Model Publication Scheme

Information about Dundalk Institute of Technology

Who we are and what we do

Establishment of Dundalk Institute of Technology:

The Regional Technical Colleges Act 1992 established the College for the first time as a self-governing autonomous institution. The Act heralded a fundamental change in the status and management of the college namely:

- o A Governing Body was established on a statutory basis
- o An Academic Council was established on a statutory basis
- o The post of Director was established on a statutory basis
- o Posts of Registrar, Secretary/Financial Controller were established while existing posts of Head of Development and Heads of School were formalised.

In January 1998, the College was designated as an Institute of Technology by order of the Minister for Education & Science under the above Act.

Over the 40 years since its establishment in 1971, Dundalk Institute of Technology has earned a reputation as the leading higher education provider in the North East of Ireland. Through our graduates and our work in regional development, we have contributed to the transformation of our region. Our reputation has been solidly built by providing quality educational opportunities in a broad range of disciplines from undergraduate degree to PhD level.

DkIT's Mission:

DkIT is fully committed to its role in the economic, social and cultural development of the region.

DkIT's Vision:

Dundalk Institute of Technology will provide university-level higher education to graduates who will excel in their specialised discipline and have the creativity, confidence, resilience and entrepreneurial flair to thrive in the 21st Century.

Roles Responsibilities and Functions:

The principal role of Dundalk Institute of Technology is, subject to the provision of the Regional Technical Colleges Act, 1992,

"To provide vocational and technical education and training for the economic, technological, scientific, commercial, industrial, social and cultural development of the State with particular reference to the region served by the college, and, without prejudice to the generality of the foregoing, a college shall carry out the functions as described in Section 5 (1) of the Regional Technical Colleges Act, 1992 (See p.5 of the Act)"

The main activities of the Institute are:-

- Provision of education at Third Level, Adult education and Further education.
- Engage in research, consultancy and development
- Quality Assurance of services and courses provided
- Governance, policy formulation, policy implementation and appropriate monitoring
- Resource and Budget allocation and appropriate monitoring
- Promote and sustaining arrangements with other institutions in or outside the State, for the purpose of offering joint courses of study
- Promote and sustaining arrangements with other institutions in or outside the State, for the purpose of engaging jointly in programmes of research, consultancy, and developing work as deemed appropriate by the Governing Body
- Ensuring public accountability for the stewardship of the Institute and the use of resources to the Department of Education and Skills and to all relevant Government agencies

Governance / Management Arrangements:

1. Governing Body

Section 6 of the Regional Technical Colleges Act, 1992 as amended by the Regional Technical Colleges (Amendment) Act, 1994 established the Governing Body of the Institute. In accordance with these Acts, the Governing Body consists of:

- A Chairman and 17 ordinary members and
- The President of the Institute

Information on the Governing Body for DkIT can be found on https://www.dkit.ie/governing-body

The ordinary members who hold office for a term of five years, are drawn from various external bodies and staff and student representatives in accordance with Section 6 of the 1992 Act.

Principal Functions:

The principal function of the Governing Body as per the Acts is *" to manage and control the affairs of the College, the property of the College and perform the functions conferred on the College by the Act and shall have all such powers as are necessary or expedient for the purpose of those functions subject to such policies as may be determined by the Minister from time to time and to the programmes and budget approved annually by the vocational education committee and the Minister under section 13 of this Act."* Delivery of service - the Governing Body does not have direct contact with the Public.

2. Academic Council:

The Academic Council is appointed by the Governing Body in accordance with Section 10 of the Regional Technical Colleges Act 1992. The membership of the Council is as follows:

The President	Chairman and ex officio member
The Vice President for Academic Affairs	Secretary and ex officio member
Heads of School	Ex officio members
The Vice President for Strategy Communication and Development	Ex officio member
Institute Librarian	Ex officio member
Heads of Department and Section	Ex officio members
Academic Staff	Elected per School. *Number of members in proportion to total teaching hours (one per 5000 hours).*
Technical Support Staff	One elected Rep.
Administrative Staff	One elected Rep.
Students	
President of Students Union	Ex officio member
Vice-President Students Union	Ex officio member

The period of office for elected members (with the exception of student members) is three years. The Council must hold at least 6 meetings per year on a scheduled basis, with additional meetings if necessary. These extraordinary meetings must be called in accordance with the defined procedures of the Council.

The Council also has sub-committees who meet normally once per month, during the academic year.

