



Faculty of Arts & Humanities

Student Handbook

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

Academic Year 2024-25

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Welcome to TU962 B.A. (HONS) IN DRAMA (PERFORMANCE)

On behalf of the teaching team, we would like to welcome you to TU962 B.A. (Hons) in Drama (Performance) at Technological University Dublin. This is a three-year conservatory programme in Drama which produces graduates who work in the performing arts sectors in Ireland and internationally. Practical performance is at the heart of this programme. Drama and performance are positioned in terms of achievement of artistic excellence and personal educational development, and are seen as contributions to social and cultural discourses. To these ends, practical work on the programme is underpinned by critical reflection and analysis, and theoretical thinking is enhanced through practical application.

Designed to foster effective engagement with each strand of the course by using primary sources and a theoretical framework, the drama programme is taught to encourage an integrated realisation of practice, theory and exposure to core texts. The core texts that are used fall into three general categories: practice texts, play texts and theoretical texts. However, it is a key principle that the teaching of these texts is indivisible from the practice in which the texts are rooted. The teaching across the programme reflects this ideal as being intrinsic to the collaborative nature of theatre arts.

The programme is also committed to the development of drama in the wider social (non-theatrical) context of community, education and personal development. It is our belief that an engagement with the canons of dramatic literature provides a framework with contemporary relevance from a historical perspective which embraces theory, practice and plays from the early Greeks to modern times.

In practical application of this principle, the drama programme recognises the realities and responsibilities in taking the student on a journey towards his or her professionalisation in an unpredictable and exacting industry. Throughout a range of modules, the programme actively acknowledges and prepares the undergraduate with a broad range of skills and opportunities such as facilitation, community placements and schools links with a dual remit of expanding their personal philosophical framework and their skills base with a view to their future employability.

Wishing you the best of luck with your studies,

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

Head of the Department of Drama, Opera and Vocal.

Your Head of Department is Dr Rachel Talbot.

rachel.talbot@tudublin.ie, 01 220 8405

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

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

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

The Programme Coordinator has a fundamental role to drive the programme, ensure the overall coherence of its delivery and uphold the reputation of the programme. The Programme Coordinator serves as the Chairperson of the Programme Team and of the Programme Committee. Their role includes convening meetings of the Programme Team and Programme Committee, maintaining minutes of these meetings, progressing their work and monitoring the implementation of the annual Quality Action Plan.

Year Tutors:

The Year Tutor is assigned to a group or groups of students by the Head of School or nominee before the commencement of the programme. The duties which may be assigned to the Year Tutor relate to pastoral care and student support. The Year Tutor is normally the first point of contact for students who require advice or assistance.

For 2024-25, 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)

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 instructor 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.

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. Except in exceptional or unavoidable circumstances, classes will generally be timetabled between the hours of 9am-6pm Monday-Friday, so we would always 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 week will require being available outside of these hours, as per industry standards.

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 Conservatoire calendar can be found at <https://www.tudublin.ie/explore/faculties-and-schools/arts-humanities/conservatoire/current-students/third-level-student-information/>

The year is divided into two semesters. Each semester is comprised of 13 weeks of classes followed by examinations. 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 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 allowed for practical classes.

Students must arrive on time for each class. A student who arrives after the time the class starts is deemed late. This includes online classes if necessary during 2024-25. Three lates constitute one absence.

A student who misses more than twenty minutes 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 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 lecturer. You should submit a 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).

A medical certificate can be provided by either 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/](https://www.tudublin.ie/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 .	Emmanuel Lawler, emmanuel.lawler@tudublin.ie (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 .	Ciara Murphy, ciara.murphy@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). Emmanuel Lawler, emmanuel.lawler@tudublin.ie (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) Derval O'Sullivan, derval.osullivan@tudublin.ie (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) Stephen Wallace, stephen.wallace@tudublin.ie (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 instructor 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. 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.

