Be Social at DkIT
Be part of our active social community and stay up-to-date with all things DkIT by joining our social media channels.

Follow us on:

- @DkiT_ie
- @DkiT_ie
- @DkiT_ie
- @DkiT_ie
- /school/dundalk-institute-of-technology/
- /DkITVideo

You Gotta be “on it, to win it”
Keep an eye out for our monthly prize-giveaways exclusive to current DkIT students.

Stationery, headphones, sports gear, tech equipment and other branded goodies!
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<td>Getting to DkIT</td>
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<td>Campus Map</td>
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Dear student,

Thank you for choosing to study at DkIT and welcome to our campus community. My colleagues and I are committed to ensuring that you complete your programme and graduate with an award that qualifies you for an exciting career in your desired field, or enables you to work for yourself in your own enterprise.

This booklet contains important information about the supports and services aimed at helping you get the most from your college experience. It also provides information about how you meet your responsibilities as one of our valued students. Please read it carefully.

Your DkIT qualification is from an Institute that is the focal point for higher education and research on the Belfast-Dublin corridor servicing in particular the counties of Down, Armagh, Louth, Meath, Cavan, Monaghan and North Dublin. We call this the North Leinster South Ulster Region. This is your region.

We are very proud of our high graduate employment rate, with 90% of graduates typically entering either full-time employment or further study within 9 months of graduation.

DkIT graduates have progressed to work at multinational companies such as Intel, Coca Cola, PayPal, Vesta, to name a few. Many graduates also choose to work for innovative Irish companies such as Comiblift, Lakeland Dairies and DkIT start-up companies such as StatsSports and Nova Leah.

Our six research themes; Renewable Energy, Smooth Muscle, Regulated Software Development, Freshwater Studies, Creative Arts and Ageing are focused on tackling some of today’s greatest societal challenges. You have the opportunity to become familiar with them while here in DkIT and you may indeed get involved with one of them either through your undergraduate programme or if you choose to progress to postgraduate studies.

Best wishes for continued success.

Michael Mulvey, Ph.D
President
Fáilte an Uachtaráin

Gabhaim buíochas leat as roghnú teacht ag staidéar in ITDD agus fáilte romhat isteach i bpolab an champaís. Táim féin agus mo chomhghleacaithe tiomanta go hiomrán do chinntiú go gcriochnaionn tú do chlár agus go bhfaighheann tú dámhachtain a chuirfidh ar do chumas gairm iontach a bhaint amach i réimse spéisiúil duit nó obair a dhéanamh i d’fhiontar féin.

Sa lámhleabhar seo tá eolas faoi na tacaíochtaí agus na seirbhísí a dearadh chun cabhrú leat gach leas a bhaint as do thréimhse sa choláiste. Tá eolas ann chomh maith maidir leis na freagrachtaí a bheidh ortsa mar mhac léinn agus conas is féidir iad seo a chomhlíonadh. Léigh go cúramach é, le do thoil.


Táimid an-bhródúil as an ráta ard fostaíochta i measc ár gcéimithe - téann 90% acu ar aghaidh go fostaíocht lánaimseartha nó go breisoideachas laistigh de 9 mí ó am a gcáilithe. Tá céimithe ITDD tar éis dul ar aghaidh chun obair a dhéanamh i gcomhlacht i lnáisiúnta amhail Coca Cola, PayPal, Vesta agus an-chuid eile nach iad. Roghnaíonn an-chuid céimithe obair a dhéanamh le cuideachtaí nuálacha Éireannach amhail Comblift, Lakeland Dairies agus cuideachtaí nua-thionscanta ITDD amhail StatsSports agus Nova Leah.

Tá ár sé tóama taighde; Fuinneamh In-Athnuaithe, Matán Mín, Forbairt Bhogearraí Rialaithe, Staidéar Fionnuise, Ealaiona Cruthaitheacha agus Aosú dírithe ar aghaidh a thabhairt ar roint de na dúshláin is mó don tsocháin inniu. Tá an deis agatsa dul i dtábhacht ortu agus tú ag freastal ar ITDD agus d’fhéadfadh go mbeadh tú páirteach i gceann acu sa chlár forchóime agat nó nó roghnaíonn tú dul ar aghaidh chun staidéar iarchéime a dhéanamh anseo.

Guím gach rath ort anois agus amach anseo.

Michael Mulvey, Ph.D
Uachtarán
The academic Year runs from September to August. Most programs are organised on a semester basis, there being two semesters in the academic year. Apprenticeship programs may run on a different timetable. In certain cases, where work placement is involved, these dates may vary. If in doubt you should contact your department office.

While every effort has been made to ensure the accuracy of information in this calendar, the Institute reserves the right to make reasonable amendments to details and cannot be held responsible for inaccuracies or omissions.

### Semester 1 - 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>9 - 13 Sept</td>
<td>1st Year Registration/Induction</td>
</tr>
<tr>
<td>10 Sept</td>
<td>Part-time Course Information Evening 7pm-9pm</td>
</tr>
<tr>
<td>16 Sept</td>
<td>Semester 1 starts All non 1st Year Students</td>
</tr>
<tr>
<td>23 Sept</td>
<td>Start Date for Apprentice Block</td>
</tr>
<tr>
<td>16 Oct</td>
<td>Careers Fair/Industry Day 10am-3pm</td>
</tr>
<tr>
<td>28 Oct - 01 Nov</td>
<td>Study/Reading Week</td>
</tr>
<tr>
<td>30 Oct - 1 Nov</td>
<td>Conferring</td>
</tr>
<tr>
<td>08 Nov</td>
<td>Undergraduate Open Day 10am-3pm</td>
</tr>
<tr>
<td>09 Nov</td>
<td>Open Morning 10am-1pm</td>
</tr>
<tr>
<td>20 Dec</td>
<td>Semester 1 Ends</td>
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### Semester Closes

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>06 Jan</td>
<td>Start Date for Apprentice Block</td>
</tr>
<tr>
<td>06 - 17 Jan</td>
<td>Winter Examinations</td>
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</tbody>
</table>

### Semester 2 - 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>11 Jan</td>
<td>CAO and Course Information Morning 10am-1pm</td>
</tr>
<tr>
<td>20 Jan</td>
<td>Semester 2 begins</td>
</tr>
<tr>
<td>25 Mar</td>
<td>Summer Internships &amp; Graduates Job Fair 10am-3pm</td>
</tr>
<tr>
<td>03 Apr</td>
<td>Classes finishes for Easter</td>
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<tr>
<td>06 Apr</td>
<td>Start Date for Apprentice Block</td>
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### Institute Closes

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>19th Dec</td>
<td>Institute Closes</td>
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<tr>
<td>06 Jan</td>
<td>Institute Re-opens</td>
</tr>
<tr>
<td>06 Apr</td>
<td>Institute Re-opens</td>
</tr>
<tr>
<td>19th Dec</td>
<td>Institute Closes</td>
</tr>
<tr>
<td>06 Jan</td>
<td>Institute Re-opens</td>
</tr>
<tr>
<td>06 Apr</td>
<td>Institute Re-opens</td>
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For more information, visit the Department of your choice.

The Institute reserves the right to make reasonable amendments to details and cannot be held responsible for inaccuracies or omissions.
Our Student Charter has been produced jointly by the Students’ Union and our Institute. The Charter sets out our commitments to you and highlights what is expected from you in return.

Our Institute’s Vision seeks to put students at the centre of our activities; this Charter is a contribution towards that goal. The Charter is not a contractual document, but provides a guide to what students, the Institute and the Students’ Union can expect of each other.

