



NATIONAL ACADEMY
OF DRAMATIC ART



Trinity College Dublin
The University of Dublin

Foundation Diploma in Acting & Theatre Course Handbook

2025-2026

Contents

1. INTRODUCTION	6
1.1 The Lir Academy Staff	7
1.2 Administration.....	8
1.3 Contact Information	8
1.4 Student Buddy System	8
1.5 Books.....	9
1.6 Student Representation.....	9
1.7 Staff-Student Council	9
1.8 Student Counselling Services.....	10
1.9 Student Learning Development.....	10
1.10 Trinity Disability Service	10
1.11 Student Learning Difficulties.....	10
2. THE FOUNDATION DIPLOMA IN ACTING & THEATRE.....	12
2.1 Foundation Diploma Timetable	12
2.2 Term Dates	12
2.3 Project Weeks	12
2.4 Learning & Teaching Strategies	13
3 CURRICULUM.....	14
Each module is further divided into individual classes.....	14
3.1 Module 1: Introduction to Voice, Movement & Acting Technique.....	15
3.1.1 Voice & Speech	16
3.1.2 Classical Text.....	17
3.1.3 Choral Singing.....	17
3.1.4 Movement.....	18
3.1.5 Acting Technique.....	20
3.1.6 Screen Acting.....	21
3.2 Module 2: Acting Projects	22
3.2.1 Improvising & Devising Project	23
3.2.2 Devising/Physical Theatre Project.....	23

3.2.3 Contemporary Theatre	24
3.2.4 Naturalistic Theatre Project	25
3.2.5 Shakespeare	26
3.2.6 Shakespearean Theatre Project	26
3.3 Module 3: Theatre in Context	27
3.3.1 Contemporary Irish Theatre.....	28
3.3.2 Devising Performance Project.....	29
3.3.3 Practical Theatre Skills.....	30
3.3.4 Professional Development.....	31
3.3.5 Theatre History	31
3.3.6 Creative Engagement.....	32
3.3.7 Film Project	33
4. STRATEGIES FOR MONITORING STUDENT PROGRESS.....	34
4.1 Student Progress Meetings.....	34
4.2 Showings.....	34
4.3 Tutorials/Feedback.....	35
4.4 Student Journals.....	35
4.5 Assessment	35
4.6 End of Year Evaluation	36
4.7 Submission of Essays.....	36
4.8 Guidelines for Writing Essays.....	37
4.9 Trinity's Statement on Artificial Intelligence and Generative AI	41
4.10 Guidelines for Writing Reflective Journals	41
5. Academic Credit Weighting & ECTS.....	43
6. GRADES.....	43
6.1 Criteria for awarding marks and classes in the Faculty of Arts (Letters)	43
6.2 Marking Conventions	44
7 CODES OF PRACTICE	44
7.1 Punctuality and Attendance.....	45
7.2 Travel and Timekeeping	45

7.3 Illness or Other Absence.....	45
7.4 Professional Courtesy.....	46
7.5 Clothing and Jewellery.....	46
7.6 Dress Code.....	47
7.7 Hair/Make-Up/Tattoos/Piercings.....	47
7.8 Hygiene.....	47
7.9 Equipment List.....	48
7.10 Scripts and Photocopying.....	48
7.11 Mobile Phones/Social Networking/Recording Devices.....	48
7.12 Student Housekeeping.....	49
7.13 General Upkeep of Rehearsal Rooms, Studios and all ClassroomSpaces.....	49
7.14 Personal Property and Storage:.....	50
7.15 Lost Property.....	50
7.16 Food and Drink.....	51
7.17 Green Room and Café/Front Foyer.....	51
7.18 Resource Room.....	53
7.19 Dressing Rooms.....	53
7.20 Wardrobe and Costume Guidelines.....	54
7.21 Props Store Guidelines.....	55
7.22 Access to Unit 30.....	56
7.23 Rehearsals.....	56
7.24 Casting.....	57
7.25 Press and Publicity.....	57
7.26 Outside Employment and Third-Year Contract.....	57
7.27 No Smoking Policy.....	57
7.28 Alcohol or Drug Abuse.....	57
7.29 Dignity & Respect.....	58
7.30 Student Personal Communication with Staff/Freelancers.....	58
7.31 Disruptive or Violent Behaviour.....	59
7.32 Sexual, Gender or Racial Harassment.....	59

7.33 Intimacy Policy	59
7.34 Gender Equality	59
7.35 Anti-Racism	60
7.36 Disability.....	60
7.37 Managing Problems	60
7.38 Maintaining Good Health	61
7.39 Sustainability and Student Responsibility	61
8 DISCIPLINARY PROCEDURES	62
8.1 Blue Warning Letter	62
8.2 Yellow Warning Letter	62
8.3 Red Warning Letter	63
9 IMPORTANT SAFETY ISSUES FOR STUDENTS.....	64
9.1 Security	64
9.2 Fire Safety Procedures.....	65
9.3 Working with Equipment	65
9.4 Health and Safety	65
9.5 Housekeeping	65
10 DATA PROTECTION	66
11 APPENDICES	67
Building Maps	68

1. INTRODUCTION

The Lir Academy is the National Academy of Dramatic Art at Trinity College Dublin. Its aim is to train actors, designers, directors, playwrights, producers, stage managers and theatre technicians to the highest international standards, for careers in the theatre and allied professions. Since opening its doors in 2011, The Lir Academy now delivers seven full-time programmes: the Foundation Diploma in Acting and Theatre; Bachelor in Acting (Hons), Bachelor in Stage Management and Technical Theatre (Hons), MFA Playwriting, MFA Stage Design, MFA Theatre Directing and MFA Theatre Producing. Alongside this, we also offer a host of short courses and other activities and events throughout the year.

The Lir Academy is a creative community bound by a commitment to provide the highest possible conservatoire training in the performing arts in Ireland and is founded on an ethos of equity and humanity. Our teaching is rooted in our close relationship to industry and our desire to support and nurture the next generation of forward-thinking, highly skilled, artistically courageous performers and theatre-makers. The Lir Academy is led by a cohort of experienced theatre industry professionals who take immense pride in teaching their craft.

We believe it is our duty to create graduates attuned to the ever-changing needs of the 21st century's artistic landscape, equipped with the confidence and skill to meet and adapt to those demands. Our principles are founded on a deeply held belief that commitment, talent and passion, combined with our expertise are the keys to unlocking individual artistic excellence for everyone. In 2025-2026 we welcome a student body of 161 students from all over the world.

This handbook is intended to give the necessary information about the Foundation Diploma in Acting and Theatre. The official regulations for the course are printed in [Trinity's Academic Year Calendar](#) and have primacy over the information in this handbook, which sets out the detailed implementation of those regulations by The Lir Academy. The information in the introductory section should contain most of the information that students need in the first few weeks of the course. In order to give students an understanding of the structure of the Foundation Diploma in Acting & Theatre, the course book outlines the current curriculum.

The rest of the handbook gives an account of the requirements for participation in the course, so it is essential that students should consult it throughout the year. It is each student's responsibility to become familiar with the requirements listed in this handbook.

1.1 The Lir Academy Staff

Director/CEO: Gemma Bodinetz
Academic Director: Dr. Ulrich Leicht-Deobald
Director of Administration: Anne Fitzpatrick
Director of Actor Training and Postgraduate Study: Gavin O'Donoghue
Academic Administrator: Colm Carney
Admissions and Short Course Manager: Leonor Madureira
Receptionist: Molly Whelan
Finance Officer: Sara Scally
Director of Marketing: Jessica Hilliard
Marketing Assistant: Maeve Hickey
Director of Development: Joanne O'Hagan
Development Officer: Maeve Bradley
Course Director Foundation Diploma in Acting & Theatre: David Scott
Commercial Director: Paul O'Connor
Client Services Manager: Katie Sweeney
Director of Equality & Access: Shaz Oye
Director of Technical Training: Eve D'Alton
Production Manager: Des Kenny
Construction Manager and Technical Stage Manager: Jason Coogans
Head of Stage Management: Aisling Mooney
Head of Lighting: Blue Hanley
Head of Costume: Clodagh Deegan
Head of Scenic: Jason McCaffery
Head of Sound: Ivan Birthistle
Human Resources Manager: Jennifer McConnell
Events & Operations Manager: Ciara Dredge
Evening & Weekend Receptionist: Rema Hamid
Technician & Teacher Support - Lighting: Grainne Earley
Technician & Teacher Support - Costume: Paul Van Sickle
Head of Short Courses: Roger Evans
Course Director MFA Directing: Annabelle Comyn
Course Director MFA Playwriting: Graham Whybrow
Course Director MFA Stage Design: Maree Kearns
Course Director MFA Theatre Producing: Matthew Smyth

Foundation Diploma in Acting & Theatre Teaching staff:

Ivan Birthistle: Practical Theatre Skills (Sound)
Judith Lyons: Choral Singing
Blue Hanley: Practical Theatre Skills (Lighting)
Clodagh Deegan: Practical Theatre Skills (Wardrobe)
Aisling Mooney: Practical Theatre Skills (Stage Management)
Iseult Golden: Devising Project
Nora Grimes: Theatre History
David Horan: Acting Technique & Contemporary Theatre
Ciara Murnane: Practical Theatre Skills (Design)
Paul Meade: Contemporary Irish Theatre
Vinny Murphy: Acting for Camera & Film Project
Sue Mythen: Movement

Bryan Burroughs: Movement
Cathal Quinn: Voice & Speech, Theatre History Practical, Classical Text & Shakespeare Project Week
Carys D. Coburn: Creative Engagement
Jason McCaffrey: Practical Theatre Skills (Props & Scenic Art)
Ed Rourke: Practical Theatre Skills (Prop Making)
David Scott: Theatre History Practical, Naturalistic Theatre Project Week, Devising Project Week, Project Shakespeare

Contacting a member of staff:

Unless otherwise indicated, we recommend that you email staff with any queries using the following email format: `firstname.lastname@thelir.ie`, unless otherwise agreed with that staff member.

Please DO NOT disturb staff at The Lir Academy unless you have previously arranged a meeting with them.

1.2 Administration

The Academic Administrator's Office is located on the first floor of the building. The Academic Administrator is available to answer questions and provide information every weekday from 9.00am to 10.00am and from 12.30pm to 2.00pm.

PLEASE NOTE THAT THIS OFFICE IS NOT NORMALLY OPEN FOR STUDENT ENQUIRIES OUTSIDE THESE HOURS WITH THE EXCEPTION OF REPORTING ACCIDENTS AND EMERGENCIES, WHICH SHOULD BE DONE STRAIGHT AWAY.

1.3 Contact Information

It is essential that the administrative office has an up-to-date address and phone number for you. Students should notify the office immediately of any change of contact details. The Academic Administrator and your teachers will often communicate with you via your @tcd.ie email address. You are expected to check your email on a regular basis. The Academic Administrator may also need to contact you for a class change or other course-related notice, and it is your responsibility to ensure that you do not miss a last-minute announcement.

1.4 Student Buddy System

Each student is paired with a nominated graduate of the Foundation course now studying the Bachelor in Acting degree. The graduate will be available throughout the year to provide guidance, support and to answer any questions you might have about your first year of training. You will be introduced to your buddy during the first week of the course.

1.5 Books

All students of The Lir Academy have access to full services of Trinity's Library. A useful place for students to start their research is the [Drama & Film homepage](#) (tcd.ie). There they will find the search box for the library catalogue (called 'Stella'). The subject librarian for Drama is Helen Bradley. Helen is available throughout the year to help students in groups and in one-to-ones. Drama and theatre-related books are mostly located on the first floor of the Ussher Library, but students will also need to use other parts of the library. Students have access to a vast range of electronic resources, including e-books and databases. If help is needed to search these resources, please contact Helen by email at hbradle@tcd.ie.

Additional reference materials and books will be acquired over the course of the year for the Student Resource Room at The Lir Academy. Please check with Administration for details on how to access items from the Resource Room. Students will also be required to buy copies of set texts for classes and/or seminars as they will not be able to depend on the library or resource room for such texts. Reading lists for each class are available from the beginning of term and students should read as many of the texts as soon as they can. For further information about set texts, students should consult the teacher of the class concerned.

1.6 Student Representation

Each year Foundation Diploma students elect a student representative, who acts as a liaison between the class and Lir staff and teachers as required. Student representatives are entitled to represent the Foundation Diploma students at a meeting of the Foundation Diploma Committee. This committee decides on issues such as academic courses, assessment and examining etc., and meets once per year. Each group representative will have the opportunity to raise concerns or issues regarding the course at the course committee meeting.

1.7 Staff-Student Council

Staff-Student Council is an inclusive, equitable, and democratic key forum that provides a space for important discussions that shape our learning environment at The Lir. Council offers students, and staff, a direct connection to the decision-making processes, ensuring that every voice is heard and valued. Lir Staff-Student Council has adapted Lois Weaver's Long Table format, fostering meaningful dialogue on various themes, and to ensure that your voice is heard in respect of decisions affecting you. Past topics have included Disability, Emotive Content, Inclusivity in the Room, and Student Finances, all aimed at addressing the issues that matter most to our community. The purpose of the Council is to acknowledge the challenges that impact our ability to thrive, and to hold ourselves collectively accountable for addressing them. It fosters open dialogue, transparency, collegiality, and mutual responsibility between staff and students. Councils are open to all students and staff and are scheduled during class time to facilitate participation. We believe that your perspectives are crucial. In the spirit of collegiality and respect, we strongly encourage attendance to help build a

supportive and collegial environment.

1.8 Student Counselling Services

- Confidential help with personal problems is available for all students through Trinity's Student Counselling Services which are located at 9 South Leinster Street - just a 15-minute walk from The Lir's campus.
- For the 2025/2026 academic year, one-on-one appointments will also be available in the main Lir building on Wednesday evenings.
- Appointments may be made by contacting their office via telephone on 01 896 1407 or by emailing student-counselling@tcd.ie.
- See further information about the services available at www.tcd.ie/Student_Counselling/

1.9 Student Learning Development

Student Learning Development are there to help you achieve your academic potential while studying at Trinity. They provide workshops and events on a range of academic skills throughout the year, e.g., self-management skills, study and exam skills, presentations, writing and critical thinking. In addition, they also see students on a one-to-one basis for more specific queries by appointment or at their drop-in clinics.

