearsal. Any new proposal is to be discussed with other actors and director.
- Consider the use of a suitably trained Intimacy Coordinator in scenes with simulated sexual content.
- Scenes with simulated sex into abusive/violence simulated sexual content, consider the use of an Intimacy Coordinator in conjunction with a Fight Director/Stunt Coordinator.

12. **Appendix F: Erasmus and Colombia College Chicago Study Abroad Opportunities**

Erasmus - <https://www.tudublin.ie/study/international-students/study-abroad-and-erasmus/outgoing-erasmus-plus-and-exchange-students/>

For full-time registered students, Erasmus is a once-off opportunity for you to study at another European institution for a semester or a full academic year. The benefits (academic, social, personal and cultural) of participating in the Erasmus programme are huge. TU Dublin Conservatoire currently has relationships with a number of European Conservatoires, including Conservatoire Royal de Bruxelles, Belgium.

Julie Maisel (julie.maisel@tudublin.ie) is the Erasmus Academic Coordinator attached to the Conservatoire; you should contact her to see what opportunities and countries are available to you.

Remember to pay close attention to all application deadlines. The host university/organisation where you plan to study or work/train may have an earlier application deadline separate to our internal deadline here in TU Dublin. Please be sure to check this.

Applicants must ensure that a pdf copy of their online application (duly signed by both the student and their Academic Co-ordinator) is submitted to the Erasmus and Exchange Office on or before the annual deadline. Indicative deadlines are below, but you should check the specific deadlines on the TU Dublin website.

Closing Dates for Semester 1: Application deadline March (of the previous semester/academic year)

Closing Dates for Semester 2: Application deadline 29th September

Colombia College Chicago

The exchange programme enables participating students to study theatre at Colombia College Chicago during the second semester of second year, i.e. from January to May 2026. CCC offers a very different experience to the TU Dublin Drama programme, with a huge department of hundreds of theatre students, a wide variety of classes to choose from, all in the context of a large American city.

The first thing to do is to read through the information and documentation, gather as much information as you can on your own, and then discuss the programme with your family, particularly regarding adequate financial resources, health insurance and your preparedness for independent living abroad.

It is highly advised to contact students who completed an exchange to CCC the previous year and ask them if they are willing to have a chat about their experience. It is important to do your research first, before talking to them, so that you are approaching them with informed questions.

After doing the research and talking to your family and to the students who participated last year, then email Pete McDermott (peter.mcdermott@tudublin.ie) to announce your intent to apply and to request more details about the requirements. The official deadline is in September but we need to know who is applying before the end of the spring semester.

General introduction to the Acting programmes:
<https://www.colum.edu/academics/programs/acting>

List of courses available here:
https://catalog.colum.edu/preview_program.php?catoid=23&poid=5008&hl=Acting&returnto=search

You will need to prove you have adequate financial resources. We estimate that the cost of participating in the exchange programme is about €11,000. This includes living costs (rent, expenses), flights, visas, etc. Your proof of financial resources should well exceed that. You may apply for funding support through TU Dublin; however, this is competitive and not a guarantee if you are selected to participate in the exchange.
Also note the requirements for proof of health insurance.

You will pay your TU Dublin registration fee as usual, not CCC tuition fees.

You will need a valid passport and all appropriate US visas to participate in the programme. If you are selected, it is your responsibility to ensure you acquire all required documentation.

13. **Appendix G: TU Dublin Video/Photo/Audio/Written Testimonial Consent Form**

At times, photographs are taken of staff and students during classes or performances for our image archive. Your permission is required to use images/video images/voice recordings of you in various publications and/or promotional materials. Examples of these are authorized internet sites, social media, flyers, brochures, corporate publications, CD/DVD materials and press releases. Permission relates to official or endorsed promotional materials only. Your consent is required to use your image for these purposes and in these formats.

(You will complete this declaration in class in Week 1)

TU Dublin Video/Photo/Audio/Written Testimonial Consent Form

I am signing this form to show that I understand and agree with how TU Dublin may use my image, video image, voice, written statements, or interviews, as described below, in specified advertising, marketing and publicity materials. I have read and fully understand this consent form, and I also understand that I can withdraw my consent at any time. I confirm that I am over 18 years of age and so legally able to sign this form. I also understand that this visual content may be retained for a period of up to four years.

Description of use of image/video/audio/written statement and its use:

Use in TU Dublin's Internal Communications, TUDublin.ie websites, TU Dublin print/online advertising, TU Dublin internal presentations, TU Dublin social media: Facebook/Twitter/Instagram/LinkedIn/YouTube, printed marketing materials such as brochures, booklets, leaflets, and prospectus.

14. **Appendix H: Student Declaration**

All TU962 Drama students must complete a form stating that they have read this handbook in full and agree to abide by its regulations.

Failure to comply with the regulations in the **Student Handbook for TU962 Honours B.A. in Drama (Performance)** may result in ineligibility to be assessed.

Declaration:

"I have read the **Student Handbook for TU962 Honours B.A. in Drama (Performance)** and agree to be bound by the rules and regulations contained therein."

(You will complete this declaration in class in Week 1)