As a student you can expect that DkIT will:

- Provide you with up to date information in relation to admissions, registration and fees in a timely manner
- Offer a comprehensive Induction programme dkit.ie/new-students when you begin your studies
- Provide you with information about the Institute’s Community, its facilities and services; and Institute Regulations, including the Student Code of Conduct
- Provide a student-centred environment to facilitate your learning
- Encourage and support you in taking responsibility for your own learning
- Provide you with clear assessment guidelines throughout your programme of study
- Make available appropriate learning resources to enable you to develop as a learner
- Give you timely and appropriate feedback on your academic performance
- Provide staff who are courteous, respectful and professional at all times
- Offer a range of academic support services including Library dkit.ie/library and IT Services dkit.ie/computer-services
- Provide impartial guidance and a range of personal support services including health services, disability service, counselling, pastoral care, careers and sports and societies information dkit.ie/student-services
- Offer you through the Students Union dkitsu.ie a wide range of social, cultural and social activities in which you can participate
- Provide appropriate appeals procedures
- Seek your views on your experiences so that we can continue to enhance the quality of the service we provide
- Safeguard all the information you provide, in compliance with data protection legislation
In turn, as a student you will be expected to:

- complete registration processes within the allocated time
- pay fees and charges when they are due
- let us know if you have any special needs pertaining to health and/or disability
- participate in the Induction programme provided
- acquaint yourself with and adhere to the regulations of the Institute
- inform your lecturer/School Office if you are unable to comply for any reason with programme requirements, e.g. submission deadlines, examination attendance
- abide by the Institute’s regulations regarding academic integrity and social networking, so as to ensure that no one is adversely affected by your actions, least of all yourself. Other relevant regulations including Health & Safety, Code of Conduct, Child protection and ICT will be found at dkit.ie/policies
- attend and actively participate in all learning activities required in your chosen programme of study
- take responsibility for your own learning
- contribute towards creating and maintaining an atmosphere and environment which is conducive to learning for all
- make use of opportunities to provide constructive feedback on your programme and Institute services
- familiarise yourself with the range of support services available
- be proactive in seeking any support which you may require
- be courteous and respectful and behave in a professional manner at all times, both on and off campus
- respect the diversity of the staff and students of the Institute community and the local community
- use the Institute’s facilities with respect and consideration for others

I am more than pleased, in my role as President of the Students’ Union, to endorse this Student Charter, which has been written in partnership with staff of the Institute. The Students’ Union is a democratic organisation, led by elected officers and student run committees, responsible for deciding what the Union should be doing and for representing the interests of its members to the Institute and externally. This Charter is a further example of the Union’s role in addressing the needs of its members.  

Glenn McCourt,
Students’ Union President
Student Services, is the section of the Institute which deals explicitly with non-academic support for students.

Linda Murphy, Academic Administration and Student Affairs Manager, is responsible for the administration of Student Services, including Admissions, Registration, Examinations and Student Support services. Staff in Student Services work closely with all other areas of the Institute, including the Students’ Union, to ensure that the welfare of students is paramount. Student Services also aim to assist students in planning their futures and in progressing to employment or further studies.

The Student Services Centre in the Faulkner Building provides a range of personal support to students attending the Institute and aims to provide both advice and practical supports in a wide variety of circumstances. Appointments for all Student Support Services can be made through this office.

Student Services Centre

t  042 9370240
e  studentservices@dkit.ie

Linda Murphy
Academic Administration & Student Affairs Manager
t  042 9370207
e  linda.murphy@dkit.ie

Sinead Dunne
Student Services Officer
t  042 9370242
e  sinead.dunne@dkit.ie

Student Services Centre

Access
Careers & Employability Service
Pastoral Care
Counselling
Disability
Health
Sports & Societies
Student Assistance Fund

Start Something New
Student Assistance Fund

The Student Assistance Fund provides financial assistance for full-time higher education students who are experiencing financial difficulties whilst attending college. The aim of this fund is to tackle educational disadvantage by providing additional support. The Institute targets the funds’ resources to assist those most in need. Application forms are considered on an individual basis.

Application forms and information on closing dates are available on the DkIT website [www.dkit.ie/dkit-life/student-supports/student-finance](http://www.dkit.ie/dkit-life/student-supports/student-finance) and in the Student Services Centre.

[www.studentfinance.ie](http://www.studentfinance.ie) has further information on the Student Assistance Fund.

Hardship Fund

The Hardship Fund is available to assist students who face an immediate crisis. The fund is limited and may be provided in the form of a loan.

The SAF is administered on a strictly confidential basis. Any information you provide as part of your application is covered under DkIT Data Protection Policy. To comply with European Social Fund reporting and audit requirements, institutions return data on participants in the SAF to the Higher Education Authority (HEA) e.g. student ID number, DOB, past circumstances.

- personal data collected as part of the application process will be processed for the purposes of coordinating, monitoring and evaluating the operation of the Fund and to comply with European Union requirements,
- this personal data will include personally sensitive data where you choose to share data, and your data will be shared with the HEA, for the purpose of monitoring and reporting on European Social Fund. Our lawful basis for processing is consent.

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The Student Assistance Fund is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.
The Access Service is committed to increasing access and participation rates of students from under-represented groups.

The access service coordinates the mature entry route into DkIT and also operates a number of scholarship and bursary programmes.

**We support:**
- Mature students
- Students from a background of socio-economic disadvantage
- Students from the Traveller Community

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**Eileen Lynch**
Access Officer

- **t** 042 9370236
- **e** access@dkit.ie
- **w** www.dkit.ie/access
  www.dkit.ie/mature
- **📍** Room P2003 Carroll Building

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**Start Something New**
DkIT Careers & Employability Service
An tSeirbhís Gairmeacha & Infhostaitheachta

DkIT Careers & Employability Centre works to enhance career development and employability opportunities for DkIT students and graduates. The Centre comprises 2 distinct but complementary services; Careers Service and Student Placement Office.

The Careers Service is available to all current students and recent graduates of DkIT. We are committed to providing a wide variety of professional services to support you in making career decisions that are best suited to your skills and aspirations. Our ultimate aim is to empower you to manage your own career development as you enter the job market. **Your career starts here!**

The Placement Office co-ordinates the work placements of over 20 undergraduate programmes across the academic schools at DkIT with over 700 students attending work placement annually.

The Office has developed valuable linkages with a wide range of industries across the academic disciplines, throughout Ireland and abroad. Each placement programme has a dedicated Placement Officer that works in conjunction with the academic team to ensure the student secures a placement that will support their learning requirements and nurture their professional development.

Placement Officers provide both group and one-to-one support to the student in the researching, sourcing, securing placement and ongoing support of student whilst on placement.

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**Catherine Staunton**
Careers Officer
**t** 042 9370243
**e** careers@dkit.ie

**Anthony Murray**
Employability Adviser
**t** 042 9370200 **ext** 2036
**e** careers@dkit.ie

**w** www.dkit.ie/careers
**📍** Faulkner Building, Student Services Centre, Room F116
**f** dkitcareers
**@** dkitcareers
**LinkedIn** dkitcareers
Careers & Employability
How Can We Help?

• **Students who are unsure about their course:** Unsure of whether the course is the right fit for you? Do you feel a lack of motivation or that you’ve lost direction?

• **DkIT Careers Connect:**
  www.careersconnect.dkit.ie
  Dedicated website where students can access job opportunities, book appointments and events and access careers resources

• **Students seeking clarity about the next steps:** Job/Career Opportunities, Further Study, Summer Placements, Graduate Internships.