Further information about the services available can be found at <http://student-learning.tcd.ie/>

1.10 Trinity Disability Service

Trinity Disability Service's mission is to create an accessible, transformational, educational environment in an interdependent University community and provide a platform for innovation and inclusion. Lir students may avail of their specialist support and advice at all stages of training. Students with a diagnosis of a physical, mental or intellectual disability may register with the service to receive an individualised Learning Educational Needs Summary (LENS) report. With your permission, this report can be shared with The Lir's teaching faculty to best support you during your time here. Students without a diagnosis may still contact the Disability Service for advice, guidance and support on challenges they may be experiencing during their studies.

For further information, and to book an appointment, students are encouraged to review the Disability Service website at <https://www.tcd.ie/disability/>.

1.11 Student Learning Difficulties

Students with learning difficulties are encouraged to register with Trinity Disability Service. Specialist support is available for conditions such as dyslexia, dyspraxia, ADD/ADHD, OCD and autism diagnoses.

Assistive Technology is available for students throughout their time at The Lir Academy. Examples include Notetaking Tools, Speech to Text Conversion Tools and Reading and Writing support.

Students can find more information at <https://www.tcd.ie/disability/services/assistive-tech/>.

2. THE FOUNDATION DIPLOMA IN ACTING & THEATRE

The Foundation Diploma requires enormous personal commitment and dedication. Great emphasis is placed on group learning and shared endeavour. The course also requires sustained collaborative effort and individual responsibility for development in all subject areas.

2.1 Foundation Diploma Timetable

The Foundation Diploma is taught over two terms. Both terms last for a duration of twelve weeks; and the course curriculum is normally delivered in a forty-hour working week.

Classes will normally take place between 9.30am and 6pm. Some aspects of the curriculum and other responsibilities may be scheduled in the evenings and exceptionally on weekends. Students are given due notification of such extensions. Students receive a copy of the timetable at the beginning of each term. All timetables are subject to change and students are expected to check their emails on a daily basis for any timetabling announcements.

2.2 Term Dates

The Term Dates for 2025-26 are as follows:

The Term Dates for 2025-26 are as follows:

- Term 1: Monday, September 15th – Friday, December 5th, 2025
- Term 2: Monday, January 5th – Friday, March 27th, 2026
- Term 3: Tuesday, April 20th – Friday, July 10th, 2026

The Term Breaks are:

- Saturday, December 6th to Sunday, Jan 4th, 2026
- Saturday, March 28th to Monday, April 19th, 2026

2.3 Project Weeks

The Foundation Diploma is broken up into 21 weeks of timetabled classes and three 'Project Weeks'. During Project Weeks, timetabled classes are replaced by projects or masterclasses led by either, visiting directors or teachers and/or teachers on the BA Acting course. The timetable for each Project Week will be confirmed two weeks in advance and will be posted on the notice board. Attendance is full-time and compulsory at all classes, projects, workshops, and events designated in the curriculum.

The dates for Project Weeks 2025-26 are as follows:

- 28th October – 31st October
- 5th – 9th January
- 16th – 20th March

2.4 Learning & Teaching Strategies

This curriculum is designed to prepare the student for further training at conservatoire level as well as preparing students to study broader drama degrees and related areas of study and work.

Training is focused on the development of 'core skills', which provide the foundation for the student's creative expression.

Students are given extensive tuition and support, but they are expected to be proactive in their artistic and intellectual development. Students are expected to work individually and inventively on their areas of both strength and weakness.

Core skills and capacities are developed through group practical classes, seminars, workshops, performance projects and internal presentations, as well as individual and group feedback.

Intellectual skills are developed additionally through the discussion of key concepts and issues, practice in applying concepts both verbally, physically, and in written form, practice of analytic and interpretive skills and library induction.

The student's creative and artistic development is supported and enhanced by individual and group tutorials, class work and project feedback, and by the development of written journals.

The wide range of the Professional Development provision and regular contact with industry professionals assists in widening the students' conceptual and artistic scope.

Student progress is individually monitored by all subject teachers, Project Leaders, the Academic Director, Foundation Diploma Director, and Director of Actor Training & Postgraduate Study.

3 CURRICULUM

The Foundation Diploma is broken up into 21 weeks of timetabled classes and three 'Project Weeks'. During Project Weeks, timetabled classes are replaced by projects or masterclasses led by either, visiting directors or teachers and/or teachers on the BA Acting course. The timetable for each Project Week will be confirmed two weeks in advance and will be posted on the notice board. Attendance is full-time and compulsory at all classes, projects, workshops, and events designated in the curriculum.

The Foundation Diploma in Acting & Theatre curriculum is designed to enable the student to prepare themselves for three-year actor training at conservatoire level. With an additional focus on broadening students' reading and understanding of plays and theatre history, it also prepares students for broader drama degrees. Students will be given the opportunity to explore other careers in theatre, television, and film, and some may progress to professional work in the industry on completion of the course. The course also encourages students to develop and nurture their own individual creativity with a focus on collaboration, improvisation, and lateral thinking.

On successful completion of this course students should be able to:

- Demonstrate principles of good acting including recognised techniques in acting, voice, and movement.
- Interpret a range of dramatic texts in a rehearsal context: including Elizabethan Comedy and Drama and contemporary authors to broaden knowledge and understanding of the theatrical canon.
- Evaluate dramatic texts in the context of theatre history with a particular focus on Greek Tragedy, Shakespeare and canonical Irish plays and playwrights.
- Utilise appropriate skills and techniques to the level required for entry to an honours degree course.
- Evaluate the structures of the professional theatre industry and academic pathways to employment in professional theatre and allied industries. ^[1]_[SEP]
- Communicate ideas and creative responses in written format and in an appropriate scholarly manner.

The course is divided into three core modules:

1. Introduction to Voice, Movement & Acting Technique
2. Acting Projects
3. Theatre in Context

Each module is further divided into individual classes.

3.1 Module 1: Introduction to Voice, Movement & Acting Technique

Module Code: LR101F

Module Coordinator: David Scott

Term: 1 – 2

Average Teaching Hours: 13.5 hours per week

Total contact hours: 280 hours

Rationale, Aims & Module Content:

This module will introduce students to a range of core skills required to develop their ability as an actor. It will introduce students to the three primary areas of all actor training: voice, movement and acting.

The module will focus primarily on the technique of Konstantin Stanislavski, and how it can be applied to realist and classical texts.

The movement and voice work will include a combination of 'pure' and 'applied' classes. The module aims to develop an understanding of movement as a vehicle for the discovery of the physical, psychological, and emotional life of characters, their motivations, and actions.

This module also aims to develop an understanding of how an actor's interpretation of text and language is communicated through the voice.

It features classes in vocal anatomy and health, breathing techniques, speech and articulation and the use of play and physical action in vocal production.

Learning outcomes:

On successful completion of this module students should be able to:

- Demonstrate through performance the working practice of the acting process according to the principles of Konstantin Stanislavski
- Translate inner feelings into characterisation.
- Communicate creatively through improvisation.
- Perform imaginatively narrative text, verse, and song, using applied voice and movement techniques.
- Demonstrate a tangible relationship between the actor's body and space. Perform the vocabulary of movement in the establishment of social relations in performance.
- Use appropriate techniques to control the breath in performance.

3.1.1 Voice & Speech

Teaching Staff: Cathal Quinn

Terms: 1-2

Average Teaching Hours: 3 hours per week

Aims:

The aim of this course is to provide the foundation for the student's vocal technique; alignment, breathe capacity, resonance, release, support, and voicing. To begin to generate the vocal energy required to support the voice in the performance space with ease, clarity, and focus.

Students will begin to apply vocal technique to the exploration and expression of dramatic text. To develop appropriate skills in articulation and speech. To work with increased flexibility and clarity of articulation in response to textual demands.

By the end of the course the student will have developed an individually tailored, comprehensive vocal warm-up to further aid their ongoing vocal development. We will explore various texts including, poetry, verse and contemporary dramatic texts as well as supporting the multiple texts explored throughout the course curriculum.

Learning Outcomes:

On successful completion of this class the students will be able to:

- Recognise best practice in vocal health, including safe phonation.
- Identify the importance of alignment and grounding and that of centring the breath.
- Develop awareness and improved use of breathing muscles and more consistent connection to breath support.
- Develop a more flexible voice, improving upon pitch range, resonance, and articulation, using forward placement and being able to vary pace, rhythm, and volume.
- Apply the vocal work to text with increased articulatory clarity in rehearsal and studio spaces.

Working Methods:

Voice & Speech combines group class work and tutorials. Students are expected to keep a journal and file handouts for future use and reference.

Assessment (constitutes 30% of overall module grade):

- Students will be assessed on one showing: 10%
- Continuous assessment (based on participation in group discussion; openness to exercises and to peers; originality of thought; ownership of material; running with an idea; set work being done; personal progress): 70%
- Engagement (punctuality, attendance, commitment): 10%
- Journal: 10%

3.1.2 Classical Text

Teaching Staff: Cathal Quinn

Terms: 1-2

Teaching Hours: 9 hours in total

Aims:

Classical Text aims to provide the student with an early introduction to Elizabethan language with a view to supporting the later work in the course.

The classes will explore heightened text, fostering an appreciation of language through working with Shakespearean speeches.

To develop sensitivity to the power of words as well as the exploration of grammar, punctuation, and syntax, students are introduced to the interaction of meaning and sound, exploring imagery, meter, rhythm, alliteration, assonance, ambiguity, and antithesis.

The ultimate expression of the work will be applied in final classical audition pieces, project week scene work and the Term 2 Shakespeare performance.

Learning Outcomes:

This class will enable students to:

- Analyse the language in plays by Shakespeare and make use of the technical aspects of language in performance.
- Research and develop a range of classical speeches for audition purposes.
- Engage with the musicality and rhythm of speech sounds and their clear articulation in application to text.

Working Methods:

Classical text combines group class work and focused individual work. Students are expected to research possible audition speeches for inclusion.

Assessment:

- This class is compulsory to attend. No mark is directly assigned to it.

3.1.3 Choral Singing

Teaching Staff: Judith Lyons

Terms: 1-2

Average Teaching Hours: 1 hour per week

Aims:

Singing aims to introduce students to a varied repertoire of choral music which is studied, explored, and ultimately performed. Students will develop their ability to sing. Sight singing will be practiced, as will the ability to sing in tune.

Learning Outcomes:

This class will enable students to:

- Develop essential aural skills such as interval recognition, intonation, and blend
- Employ the voice as part of a choral ensemble
- Perform a short piece of choral music

Schedule:

Classes will be a continuous development of the skills required to sing as part of a choir. Attention will be given early in the course to essential aural training and the reading of music. Students will begin to develop the skills and confidence to create and perform choral music.

Working Methods:

Choral singing classes will be taught to the whole group throughout the year. Students will be asked to prepare for aspects of this class under the direction of the teacher. This may involve learning music or undertaking research as appropriate.

Assessment:

Assessed as a contributory component to the work of Voice & Speech class.

3.1.4 Movement

Teaching Staff: Sue Mythen

Term: 1 – 2

Average Teaching Hours: 3 hours per week

Aims:

Students will engage with the fundamentals of movement and will learn a precise and articulate physical vocabulary that will lead expressive use of the body in creative practice.

Learning Outcomes:

This class will enable students to:

- Develop understanding of the body that is fully expressive, realising the importance of the emotional expression of the body and the meaning of movement and gesture.
- Build strength, stamina, release, focus, freedom, and flexibility.
- Develop spatial awareness and understand the relationship of bodies in space.

- Identify habitual movement tendencies working to improve their awareness of alignment, posture, and grounding.
- Investigate qualities of movement through creative and holistic movement practices, fostering a seamless connection between mind and body, imagination, impulse, and action.
- Improvise solo movement from a range of stimuli utilising the imagination.
- Create sequences of consecutive movements to build a personal professional warm-up, connecting body work to all the other strands of the course.

Working Methods:

- Movement will involve practical class work.
- Two classes will be taught to the group each week.
- Physical and imaginative exercises will be used.
- Students will work within a peer support system.
- Journals will be kept tracking the embodiment process and critical reflection.
- Research and preparation will be undertaken outside class.

Assessment (constitutes 30% of overall module grade):

- Continuous Assessment: 70%
- Showing (end of Term 2): 10%
- Engagement (punctuality, attendance, commitment): 10%
- Journal: 10%

Schedule:

Terms 1 and 2:

- Anatomy and Breath: Experience of the natural body, sensorial and physical awareness, Somatic Practice and release of physical tension, connection of breath and articulation of movement
- Fundamentals of movement: Explorations in space and the actor's breath, rhythm, balance, posture, alignment, weight, direction, isolation, level, line, planes, energy, levels of tension, impulse, inner life.
- Foundations of the actor warm-up: Freeing and Strengthening: developmental movement patterns, plasticity, release, swings, inner impulses, drawing on Yoga, Tai chi, Rudolf Laban, Jacques Lecoq and Litz Pisk. Each student will develop a warmup, drawing from the exercises experienced in class.
- Creative Movement: Investigation of qualities of expressive movement and creation of Improvised and Rehearsed Movement scores which apply fundamentals, psychological gesture, imagination, empathy, various movement practices, metaphor, while honing the playfulness to unlock the expressivity of the actor's body in both solo and group improvisations.

3.1.5 Acting Technique

Teaching Staff: David Horan

Terms: 1 - 2

Average Teaching Hours: 5 hours per week

Aims:

To develop the student actor's unique creative voice at the same time as gradually preparing them for three-year drama course auditions. To enable students to experience the practices of theatre practitioners such as Konstantin Stanislavski, Meisner and Grotowski through games and exercises and to lay down the building blocks of actor's process spontaneously through play. To seek to develop, through improvisation, the student actor's imaginative scope, quick wittedness, creativity, and flexibility.

The course aims to develop creative confidence by exploring the building blocks of imaginative transformation and creative process. Emphasis is placed on mutual creativity between actors and interpretive ability in relation to dramatic scenes and monologues. To this end, areas of Stanislavski's process are explored as an experience, not as a theory and are applied to a variety of theatrical texts. By the end of the year, it is expected that students will have developed a uniquely personal working process. They will be fully aware of and have begun to use the Stanislavski system.

