

4.1. Contact persons

The programme is delivered by the Programme Team which meets on a regular basis. Its operation and Quality Assurance is overseen by the School and by the Programme Coordinator in accordance with the Programme Management Processes of the University which include provisions for student input and representation at all stages. A student's first contact with the programme will be with the Year Tutor and Head of Discipline with responsibility for programme oversight. The Year Tutor is the primary contact for students for any questions and issues which may arise during their studies. The Year Tutor offers advice and guidance on the programme and the procedures of the University. The Head of Discipline with responsibility for programme oversight is a member of the School Executive and is responsible for the management of the programme.

The Programme Coordinator is responsible, in conjunction with the Programme Team, for the smooth running of the programme and oversees the programme, its development and quality assurance arrangements, including chairing meetings. Students may be contacted via email with information or instructions throughout their studies by either their Year Tutor, Head of Discipline with responsibility for programme oversight or the Programme Coordinator. **Students must regularly monitor their TU Dublin email for important information.** Students should feel free to address any questions they may have about their programme of study to the Year Tutor who will refer students to the Head of Discipline with responsibility for programme oversight if necessary.

The School Administrator is the first point of contact for the School with the general public and for student enquiries which are non-academic or not directly related to their programme of study.

The contact details for these individuals for your stage and programme can be found at the [Current Students](#) section of the School's website.