• **Job Seeking Resources:**
  www.careersconnect.dkit.ie, LinkedIn, Moodle Jobs Board, Facebook & Twitter @dkitcareers, #dkitcareers

• **Careers Resources & Supports:**
  Class Workshops, CV/Cover Letters, Applications/Personal Statements, LinkedIn, Interview Preparation.

• **On-Campus Employer Presentations:** Careers Insight Presentations, Employer Seminars, Skills for Work Sessions, Promotion of Graduate Opportunities

• **Further Study/Post Graduate Study:** Course options/Advice & Applications/Personal Statements

Placement Office
Supports & Activities

• Central contact and information point for all parties involved in student placement

• Preparation Workshops for students – Profession Skills Profiling, CV and Interview preparation

• Follow-up One-to-One student support and guidance

• Developing linkages with employers and host organisations

• Providing information and resource packs for students, host organisations and academic staff relevant to each specific placement programme

• Ensuring feedback from placement experience to improve the process and to inform course development

Joyce O’Hara
Placement Development Coordinator
  e joyce.ohara@dkit.ie
  t 042 9370225

Lisa Muldowney
Placement Officer
  e lisa.muldowney@dkit.ie
  t 042 9370226

Janet Coogan
Placement Officer
  e janet.coogan@dkit.ie
  t 042 9370227

Danielle Kerins
Placement Officer
  e danielle.kerins@dkit.ie
  t 042 9370228

www.dkit.ie/placement
Student Services Centre, Room F215

Start Something New
The basic role of the Pastoral Care Co-ordinator is to be collaboratively involved in the provision of holistic care within the College community. Holistic Care is concerned with the whole person and includes their social, emotional, physical and spiritual health and well-being. At its core, Pastoral Care is about welcome. Students and others from all sorts of backgrounds and in various personal situations or relationships are welcomed and respected. Its another way in which DkIT seeks to have a friendly face, a smile and words of welcome for each individual. The Pastoral Care service serves all students. If the service cannot be of assistance to you directly, they will work with you to find the person who can best assist you.

**General Duties**
Pastoral Care can include the following:
- Liaising with students about a broad range of issues, such as at times of bereavement/sickness;
- Facilitation for religious practices;
- Taking part/attending College functions.

**A listening ear!**
The Pastoral Care Service can be a great sounding board, a voice for students, and a conduit for resolving difficulties, or seeking clarifications. Sometimes all you need to know is that there’s someone you can talk to, if you need to – in a spirit of confidentiality, and who will resolve to help find the solution that you feel suits you best.

**Seeks to promote community!**
DkIT is a community, and the more caring and compassionate students are with and for each other, the better your college experience will be. This includes meeting students, facilitating get-togethers, and offering opportunities to meet. Particular support for International/ European Exchange students, as well as finding opportunities to engage with the staff of the college.

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**t** 042 93 70246  
**m** 085-870-9077  
**Office F113, Student Services**  
**Faulkner Building**  

**Opening Hours**
Mon - Fri 9.00am - 5.00pm  
**Emergency contact at any time.**  
**pastoralcare@dkit.ie**
The Student Counselling Service provides accessible, free, confidential, non-judgemental support to all registered students.

- College life can sometimes be daunting, if you have problems adjusting, we can help.
- Counselling can also help with issues that have been bothering you for some time - anxiety, low mood, poor self esteem, bullying, sexual identity, family problems.
- Or something may happen during your time here, a bereavement, relationship break - up, illness. We are here to help you through any crisis.
- All of our counsellors are fully qualified and registered with professional counselling organisations.

Gertie Raftery
- t 042 9370247
- e counsellor@dkit.ie

Francis Mc Givern
- t 042 9370258 Ex.2876
- e counsellor@dkit.ie

Students can now self-refer directly to counselling on the following link: dkit.ie/student-counselling

Opening Hours
Mon - Fri
9.00am - 1.00pm
2.00pm - 5.00pm

Sarah Traynor
- t 042 9370248
- e counsellor@dkit.ie
- Faulkner Building
Disability Service
Seirbhís Míchumas

The Disability Office provides supports and advocates on behalf of any student with a physical, sensory or learning difficulty, or has a mental health condition that interferes with the learning process.

Prospective students are encouraged to make contact with the Service as early as possible in order to discuss in confidence any facilities and supports they may require during their course of study.

Services include:

• Specific Exam Arrangements
• Assistive Technology
• Learning Support
• Personal Assistance

Opening Hours

Monday - Friday 9.00am - 5.00pm

Geraldine Kneel
Disability Officer

t  042 9370237
e  disability@dkit.ie
📍 Room P1177, Office Area 1, Carroll’s Building
Student Health Unit
Seirbhísí Sláinte na Mac Léinn

Student Health Unit services are free of charge to all full time students/apprentices. All students will be required to show their current ID card.

- Consultations with the doctor are by appointment only.
- Doctor appointments must be made with the nurse prior to commencement of the doctor's surgery.
- It is not possible to make appointments by telephone/online.
- An out of hours doctor is available at a fee of €50. Telephone 042 9320038 AFTER 6pm

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**Nurse**
Drop in Times
Mon – Fri
9.00am – 12.00pm
3.15pm – 4.30pm

**Doctor**
*(by appointment only)*
Mon – Fri
12:00pm – 1:30pm

**Contact Info for Health Unit**
t 042 93 70245
e healthunit@dkit.ie

**Opening Hours**
*(During Semester)*
Monday – Friday
9am – 5pm
The primary function of the Sports and Societies office is to provide administrative backup, advisory and support services for all registered Sports and Societies to enable them to function and operate to their maximum potential.

DKIT supports, funds and resources Sports Clubs and Societies on campus to encourage students to be active, involved and enthused.

Why Join a Club or Society?

- Make friends for life
- Meet new people with similar interests
- Immerse yourself in student life
- Improve your CV

Sports and Societies Sign Up Day 2019

A great opportunity to sample all the wonderful Clubs and Societies that we have at DkIT

Wednesday 25th September
10.00am - 2.30pm
MPC Faulkner Building
Lots of FREE giveaways!

Opening Hours

Monday - Friday
9.00am - 5.00pm

Derek Crilly
Sports and Societies Officer
t 087 9407092
e sports@dkit.ie
Faulkner Hall (MPC)
Faulkner Building
DkIT Sports Facility

A state of the art leisure complex for DkIT students. DkIT Sport is located 5 minutes from campus with a shuttle bus to and from the facility.

- A fully equipped gym
- A 20m swimming pool
- Steam Room & Jacuzzi
- 8 indoor football 5 aside pitches
- 450 parking spaces

DkIT Sport 5 aside soccer pitches

A limited number of pitches can be booked for free by contacting DkIT Sports and Societies office.

Faulkner Hall (MPC)

The Faulkner Hall is a multi-purpose centre used for indoor activities. It is used for both class activities and also for many of the sports clubs and societies within DkIT.

DkIT Sport Opening Hours

Monday- Friday
6.30am – 10.00pm

Saturday – Sunday
9.00am – 6.00pm

Outdoor Playing Fields

The multi-functional playing fields cater for all the main sports, Gaelic Football, Hurling, Soccer, Rugby and Athletics.

Jogging lane

The jogging facility is widely used by both staff and students alike and runs along the perimeter of the playing fields and is approximately 1 mile in distance.
The role of the Students’ Union is to represent students within the Institute, and to ensure that all students are treated fairly. Remember, the Students’ Union is your union, and we are here to support you. So call in any time - we’re always on hand if you need help!

There are three full-time officers of the SU. These include President, Vice President for Welfare and Equality and Vice President for Student Engagement.