Learning Outcomes:

This class will enable students to:

- Identify the fundamentals of the acting process and storytelling.
- Develop a high degree of communication abilities and creative improvisation skills, exploring spontaneity through games and sense exercises.
- Use sense focus truthfully and creatively.
- Achieve an objective in an improvised scene and further apply the same degree of creativity, transformation and mutual dependency as achieved in improvisation to existing dramatic texts.
- Be creatively dependent on one's fellow actors to create mutually and not in isolation.
- Explore and investigate a text to unlock character and meaning.
- Apply the learned process to contemporary and classical monologues for audition purposes, exploring the themes and characters of the monologues through improvisation to further develop a deep and meaningful relationship to the text.

Schedule:

Term one provides an introduction to, and a mental and physical assimilation of the building blocks of the creative process. The first three weeks of term will deal with what acting really is and what the actor is trying to achieve. This will lead on naturally to more ambitious games and exercises to explore the achieving of objectives and the spontaneous creation of real "on stage" relationships. The

class progress will be dictated by the individual growth of each student. Assimilation in class is vital at every stage of the course.

Schedule for term two will be agreed in response to student progress as the year progresses.

Working Methods:

In the first term, Acting Technique classes will be taught to the entire group for 5 hours each week, with three hours devoted to acting principles and two hours spent applying the principles to specific texts – monologues or scenes. Toward the end of term one and throughout the second term Acting Technique classes will periodically combine with project work allowing deeper exploration of characters and backstory as Stanislavskian improvisation is applied to specific plays and characters.

Work outside class and rehearsal will be expected.

Research and background reading will be required at all stages of the course.

Assessment: (constitutes 40% of overall module grade):

- Audition Presentation: 20%
- Continuous Assessment: 60%
- Showing (end of term 2): 10%
- Engagement (punctuality, attendance, commitment): 10%

3.1.6 Screen Acting

Terms: 1 and 2

Teaching Staff: Vinny Murphy

Average Teaching Hours: 6 hours in total

Aims:

To enable students to understand and develop strategies for meeting the specific demands of screen acting, whilst gaining a better appreciation of screen acting and becoming more familiar with the equipment, the process, and the terminology.

Learning Outcomes:

This class will enable students to:

- Act with more confidence before a camera, becoming more familiar and less self-conscious about seeing themselves on screen.
- Recognise what a director and an editor need from an actor in order to put together the final performance on screen.

- Demonstrate basic technical aspects of screen acting such as hitting marks, staying in your light, finding the light in a tracking shot, working with sound crew and continuity.

Working Methods:

The group will be split in two with each group receiving 6 hours of tuition.

Students will begin with camera-based classes that are designed to show students how the camera can aid a performance rather than hinder it. At the beginning, the focus will be on shooting. They then move on to camera-based acting exercises, which start to explore possible solutions to some of the technical demands.

Assessment:

- The class will be assessed on a pass/fail basis.

3.2 Module 2: Acting Projects

Module Code: LR102F

Module Coordinator: David Scott

Term: 1 – 2

Average Teaching Hours: 8.5 hours per week

Total Contact Hours: 280

Rationale, Aims & Module Content:

This module aims to combine all the skills and techniques of Acting, Voice and Movement acquired in Module One for the purpose of rehearsals and workshop presentations of shortened versions of classical and contemporary plays, and devised pieces created by students themselves working through improvisation and creative play. The module will be project based and will also include classes Shakespeare Scenes, Contemporary Theatre and Devised or Physical Theatre. The Acting Projects Module will be taught by visiting professional directors and theatre practitioners as well as members of The Lir Academy teaching staff.

Learning outcomes:

On successful completion of this module students should be able to:

- Create a range of characters from contemporary and classical texts.
- Research, devise, improvise and adapt a performance text.
- Analyse the language in plays by Shakespeare and make use of the technical aspects of language in performance.
- Apply the skills of improvisation in performance.
- Interpret contemporary theatre texts in performance.
- Identify the structures of scenes within play texts.

- Practise the principles of acting in rehearsal conditions, preparing for, and following a rehearsal process.
- Demonstrate through performance a basic understanding of the skills of acting, voice, and movement.

3.2.1 Improvising & Devising Project

Teaching staff: Iseult Golden

Term: 1 (Weeks 1 – 6)

Average Teaching Hours: 8.5 hours per week

Aims:

The application of the skills and techniques acquired in the first term; those of improvisation and creative play will form the basis of the rehearsal process. Through the application of these skills students will devise for six weeks focusing on the creation of short pieces of Devised/Physical Theatre. In the final week there will be a showing of their work.

Learning outcomes:

On successful completion of this project students should be able to:

- Create a range of characters.
- Apply the skill of improvisation in performance.
- Explore different methods of improvisation and creative play.
- Research, devise, improvise and adapt a performance text.

Working Methods:

Practical classes, workshops & rehearsals.

Assessment (constitutes 30% of the overall module grade):

- Continuous assessment (based on participation in group discussion; openness to exercises and to peers; originality of thought; ownership of material; running with an idea; set work being done; personal progress): 50%
- Showing: 40%
- Engagement (punctuality, attendance, commitment): 10%

3.2.2 Devising/Physical Theatre Project

Teaching staff: David Scott

Term: 1 (Week 7)

Average Teaching Hours: 35 hours per week

Aims:

The Devising/Physical Theatre project will be devoted to the further application of the skills developed over the course of Improvising & Devising. It will take the form of an intensive week-long rehearsal process investigating a specific creative process or theme.

Learning outcomes:

On successful completion of this project students should be able to:

- Create a range of characters.
- Apply the skill of improvisation in performance.
- Explore different methods of improvisation and creative play.
- Research, devise, improvise and adapt a performance text.

Working Methods:

Practical classes, workshops & rehearsals.

Assessment:

Assessed on a pass/fail basis.

Students must pass two out of the three scheduled project weeks to successfully complete the course.

3.2.3 Contemporary Theatre

Teaching staff: David Horan

Term: 1 (Weeks 8 – 12) and 2 (Weeks 2 – 3)

Average Teaching Hours: 8.5 hours per week

Aims:

A studio production of scenes from a contemporary play will be the focus of this project. Classes will be in the form of rehearsals and replicate the working environment of a professional theatre. Rehearsals will include the application of the range of skills and techniques acquired on the course to date.

Learning outcomes:

- Interpret contemporary theatre texts in performance.
- Identify the structures of scenes within play texts.
- Practise the principles of acting in rehearsal conditions.
- Prepare for and follow a rehearsal process.
- Demonstrate through performance a basic understanding of the skills of acting, voice, and movement.

- Employ Stanislavskian improvisation as a means of building the past life of a character.

Working Methods:

Practical classes, workshops & rehearsals.

Assessment (constitutes 30% of the overall module):

- Continuous assessment (based on participation in group discussion; openness to exercises and to peers; originality of thought; ownership of material; running with an idea; set work being done; personal progress): 50%
- Showing: 40%
- Engagement (punctuality, attendance, commitment): 10%

3.2.4 Naturalistic Theatre Project

Teaching staff: David Scott

Term: 2 (Week 1)

Average Teaching Hours: 35 hours per week

Aims:

This Project Week will be devoted to the exploration of naturalistic plays and the wider aims of the Contemporary Theatre Project. Students will investigate and rehearse naturalistic play texts to be developed over an intensive week-long rehearsal process.

Learning outcomes:

- Interpret contemporary theatre texts in performance.
- Identify the structures of scenes within play texts.
- Practise the principles of acting in rehearsal conditions.
- Prepare for and follow a rehearsal process.
- Demonstrate through performance a basic understanding of the skills of acting, voice, and movement.

Working Methods:

Practical classes, workshops and rehearsals.

Assessment:

Assessed on a pass/fail basis.

Students must pass two out of the three scheduled project weeks to successfully complete the course.

3.2.5 Shakespeare

Teaching staff: David Scott

Term: 2 (Week 4 – 6 and 8- 12)

Average Teaching Hours: 9.5 hours per week

Aims:

This class aims to encourage students to expand and apply their developing technique and understanding of acting by exploring a play, or a sequence of Shakespeare's plays. The Shakespeare project allows students to work in detail on a classical text.

Learning outcomes:

- Create a range of characters from classical texts.
- Analyse the language in plays by Shakespeare and make use of the technical aspects of language in performance.
- Identify the structures of scenes within play texts.
- Practise the principles of acting in rehearsal conditions.
- Prepare for and follow a rehearsal process.
- Demonstrate through performance a basic understanding of the skills of acting, voice, and movement.

Working Methods:

Practical classes, workshops & rehearsals.

Assessment (constitutes 40% of the overall module):

- Continuous assessment (based on participation in group discussion; openness to exercises and to peers; originality of thought; ownership of material; running with an idea; set work being done; personal progress): 50%
- Showing: 40%
- Engagement (punctuality, attendance, commitment): 10%

3.2.6 Shakespearean Theatre Project

Teaching staff: Cathal Quinn

Term: 2 (Week 7)

Average Teaching Hours: 35 hours per week

Aims:

This Project Week will be devoted to the deeper exploration of a Shakespeare text or that of one of his contemporaries such as, Marlowe, Fletcher, Middleton, Kyd, etc. Students will investigate and rehearse scenes from a play text to be developed over an intensive week-long rehearsal process.

Learning outcomes:

- Create a range of characters from classical texts.
- Analyse the language in plays in Elizabethan English and make use of the technical aspects of language in performance.
- Identify the structures of scenes within play texts.
- Practise the principles of acting in rehearsal conditions.
- Prepare for and follow a rehearsal process.
- Demonstrate through performance a basic understanding of the skills of acting, voice, and movement.

Working Methods:

Practical classes, workshops & rehearsals.

Assessment:

Assessed on a pass/fail basis

Students must pass two out of the three scheduled project weeks in order to successfully complete the course.

3.3 Module 3: Theatre in Context

Module Code: LR103F

Module Coordinator: David Scott

Term: 1 – 2

Average Teaching Hours: 13.5 hours per week

Total Contact Hours: 280

Rationale, Aims & Module Content:

This module aims to deepen the students' knowledge and understanding of theatre history including important classical and contemporary play texts from Greek drama to canonical Irish texts. It will also introduce students to the contemporary theatre industry and the related activities of film & television, and the potential careers that are available within the profession. Through a series of classes, seminars and personal development tutorials, this module aims to provide the student with the knowledge and experience they need to further develop their interest and engagement with professional theatre practice. The module will broaden students understanding of how theatre has evolved in response to changing social and political contexts and how contemporary theatre practice relates to society and politics today. It will develop the student's understanding of the role of the artist in society through expanding their understanding of their own creativity. The module will further broaden the student's understanding of theatre in context by exposing them to other training opportunities available in The Lir Academy in the area of technical theatre, design, and direction. As part-fulfilment of the module, students will submit

several critical writing assignments and will be given instruction on the structure, style, and expectation of the assignments.

Learning outcomes:

On successful completion of this module students should be able to:

- Identify and describe key events and movements in Western theatre history.
- Research and discuss in detail the social and political contexts within which Western theatre has evolved and explain how contemporary theatre practice relates to society and politics today.
- Critically discuss a number of canonical play texts.
- Reflect on one's own creative abilities.
- Demonstrate a knowledge of contemporary theatre practice and the infrastructure that it supports.
- Identify and pursue appropriate pathways for their own creative and professional development within the creative industries.
- Communicate ideas and research findings in an appropriate scholarly manner.

3.3.1 Contemporary Irish Theatre

Teaching Staff: Paul Meade

Terms: 1-2

Average Teaching Hours: 2.5 hours per week

Aims:

This module aims to deepen the students' knowledge and understanding of contemporary Irish plays. It will also introduce students to the contemporary theatre industry and theatre companies. The module will broaden students understanding of how theatre has evolved in response to changing social and political contexts and how contemporary theatre practice relates to society and politics today.

Learning outcomes:

On successful completion of this module students should be able to:

- Identify and describe key events and movements in contemporary Irish theatre.
- Research and discuss in detail the social and political contexts within which Irish theatre has evolved and explain how contemporary theatre practice relates to society and politics today.
- Critically discuss a number of canonical theatre play texts.
- Demonstrate knowledge of contemporary theatre practice and the infrastructure that it supports.

Working methods:

Taught through a series of classes, seminars, and practical workshops

Assessment: (constitutes 30% of the overall module grade)

- Theatre Reviews: 45%
- Continuous assessment: 45%
- Engagement (punctuality, attendance, commitment): 10%

Schedule:

There will be one compulsory theatre visit in each teaching block. Students will be expected to pay for their own tickets. The Lir however will negotiate a group discount. Students will be required to produce a critical review of each performance piece that they attend.

Reading List: To be sent to students ahead of the start of the course.

3.3.2 Devising Performance Project

Teaching Staff: Louise Lowe

Term 2: 5 sessions over the course of Term 2

Average Teaching Hours: 3 hours per week, extra technical and rehearsal sessions in performance week.

Aims:

This module will take place in the second term combining the skills and techniques acquired in the three disciplines of Acting, Voice and Movement and building on the skills acquired through the Improvisation and Devising, Creative Engagement and Devising Project Week for the purpose of public performance to an invited audience. The production will consist of devised performances by the students themselves working in conjunction with and led by emerging directors from The Lir Academy MFA Directing program over seen by a professional director from The Lir Academy staff.

Learning Outcomes:

- Ability to create a character or several characters.
- Ability to research, devise, improvise and adapt a performance text.
- Explore different methods of improvisation and creative play.
- Ability to sustain a role or roles in front of an audiences.

Working Methods:

The cohort will be divided into four groups, each working with an MFA Director on a piece of devised theatre.

Assessment (constitutes 15% of overall module grade):

- Continuous assessment: 60%
- Showing: 30%
- Engagement (punctuality, attendance, commitment): 10%

3.3.3 Practical Theatre Skills

Teaching Staff include: Aisling Mooney, Ivan Birthistle, Ed Rourke, Blú Hanley, Maree Kearns, Clodagh Deegan

Terms 1 – 2

Average Teaching Hours: 1.5hrs per week

Aims:

This module aims to introduce students to the range of technical theatre departments in The Lir Academy, providing an overview of each department and how it functions in the creation of professional theatre. Students will learn about the roles, duties, and workload of the respective departments. Workshop classes will concentrate on six areas of study: stage management, lighting, sound, properties, wardrobe & design. Students will be given the opportunity to practically engage with the functions of each department e.g. rigging lights, making a prompt book, building props, operating a sound desk etc.