Marking Criteria

Attainment	Analysis		Practice	
	Research	Analysis & Development	Realization	Presentation
70-100% First Class	Ability to select material pertinent to the course subjects.	To organize selected material into an exceptional argument and to offer a highly original/original interpretation of its contextual significance.	Outstanding level of practical application and in realizing course strategies. Highly original/original interpretation of material. Extremely high degree of dedication leading to considerable improvement.	Exceptional level of execution.
60-69% 2.1	Ability to select material pertinent to the course subjects.	To organize selected material into a coherent argument with some original merit and to offer a	Very good level of practical application and in realizing most of the course strategies. Some originality displayed	High level of execution.

		lucid interpretation of its contextual significance.	in interpretation of material. High degree of dedication leading to considerable improvement.	
50-59% 2.2	Ability to select material appropriate to the course subjects.	To organize selected material into a coherent argument with some original merit and to offer some capacity for interpreting of its contextual significance.	Good level of practical application and in realizing some of the course strategies. Competent interpretation of material displayed. Some degree of dedication leading to some improvement.	Competent level of execution.
40-49% Pass	Ability to select material appropriate to the course subjects.	To offer a rudimentary understanding of the source material.	Practical application in the rudiments of course strategies. Basic understanding of the material. Displayed a willingness to improve.	Adequate level of execution.
0-39% Refer	The research does not meet the criteria set out for a Pass mark.	The analysis does not meet the criteria set out for a Pass mark.	Not met with criteria set out for Pass mark.	Poor level of execution.

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
- Room G006, Aungier St: Monday to Friday - 9:00 to 12:30 and 14:00 to 17:00

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 cannot access a particular module, you should contact the module lecturer.

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 information for student concerns can be sought from TU Dublin Students Union: <https://www.tudublinsu.ie/advice/welfare/complaints/>

Before reverting to the formal complaint process, a student should seek to discuss any issue that arises in relation to the delivery or management of a programme informally with the lecturer concerned, the class representative, and/or the Head of Drama, Opera and Vocal (Dr Rachel Talbot, rachel.talbot@tudublin.ie). In this way the issue can be resolved immediately.

If the student complaint is regarding the conduct of a member of lecturing staff or freelance staff, and the student(s) do not feel comfortable approaching the staff member directly, this issue should be raised with the Head of Drama, Opera and Vocal (Dr Rachel Talbot, rachel.talbot@tudublin.ie) or the Head of School (Dr Paul McNulty, paul.mcnulty@tudublin.ie).

It may be the case that the staff member or student/class representative considers it appropriate to bring the matter to the attention of the Programme Chair and/or Programme Committee for resolution.

If the issue has not been addressed through the informal channels described above, the student then has recourse to the formal complaint procedure, which can be found in Chapter 15 in the Handbook for Academic Quality Enhancement: <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/>. The procedures outline the sequential stages to be followed when a student makes a complaint in relation to their programme of study. Any student on a programme of study leading to TU Dublin award who wishes to make a complaint should do so as soon as the issue leading to the complaint emerges and within the semester in which the issue has emerged. A class representative or TU Dublin SU officer can make the complaint on behalf of a larger student group.

2. My Programme

2.1 Programme Structure

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

At semester 2 of year 2 students have the option to participate in an exchange programme with an international partner, according to the Erasmus programme or similar.

Full details of the programme structure are available in the programme document.

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 Columbia 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 D](#).

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
- BBC
- Bewleys' Cafe Theatre
- Buena Vista Films International
- Dublin Fringe Festival
- Fishamble: The New Play Company
- Gate Theatre
- Landmark Productions

- London's West End
- National Gallery of Ireland
- Project Arts Centre
- Rough Magic Theatre Company
- Royal Shakespeare Company
- RTÉ
- Schools and healthcare centres in Ireland and abroad.
- Showtime
- Smashing Times Theatre Company
- Smock Alley Theatre
- The MAC, Belfast
- ANU Productions
- Druid Theatre Company
- The New Theatre
- Netflix
- Livin Dred Theatre Company
- Barnstorm Theatre Company
- HotForTheatre
- Barabbas
- Lane Productions
- The Performance Corporation
- The Corn Exchange
- Pan Pan Theatre Company
- The Ark
- Galway International Arts Festival

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:

- Complete a [Deferral of Studies Application Form](#) for their relevant Campus and submit to the Head of Drama, Opera, Vocal (Dr Rachel Talbot)
- Inform the funding agency/sponsor that they have deferred their studies for 1 year e.g. SUSI

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:

- Complete a [Withdrawal Form](#) online for their relevant Campus.
- 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...