**Services Include:**

- Representation of Students
- Class Rep Council
- Representing USI
- Entertainment
- Student Welfare
- Education issues
- Organisation of Events
- Common Room (pool tables, TVs)
- Student Accommodation
- Student Travel & Discount Cards
- J1 Visas

**The S.U. Office**  
**t** 042 9370390 office

- **Glenn Mc Court**  
  President  
  **t** 089 4022444  
  **e** supresident@dkit.ie

- **Taidgh Kavanagh**  
  Vice President for Welfare & Equality  
  **t** 087 2781451  
  **e** suvpreswelfare@dkit.ie

- **Christopher O’Neill**  
  Vice President for Student Engagement  
  **t** 089 4020282  
  **e** suvpresengagement@dkit.ie

**Opening Hours**

Monday - Friday  
9.00am - 5.00pm

- **The S.U Office Room M114**  
  Ground Floor Faulkner Building
The Student Learning and Development Centre (SLDC)

The SLDC is an independent resource for all students. We are there to support every student, whether you need specific help in an area or just want to do even better. We operate an open door policy and students are invited to make appointments for 1:1 support or small group tutorials.

We also offer group workshops and tutorials throughout the year on specific topics. These tutorials are advertised through your student email, SLDC website and student notice boards. In addition to this, upon request from your lecturer, we also deliver these tutorials as a class group.

The tutorials offered will include:

- Academic Writing
- Referencing and Academic Integrity
- Reviewing Literature
- Research Techniques/Methods
- Study Skills
- Exam Techniques
- We offer tuition from beginner to advanced levels in: Word, Excel, PowerPoint & Presentation Skills, Moodle Navigation, File Management
- Support for group work
- English for academic purposes

**Moira Maguire**  
Head of Department of the Centre of Excellence in Learning and Teaching  
t: ext 2703  
e: moira.maguire@dkit.ie

**Margaret Ward**  
IT Development Tutor  
t: ext 2154  
e: margaret.ward1@dkit.ie

**Michelle Woods**  
Academic Development Tutor  
t: ext 2865  
e: michelle.woods1@dkit.ie

**Laura Mc Kenna**  
CELT Co-ordinator  
t: ext 2800  
e: laura.mckenna@dkit.ie

**Direct dial**: 042 9370320

To book an appointment email **tutor@dkit.ie** or call into us on the second floor of the South Building (S202 and S205)
The **Academic Administration Office** is where your student records are kept and is the first point of contact for any queries you may have relating to your registration status, fees and grants.

### Registration

Once you have accepted your offer of a place at DkIT and paid the appropriate fee you will be registered on your DkIT programme.

You must be registered to attend your classes, to use the institute’s computers, to access course notes through Moodle, to use the library, to receive your student ID card and email details. If you have a query about registration please go to the Academic Administration Office.

### Student Email

An email account will be issued to you at registration. Important information will be forwarded to you via this e-mail account during the course of the year, including fee payment reminders (where applicable), examination timetables and results, changes to timetables and programme information. You should also regularly check the Institute website [dkit.ie](http://dkit.ie) for news and information.

### Student Card & Identification

A Student Card is issued to each student following registration. If your card is lost, stolen or destroyed, you must report this to the Academic Administration Office, and a duplicate card obtained on payment of the appropriate fee. You may be asked to produce your card at any time on campus so keep it with you at all times. The card remains the property of DkIT.

### SMS Service

Please ensure the Academic Administration Office has your current phone number on record as the Institute sends important information via text messaging.

### Completion of Forms

You may require forms to be validated by the institute, for example Letters of Registration, Letters for Grant Authorities, or Social Welfare forms. For this service please call into the Academic Administration Office, the Student Services Centre or your School Office and ensure you have your valid ID card with you.
Withdrawing from your programme

You may decide to leave your programme for any number of reasons, e.g. accepting a job offer, applying for a different course next year, etc. If you are considering withdrawing from your course you should discuss this with someone who can help you: your Head of Department and the Careers Office are available to advise. Please note if you decide to leave the Institute you must complete a Course Withdrawal Form, available from your School Office.

N.B. Please note that withdrawal from a course may have fee consequences if returning or taking up another third level place in a subsequent year.

HEA Student Data Collection Notice

The Institute share student record and survey data that we collect from you with the Higher Education Authority (HEA) so they can perform their statutory functions under the Higher Education Authority Act, 1971. dkit.ie/about-dkit/legal/data-protection.html The HEA shares records with other official bodies such as the Department of Education and Skills, CDETB and the Central Statistics Office. The HEA Student Data Collection Notice is published in full on the Institute website dkit.ie/academic-administration/registration/he-a-student-data-collection-notice

<table>
<thead>
<tr>
<th>Opening Hours</th>
<th>Academic Administration Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>t 042 9370230</td>
</tr>
<tr>
<td>9.00am - 1.00pm</td>
<td>e <a href="mailto:registration@dkit.ie">registration@dkit.ie</a></td>
</tr>
<tr>
<td>1.30pm - 5.00pm</td>
<td>p TK Whitaker Building Room L211</td>
</tr>
</tbody>
</table>
Fees

This section is concerned with the payment of the Student Contribution, Tuition Fee and Facilities Fee.

• The **Student Contribution** (currently €3,000 p.a.) is the annual charge to all full time EU students and may be paid in 2 equal instalments.

• **Tuition Fees** are payable by students who are not eligible for the ‘Free Fees’ scheme.

• The **Facilities Fee** of €125 must be paid by all students at Registration.

• Continuing students are notified of their fees by e-mail and therefore it is important that students check their e-mail accounts regularly.

• Students should pay their fees by using the online payment facility at [ssb.ancheim.ie/dkit/](ssb.ancheim.ie/dkit/)

• **Payment Options:**
  
  • Option 1: Full Payment €3,000 + €125 + Tuition Fee if applicable at Registration
  
  • Option 2: First instalment €1,500 +€125 + 50% of Tuition Fee if applicable at Registration. Second instalment €1,500 + 50% of Tuition Fee if applicable before the start of the 2nd semester.

Grants

SUSI is the main source of financial help available for students in full-time higher education undergraduate courses.

• **SUSI Grant Applicants**
  
  Students who have applied for a SUSI grant may be given a Temporary Registration (TR) on production of proof of application (application reference number) and payment of the Facilities Fee of €125.

• **SUSI Grant Holders**
  
  Students who have been awarded a SUSI Fee Grant may have all or part of the Student Contribution paid by SUSI.

• Full information on fees and grants is available at [studentfinance.ie](studentfinance.ie)

Other important information is also available on this website, including details on the Fund for Students with Disabilities, the Back To Education Allowance, and the Student Assistance Fund.

• Students should familiarise themselves with the ‘DkIT Procedures for the Collection of Student Fees’, including the penalties for late or non-payment. Details at: [dkit.ie/admissions/student-finance/fees](dkit.ie/admissions/student-finance/fees)
The Examinations Office website dkit.ie/examinations provides useful information on:

- Examination Timetables
- Examination Results
- Registering for External Repeat/Deferred Subjects
- Examination Regulations and Policies
- Consultation Details
- Academic Appeals and Reviews
- Examination Sessions:
  - Winter Examinations (Jan 2020)
  - Summer Examinations (May 2020)
  - Autumn Examinations (Aug 2020) (Repeats)

Opening Hours

Mon - Fri
9am - 1.00pm
1:30pm - 5pm

Opening hours may vary during examination sessions

Olly Keegan
Examination Officer

t  042 937 0235
e  exams@dkit.ie
p  S111 on the ground floor of the TK Whitaker Building (behind the TK Whitaker Theatre)
DkIT has 500 international (non-EU) students and 100+ Erasmus (EU) exchange students from all over the world. DkIT International Office supports inbound and outbound international students in the following ways:

- Application-Processing and Letters of Offer
- Student registration and fee-payment
- Orientation on arrival
- Immigration and Visa Support
- Pastoral Care
- Accommodation
- Study Abroad Preparation (ERASMUS)
- Linkages with Partner University, Agents, Embassies and Sponsoring Authorities

Noreen Carney
International Office Manager

t 042 9370353
e noreen.carney@dkit.ie
international@dkit.ie

g Offices L206 – L210
TK Whitaker Building

Opening Hours
Mon - Fri
9.00am - 5.00pm
dkit.ie/international
Computer Services
Seirbhísí Ríomhaireachta

Computer Services provide IT support services across campus to all students. In this section you will find a summary of the IT services offered by DkIT. Students should visit our website dkit.ie/computer-services regularly to stay up to date with latest developments.