Learning Outcomes:

On successful completion of this class students will be able to:

- Explain the terminology of technical theatre.
- Distinguish technical theatre roles & responsibilities.
- Identify how to engage with and work constructively with Stage Managers.
- Demonstrate basic tasks allied to each department.

Working Methods:

Classes and practical sessions.

Assessment:

Assessed on a pass/fail basis

Schedule:

Sessions will be scheduled around the demands of the respective Technical Theatre Departments.

3.3.4 Professional Development

Teaching Staff: David Scott and various guest speakers

Terms: 1 – 2

Average Teaching hours: 1 hour per week

Aims:

The primary aim of the Professional Development class is to introduce students to leading professionals from the theatre, television, and film industry. The course intends to inform the students of successful working practices and to broaden their awareness of current issues pertaining to the professional industry. Students will be encouraged to develop a sense of inquiry about the industry, through engagement with the speakers, primarily through question-and-answer sessions. Students will be expected to research the guest speaker and their area of practice ahead of time and prepare pertinent questions.

Learning Outcomes:

On successful completion of this class students will be able to:

- Demonstrate fundamental knowledge of the theatre, film, and television industries.
- Identify further training routes and creative opportunities available to students on graduating from the Foundation Diploma.
- Evaluate the place of acting in the wider culture and the variety of employment opportunities available in the performing arts sector.

Working Methods:

This class will be taught through a range of individual sessions and additional activities throughout the year. Initial sessions will take the form of a Question-and-Answer discussion moderated by the Class Leader. Some sessions will be of a practical nature in which students will be set research tasks in groups and will present findings in class.

Assessment:

Assessed on a pass/fail basis.

3.3.5 Theatre History

Teaching Staff include: Nora Grimes, David Scott, Cathal Quinn, Bryan Burroughs & Iseult Golden

Term: 1 - 2

Average Teaching Hours: 4 hours per week

Aims:

The aim of this module is to introduce the history of drama, theatre, and performance. Each week will we consider a different historical convention of

theatre and its relationship to time, text, space, place, and the role of the audience. Throughout the module we will consider how and why historical conventions resonate with each other.

Learning Outcomes:

On successful completion of this module, students should be able to:

- Communicate (orally and in written form) the historical conventions of drama theatre and performance and their strategies of representation.
- Demonstrate your knowledge of texts and movements that have shaped theatre history.
- Demonstrate understanding of analysis of texts and performance.

Working Methodologies:

Each week we will consider a different historical convention and/or a play of the historical convention in question. The majority of the play scripts that we will be looking at can be found on Drama Online, which can be accessed online through the Trinity Library portal. All other play scripts will be circulated to the students. These plays are also available for viewing as recordings through Digital Theatre+ and the National Theatre Collections, which can also be accessed online through the Trinity Library portal.

Each week a lecture on a historical convention will be given. The lecture will be followed by a seminar. If you are asked to read a play for a particular class, then your analysis of the play will inform the seminar.

To compliment the lectures and seminars there will be a Theatre History practical workshop exploring the texts.

Assessment (constitutes 40% of the module):

Assessment for this class is by one 1,500-word essay and a practical project which demonstrates the student's ability to identify genres and playing styles in performance.

- Essay: 40%,
- Genre, Style, and Text Exercise: 40%
- Reflective Journal of Genre, Style Text Exercise: 20%
- Theatre History Practical: assessed on a pass/fail basis.

Reading List: To be sent to students before the start of the course.

3.3.6 Creative Engagement

Teaching Staff: TBC

Term: 1 (Weeks 8 – 12)

Average Teaching Hours: 5 hours per week

Aims:

This class aims to enable students to develop a short piece of work in response to a contemporary social or cultural issue they have researched. Through fostering the student's sense of engagement with society they will be placed in a position where they are asked to investigate and respond creatively to the issues of the day. It will further develop the student's understanding of the role of the artist in society through expanding their understanding of their own creativity. They will be challenged to create relevant pieces of work that relate to the socio-politics of now.

Learning Outcomes:

On successful completion of this course students will be able to:

- Work independently to identify information sources, extracting, collating, and interpreting information.
- Communicate ideas and research findings creatively.
- Respond creatively to the contemporary environment.
- Identify an appropriate subject area for investigation.
- Develop as contemporary theatre practitioners.

Working Methods:

This class will be taught through practical workshops. Students will work in small groups and will be expected to carry out research. Students will present their work in the final session.

Assessment (constitutes 15% of overall module grade):

- Continuous assessment (based on participation in group discussion; openness to exercises and to peers; originality of thought; ownership of material; running with an idea; set work being done; personal progress): 90%
- Engagement (punctuality, attendance, commitment): 10%

3.3.7 Film Project

Teaching Staff: Vinny Murphy

Terms: 1 and 2 (weeks 9-12 and 1 – 11)

Average Teaching Hours: 5 hrs per week

Aims:

A production of a short film will be the focus of this class. Classes will begin with a period of scripting and devising in the form of rehearsals with a view to replicating the working environment of a film or television recording. Rehearsals will include the application of a range of skills and techniques acquired in the screen acting course. Students will rehearse and film according to the production schedule as demanded by the film script.

Learning Outcomes:

On successful completion of this class students will be able to:

- Distinguish the particularities of screen writing and how they relate to screen acting.
- Relate through experience the creative process from 'script to screen'.
- Recognise the responsibilities of crews.
- Act with more confidence before a camera demonstrating basic technical aspects of screen acting.
- Identify the reasons why one take will end up in the film as opposed to another take, thereby deepening the understanding of what exactly is required from the actor.

Working Methods:

Script Workshops, Acting for Camera Workshops and Film Shoots. Assessment: assessed on a pass/fail basis

In order to pass the module students will need to pass two of the three subjects assessed on a pass/fail basis. Namely two of the following subjects: Film Project, Professional Development, Practical Theatre Skills.

4. STRATEGIES FOR MONITORING STUDENT PROGRESS

4.1 Student Progress Meetings

Student Progress Meetings take place at least once per term when the teaching team meet collectively to discuss an overview of each student's development. Student Progress Meetings are monitored primarily by the Director of the Foundation Diploma. Teachers on the course also meet regularly to consider matters of student progress reported to them by other members of the teaching staff and project directors.

4.2 Showings

Internal showings of work allow students to bring work to a point of presentation, give students experience of an audience, and allow them to reflect on their work as a performer.

Showings offer project directors and teaching staff the opportunity to view students' work as it is integrated in performance and to assist them in guiding students and progressing their personal development.

Showings are balanced across areas of the curriculum and are scheduled at strategic times in the course.

4.3 Tutorials/Feedback

Tutorials are designed to afford each student the opportunity to discuss their progress and receive guidance.

Feedback is offered by the teaching staff on specific areas of work.

Students receive tutorials from members of the teaching staff at strategic points in the training.

At the end of each term, students have individual tutorials with their teachers in each of the three core skills (voice, movement & acting). Timetabled tutorials are compulsory for all students.

A number of individual tutorials are scheduled with the Director of the Foundation Diploma. These tutorials are targeted to support the students in the latter stages of their training with a view to identifying routes for progression and/or their entry into the profession.

The prime aim of both sets of tutorials is to support, facilitate and encourage students to make the most of their training and their development as young theatre artists.

In addition to these holistic tutorials, other members of the teaching staff may also have sign-up tutorials at the end of term, as a way of de-briefing particular strands or projects.

4.4 Student Journals

Students are encouraged to maintain a regular journal of their activities in the course. This is an opportunity for reflection on daily and weekly work in classes and rehearsals and is meant to be a personal record of the student's progress. It may be brought to the tutor-student feedback sessions as a reference for discussion of the student's progress. Individual journals for Movement, Voice and the Theatre History Practical showing will form part of the student's assessment for those subjects.

4.5 Assessment

Assessment is the process by which formal judgments are made on standards of work. At The Lir Academy, it is also used as a strong aid to guiding students on their progress. Information on how each class is assessed, and the weighting of each class in the context of the overall module, is included in Curriculum above.

To pass the course, students must:

- a) attend satisfactorily all prescribed classes
- b) perform prescribed research exercises and practical assignments
- c) achieve a credit weighted average mark of 40 per cent by obtaining a pass grade in all modules
- d) meet any special requirements prescribed and published by the Academy

All three modules are year-long and compulsory.

There are no supplemental assessments and no compensation is permitted.

The overall aggregate mark for the year will be a credit-weighted average of the module marks. The Diploma will be awarded as either pass or distinction. A pass will be awarded at 40 per cent and a distinction at an overall average of 70 per cent.

ALL STUDENTS MUST PASS EACH OF THE CORE MODULES. A FAILURE IN ANY OF THESE SUBJECT AREAS WILL CONSTITUTE A FAIL.

Individual results will not be published, and students will not be awarded their Diploma unless all tuition fees are fully paid for that academic year.

4.6 End of Year Evaluation

At the end of the academic year students complete a feedback form outlining their experience of all modules and providing feedback on the delivery of all classes. This information is provided anonymously and is not attributed to individual students. Feedback is made available to all teachers on request.

4.7 Submission of Essays

It is expected that assignments and set work will be submitted in full and on time. Submission dates will be communicated to students with sufficient notice to allow for arrangements to be made to ensure the submission deadline can be met. Written assignments must be submitted through

The Lir Academy uses **Blackboard**, an online learning platform, for submission of written assignments. Blackboard can be accessed via mymodule.tcd.ie using your TCD login details. Further instructions on accessing and utilising the Blackboard platform will be issued via the Academic Administrator over the course of the academic year.

Blackboard will assess for plagiarism. Full submission details will be communicated to you via the administration office early in Term 1. The online submission deadline will ordinarily be 12 noon on the date of submission, unless otherwise communicated. In the event of late submissions, the following penalties will apply:

- Submissions received up to one week late (7 days) will receive a penalty of 10%.
- Submissions received up to two weeks late (14 days) will receive a penalty of 20%.
- Submissions received after two weeks, or not received after this time, will receive a grade of zero and be recorded as a fail.

Students who fail or fail to submit a particular assignment will be offered one (1) supplemental (re-sit) assignment, which will be assigned by the module leader. Grades for supplemental assignments will be capped at 40%.

4.8 Guidelines for Writing Essays

It is very important that you learn how to present your written work in a clear and professional manner. Poor presentation (by not adhering to the guidelines below) will be penalised.

- The first page of all written work must contain the following information: Student Name, Course, Essay Title, Lecturer, Year, Term
- All essays should be typed / word processed on A4 paper, paginated, with ample left and right margins. Use double-spacing and print on one side of the page only. They **MUST** also be accompanied by a completed essay cover sheet.
- Titles of books, films and plays should be italicised: e.g., Samuel Beckett, *Waiting for Godot*. Words or short phrases in languages other than English should also be italicised.
- Titles of articles, essays, chapters, songs (which do not have the status of a book) should be placed in 'quotation marks': e.g., Bertolt Brecht, 'A Short Organum for the Theatre'.
- Short quotations can be integrated into the body of your text, using quotation marks. Longer quotations (more than 4 lines) should be indented from the left, and do not need quotation marks. If your quotation has some material omitted, indicate the omission with an ellipsis, e.g., three dots (...). **Always quote accurately.**

Plagiarism, Acknowledgments and Footnotes

Plagiarism

- I. Plagiarism is a serious offense and will result in severe disciplinary procedures.
- II. Plagiarism occurs when you pass off another person's thoughts or words as your own. Note: that's **THOUGHTS** as well as **WORDS**. Be particularly careful when making notes from critical reading or lectures that you do not simply reproduce passages of someone else's text in your own essay. This is intellectual **THEFT**.
- III. Always acknowledge your sources. You must clearly identify direct quotations from the published or unpublished work of others by placing them in quotation marks and giving full details of the source of the quotation, as outlined below.
- IV. Equally, if you summarize another person's ideas or judgments, you must refer to that person in your text, and include the work referred to in your notes and bibliography.
- V. Any instance of plagiarism within an essay, examination or dissertation will render your work invalid for examination and assessment purposes

and will be reported to the Junior Dean of the College for disciplinary action.

SEE THE FULL PLAGIARISM STATEMENT BELOW.

Acknowledgements

If a whole section of your work is based on data provided by a single source, you should make a general acknowledgment in the text of your essay, as follows:

This section on directing *The Life of Galileo* is based on the account of the National Theatre production in Jim Hiley, Theatre at Work, London, 1981.

Footnotes / Endnotes

- i. Particular passages taken from particular sources are acknowledged by footnotes. Footnotes are of two kinds: either they make a specific acknowledgment of a source, or they add some information to the material of the main text. A footnote is a note that is placed at the foot of a page but, as this is sometimes difficult to arrange, the notes may be placed at the end of the text (endnotes).
- ii. After quotation or reference to someone else's work, indicate the note by a raised number thus.¹ Number each footnote consecutively through your essay. Notes should be placed after punctuation.
- iii. Footnotes adding information to the main text - e.g., dates, opinions, explanations, or cross-references - have no special requirements of form. Beware of using them often or coming to depend on them, as they tend to interrupt the main flow of your argument.

1 Footnote

- iv. In a footnote whose function is to identify a source, the object is to make the identification both as clear and as economical as possible. Full references should be given in your bibliography, so that it is sufficient in a footnote to give an abbreviated reference provided that enough information is given to identify clearly which work you are referring to.

STYLE GUIDE: FOOTNOTES AND BIBLIOGRAPHY

A bibliography must be included at the conclusion of all essays and dissertations. This should include the books you have used - even if you have not quoted from them directly.

A bibliography may be divided into Primary Sources e.g., plays, historical documents, original reports, productions, films etc., and Secondary sources, e.g., critical works offering opinion and commentary. At undergraduate level, the Department recommends the Chicago Manual of Style for referencing.