Average Mark	Classification
>=70%	First Class Honours (usually called a <i>first</i>)
60%- 69%	Second Class Honours, First Division (usually called a <i>two-</i>
50%-59%	Second Class Honours Second Division (usually called a <i>two-</i>
40% - 49%	Pass

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:

- Rachel Talbot, Head of Drama, Opera and Vocal (rachel.talbot@tudublin.ie)
- Tanya Dean, 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: To be voted upon in semester 1

Year 2 Student Representative: To be voted upon in semester 1

Year 1 Student Representative: To be voted upon in semester 1

Programme Committee Meeting Semester 1: 6pm, Thursday 24th October, EQ-101a/Zoom

Programme Committee Meeting Semester 2: 6pm, Thursday 27th 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 Library for Music and Drama is located in Park House on the North Circular Road. Google Map link: <https://g.page/TUDublin?share>

Library opening hours can be found here: <https://www.tudublin.ie/library/location-and-opening-hours/>

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, [letters of registration](#) (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. There are two Medical Centres in TU Dublin, one in Aungier Street and one in Rathdown House, Grangegorman. TU Dublin City Campus Students can use any of these centres. 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/>

The Chaplain for Drama is **Scott Evans**.

Address: Room RD-117, Grangegorman Campus, Dublin 7, D07 XT95.

Mondays and Wednesdays

T: +353 1 220 5230

E: scott.evans@tudublin.ie

You can also contact other chaplains in the service:

Christina Malone

E: Christina.malone@tudublin.ie

T:+353 0860610306

Room RD-117, Grangegorman Campus, Dublin 7, D07 XT95

Finbarr O'Leary

E: finbarr.oleary@tudublin.ie

T: +353 1 2207085 / +353 87 0664979

Room RD-117, Grangegorman Campus, Dublin 7, D07 XT95

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 and learning modes that are notably different to the majority of the TU Dublin degrees. 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 Study Skills Support

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-campus/grangegorman/getting-here/>

4.18 Student Dignity and Respect

The TU Dublin Student Dignity and Respect policy—which lists definitions of bullying and harassment, and details clear procedures for addressing conflicts and complaints of

bullying/harassment—can be found at: <https://www.tudublin.ie/media/website/policies-and-forms/student-services-and-wellbeing/TU-Dublin-Student-Dignity-and-Respect-Policy-2021.pdf>

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?

Talk to your Year Tutor.

5.3 What is a first, two-one and two-two?

This is the classification system we use in TU Dublin for final degree awards. A first is a First Class Honours – the highest grade possible, achieved when your mark is at least 70%. A *two-one* is a Second Class Honours – First Division, for marks of at least 60% but below the level of first class honours. A two-two is a Second Class Honours Second Division, for marks of at least 50% but below the level of Second Class Honours, Upper Division.

5.4 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/>.

5.5 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.

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.

5.6 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/>

5.7 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.

5.8 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/>.

5.9 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 (40%) 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. Kudos for reading so thoroughly; click on [this link](#).

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/>

5.10 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.

5.11 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/>

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

See <https://www.tudublin.ie/explore/our-campuses/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)

Appendix A: TU Dublin Academic Calendar – Session 2024-25: <https://tudublin.ie/explore/university-calendar/>

Month	Week Beginning (Monday)	KEY DATES
August 2024	05/08/2024	
	12/08/2024	Supplemental Exams
	19/08/2024	Supplemental Exams
	26/08/2024	
September 2024	02/09/2024	ACADEMIC YEAR BEGINS – 1st SEPTEMBER 2024
	09/09/2024	Year 1 Orientations – Wednesday 11th to Thursday 12th September
	16/09/2024	Teaching Commences Semester 1 – all years. 9am Monday 16 th September: All students Drama Assembly, EQ009.
	23/09/2024	Week 2
	30/09/2024	Week 3
	07/10/2024	Week 4
October 2024	14/10/2024	Week 5
	21/10/2024	Week 6
	28/10/2024	Review Week 7 – No classes unless specifically scheduled by lecturer. Autumn Graduations Tuesday 29th October to Saturday 2nd November
	04/11/2024	Week 8
November 2024	11/11/2024	Week 9
	18/11/2024	Week 10
	25/11/2024	Week 11
	02/12/2024	Week 12
December 2024	09/12/2024	Week 13 – Contemporary Drama Production
	16/12/2024	Winter Break
	23/12/2024	Winter Break
	30/12/2024	ALL CAMPUSES RE-OPEN THURSDAY 2nd JANUARY 2025
	06/01/2025	Assessments
January 2025	13/01/2025	Assessments. Second Year Stage Combat Workshops.
	20/01/2025	Assessments. Third Year Stage Combat Workshops. Second- and Third-Year Combat assessments.