- Student Accounts. Email, cloud storage & office applications. webmail.dkit.ie
- Moodle for students moodle.dkit.ie
- Student WiFi dkit.ie/wireless
- Public Access PCs in Library
- IT Helpdesk (open ticket) helpdesk.dkit.ie
- Free cloud storage (1TB) onedrive.dkit.ie
- Microsoft Office officeproplus.dkit.ie

Note
We ask that students use the facilities provided responsibly in order to ensure the maximum benefit to all users on campus. Facilities are provided for educational purposes and any abuse will be penalised under the Code of Conduct. The current ICT Responsible Usage Policy can be viewed at dkit.ie/itpolicy

Opening Hours
During Semester
Monday - Friday
9.00am - 1.00pm
2:00pm - 5:00pm

Outside Semester
helpdesk.dkit.ie

IT Help Desk
- 042 9370300
- helpdesk@dkit.ie
The de Chastelain Library staff welcomes you to the Institute and looks forward to supporting you in your learning.

- Discover how we can help you develop your research skills by taking Library classes.
- Keep up to date by checking your emails and following us on Twitter twitter.com/DkITLibrary and on Facebook facebook.com/dkitlibrary
- Avail of the quiet space the Library offers and help keep it quiet by having your phone on silent. Please leave the Library to make/take calls, or to eat food.
- Remember to have your student card with you.

Opening Hours

Opening hours are staggered according to anticipated need so always check our webpage and Calendar at dkit.ie/dkit-library/about-us/opening-hours-calendar for information.

Ann Cleary
Librarian

t  042 9370310
e  library@dkit.ie
w  www.dkit.ie/library
g  TK Whitaker Building
Dundalk Institute of Technology is committed to providing and maintaining a safe learning and working environment. During your time here we want you to be as safe as possible.

• All students will be expected to comply with DkIT’s Policy for Safety, Health and Welfare. Information on how we manage our Safety including our Policy is held within our Parent Safety Statement and associated Ancillary Safety Statements for each School or Functional Area. These are available online at [dkit.ie/health-safety/safety-statements](http://dkit.ie/health-safety/safety-statements)

• Please make yourself familiar with the Institute’s emergency evacuation procedures as detailed in the ‘Emergency Evacuation Procedures Manual’. This is located on the DkIT website at [dkit.ie/health-safety/emergency-evacuations-procedures-manual](http://dkit.ie/health-safety/emergency-evacuations-procedures-manual)

• On hearing the fire alarm sound continuously all occupants must leave the premises immediately, using the nearest available exit, and proceed to their designated Assembly Point.

• We would ask that all incidents (Accidents, Near Misses or Dangerous Occurrences) are reported immediately to your immediate supervisor.
Most of our units are coffee shop style in your own base building but be sure to check out the main restaurant in the middle of the campus for student specials, breakfast rolls and the ever reliable chicken fillet roll as well as full breakfast offering and dinner every day.

**Note:** not all services are available year round so it is important to keep an eye out for posters in the café areas during exam periods and during the various breaks.

**Main Campus Restaurant**
Mon – Thur 8.00am – 4.00pm
Fri 8.00am – 3.00pm
(Hot Food served from 8am to 2pm)

**Starbucks**
PJ Carrols Building
Mon – Thurs 8.30am – 5.00pm
Fri 8.30am – 3.00pm

**Costa Coffee**
Muirhevna Building
Mon – Thurs 8.30am – 4.00pm
Fri 8.30am – 3.00pm

**RDC Coffee Dock**
Mon – Fri 10.00am – 2.00pm

**Coffee Dock**
The Whitaker Building, North Block
Mon – Fri 8.30am – 3.00pm

**The Well**
The Whitaker Building, South Block
Mon – Thurs 8.30am – 8.15pm
Fri 8.30am – 2.00pm

**AIB Bank**
Banc AIB
For all your student banking needs contact AIB DkIT today!

Monday | Tuesday | Thursday
10.30am - 12.30pm
13.30am -15.30pm

Wednesday | Friday
10.30am - 12.30pm

**Quickbanking**
Monday – Thursday
8:30am - 8:30pm
Friday 8:30-5.30
The Institute Shop, provides all your Stationery, Text Books, Class Manuals, Newspapers, Top-Up, Past Exam Papers, Soft Drinks & Confectionery.

Presentation Material, as well as a Binding Service is available. You can also avail of our Laminating Service.

All Student Lockers are located on the 1st floor of the Faulkner Building and in the locker room in the Carroll’s Building. The rental of these lockers can be arranged through the College Shop.

The Institute Shop oversees the Student Print/Copy Service. These self service machines, which are located throughout the campus, offer both black/white & colour printing. This cardless system offers faster, better quality print by using more reliable, fully maintained machines.

All profits generated go towards improving the service to students.
The Institute policies some of which are referenced below are all published at the following address: dkit.ie/policies

**Academic Integrity Policy and Procedures**
This policy details how you can ensure that you are informed about Academic Integrity (taking another person’s work and presenting it as your own).

**Continuous Assessment Guidelines**
This document details information on Continuous Assessments and will help you gain an understanding of what Continuous Assessments are.

**DkIT Referencing Guidelines & How to Avoid Plagiarism**
This document provides guidance on how to reference a wide range of formats, but it does not cover every situation. You can also seek advice from your lecturer on the appropriate style to use for specific academic work.

**Assessment & Standards**
The Assessment & Standards Policy covers all examinations leading to awards of the Dundalk Institute of Technology, and describes procedures up to the ratification of results by the Academic Council.

**Procedure for Collection of Fees**
This document sets out the guideline procedures of Dundalk Institute of Technology for the collection of student fees.

**Exit Awards Policy**
The Institute’s policy on Exit Awards together with an Exit Award Student Request Form can be downloaded from the website.

**Student Complaints Procedure**
This procedure sets out to provide a fair, consistent and speedy way to deal with complaints made by students against the staff or services of the Institute.
Garda/Police Vetting Policy
Garda/Police Vetting is a pre-requisite for attending placement on certain programmes of study at DkIT. In these cases the students must adhere fully to the Garda vetting process. Approval from DkIT to attend placement is subject to the outcome of the Garda Vetting process.

Student Voice Policy
This policy establishes key principles for gathering student opinion on their experience of academic life and the wider service offering and for responding to the student voice.

Work Placement
Once a student accepts a place on a programme of study which comprises a work placement at Dundalk Institute of Technology they are automatically accepting the terms and conditions for student work placement.

Transfer and Progression Policy
This policy details the institute’s guidelines for transferring to another programme within the Institute.

Progression Policy for Undergraduate Student Nurses/Midwives
This policy applies to all students registered in the following disciplines: Intellectual Disability Nursing, General Nursing, Midwifery and Psychiatric Nursing. It is a guide for students who are experiencing difficulties in meeting their requirements in respect of clinical instruction during clinical placements.