Principal Functions:

The principal functions of Academic Council as set down by the RTC Act 1992 is as follows:

- to design, develop and assist in implementing courses of study

- to make recommendations to the governing body for the establishment of appropriate structures to implement courses of study

- to make recommendations to the Governing Body for the selection, admission, retention and exclusion of students

- to be responsible, subject to the approval of the Governing Body for making the academic regulations of the Institute

- to propose to the governing body subject to the requirements of the National Council for Educational Awards or any university or other authority, the form of Regulations to be made by governing body for the conduct of examinations and for the evaluation of academic progress

- to make recommendations to the governing body for the award of scholarships, prizes or other awards

- to make general arrangements for tutorial or other academic counselling

- to exercise any other functions consistent with the Act, which may be delegated to it by the governing body

- to assist implementing any new regulations which may be made by the governing body concerning any of the matters aforesaid

- Delivery of service – Academic Council does not have direct contact with the Public.

3. The President:

The function of the President is to *"control and direct the activities of the college and (he/she) shall control and direct the staff of the college in the implementation of such activities…."*

4. Executive Board:

The Executive Board assists the President in performing this role. It is made up of the following Senior personnel:

- o President   (Chairman)
- o Vice –President Finance & Corporate Affairs
- o Vice-President Academic Affairs
- o Vice-President Strategy, Communication & Development
- o Heads of School – School of Informatics & Creative Arts, School of Business &

Humanities, School of Engineering and School of Health & Science.

It meets fortnightly during the academic year.

Principal Functions:

The President co-ordinates the activities of the Institute through the Executive Board. This consists of the President, the Registrar, the Secretary/Financial Controller, the Heads of School, and the Head of Development. This team normally meets fortnightly during the academic year to discuss policy and its implementation.

It allocates the Institute's resources, both capital and human, within the budget and policy guidance determined by the Governing Body. It works on a basis of collegiality, within the framework of the President's authority under the Regional Technical Colleges Act, 1992, to assist the President in the implementation of Institute policy. It also assists the Governing Body in the formulation of strategic policy for the institute. The Executive Board works within the framework of the Programmes and Budgets process submitted annually to the Department of Education and Science. The submission involves a detailed projection of expenditure for the coming year, together with projected staffing and other non-pay resource requirements.

The Annual Programmes and Budgets submission is the main vehicle through which the Department of Education and Science funds the Institute and approves it's academic and other development plans.

To view the management structure of DkIT, please click on the following link to view the organisation chart:

https://www.dkit.ie/human-resource/dkit-organisational-chart

Corporate Plans and Strategies:

- o **DkIT Strategic Plan 2011 – 2016**
- o **DkIT Access Strategic Plan**
- o **DkIT Quality Improvement Plan**
  https://www.dkit.ie/presidents-office/documents-policies

- o **DkIT Research Strategy 2014 -2016**

  https://www.dkit.ie/research/research-themes

- o **IT Strategy**

  https://www.dkit.ie/computer-services/it-strategy

Annual Reports:

To access DkIT Annual Reports please click on the following links:
https://www.dkit.ie/governing-body

https://www.dkit.ie/student-services/annual-report Student Services Annual Report

Organisation and Pay Grading Structure:

The following are the Categories and Grades of staff employed by Dundalk Institute of Technology.

Staff Category	Staff Type	Titles/Grades
Management	Executive Management Senior Management	President, Vice Presidents, Heads of School Human Resource Manager, Finance Manager, Estates Manager, External Services Manager, Librarian, LLL Manager, Heads of Departments
Academic	Academic	Assistant Lecturer (Recruitment Grade), Lecturer Grade, Lecturer, Senior Lecturer (I)
Administrative	Administrative and Library staff	Clerical Officer Grade III (Recruitment Grade) Assistant Staff Officer Grade IV, Staff Officer Grade V, Senior Staff Officer Grade VI, Administrative Officer Grade VII
Technical	Technician Technical Other	Technician, Technical Officer, Senior Technical Officer Craftsman, Class Aide/Attendant
Ancillary	Ancillary	Caretaking Staff

o **Pay Structure:**

Staff Type	Salary Scale Incremental
President	€141,638
Executive Management – Vice Presidents	€84769 - €107,798 (9 points)
Senior Management	€66,561 - €84,684 (9 points)
Senior Lecturer (III) Head of School	€77,453 - €98,388 (9 points)
Senior Lecturer (II) Head of Department	€72,205 - €91,718 (10 points)
Senior Lecturer (I) (Teaching)	€69,936 - €85,739 (8 points)
Lecturer Grade	€53,607 - €79,106 (11 points)
Assistant Lecturer New Entrant	€35,744 - €49,487 (10 points)
Assistant Lecturer	€39,715 - €49,487 (8 points)
Administrative Officer Grade VII	€47,013 - €61,418 (11 points)
Senior Staff Officer Grade VI	€44,849 - €55,031 (7 points)
Staff Officer Grade V	€40,213 - €48,495 (7 points)
Assistant Staff Officer Grade IV	€28,334 - €42,889 (10 points)
Clerical Officer Grade III	€23,188 - €35,919 (12 points)
Clerical Officer Grade III New Entrant	€21,359 - €32,859 (12 points)
Technician New Entrant	€27,814 - €41,822 (11 points)
Technician	€30,904 - €41,822 (9 points)
Technical Officer	€33,675 - €57,948 (15 points)
Senior Technical Officer	€52,969 - €63,902 (9 points)
Craftsman	€36,850 -€39,031 (9 points)
Craft Assistant	€34,140 - €43,089 (8 points)
Class Aide/Attendant	€28,423 - €29634 (13 points)
Caretaker	€29,191 - €30,395 (13 points)

Location and Contact Details

Dundalk Institute of Technology is located on the south side of Dundalk on the Dublin Road, close to the M1. The postal address is:

Dundalk Institute of Technology,
Dublin Road,
Dundalk,
County Louth, Ireland.