Month	Week Beginning (Monday)	KEY DATES
	27/01/2025	Teaching Commences - Semester 2
February 2025	03/02/2025	Week 2
	10/02/2025	Week 3
	17/02/2025	Week 4
	24/02/2025	Week 5
March 2025	03/03/2025	Week 6
	10/03/2025	Week 7
	17/03/2025	Week 8 Spring Graduations
	24/03/2025	Week 9
	31/03/2025	Week 10 – Third Year Showcase.
April 2025	07/04/2025	Week 11 – First Year Ensemble Production
	14/04/2025	Spring Break – No Classes
	21/04/2025	Spring Break – No Classes
	28/04/2025	Week 12
May 2025	05/05/2025	Review Week 13 – No classes unless specifically scheduled by lecturer.
	12/05/2025	Assessments
	19/05/2025	Assessments
	26/05/2025	Assessments - Third Year Graduate Production.
June 2025	02/06/2025	
	09/06/2025	
	16/06/2025	END OF TEACHING SEMESTER – FRIDAY 20th JUNE 2025
	23/06/2025	
	30/06/2025	
	07/07/2025	
	14/07/2025	
	21/07/2025	
	28/07/2025	
August 2025	04/08/2025	
	11/08/2025	
	18/08/2025	Supplemental Exams
	25/08/2025	Supplemental Exams END OF ACADEMIC YEAR – 31 st August 2025

Appendix B: Drama Classrooms and Booking Rehearsal Spaces

Rehearsal Space / ASIMUT

Outside of class time, you will be expected to avail of rooms for rehearsal/practice purposes. Rehearsal spaces are available in the East Quad and Lower House, and must be booked via the ASIMUT online system in advance. Please co-operate fully with porters' regulations. There is considerable demand for rooms by other students, so booking in advance, and exercising patience and politeness will help to ensure availability of rooms for you. Failure to utilise reserved times may result in restricted use of facilities. Please ensure that you return rooms to neutral (i.e., replace any furniture, remove any rubbish, report any janitorial issues to Sodexo); failure to do so may result in restricted use of facilities.

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

Login to ASIMUT

Enter this URL directly into your browser: <https://tudublin.asimut.net/>

When prompted, enter your TU Dublin Email address (studentnumber@mytudublin.ie) The password is the same as your Email password.

Viewing ASIMUT

You can view your schedule in the **My Agenda** tab.

Music students should see First and Second Study lesson times, accompaniment/repetiteur classes, and the ensembles in which they are enrolled; some academic classes have also been included. **Drama students** should see all their classes. Practical lecturers should see all their one-to-one classes, performance classes and ensembles. Academic music lecturers will see some of their timetable(work in progress)

Booking and Etiquette for ASIMUT/Rehearsal Spaces

Bookings can be made by clicking on a Location/Room/Timeslot or by clicking the + icon. Your programme chair will send a link to a video, which gives an overview of the system.

Any bookings made by staff or students can be (and should be) deleted if they will not be used. If a student fails to turn up for a booking, the system will release the room for others (see Provisional vs. Confirmed Bookings below).

If you are wandering around the buildings and see a free room, there is no issue in using the room. However, if someone books within the permitted timeframe, that person has the right to

the room even if you are in it. Therefore, it is in everyone's interest to always book a room, even if it is for right now!

Booking Regulations for ASIMUT

Music students (all those over 16) and Drama students have a **ten-day** booking Horizon with some exceptions (see Room Protocol below). This means that practice rooms can be booked up to ten days in advance.

Each person is assigned a rolling quota of hours. Once this quota is used up, you will not be able to make any further bookings; however, once a booking has taken place, those hours are released back to you (a token system).

In addition, during the following **peak times**, students will only be able to book 1 hour:

- Monday, Tuesday and Thursday: 15.00 – 19.00
- Wednesday: 14.00 – 19.00

Booking Quotas for ASIMUT

- **Music Students:** 8 hours
- **Drama Students:** 1.5 hours (2 hours for Year 3 students)
- **Staff:** 8 hours (in addition to official timetabled hours)

All the above quotas and horizons will be reviewed later in the semester.