Children on Campus Policy
This document sets out the Institutes policy on the safety of children on Institute premises.

Bullying and Harassment Policy
Dundalk Institute of Technology and all staff/students unions fully subscribe to this Policy and are committed to creating an environment within the Institute that is free of bullying and harassment and which promotes personal integrity and dignity. Management and staff/student unions are committed to promoting such an environment in the Institute through this policy.

Student Crisis Response
These guidelines address what should be done in the event of a serious incident involving a student or students whether at DkIT or off campus.
Overview of Institute Policies, Procedures & Guidelines cont.

Ethics Policy
Dundalk Institute of Technology is committed to facilitating and promoting ethical research. The Ethics Policy sets out key principles for conducting research to the highest ethical standard.

ICT Usage Policy
By using the Institute’s Computer Facilities you are bound by the Institute Acceptable Usage Policy. This document details the rules and regulations governing IT Usage by you.

Social Networking Policy
This policy applies to all members and addresses specific issues around the use of social networking sites, and all kinds of online communication, including personal websites and blogs, wikis, discussion boards, email groups and instant messaging.

Library Code of Conduct
This code details the regulations applicable when you are using the DkIT Library.

Mental Health Guidelines
This sets out the way in which the Institute supports students including those with Mental Health difficulties to realise their academic potential.

Child Protection Policy
This policy sets out guidelines to promote best practice in Child Protection within DkIT. It applies to both staff and students within the Institute.

Equal Access & Participation Policy
The policy addresses the acknowledgement on the part of the Institute of the social, economic, physical and cultural barriers which people often face in their attempts to access and participate in third-level education.

DkIT Language Scheme
Dundalk Institute of Technology is about to draft its second Irish Scheme in accordance with the Official Languages Act 2003. The current scheme expired in October 2013, although it will continue in effect until the second one is approved. The aim of each scheme is to gradually improve the level of service through Irish provided to the public. This is in support of each citizen’s right to do business with the State in their choice of official language.
Freedom of Information Act
This Act asserts the right of members of the public to obtain access to official information to the greatest possible extent consistent with the public interest and the right of privacy of individuals.

Health & Safety
(Including Crisis Management)
This document details DkIT’s Safety Management Programme, as a student you are expected to follow and conform to Health & Safety Regulations & Codes of Practice. www.dkit.ie/safety The Crisis Management Plan (CMP) deals with response to a range of major incidents.

Data Protection
Information on the Institute’s obligations in relation to Data Protection can be found on dkit.ie/about-dkit/legal/data-protection.html

Environmental Awareness Policy
At Dundalk Institute of Technology, we are committed to working with all our stakeholders to minimise our impact on the environment and continually improve our environmental performance. We aim to achieve an environmentally friendly culture in DkIT, through the promotion of environmental awareness.

In DkIT we will strive to:
• Minimise the production of waste
• Maximise the use of recyclable and biodegradable materials
• Maximise the reuse and recycling of waste
• Reduce the volume of waste going to landfill.

Also, we will minimise our use of energy through energy conservation measures and the use of renewable energy sources. Consideration of environmental concerns will form an integral part of all development and planning at the Institute.
Office of the Ombudsman
The Institute as of 1st May 2013 has come under the oversight from the Office of the Ombudsman in relation to complaints. The Ombudsman provides a free, impartial and independent dispute resolution service.

If you feel you have been unfairly treated or are not satisfied with our decision on your complaint, then it is open to you to contact the Office of the Ombudsman. By law the Ombudsman can investigate complaints about any of our administrative actions or procedures as well as delays or inaction in your dealings with us.

The Ombudsman for Children
If you are a child or young person under 18 or an adult who knows a child who you feel has been unfairly treated, or you are not satisfied with our decision on your complaint, it is open to you to contact the Ombudsman for Children’s Office.

Office of the Ombudsman
01 8656800
Locall 1800 202040
ococomplaint@oco.ie
52-56 Great Strand St Dublin 2
The Institute recognises the right to dignity of every individual associated with it, and it expects that each of them will be treated with consideration, courtesy and respect, without harassment, or physical or verbal abuse. Every member shall refrain from conduct liable to infringe the rights of others. DkIT Code of Conduct does not reduce your legal rights.

Its goal is to maintain a suitable academic environment for all in the Institute and to ensure that your rights as a student member will not be less than the rights of other members of the Institute. A Discipline Committee appointed by the Academic Council will oversee all matters of student discipline.
Staff members are bound by the Staff Discipline Code. As a student member, you must observe the Student Code of Conduct. You need to inform yourself about the regulations that concern the use of particular Institute facilities, laboratories, procedures (including those relating to examinations and assessment) and equipment. Authorised members of the Institute can enforce these regulations under this Code.

Contents
1 Introduction to Code of Conduct and Disciplinary Procedures
2 General Principles
3 Student Identity Card
4 Breaches of Code of Discipline
5 Reporting Offences

Appendix A Major Offences, Procedures & Penalties
Appendix B The Discipline Committee
Appendix C Appeals

1 Introduction to the Code of Conduct

1.1 Dundalk Institute of Technology is an institution established by the Regional Technical Colleges Act, 1992.

1.2 The members of the Institute are
   a the members of the Governing Body
   b the members of the Academic Council
   c the members of staff
   d the registered students
   e the graduates
   f such other persons as the Governing Body may appoint as members.

1.3 The President is the Chief Officer of the Institute. The President, the Governing Body and the Academic Council perform the functions prescribed by the 1992 Act, and as may be directed by the Minister from time to time.
1.4 The Governing Body has overall responsibility for the regulation of Institute affairs. The Academic Council is responsible, subject to the approval of the Governing Body, for making the Academic Regulations of the Institute. The responsibility for controlling and directing the activities of the Institute and controlling the conduct and actions of the students rests with the President and with the Institute’s delegated officers. These include the Registrar, Heads of School, Heads of Department, Librarian, Academic Administration & Student Affairs Manager, Computer Services Manager, Restaurant Manager and other duly authorised persons.

1.5 The Code of Conduct consists of the code published in this document and its appendices and any detailed regulations that relate to, or are published for specific areas or activities, for example, examinations, laboratories, workshops and the library. The Code also includes the regulations of relevant awarding authorities. When the Institute makes changes to the Code, they are approved by the Academic Council. Changes to other regulations are notified to the Academic Quality Sub-Committee and published in notices to students.

1.6 Copies of this Code are published annually and are available from the Academic Administration Office. You get a copy at registration and it will be on view in the Library, in School/Departmental Offices and at the Students’ Union.

2 General Principles

2.1 All members and committees of the Institute shall observe natural justice and fair procedures in respect of this Code of Conduct, and no penalty will be imposed on you as a member of the Student Body except in accordance with this Code.

2.2 You should act in accordance with this Code of Conduct and with the published regulations of the Institute, and you should maintain acceptable standards of behaviour and act in a law-abiding, mature and honest fashion.
2.3 You should treat others with respect for their person and their rights, whether in the Institute or elsewhere, and avoid conduct which infringes upon the rights or lawful activities of others, or which brings the Institute into disrepute. You should treat Institute property and/or facilities with respect and not use them when you are not authorised to do so. This includes all property and/or facilities being used by or under the control of the Institute.

2.4 When you report for a class, laboratory, workshop session or if you seek to use any other Institute facility, the Institute staff member in charge has the right to exclude you, if in his or her opinion, you appear to be under the influence of alcohol, drugs, or other substances and/or if your behaviour represents a threat to yourself or others. In all such cases you may be required to produce medical certification confirming that you are fit to resume classes/activities. If you dispute this opinion, you must appeal in writing, outlining the grounds or reasons for the appeal within 5 working days to the appropriate Head of School/Department/Section. See Appendix C: Appeals C.1.