Please bookmark the following webpage and follow the style for all written submissions (essays and dissertations):

http://www.chicagomanualofstyle.org/tools_citationguide.html

- Proofread your essay carefully before submitting it in order to eliminate spelling and typing errors, misquotation, and unsatisfactory presentation.
- Please note that all course work elements have deadlines. Work submitted without valid medical certification will have 10% deducted up to one week late, 20% up to two weeks late, after which work will receive a mark of 0, and face a FAIL for the year.
- Computer Equipment Failure. The Lir Academy recognises that the computer equipment in college does not always function properly. If a student has difficulty printing out an essay at the last minute, they can get an extension of one day only, provided they obtain a written note signed by the receptionist in the Computer Laboratory confirming that the computer equipment has broken down. Back up your files often and in several ways including flash drive, external hard drive, and cloud storage.

University Policy on Plagiarism

82. Plagiarism is interpreted by the University as the act of presenting the work of others as one's own work, without acknowledgement.

Plagiarism is considered as academically fraudulent, and an offence against University discipline. The University considers plagiarism to be a major offence, and subject to the disciplinary procedures of the University.

83. Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

Plagiarism can arise from actions such as:

- a. copying another student's work;
- b. enlisting another person or persons to complete an assignment on the student's behalf;
- c. quoting directly, without acknowledgement, from books, articles, or other sources, either in printed, recorded, or electronic format;
- d. paraphrasing, without acknowledgement, the writings of other authors.

Examples (c) and (d) in particular can arise through careless thinking and/or methodology where students:

- i. fail to distinguish between their own ideas and those of others;
- ii. fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
- iii. fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
- iv. come across a distinctive methodology or idea and fail to record its source. All the above serve only as examples and are not exhaustive.

Students should submit work done in co-operation with other students only when it is done

with the full knowledge and permission of the lecturer concerned. Without this, work submitted which is the product of collusion with other students may be considered to be plagiarism.

84. It is clearly understood that all members of the academic community use and build on the work of others. It is commonly accepted also, however, that we build on the work of others in an open and explicit manner, and with due acknowledgement. Many cases of plagiarism that arise could be avoided by following some simple guidelines:

- i. Any material used in a piece of work, of any form, that is not the original thought of the author should be fully referenced in the work and attributed to its source. The material should either be quoted directly or paraphrased. Either way, an explicit citation of the work referred to should be provided, in the text, in a footnote, or both. Not to do so is to commit plagiarism.
- ii. When taking notes from any source it is very important to record the precise words or ideas that are being used and their precise sources.
- iii. While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one's own work and the work of others. Particular care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged.

85. It is the responsibility of the author of any work to ensure that they do not commit plagiarism.

86. Students should ensure the integrity of their work by seeking advice from their lecturers, tutor, or supervisor on avoiding plagiarism. All schools and departments should include, in their handbooks or other literature given to students, advice on the appropriate methodology for the kind of work that students will be expected to undertake.

87. If plagiarism as referred to in §82 above is suspected, in the first instance, the head of school, or designate, will write to the student, and the student's tutor advising them of the concerns raised and inviting them to attend an informal meeting with the head of school, or designate, (The director of teaching and learning (undergraduate) may also attend the meeting as appropriate. As an alternative to their tutor, students may nominate a representative from the Students' Union to accompany them to the meeting) and the lecturer concerned, in order to put their suspicions to the student and give the student the opportunity to respond. The student will be requested to respond in writing stating their agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for the student to attend. If the student does not in this manner agree to attend such a meeting, the head of school, or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to under Conduct and College Regulations §2.

88. If the head of school, or designate, forms the view that plagiarism has taken place, they must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties attending the informal meeting as noted in §87 above must state their agreement in writing to the head of school or designate. If the facts of the case are in dispute, or if the head of school, or designate, feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, they will refer the case directly to the

Junior Dean, who will interview the student and may implement the procedures as referred to under Conduct and College Regulations §2.

89. If the offence can be dealt with under the summary procedure, the head of school, or designate, will recommend to the Senior Lecturer one of the following penalties:

- a. that the piece of work in question receives a reduced mark, or a mark of zero; or
- b. if satisfactory completion of the piece of work is deemed essential for the student to rise with their year or to proceed to the award of a degree, the student may be required to re-submit the work. However, the student may not receive more than the minimum pass mark applicable to the piece of work on satisfactory re-submission.

90. Provided that the appropriate procedure has been followed and all parties in §87 above are in agreement with the proposed penalty, the Senior Lecturer may approve the penalty and notify the Junior Dean accordingly. The Junior Dean may nevertheless implement the procedures as referred to under Conduct and College Regulations §2.

All students must read the section in the University Calendar pertaining to plagiarism which is to be found here: <http://www.tcd.ie/calendar/>

All students must complete the online tutorial on avoiding plagiarism 'Ready, Steady, Write', located at <https://libguides.tcd.ie/academic-integrity/ready-steady-write> before submitting any written material for assessment.

The weblink to the Library Repository on plagiarism can be found here: <https://libguides.tcd.ie/academic-integrity>

4.9 Trinity's Statement on Artificial Intelligence and Generative AI

In January 2025, Trinity issued a College Statement (a living document) to address issues with Artificial Intelligence (AI) & Generative AI (GenAI) in teaching, learning, assessment and research. This Statement contains useful definitions, principles, as well as guidance for teachers, students and researchers. Please see Trinity's guidance for students here. [Generative AI](#)

4.10 Guidelines for Writing Reflective Journals

The journal gives you the opportunity to self-reflect, self-evaluate, and to practice assessing and evaluating others. The ability to evaluate what you do and what others do in a constructive manner is incredibly important in charting your development as a performer and practitioner. Your journal provides a way for you to record, monitor and reflect on the work engaged with in class and rehearsal and in response to performances you take part in and observe.

The journal is the place to:

- Assess and Evaluate.
- Respond and Reflect.

- Create and Brainstorm.
- Offer suggestions, ask questions.
- Record thoughts and concerns.
- Discuss the positive and the negative.

What form should it take?

The form is up to you and the technology at your disposal. Your journal can be typed with sections printed off. It could be a notebook in which the entries are handwritten. It could be a more tangible document with collages, artwork, pictures, or video clips. It is important to find the form that allows you to express yourself in the most convenient and effective way possible.

What should go into a reflective journal?

- Questions and answers.
- Reflection on a particular exercise or class.
- Assessment/Evaluation of your own work and the work of others.
- The tracking of personal growth.
- The addressing of challenges and possible solutions.
- Expectations and goals.
- Ideas/Research.
- Character work for a scene.
- Reaction to a performance.
- A record of achievements and areas of improvement.

What should stay out of a drama journal?

It is easy to misunderstand the purpose of the drama journal. It can often be mistaken for a diary, which is not its intended purpose. Personal response and reflection are different to writing in a personal diary.

Every journal entry should start with the date. A standard length should be between 200 and 300 words.

In terms of content, the purpose of journal entries is to show the teacher that you understand and are able to comment thoughtfully on a specific experience.

To make the most of a journal entry, there has to be more than a list of the exercises carried out followed by: "This was good, this was bad."

To encourage a fully realised response, journal entries can follow two approaches:

The WHAT of the situation followed by the WHY.

- What were the exercises carried out and **why** were you doing them?

You can follow that up with: **The WHAT of the situation, followed by the HOW.**

- What exercise did you do? How did it make you feel? How did you approach it?
- What can you change for next time? How can the exercise change? How did the exercise change you?
- What was the outcome of the exercise? How can you improve?
- What did you learn? How will this apply to future exercises?
- What did you find challenging about the exercise? How can you improve the experience for yourself?
- What was it like to work with your group? How well do you work with other people?

5. Academic Credit Weighting & ECTS

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.

The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year is 60 credits. Within undergraduate courses, 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations. Within postgraduate courses, 1 credit represents 25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed a certain component. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.

The ECTS values for the modules in the Foundation Diploma are as follows:

- Module 1 Introduction to Voice, Movement & Acting Technique (20 ECTS)
- Module 2 Acting Projects (20 ECTS)
- Module 3 Theatre in Context (20 ECTS)

6. GRADES

6.1 Criteria for awarding marks and classes in the Faculty of Arts (Letters)

The overall performance of a student will be taken into account when awarding a mark for the year's work. Overall evidence that the student will be a credible graduate of the College is the defining criterion for the award of a passing grade. Please note that commitment, discipline, and respect are considered vital attributes for graduation from the course, and that failure to conduct one's studies according to the high degree of personal responsibility demanded can, alone, lead to a lower mark and even dismissal from the course (see also Codes of Practice, below).

6.2 Marking Conventions

The Foundation Diploma in Acting & Theatre follows these marking conventions:

Distinction:

85-100: work of exceptional merit, far in excess of what is expected of a diploma-level student.

75-85: work of outstanding merit which shows insight, profundity, and creative invention.

70-74: work of similar standard to the above category but not to the same degree or level of consistency.

Pass:

60-69: very good work characterised by coherence, relevance, and artistic discrimination. Some qualities of Distinction work may be in evidence, but the difference will be in degree or realisation.

50-59: consistently solid work reflecting honest application and satisfactory achievement without ever fully attaining the creative invention associated with the higher grades.

40-49: work which demonstrates an adequate level of achievement without consistent ability, analysis, insight, or coherence.

Fail:

30-39: a minimal level of attainment just below that of pass level which indicates a failure to demonstrate most of the standards set out above.

1-29: insufficient level of attainment.

0: non-submission or non-completion.

Students should particularly note that they will receive a 0 mark for any missed practical assignment.

7 CODES OF PRACTICE

The Codes of Practice are aimed at encouraging and developing responsibility in students and self-discipline equivalent to professional standards – this includes responsibility for oneself, one's fellow students, and the work environment. Students have an express obligation toward the upkeep and maintenance of all The Lir's spaces, including any dressing and communal areas.

STUDENTS SHOULD READ CAREFULLY THE FOLLOWING CODES OF PRACTICE. BY ACCEPTING A PLACE ON THE BACHELOR IN ACTING (HONS)

AT THE LIR ACADEMY, ALL STUDENTS ACCEPT THAT THEY ARE BOUND BY THESE CODES OF PRACTICE. FAILURE TO COMPLY WITH THESE CODES OF PRACTICE MAY RESULT IN DISMISSAL FROM THE COURSE.

7.1 Punctuality and Attendance

Students are required to be present and on time for all classes and call times. They should aim to arrive well in advance of the time classes and call times are due to commence and should arrive no later than five minutes before the official starting time.

- Students must request time off by submitting an absence request via the online [absence request form](#).
- After the class has officially begun, tardy students will be marked as late; students who are more than five minutes late may be barred from the class at the discretion of the tutor.
- Students who are more than fifteen minutes late without an adequate explanation will be marked as absent.
- Persistent lateness - **more than three occasions** in any one term – will result in a formal letter of warning.
- After three such formal letters of warning, a student will be liable to disciplinary action; this may include dismissal from the course.

7.2 Travel and Timekeeping

Students should allow plenty of time for travel - the DART/LUAS and Dublin buses are not always reliable, and students should note that delays on public transport are not acceptable reasons for lateness. Should disruptions occur to public transport in cases of severe weather conditions, students should keep in touch with travel alerts so that alternative arrangements can be made in good time.

7.3 Illness or Other Absence

Students are required to inform The Lir Academic Administrator via reception on 01-8962559 if they are unable to attend classes or rehearsals.

- A message must be received no later than 9.15am on the day of absence.
- **Appointments** with doctors, dentists, solicitors, physiotherapists, and counsellors **must be arranged outside of class or call time**

unless permission has been given by the course Director.

- Notice of any appointment should be given at least one week in advance except in the case of an emergency.
- Repeated absences due to illness or any other reason call into question the suitability of the student for a course of training, which requires maximum attendance at all classes and rehearsals.
- Students are allowed **no more than three absences during the course of the year without a medical certificate or other written excuse**, and formal verification may be required for all absences.
- It is the individual responsibility of each student to ensure that any absence is recorded accurately in the register of absences maintained for each class.
- Any illness of more than three days' duration must be supported by a medical certificate from a doctor.
- Any student requesting an absence must fill out an absence request online. This must be completed by the student at least one week in advance of the absence. The absence request will then be considered by the Course Director. Any absence taken without this form will be subject to automatically being marked absent and can lead to disciplinary actions.

7.4 Professional Courtesy

Both staff and students are responsible for the creation of a positive working atmosphere. It is important therefore that professional courtesy is maintained in all classes and rehearsals.

7.5 Clothing and Jewellery

- Students must wear suitable clothing for all classes, according to the dress code indicated below. Track-suit bottoms or similar attire, and T-shirts which are comfortable and non-restrictive, should normally be worn. It is also important that plain/simple clothing is worn so that it does not distract. As movement and dance classes involve floor work and require bare feet, it is vital that students have extra layers of clothing that can be worn during less active times in class (e.g. socks, extra tops, jumpers). Appropriate clothing should be worn for rehearsals. All jewellery, watches, rings, and other ornaments should be removed during

practical classes for reasons of safety.

- For movement and voice classes students are required to wear all black loose clothing that covers the torso and that is suitable for movement. In summer, mid-thigh shorts are allowed.
- For safety reasons, students should avoid wearing jewellery or piercings with the exception of a single pair of stud earrings. Again, for safety, long hair should be tied up and in the case of extensions the length and weight of them should be considered for safety so they can be tied up away from the face so as not to cause injury to self or others. The wearing of make-up, nail polish or nail extensions is not permitted.

If students have questions or issues with these requirements they can be considered on a case-by-case basis.

7.6 Dress Code

Students are expected to maintain a professional standard of dress and personal hygiene at all times. Students are expected to wear all black, loose comfortable clothing (tracksuit or leggings if preferred) for movement classes. For all other classes, students are not required to wear black, but are asked to wear loose, comfortable clothes, in block colours, with no logos.

7.7 Hair/Make-Up/Tattoos/Piercings

- Students are required to keep their hair tied back and off the face (if it is worn long) in all classes. Students should be prepared to cut their hair or remove any beards or moustaches if required by a project or production.
- Make-up, nail polish or nail extensions are not permitted.
- Tongue piercings are NOT acceptable as it impedes tongue flexibility and exercises for voice classes. Similarly, all lip, ear and face piercings/decorations should be removed during practical classes/rehearsals (with the exception of a single pair of stud earrings).