Room Protocol (Priorities/Restrictions) for ASIMUT

Some rooms have priority booking for certain cohorts of students and staff. Such students will have the ten-day booking horizon; all other students will only have a two-day booking horizon. For clarity, *all students* in the Table below means all BMus, BMusEd, BA Drama, MMus, PhD/DMus students and A001 students over the age of 16.

The following Table lists all bookable rooms, who can book them and what the booking horizon is.

Room	Staff	Students
Drama Rooms EQ006, EQ006a, EQ106	Drama staff (14 days)	Drama 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 music students (2 days)
Early Music Room (EQ014)	Restricted to named lecturers + CE (10 days)	Organ and Harpsichord students (10 days)
Organ Room (EQ015)	Organ staff + CE (14 days)	Organ students (10 days)
Room	Staff	Students
Percussion (EQ121/128)	Percussion staff (14 days)	Percussion students (10 days)
Harp (EQ132)	Harp staff (14 days)	Harp Students (10 days)
Guitar (EQ130)	Guitar staff (14 days) Other staff (2 days)	Guitar students (10 days) All other students (2 days)
Recording/Ensemble (EQ217)	Restricted to named lecturers + CE (14 days)	Contact Head of Discipline
Chamber Music (EQ219)	Restricted to named lecturers + CE (10 days)	Contact Head of Discipline
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)
PracGce Rooms EQ102, EQ103, EQ107, EQ127, EQ131	All staff (14 days)	All students (10 days)

The **minimum** booking period is 30 minutes. The **minimum gap** is 30 minutes – this means you cannot book the same room back-to-back but can book another room.

Students and staff cannot directly book any of the performance spaces (Recital Hall, Concert Hall, Blackbox Theatre). Please contact your Head of Discipline.

Students and staff should be aware that when viewing *All Locations*, there are numerous non-bookable rooms on the system. For example, most of the lecture rooms are there but these are not bookable because they are managed by Syllabus+ and, although they may show up as being available, this is not likely the case. It will be some time before Asimut and Syllabus+ are integrated. Therefore, we recommend using the various *Location* categories to better refine your search and booking. For Academic Timetables, students should continue to check Publish as not all the data has been transferred to Asimut.

Important: Provisional vs. Confirmed Bookings

All student bookings will show up in your agenda as being Provisional. In order for a booking to be confirmed, you need to be on campus and logged into TU Dublin Wi-Fi – you will not be able to use your Mobile Data. You must confirm your booking no earlier than one hour before it starts and no later than five minutes after the start time. If you do not confirm within that timeframe, the room will become available for others to book. Note: original bookings can be made from anywhere and with any internet provider: it is just the confirmation that must be done on campus and with TU Dublin Wi-Fi.

Booking Horizon

For the most part, all students have a **ten-day booking horizon**, which means bookings can be made for up to ten days in advance. Remember: you can book any available rehearsal room in the East Quad and Lower House; you are not limited to EQ006/a or the Dance Studio. However, some specialist rooms have a shorter booking horizon (two days) for students other than those who have priority booking for that room (e.g. the Grand Piano rooms). The exceptions are some rooms which are restricted to students of certain instruments (for example the Harp Room).

Asimut - Student Issues Log

If you have any issues with the system, you need to log your problem in the shared/editable Excel spreadsheet, where you will receive a response from the Conservatoire to your issue (please note your discipline in the first column). If you try to email a Drama staff member about an Asimut problem, the response will most likely be "Have you logged it in the Excel spreadsheet?", so be sure to do so!

We anticipate that a common 'issue' will be the inability to book a room. You need to check the room protocol: it may be that you are trying to book too far in advance of the booking horizon assigned to that room for your cohort of students. In order to reduce the number of matters raised in the Issues Log, please double-check this before submitting a request for help.

- Log all Asimut Student Issues [at this link](#). (editable Excel document)

East Quad Drama Spaces

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.

Sodexo

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.

Appendix C: 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/instructors 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 instructor, 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.

Appendix D: 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 2025. 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&pooid=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.

Appendix E: Photography

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.

7. Appendix F: Student Declaration

STUDENT DECLARATION

This form must be completed by all students.

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)