2.5 This Code applies:
- To all registered students of the Institute both on and off campus
- To students on work experience where that is part of their programme of study
- To students on exchange programmes in other Institutes
- To students on off-campus assignments which are part of their programme of study
- To acts or omissions of students when they are representing the Institute, or at any Club or Society, which would violate this Code if done in the Institute

3 Student Identity Cards

3.1 A Student Identity Card is issued to you following registration. It is non-transferable and if you lose it or it is stolen or destroyed, you must report this to the Registrar’s Office at once. You can get a duplicate card if you pay the appropriate fee.

3.2 The card remains the property of the Institute at all times. It is your proof that you are entitled to use the Institute’s facilities. You must produce it or give it up on demand to any authorised member of Institute staff. You are entitled to ask the staff member to identify him/herself. In cases of emergency, a student may get a temporary identification form from the School Office.
4 Breaches of Code of Discipline

4.1 An act or omission by you
• which adversely affects the rights of any other member of the Institute, or
• which disrupts the orderly and responsible conduct of any Institute activity, or which violates any Institute regulation or this Code, is a breach of the Code of Discipline.

4.2 Any alleged incident of unlawful behaviour may immediately be referred to the Garda Síochána. In the event of Gardaí investigating a student, the Institute reserves the right to additionally implement the disciplinary process.

4.3 Minor Offences
The following are defined as examples of minor offences:
• Anti-social behaviour including, excessive noise, littering, nuisance behaviour, drunkenness and disorderly behaviour or the facilitation of such behaviour
• Violation of detailed regulations

4.4 Major Offences
The following are defined as examples of major offences:
• Disorderly conduct, including being unfit for admission to class, laboratory, workshop or other Institute facility
• Being in unauthorised areas without permission
• Failing to identify yourself to a member of Institute staff on request
• Causing minor damage to Institute property
• Criminal damage, major or repeated incidences of anti-social behaviour including racism, excessive noise, littering, nuisance behaviour, drunkenness and disorderly behaviour or the repeated facilitation of such behaviour
• Serious breaches of examination regulations including impersonation, copying, cheating or plagiarism
• Giving false or misleading information to the Institute calculated to mislead or deceive
• Malicious destruction, damage or misuse of Institute property
• Forged, alteration or misuse of any Institute document, record, stamp or identity card
• Forcible or unauthorised occupation of Institute buildings
• Physical abuse of another person
• Bullying
• Sexual harassment
• Unwanted interference with Institute’s safety equipment, alarms, fire-fighting equipment or failure to comply with a reasonable request by staff with regard to situations that endanger life, health or property
• Repeated or aggravated incidents of minor offences

4.4.1 Bullying
Bullying is defined by the Health and Safety Authority as Repeated inappropriate behaviour, direct and indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work.

4.4.2 Harassment
Equality legislation in Ireland defines harassment as any act or conduct (including spoken words, gestures, or the production, display or circulation of written words, pictures or other material), if the action or conduct is unwelcome to the recipient, and could reasonably be regarded as offensive, humiliating, or intimidating. The harassment has to be based on or motivated by one or more of the nine relevant characteristics of the person targeted. These are: Marital Status, Age, Sexual Orientation, Family Status, Race, Gender, Religious Belief, Disability and Membership of the Travelling Community.

4.4.3 Sexual Harassment
The definition of sexual harassment is similar to that of harassment but with a sexual element. It includes any unwelcome act of physical intimacy, unwelcome request for sexual favours, other acts or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating. It does not refer to human interaction or behaviour that is mutually acceptable to the parties involved.

4.4.4 Bullying, Harassment and Sexual Harassment may be dealt with by a separate and specific Institute policy. In this event, the Institute will advise students accordingly.
5 Reporting Offences

5.1 A student who wishes to make a complaint should do so either to his/her Head of Department or to the Disciplinary Officer.

5.2 The Head of School/Department/Function or other authorised Institute officer is responsible for maintaining order in particular areas of responsibility and for the administration, in the first instance, of the Institute’s Code and regulations. Cognisance should be given to point 2.4. Where there is an immediate issue that needs to be dealt with to maintain order the appropriate Head of School, Department, Section may suspend a student for a specified time providing them with written notification of their decision and the appeals mechanism. Every student is responsible in the first instance to this official for his/her acts or omissions. If he/she reasonably believes a penalty might be imposed on you under this Code of Discipline, he/she will:
   a inform you of the alleged offence
   b verify your student identity, and
c report the matter to the Disciplinary Officer together with details of the alleged offence.

5.3.1 In the case of minor offences the Head of School/Department/ function or that officer’s deputy may act in place of the Disciplinary Officer.

5.3.2 When the Disciplinary Officer receives a report under 5.2 (c) above, he/she will consult with at least two other persons who, under Appendix B of this Code, can be members of the Institute’s Disciplinary Committee. They will decide whether the incident appears to be a major or a minor one.

5.4 If not previously involved, the appropriate Head of School/Department/ Function will be notified of any alleged offence, and this person may make a written submission to the Disciplinary Officer.

5.5 If the Disciplinary Officer, in consultation as above in 5.3.2, finds that you have committed a
minor offence, he/she may impose what he/she considers a suitable penalty on you. This process will normally be completed and the outcome notified to you within fifteen working days from the report of the incident. When you accept this finding, the incident, under this Code, is regarded as closed.

5.6 The procedures described in the remaining parts of this Code apply

• if you do not accept this finding, or
• if you do not comply with any penalty, or

if the Disciplinary Officer finds that you have committed a serious offence, the 15-day period mentioned in 5.5 may be extended by the Disciplinary Officer only when it is in the interest of the student. Any incident that is not proceeded within the timescale above will lapse.
Appendix A: Major Offences, Procedures & Penalties

A1 If the Disciplinary Officer has decided that a major offence appears to have been committed, the Institute Disciplinary Committee will deal with the matter. The Disciplinary Officer will:

• Give you five working days notice in writing of the meeting of this Committee
• Notify you of the alleged offence; your right to be represented and to make personal representations
• Send you a copy of the Institute’s Code of Student Discipline and of the evidence against you, including the report sent to the Discipline Committee by the Disciplinary Officer

If you are a student on an Institute programme, which is jointly sponsored or provided with another provider, that provider will have the opportunity to nominate an extra member to any disciplinary hearing.

After the meeting of the Discipline Committee, its chairperson will notify you (in writing within three working days) of its decision, any penalty and any rights of appeal against its decision. If you fail, within one month of receiving this notice, to comply with the decision of the committee, you commit further offence, and so you may be liable for further disciplinary action. If a charge of misconduct is not proceeded with inside 25 working days, it will lapse and you will not be liable for further proceedings in regard to it.

A3 However, notwithstanding A.2 above, in exceptional circumstances, such as a student(s) facing criminal charges, or unavoidable changes or absences of staff, the Discipline Committee may extend this period and give you written notice of this decision.

A4 If the Discipline Committee decides that your conduct was a breach of the Code of Student Conduct, it may impose any of the following sanctions, or others, or a combination of them, which it judges appropriate:

• A fine of not more than €1,000
• Temporary or permanent exclusion from certain Institute facilities, events or activities
• Suspension from the Institute for a stated period or until loss or damage is made good
Appendix B: The Discipline Committee

B1 The Institute will designate a panel of members who will be eligible to be members of a Discipline Committee from among the following:

- The Academic Administration and Student Affairs Manager (AASAM) (or a duly appointed substitute) who shall be chair of the committee
- A student who is a member of the Academic Council or who is appointed by that Council or who
  - Is a registered post-graduate research student, or is eligible for appointment in accordance with a previously minuted decision by the Academic Council
- The Heads of School or Heads of Department who are not the heads of your school or department, academic staff members nominated by heads of School
  - The committee may obtain the advice of relevant experts.