7.8 Hygiene

Students should maintain a high standard of hygiene. This includes washing regularly, wearing clean clothing, and keeping feet clean and toenails clipped. Students should keep a spare pair of clothes for movement and voice classes in their lockers. Individual unisex showers are located close to

the Dance Studio and dressing rooms.

7.9 Equipment List

Yoga Mat: Required for Voice and Movement classes.

7.10 Scripts and Photocopying

Although some texts, notes and handouts will be provided by The Lir Academy, we advise students to allocate themselves a yearly script budget in order to buy scripts to build up their own library for auditions and professional work.

The Lir Academy has one multi-function device located in the Student Resource Room; 1st floor.

The printing, scanning and photocopying facilities in The Lir Student Resource Room, Trinity Libraries and Trinity computer rooms are managed by IS Services and the College Library, and provided by DataPac. There are also multi-function devices (MFDs) in the College Libraries and College computer rooms located throughout the campus, and in some off campus locations.

Note that in order to be able to use this service you must first credit your print account. Please log on to the link below for details on how to set up and credit your print account www.tcdprint.ie

The Lir Academy aims to limit the use of paper in the Academy where possible, and we would ask students to only print out materials when it is absolutely necessary to do so.

Students are expected to familiarise themselves with all relevant copyright legislation and not to infringe the copyright of any author when photocopying material.

7.11 Mobile Phones/Social Networking/Recording Devices

- Mobile phones must be turned off before coming into class or rehearsals.
- No phone calls can be made during these periods.
- Phones should be turned on only when outside the studio or classroom.
- Students are not allowed to photograph, record or video any classes or performances at The Lir Academy and are not allowed to share any such recordings online on any forum.
- Mobile phones are permitted for some speech and dialect classes to allow for the recording of voice samples to aid in the process of identifying and realising target sounds.

7.12 Student Housekeeping

Students have an express obligation toward the upkeep and maintenance of all the Lir spaces, including rehearsal rooms, classrooms, theatres, dressing rooms and communal areas.

7.13 General Upkeep of Rehearsal Rooms, Studios and all Classroom Spaces

The main classroom spaces of The Lir Academy are Rehearsal Rooms 1-5, Studio 1 and Studio 2 (outside of production times), the Dance Studio and Seminar Room. These rooms are in constant use by a large number of different groups each day and students must assist in keeping these rooms in good order to ensure the smooth running of the building.

Nothing is to be brought into or taken out of the rehearsal rooms without contacting a member of facilities. This includes but is not limited to chairs, tables, speakers, televisions, and associated cables.

- At the end of each and every class, students should **stack all chairs against onewall and move any tables or other furniture to one side**, leaving the space clear, clean and in a good state of readiness for the next group of room users.
- **All rubbish should be sorted and placed in recycling and waste bins and all personal items and paperwork removed from the room.** Class tutors should leave time at the end of classes to allow for this tidy up, and class-reps and deputy-reps should ensure it is being carried out by their year groups on an ongoing basis.
- Each classroom space should have 20 stacking chairs, a table and waste bins provided. Rolling whiteboards are also provided in certain spaces whilst the Dance Studio should contain only dance mats, and no furniture.
- In order to maintain the default room set up, please **avoid moving classroom furniture about the building**. Any furniture that is moved as part of a class must be replaced immediately afterwards.
- Nothing may be stored in classrooms or studios without advance permission from venue or technical staff. In particular, props, furniture or costumes that may be in use for classes must be stored in the designated props zone.
- Additionally, furniture or bins must not be removed from classrooms and left in the corridors outside. Neither may shoes, bags or clothing be left in corridors outside classes.

If any item breaks or is not functioning properly or if there is a problem with the building (door handles, plumbing issues, etc), report it to a member of Facilities and email facilities@thelir.ie

All corridors in the building are fire escape routes and must be kept completely clear at all times.

7.14 Personal Property and Storage:

- Your personal property (including clothing, footwear, bags and paperwork) must not be left lying around the academy, either in classrooms, shared spaces or on the corridors.
- Student locker areas and the student cloakroom are available for storage of your personal belongings. Please do not allow your property to accumulate in the Academy throughout term – bring in only what you need for classes and take your belongings home on a regular basis.
- Storage areas are very busy and have limited space, and they must be kept in good order.
- For reasons of fire safety, absolutely **nothing may be placed on top of lockers and nothing is to be left on the floor** of the cloakroom or locker areas. Items left on the floor or on top of lockers are liable to be disposed of at any time.
- Coats, bags, towels and other items should be hung up on coat hooks whilst shoes, extra clothing and any valuable personal belongings should be kept in your locker.
- Yoga mats must be stored in the designated shelving.
- Please avoid keeping perishable foodstuffs in your locker or on the cloakroom shelves – these belong only in the Green Room.
- You will receive a notification in advance asking you to empty your locker and clear your personal belongings from the student storage areas on the **last day of each term**.
- The Academy is used for many events and short courses outside of term time and so it is essential that storage areas are cleared in a timely fashion at each term end. All items left behind in these areas at the end of term will be immediately disposed of or donated to charity.

7.15 Lost Property

- Any clothing or personal items left behind in classrooms or studios

during term time will be removed and moved to the Lost Property area.

- If found, valuable items, i.e., jewellery, phones, wallets etc. should be dropped at the Lir reception.
- Academic paperwork, books, and journals (which may be of very high personal value to an individual student), should also be dropped at reception. Lost property will be emptied up to twice per term, and the contents disposed of or donated to charity.
- For access to Lost Property please contact Reception.

7.16 Food and Drink

All food and hot drinks may be consumed in the Green Room or the Café area in the Front Foyer only.

- With the exception of water in reusable bottles, students are not allowed to eat or drink in any of The Lir's classrooms, studios, rehearsal rooms or workspaces.
- This includes, but is not limited to, Rehearsal Rooms 1, 2, 3, 4 and 5, Studio 1 and Studio 2, Dance Studio, Seminar Room, Resource Room, Dressing Rooms, Wardrobe, Construction and Scenic Workshops.
- Reusable bottles of water may be brought into classes and workspaces.
- Water fountains are located outside Rehearsal Room 1 and Studio 2.
- The chewing of gum is not permitted in any class.

7.17 Green Room and Café/Front Foyer

Students may use the cafe area situated in the front foyer of The Lir Academy or the Green Room for meal breaks.

- Students using these areas to eat and drink must clear up after themselves immediately after use.
- As both areas are used by many people each day, students must take responsibility for keeping them in good order.
- All waste must be disposed of in line with our Sustainability Policy – general waste, recycling and compost facilities are available in both the Green Room and Foyer area.
- The Lir Venue Manager and Facilities team will manage upkeep and ensure standards of cleanliness of the green room and café area throughout the academic year.
- Students will be obliged to assist with this process as necessary when

standards are not being maintained.

Use of the Café/Front Foyer:

The cafe area in the front foyer is a public facing area and must be kept presentable at all times.

- All rubbish must be placed in the bins provided.
- Personal items such as cups and bowls must not be left in the cafe area.
- Kitchen facilities are provided in the Green Room to wash crockery items after use.
- Each student must take responsibility for their own items and any crockery/Tupperware left in the front foyer will be disposed of.
- Please re-set foyer tables and chairs, clean up any spillage or food waste, and leave the area in good order after use.
- Furniture should not be removed from the front foyer without permission from a member of the venue or technical staff.

Use of the Green Room:

The Green Room has seating areas where students may take their meals and has kitchen facilities available for student use.

- All rubbish generated must be placed in the bins provided. Any crockery or cutlery must be washed up immediately after use and tables and countertops should be left clean, free from debris and wiped down, as necessary.
- Personal belongings and clothing must be hung up on coat racks, and not left lying around on the couches, tables, or floors.
- Green room cleaning supplies are provided by The Lir Academy and are stored in the kitchen area.
- Lunch boxes may be stored in the refrigerator provided.
- Due to limited space the refrigerator is for day-use only and should not be used for long-term storage of food.
- All fresh food items in the refrigerator should be in covered containers, or sealed packaging.
- Microwaves are provided for student use.
- These must be kept clean and in a fit condition for the next student to use.
- Any spillages in microwaves should be cleaned up immediately.
- Dry food stuffs may be stored on the shelving unit above the sink only, and not in the presses below, where they pose a risk of attracting vermin.
- Please use the presses (cupboards) only for storage of crockery and Tupperware, and, in order to save food storage space, please keep these items off the shelves.

- In the interest of health and safety all personal food items must be cleared out of the student refrigerator at the end of each week and from the kitchen shelves at the end of each term.
- Green Room furniture should not be moved about or removed from the Green Room without permission from a member of venue or technical staff.
- Green Room, Foyer, and any other public spaces must be kept tidy and returned to their original state after lunches and classes.

7.18 Resource Room

The Resource Room is located on the first floor and is for use by all students, acting as the student computer room and library space for the building.

- It is a **quiet workspace** where talking and other noise should be kept to a minimum.
- Please respect your fellow students when working in the Resource Room and avoid causing a distraction.
- Computer use should be prioritised for academic work only. Please log out of computers when you are finished using them.
- The student computers should **not** be used for storage as they are wiped frequently to keep them in better working order.
- The current student service MyZone provides a cloud service that includes 15GB of storage as well as mail.
- Please log onto the following link for more information on this service:

<http://www.tcd.ie/itservices/email/myzone.php> or log in at:

<http://myzone.tcd.ie/>

- **No food or drink is to be brought into the Resource Room**, with the exception of bottled water.
- The shelves in the Resource Room are for storage of library books.
- Absolutely no personal belongings such as food, clothing, bags, yoga mats etc. may be stored loose on the shelves of the Resource Room.
- Any personal items left loose on the Resource Room shelves are liable to be disposed of at any time.

7.19 Dressing Rooms

Students are required to keep the Dressing Rooms clean and tidy at all times. This is especially important during a production as the dressing rooms are used by other students during the day.

- No alcohol, food or hot drinks may be consumed in the dressing rooms, bottledwater only.
- On strike nights post-performance, students have not completed their formal obligations until dressing rooms are clean and costumes stored as per instructions from the Director of Technical Training or Stage Manager.
- It is not permissible for students to store personal items in the dressing rooms past the performance schedule. Items left behind in dressing rooms, once productions are completed, will be discarded.
- When outside companies are using our dressing rooms, students must adhere to proper Dressing Room etiquette as set out by Lir staff.
- It is not permissible for a student to use a dressing room when it has been designated to an outside company unless permission has been granted by Stage Management.
- Once company signs are in place above the doors, the company have exclusive use of these rooms only.

7.20 Wardrobe and Costume Guidelines

No students are permitted to cross through the costume department between the hours of 10am - 1pm and 2pm - 6pm.

Teachers requiring costumes for classes or projects will nominate the Class Rep and one other student to be responsible for costume collections and returns and will adhere to the following guidelines:

- Teachers will inform Clodagh Deegan, Head of Costume, which students are responsible for costumes for individual classes and projects.
- The nominated students should then contact Clodagh Deegan (clodagh.deegan@thelir.ie) at the beginning of each term, or at the soonest available opportunity.
- Class Reps. Will need to liaise with Clodagh Deegan to arrange a time to access the Costume Store.
- No student will have access to the Stockroom without the permission of the Head of Costume.
- Costume asks must be reported to the Head of Costume with at least 48 hours notice. It is the responsibility of students and their Class Reps to return used costumes to the returns rail in the costume kitchen. Costumes are not to leave the building and actors must remove costumes before eating and smoking.
- If an SMTT student is attached to the class or project as a Costume Supervisor the Class Rep should notify the Costume Supervisor of their requirements, who should be able to fulfil any requests within reason.
- When available, the dressing rooms will hold the allocated costumes, rather

than the costume room being accessible at all times as this is disturbing to classes or business that goes on in the costume room.

- There will be a rail of costumes in each dressing room that should be available year-round.
- All dressing rooms, rehearsal rooms and studios are to be cleared of costumes after use.
- There should be no dumping / storing of costume around the building in classrooms / hidden areas / scenic workshop.
- If costumes are borrowed for classes, they must be returned at the end of each session or on the completion of the project. Teachers should allow time within their class for this to happen.
- Any issues with costume management need to be communicated via the student rep or teacher with Clodagh Deegan.
- Rehearsal skirts and corsets will also operate out of the dressing room unless there is a production.
- All costumes are to be signed in and out by Class Costume Rep.

Important Costume Guidelines:

- Please note that final-year productions take precedence on any and all costumes.
- If costumes are soiled from use this must be brought to the costume supervisor's attention and left in the laundry.
- All dressing rooms, rehearsal rooms and studios are to be cleared of costumes after use.
- Any costumes or other items of clothing returned with costumes will be absorbed into the costume stock.
- All costumes must be treated with respect and care, particularly when being stored.

7.21 Props Store Guidelines

Teachers requiring props for classes or projects will nominate the Class Rep and 1 other student to be responsible for prop collections and returns and will adhere to the following guidelines:

- Teachers will inform Aisling Mooney, Head of Stage Management, which students are responsible for Props/Furniture for individual classes and projects.
- The nominated students should contact Aisling Mooney (email aisling.mooney@thelir.ie) at the beginning of each term at the soonest available opportunity.
- No dumping / storing of props around the building in classrooms / hidden areas / scenic without prior permission from a member of technical staff.
- If props are borrowed for classes, they must be returned at the end of each session. Teachers should allow time within their class for this to happen.
- Any issues with props management need to be communicated via the student rep or teacher with Aisling Mooney.

- Props and prop furniture asks must be reported to Stage Management and/or facilities with at least 48 hours notice. It is the responsibility of students and their Class Reps to tidy props and furniture into designated corners between classes and return them after use. Please understand the Lir will not be responsible for loss or damage if props are brought from home.
- The use of weapons of any kind will need to be signed off by the Head of Stage Management and may require a session with our fight coordinator.
- There is a sign-in/out sheet on the back of the Props Store. Please use.

Running of Props Store during productions:

- CSMs or Student Reps assigned to projects will have access to the key to the props store via Aisling Mooney. The key is not free to take or return without direct contact with Aisling Mooney.
- CSM or Student Reps will be responsible for upkeep and tidiness of the props store.