The **phone number** is : +353 (0) 42 9370200. **Email** : If you have a query, you may email main reception using the address *reception@dkit.ie.*

For all other communications, please email *info@dkit.ie* (or *gaeilge@dkit.ie* for communication in Irish).

Other useful contact telephone numbers:

President's Office	042 93 70202
Vice President for Academic Affairs	042 93 70204
Human Resources	042 93 70220
Freedom of Information	042 93 70222
Accounts Payable	042 93 70214
Accounts Receivable	042 93 70215
Admissions Office	042 93 70230
Student Services	042 93 70240
School of Business & Humanities	042 93 70250
School of Health & Science	042 03 70260
School of Engineering	042 93 70270
School of Informatics & Creative Arts	042 83 70280
Lifelong Learning Centre	042 93 70290
Library	042 93 70310
Regional Development Centre	042 93 70400

Links to Agencies/other bodies under the remit of DkIT:

Partnership with Dublin City University

DkIT is committed to developing a significant partnership with DCU. The rationale for this commitment has emerged from significant dialogue between the senior representatives of DkIT and DCU over the past 18 months and is based primarily on:

- Successful existing collaborative activities
- Clear opportunities for further collaboration on Academic Programmes
- Research and Innovation and Regional Development
- A common presence in, and focus on, Ireland's Eastern corridor
- A common view of the importance of cross-border collaboration.

Service Level Agreements /Memoranda of Understanding in existence:

Memorandum of Understanding and Agreements in Existence in DkIT. See list at
https://www.dkit.ie/information-about-dkit

Customer Charters:

Student Charter:
Our Student Charter has been produced jointly by the Students' Union and our Institute. The Charter sets out our commitments to students and highlights what is expected from them in return. Our Institute's Vision seeks to put students at the centre of our activities; this Charter is a contribution towards that goal. To view the full Charter, please click on link:
https://www.dkit.ie/student-life/student-charter

Oifig na Gaeilge - Irish Language Office

Supporting and monitoring the implementation of Irish Language Scheme commitments and promoting a positive environment for the inclusion of Irish language in campus life.

The Institute recognises its duties, as a public body, regarding the provision of services in Irish and the rights of the public to avail of those services. We acknowledge the fundamental nature of Irish language rights and the need to treat both official languages on the basis of equality and we welcome and encourage those who may wish to interact with the Institute through Irish.

However, we recognise that our current service provision is at a very low level. In accordance with the Official Languages Act (2003), we therefore aim to improve the level of provision by means of a series of 3-year language schemes. The first of these came into force in October 2010. We are currently preparing a second scheme to succeed this.

Responsibility for implementation of the language scheme lies ultimately with the Executive Board, with ongoing implementation being carried out by the Heads of the various functional units (Academic and Administrative). The (part-time) Irish Language Officer, aided by the Meitheal na Gaeilge representative working group, will facilitate, support and monitor the workings of the scheme and the fulfilment of other obligations arising from the Act.

The text of the current scheme, along with other related items, can be found by accessing link: https://www.dkit.ie/irish-language-office/documents

Codes of Practice or Guidelines:

The following are the Codes/Guidelines in operation in DkIT.

➢ Health and Safety Guidelines/Codes can be accessed on
https://www.dkit.ie/safety

➢ Employment Policies/Guidelines can be accessed on
https://www.dkit.ie/hr/policies-procedures

➢ Institute Academic Policies/Guidelines can be accessed on
https://www.dkit.ie/policies

➢ Library Code of Conduct can be accessed on
https://www.dkit.ie/documents/library-code-conduct

➢ Code of Conduct for Students can be accessed on
https://www.dkit.ie/documents/code-conduct

➢ Work Placement Code of Conduct can be accessed on
https://www.dkit.ie/placement/policy-documentation-publications/work-placement-code-conduct

➢ IT Standards and Guidelines can be accessed on
https://www.dkit.ie/computer-services/policies-procedures/standards-guidelines

➢ IT Documentation Framework can be accessed on
https://www.dkit.ie/computer-services/policies-procedures/it-documentation-framework

Policies and Procedures are located at:

➢ https://www.dkit.ie/search?search=policies+and+procedures