Further Important Prop Guidelines:

- Please note that final year productions take precedence on any and all props.
- No sharp implements are allowed to be used as rehearsal props at any time.
- Use of flame or any potentially hazardous materials must be cleared in advance through a member of technical staff.
- Props brought in by staff or students not from the props store must be removed after every class and stored in an appropriate place.

7.22 Access to Unit 30

For safety reasons it is necessary to restrict the access route to Unit 30 that passes through the Construction Workshop.

- Please access Unit 30 via the First Floor of the main building, bypassing the workshop via the staircase at the Costume Department.
- Please do not use Studio 1 as an alternative route in these circumstances, as this is disruptive to classes taking place there and is potentially hazardous when production work is in progress. At all times, please note that **footwear must be worn when passing through working areas of the Academy.**
- Loose screws, nails and other sharp objects may be left on the floor and are a hazard to anyone passing through barefoot.

7.23 Rehearsals

Lateness for rehearsals is unacceptable, and on the second occasion, the part

assigned in a project or production may be recast. Failure to attend classes during the rehearsal period of any project or production will result in the same penalty being imposed and may affect casting in future productions.

7.24 Casting

Students are cast in projects or productions as a result of consultations between the directors of the projects or productions and the Director of the Foundation Diploma in Acting & Theatre. No student is guaranteed a lead role in any of the projects or productions. Violations of any of the Codes of Practice may affect casting in future productions.

7.25 Press and Publicity

Any publicity relating to your attendance at The Lir Academy will be at the discretion of the Director of The Lir Academy

7.26 Outside Employment and Third-Year Contract

Students may not engage in any performance work outside the course without the express written permission of the Director of Actor Training & Postgraduate Study.

This includes roles in theatre productions (whether amateur or professional), films, television, radio, commercials, advertisements, voice-overs, once-off shows, fashion shows, performance art, street theatre performances or parades, and any other engagement that involves performance and may interfere with training. This regulation applies to vacation periods as well as term times.

7.27 No Smoking Policy

Students are strongly discouraged from smoking because of the negative effects it has on vocal and bodily health. It is illegal to smoke anywhere in The Lir Academy. Similarly, it is not permitted to vape indoors anywhere on The Lir's campus.

The smoking areas for the students are situated at the back of The Lir Academy, beside the entrance to The Tower and outside the workshop. Students must exit from the main entrance and walk around to the smoking areas. In the interest of safety and security, it is not permissible to use fire escapes to access these areas.

7.28 Alcohol or Drug Abuse

Students are not allowed to drink alcohol anywhere in The Lir Academy (except at authorised receptions or other public functions), or use drugs, and no student will be allowed into class or rehearsal while under the influence of alcohol or drugs (unless prescribed by a doctor). Any student drinking alcohol or using drugs on the premises will be liable to immediate disciplinary action.

7.29 Dignity & Respect

The Lir Academy is dedicated to creating an environment that embodies diversity, equity, and inclusion (DEI), offering a welcoming and interculturally responsive space where staff and students can thrive authentically and creatively. Central to our Dignity and Respect framework, our principles of equity, inclusivity, belonging, and community shape our policies and interactions, acknowledging the intersecting identities that influence individuals' experiences. We are committed to providing a safe and respectful work environment for all - whether an employee, a student, a contractor, a supplier, or a member of the public. No one has the right to harass or bully anyone else, at work or in any situation related to employment. The Director of Equality and Access is a key resource for promoting dignity and respect within our community. This role includes offering direct support to students who experience or witness bullying, harassment, or discrimination—whether based on sex, gender identity, race, or other protected characteristics. They can be contacted regarding any DEI concerns and is here to assist you throughout the process.

The Lir Academy has a comprehensive [Harassment and Bullying Policy](#) in place.

This policy outlines the steps that students can take if they are subject to harassment or bullying of any kind while studying at The Lir Academy. The Lir's Bullying and Harassment Policy works within the parameters of Trinity's overarching Dignity & Respect Policy which can be accessed online [here](#).

7.30 Student Personal Communication with Staff/Freelancers

The Lir Academy understands that both staff/freelancers and students are adults who have a right to conduct their personal life and interactions as they choose. However, the dynamic between staff/freelance teaching staff and students is quite nuanced while students are in training, and this document seeks to clarify guidelines for best practice on this.

The Lir Academy requests that all students review these guidelines [here](#). The adoption of the guidelines is required. Students should consider them in the spirit of dignity and respect that they were created and also refresh their understanding and processes of Trinity's Dignity and Respect Policy - see more by clicking [here](#). We would also ask that you review the Trinity College Dublin policy on Social Networking and Social Media [here](#).

Please note that a version of these guidelines is also shared with all staff / freelancers working at The Lir Academy so that everyone is aware of them.

7.31 Disruptive or Violent Behaviour

Students who offend or harm a member of staff or another student by means of violent acts (including verbal abuse such as swearing, shouting or screaming), or personal harassment (or behaviour likely to produce this effect), will be liable to immediate disciplinary action and dismissal from the course.

7.32 Sexual, Gender or Racial Harassment

Students should note that any kind of sexual, gender or racial harassment is unacceptable behaviour. In addition, all students have the right to determine their own gender identity and sexual orientation, free from any kind of prejudice or pressure. Any student who engages in sexual or racial harassment will be liable to immediate disciplinary action. In an intensive actor-training course, students are often called upon to take risks, which can take someone to limits of emotional or physical comfort. It is important for the student to know their boundaries - the place beyond which they will be compromised. It is the responsibility of fellow students and tutors to respect these limits; no student will ever be penalised for refusal to undertake an activity which they feel is dangerous—ethically, psychologically, or physically. The studio framework and exploratory nature of our classes should never be presumed to license behaviour, which would otherwise be considered socially unacceptable.

7.33 Intimacy Policy

This policy outlines the measure the Lir will put in to support students, staff, visiting directors and designers staging scenes of a sexual or physically intimate nature. The policy is a working document, which will be updated on a regular basis in keeping with changes to working practices in the professional theatre, film and TV drama sectors. This policy assumes that all actors have agency in the creative process and are free to give or withhold consent at all times. Please consult the document [here](#).

7.34 Gender Equality

The Lir Academy's Gender Equality Policy emphasizes the institution's commitment to creating an environment that promotes sex and gender equality and

inclusivity. The term gender in the policy is taken to mean both sex (male, female, or intersex as defined by biological, physical and physiological characteristics), and gender (understood to include a spectrum of identities and expressions including man, woman, and non-binary). In 2018, in partnership with other leading theatre organisations, The Lir Academy published a detailed Gender Equality Policy which articulates The Lir Academy's commitment to achieving Gender Equality across a whole range of the academy's activities from staff and student recruitment, to production choices and the composition of creative teams, sexual harassment and bullying protocols and the content of individual curricula. The document also outlines the strategies that The Lir Academy will implement in order to ensure improvements are implemented where necessary. Students can access the Gender Equality Policy from the [Policies and Procedures](#) section of The Lir's website.

7.35 Anti-Racism

The Lir Academy's Anti-Racism Policy anchors The Lir Academy's commitment to becoming an anti-racist organisation. The Lir recognises that racism is systemic in society. Our Anti-Racism Policy emphasises that all individuals, regardless of race, ethnicity, or cultural background, are entitled to respect and equal opportunities. It signifies the importance of taking proactive measures to dismantle racism and promote equity and diversity throughout all aspects of our activities. This includes staff and student recruitment, staff training and development, curricula review and amendment, production choices, composition of creative teams, and implementing clear procedures for reporting and addressing incidents of racism. Further details are available at [The Lir Academy Anti-Racism Policy 2023](#)

7.36 Disability

The Lir Academy acknowledges its responsibility to uphold equal opportunities for all individuals, including those with disabilities. In addition to complying with the requirements of Irish disability legislation, The Lir Academy will follow procedures designed to ensure fair consideration and selection of disabled applicants (including making reasonable accommodations) and to satisfy their training and support needs. A detailed Disability Policy is expected to be completed and made available on The Lir Academy's website by December 2025.

7.37 Managing Problems

Emergencies are dealt with directly by recourse to the Director of Actor Training and Postgraduate Study or The Lir Academic Administrator. Assistance with managing particular problems, which interfere with a student's ability fully to engage with the course may be given by referral to a specialist, including Counselling, Learning Support, Osteopathy & Physiotherapy, Healthcare and care from a Laryngologist.

7.38 Maintaining Good Health

The Bachelor in Acting (Hons) is a physically and mentally demanding course. Students are encouraged to remain conscious of their physical and mental wellbeing throughout the year and to seek assistance from Lir teachers and staff if they are encountering any particular problems.

- Students should also avail of Trinity's medical and counselling services as often as they are needed.
- Students are encouraged to eat healthily throughout the year, drink plenty of water during the college day and get sufficient sleep at night.
- Students who receive an injury, have an underlying health issue or develop a health problem during their training are encouraged to bring it to the attention of the Academic Administrator as soon as possible.
- Personal information regarding health issues will only be shared with relevant teachers with the express permission of the student on completion of The Lir's Permission to Disclose Health Information form; an example of which is included in Appendix below.
- Students who are asked to complete the form will meet with the Director of Actor Training and Postgraduate Study in confidence to discuss the implications of each option and the best course of action for the student.

7.39 Sustainability and Student Responsibility

The Lir Academy is striving to become a Green Campus. To meet this target, students are expected to familiarise themselves with the Sustainability Policy (see www.thelir.ie/policies) and to take responsibility for their own waste while The Lir Academy works to cut their waste and carbon footprint.

Single Use Plastic:

The use of single use plastic at The Lir Academy is discouraged. We ask that students consider their choices when buying lunches and opt for compostable containers instead of plastic. Composting facilities are available in the Green Room and The Foyer.

Water fountains are available throughout the building to refill reusable water bottles.

Coffee cups:

Many single use coffee cups are NOT recyclable or compostable and we recommend the use of a Keep Cup. All local cafes offer discounts for the use of reusable coffee cups.

Theatre Productions:

The Lir Academy is adapting to the climate crisis by adopting a model of sustainable theatre making as outlined in The Theatre Green Book (www.theatregreenbook.com). Students are asked to familiarise themselves with new sustainable working practices as outlined by staff and work under their guidance as working practices change to make The Lir Academy and theatre production more sustainable

8 DISCIPLINARY PROCEDURES

The following disciplinary procedures will be implemented when students contravene the professional Codes of Practice for the course.

Persistent low-level violations will be escalated via The Lir's colour-coded warning letters but an individual violation may begin at any point, depending on whether it is considered, minor, serious or gross misconduct.

8.1 Blue Warning Letter

A letter from The Lir Administrator will be sent in the first instance of disciplinary action. Reasons for such action include, but are not limited to:

- Arriving more than 5 minutes late for class on more than three occasions per term.
- Absence from class without adequate explanation.
- Absence from rehearsal, technical or production work without an adequate explanation or permission from the course director.
- Disruptive or dangerous behaviour in class.
- Failure to contact reception to inform The Lir Academy of absence.
- Failure to observe the dress code.
- The wearing of make-up to class.
- Failure to submit work for class without an agreed extension.
- Lack of sufficient engagement with the course and/or its content.
- Persistent housekeeping and tidiness issues.

8.2 Yellow Warning Letter

A second letter from The Lir Administrator will be sent in the second instance of disciplinary action. Reasons for such action include, but are not limited to:

- Lateness for class or unexcused absence when already in receipt of a blue warning letter (i.e. fourth occasion).
- Absence from class/rehearsal/technical or production work without adequate explanation or permission from the course

director when already in receipt of a blue warning letter.

- Disruptive or dangerous behaviour in class when already in receipt of a blue warning letter.
- Failure to contact reception to inform The Lir Academy of absence when already in receipt of a blue warning letter.
- Failure to observe the dress code when already in receipt of a blue warning letter.
- Wearing make-up to class when already in receipt of a blue warning letter.
- Failure to submit work for class without an agreed extension when already in receipt of a blue warning letter.
- Failure to submit work for class without an agreed extension when already in receipt of a blue warning letter.
- Failure to submit work for class without an agreed extension when already in receipt of a blue warning letter.
- Continued lack of sufficient engagement with the course and/or its content when already in receipt of a blue warning letter.
- Persistent housekeeping and tidiness issues when already in receipt of a blue warning letter.
- Failure to follow agreed intimacy guidelines in a scene.
- Smoking in any area of The Lir Academy. N.B. No prior letter will be sent as it is against the law to smoke in all areas of The Lir Academy.

8.3 Red Warning Letter

A third and/or final warning letter will be sent by the Director of Actor Training & Postgraduate Study or Director of The Foundation Diploma for:

- Lateness for class or unexcused absence when already in receipt of a yellow warning letter (i.e., fifth occasion).
- Absence from class/rehearsal/technical or production work without adequate explanation or permission when already in receipt of a yellow warning letter.
- Disruptive or dangerous behaviour in class when already in receipt of a yellow warning letter.
- Failure to contact reception to inform The Lir Academy of absence when already in receipt of a yellow warning letter.
- Failure to observe the dress code when already in receipt of a yellow warning letter.
- The wearing of make-up to class when already in receipt of a yellow warning letter.
- Failure to submit work for class without an agreed extension when already in receipt of a yellow warning letter.
- Failure to follow agreed intimacy guidelines in a scene when already in receipt of a yellow warning letter.
- Failure to submit work for class without an agreed extension when already in receipt of a yellow warning letter.
- Continued lack of sufficient engagement with the course and/or its content when already in receipt of a yellow warning letter.

- Persistent housekeeping and tidiness issues when already in receipt of a yellowwarning letter.
- Smoking in any area of the department when already in receipt of a yellowwarning letter for smoking.
- Alcohol or drug abuse in any area of the Academy.
- Disruptive/violent behaviour or sexual/racial harassment towards a member of staff or another student.

After a red-letter warning, if a student once again violates the Codes of Practice, the Director of the course will recommend to the Director of The Lir Academy that a disciplinary investigation and process be instigated that could result in immediate suspension and ultimate exclusion depending on the nature of the violation and the result of the investigation.

9 IMPORTANT SAFETY ISSUES FOR STUDENTS

9.1 Security

Students should ensure that all valuables are kept with them at all times - this includes notebooks, logbooks, and written assignments, as these are often irreplaceable.

Please note that lockers are not immune from theft.

Students should take care to close and lock any windows or doors after they have finished using a space. This is particularly important with regard to the back and front entrances to the building.

Bicycles are equally vulnerable and should be securely locked to the stands provided by The Lir Academy. No bicycles are allowed inside the building, nor may they be chained to the railings at the entrance to The Lir Academy.

For security reasons, The Lir Academy will be locked by security from 10pm each evening.

- Students must have vacated the building by this time so as not to set off the alarm. There is no access for students after that time, unless accompanied by a member of staff.
- At weekends, The Lir Academy will be accessible from 10am-6pm only to rehearse or prepare for class.
- When a public performance is taking place in the theatre, only students directly involved with the production are allowed in the Academy after 10pm.
- Strangers are permitted in the building as far as the reception office only. Any stranger found in the building should be directed to the reception office or to a member of staff.

9.2 Fire Safety Procedures

In the event of an emergency, students **must follow the directions of The Lir's staff**, to vacate the building in an orderly manner, to go directly to the designated Assembly Point and not to return to the building until it is deemed safe to do so by the Fire Brigade or the appointed Lir Fire Officer. Emergency Exits must be kept clear at all times.

Items placed in Emergency Exits must be reported directly to The Administrator between the hours of 9am-4pm and to the Front of House Manager, thereafter. Students will undertake an annual fire evacuation drill in the first weeks of each new academic year.

In the event of an emergency, students must follow the directions of The Lir's staff, to vacate the building in an orderly manner, to go directly to the designated Assembly Point and not to return to the building until it is deemed safe to do so by the Fire Brigade or the appointed Lir Fire Officer.

Emergency Exits must be kept clear at all times.

Items placed in Emergency Exits must be reported directly to the Administrator between the hours of 9am-5pm and to the Front of House Manager thereafter.

9.3 Working with Equipment

All technical work in The Lir's Studios and Workshop must be supervised and/or authorised by a member of staff, and safety guidelines must be observed at all times when working with technical equipment.

9.4 Health and Safety

The Lir Academy operates a detailed Health & Safety Policy to which students are required to adhere.

First Aid equipment and staff trained as occupational first aiders shall be provided by The Lir Academy. First Aid Kits are available from the Administration Office on the first floor and in the cafe area on the ground floor.

9.5 Housekeeping

It is important that students leave spaces clean and tidy for the next class or rehearsal. Chairs should be stacked at the end of each class and placed against the wall, unless otherwise arranged by the teacher.

Please ensure that all rubbish is placed in the rubbish-bins provided.

This is particularly important in both the Foyer and Studios as these are the

public areas of The Lir Academy and should be ready for visitors at all times.

10 DATA PROTECTION

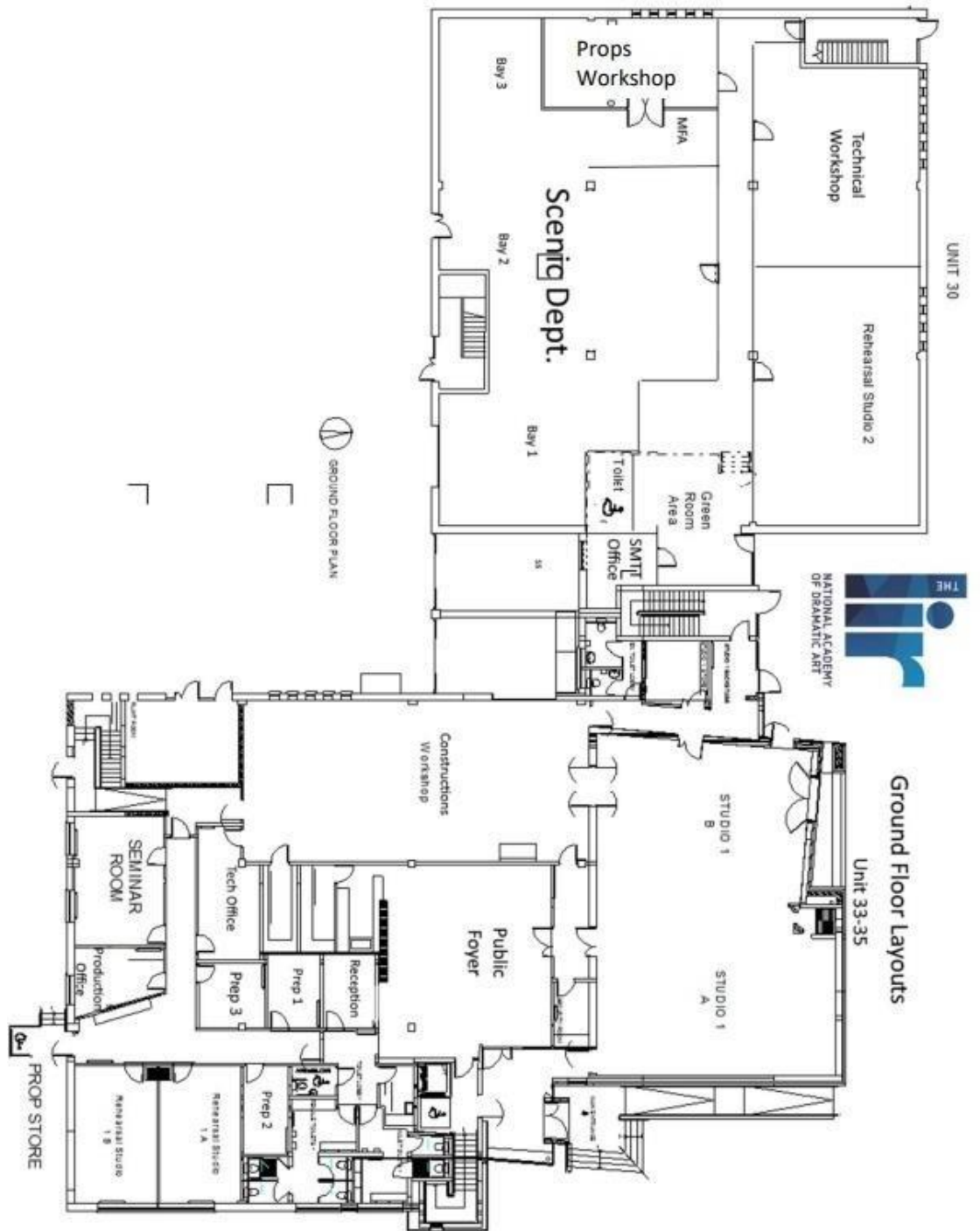
The Lir Academy, in association with Trinity College, is required to process relevant personal data regarding students and staff as part of its operation. It endeavours to ensure that this is done in compliance with all relevant Data Protection legislation. Therefore all students will be required to sign a 'Permission to Disclose Information' form.

11 APPENDICES

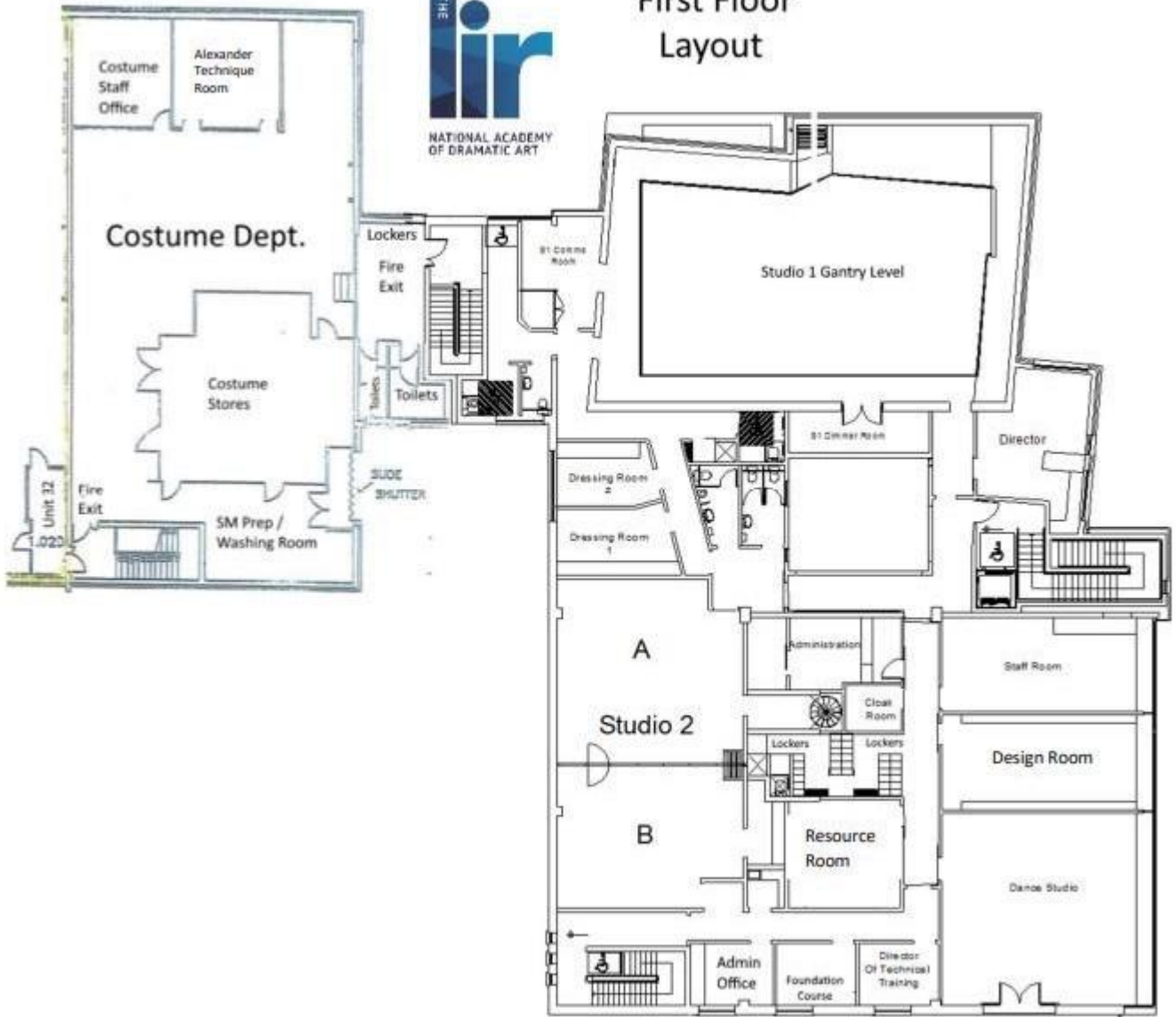
ESSAY COVER SHEET

<u>The Lir, National Academy of Dramatic Art</u>	
Essay/Logbook Cover Sheet	
Please fill out with block capitals/tick the appropriate boxes and attach to the front of your essay/logbook	
Name:	
Student Number:	
Email Address:	
<i>Please tick the course in which you are enrolled:</i> Foundation Diploma in Acting and Theatre Studies Bachelor in Stage Management and Technical Theatre Master in Fine Art	
For undergraduate courses please tick: Year 1 Year 2 Year 3	
For the MFA course, please tick your specialism: Playwriting Directing Design Producing	
Essay Title:	
Course Tutor:	
Course Title:	
<i>Please tick which term this essay is for:</i> Term 1 Term 2 Term 3	
I also confirm that have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at: http://www.tcd.ie/calendar	
I have also completed the Online Tutorial on avoiding plagiarism 'Ready, Steady, Write', located at http://tcd-ie.libguides.com/plagiarism/ready-steady-write	
Date of submission:	Signature:
Please Note: Essays must also be submitted electronically by the due date through www.turnitin.com	

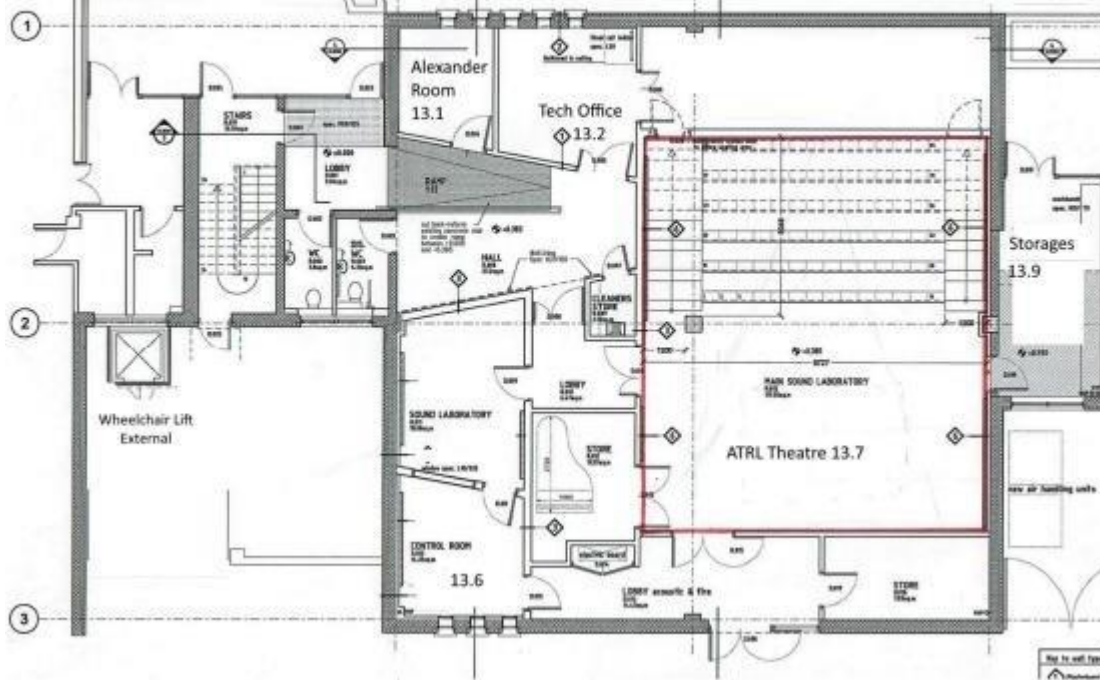
Building Maps



First Floor Layout



ATRL Ground Floor Unit 13/14



ATRL Unit 13 /14 First Floor

Unit 31