The Committee may also require you to make an apology to any person offended by your conduct.

- Being disqualified from examinations or examination sessions for a stated period
- Being excluded from having results, grades or assessments considered by an examination board
- Temporary or permanent expulsion from the Institute
- Deprivation or withholding of any award, prize or qualification
- Imposition of voluntary work in the Institute or the community in lieu of financial penalty
- Require you to surrender your student identity card for a specified period
B2 The quorum for a meeting of the committee will be at least two members, including the chairperson (or deputy). The composition of the panel will, as far as practicable, take account of the need for an appropriate level of gender balance in the light of your gender and the circumstances of the conduct.

B3 If the Committee cannot meet, for any reason whatsoever, the Academic Administration and Student Affairs Manager, or his/her deputy may act in lieu of the Committee. If a person who might otherwise be a member of the Discipline Committee has previously been involved in the case, he/she shall not be a member and shall be replaced by an alternate.

B4 You are entitled to the presence of an advocate of your choice. Both you and the discipline committee will be entitled to be heard and to respond and afterwards, the chairperson will invite both sides to address concluding remarks to the discipline committee.

B5 The Discipline Committee will consider its decision in private. If the decision is that your conduct is a breach of the student code the Committee will ask both sides to make submission to it about the penalty to be imposed.

B6 The Committee will consider these representations and decide on the penalty. It will inform you of its decision in writing within one week of the end of the meeting.
Appendix C: Appeals

An appeal can go forward only if you can show that

- There was a substantial irregularity in the making of the original decision; or you can bring new evidence which could materially affect the decision; or
- There were extenuating factors which could affect the decision and the parties to the original decision were unaware of these; or
- Bring forward any matter which the Appeals Committee deems proper to consider.

The Discipline Committee or (where appropriate) the Appeals Committee will consider the appeal submission and decide whether to allow the appeal to go forward. Where it so decides, the Appeal Committee will receive a report from the Disciplinary Officer or from the Discipline Committee. This report will contain notice of the decision under appeal, the evidence and the penalty imposed and the student will receive a copy of this material at least two working days before
the meeting to consider the appeal. Where it decides that the appeal shall not go forward, it will send the student a written notice of this from the Disciplinary Officer within five working days of the decision.

In an appeal hearing, the student or appellant shall be first to present his/her case, and then the Disciplinary Officer (or other Institute officer) shall be heard. After this the student or appellant is entitled to be heard in reply. The Appeals Committee will be entitled, at its discretion, to hear such evidence as it deems fit. If the appeal is against a penalty the Appeals Committee may uphold, set aside or vary the original decision. If the offence was a minor one, the revised penalty may exceed the maximum penalty normally to be imposed in such cases.

Amendments to the Code of Conduct and Disciplinary Procedures will be made from time to time, and these will be included in later editions. Where amendments to this Code are made and a later edition of the Code incorporating these is not yet available, details of amendments will be displayed on notices in the Institute and will be available from the Academic Administration and Student Affairs Manager’s Office, the Library, the Students’ Union and School Offices.

Composition of Appeals Committee: The Registrar of the Institute (or Nominee) acts as chair of the appeals committee. Its members will be the Registrar (or Nominee), the Vice-Chair of the Academic Council (or Nominee), or (if this Vice-Chair is a member of the student’s school), a member of the Academic Council nominated by the Registrar from a different school. The Appeals Committee acts on behalf of the Board of Governors and the Academic Council in the matter of appeals.
This Policy Statement outlines to students the regulations for the conduct of examinations.

1. You should arrive at the examination venue, prepared to be seated fifteen minutes prior to the start of the examination; you should only enter the examination room when instructed by the Invigilator to do so. If you arrive late, you must go directly to the invigilator before taking your seat. You are not permitted to enter the examination venue once the examination has been underway for 30 minutes.

2. You must not bring into an examination room any books, papers or information recorded in any form (except for any specified unmarked text allowed by the examiners). It is your responsibility to ensure that no such material is brought into the examination hall. [For ‘Open Book’ examinations, see item 23 below].

3. You should sit in the area of seating indicated by the Invigilator and/or indicated on the notices displayed outside the examination room and on departmental notice boards.

4. During the formal examination sessions you must sign two attendance sheets, which the Invigilator will circulate.

5. You must place your student cards on your desk so that one of the invigilators can check it, without any disturbance, after the start of the examination.

6. You must not turn over the examination paper on the desk until the Invigilator asks you to do so.

7. You may use a calculator except in circumstances where this is expressly forbidden. No smart watches, laptops, netbooks, e-readers (Kindles etc.), electronic dictionaries, iPads or tablet PC’s, or any other device with data storage or communication capacity are permitted into the examination venue. Specific electronic equipment (such as laptops and/or Dictaphones) may be used in exceptional circumstances (by, for example, students with disabilities and/or specific learning difficulties), but only by express prior written arrangement with the Disability Officer.
8. You are permitted to bring your mobile phone/handheld electronic device (including iPods, MP3 players) into the exam venue but it must be switched OFF and placed under your chair. Any student found in breach of this regulation will have their mobile phone/handheld electronic device confiscated. A release fee of €50 will be charged. The Institute is not responsible for loss or damage to confiscated mobile phones/handheld electronic devices. Subsequent breaches may result in further disciplinary proceedings.

9. It is your responsibility to ensure that you have an adequate supply of pens, pencils, ink, correcting fluid, drawing instruments etc. as you need.

10. You may not use dictionaries and other reference books unless expressly approved. Your examination paper will carry this approval where it applies. Mathematical and statistical tables, if required, will be supplied.

11. Any student who is a non-native English speaker is permitted to bring a clean, paper copy of a direct translation dictionary (unless specified).

12. For formal examinations sessions only, the examination centre will supply answer books and graph paper as required. Rough notes may only be made in the answer books provided. You may not take answer books or parts of books, whether used or unused, from the examination room.

13. If you hand up additional material, other than a single answer book, you must use a treasury tag to hold them together. Invigilators will supply these.

14. You are not permitted to leave the examination room during the first hour of an examination. If you wish to leave the examination room temporarily, after the first hour, you must be accompanied by an Invigilator. You cannot leave the room temporarily during the first hour unless you have a medical certificate for this.
15. If you wish to withdraw early from the examination you may not leave the examination room, except in an emergency, during the first hour of the exam.

16. If you leave after the first hour you must do so quietly.

17. If you arrive late you will not be admitted to the examination room more than thirty minutes after the start of the examination. Extra time will not normally be allowed. In exceptional circumstances, only for formal examination session, and providing that no other candidate has withdrawn and left the examination room, you may be admitted later at the discretion of the Examinations Officer or Academic Administration & Student Affairs Manager.

18. You must not, on any pretext whatever speak to or have any communication with any other candidate, or attempt to copy from another candidate. If you need to ask a question or obtain extra stationery, you should raise your hand. Complete silence must be observed in the examination room.

19. If you are distressed or ill during formal examination sessions you may be permitted to leave the examination room temporarily during an examination, accompanied by an Invigilator, and subsequently return to complete the examination, providing the continuity and quality of supervision is not affected. The Invigilator may, if deemed necessary, give you a time extension at the end of the examination equal to the period of absence.

20. Before leaving the examination room, all candidates (including those withdrawing early) must hand in their answer books to the Invigilator.

21. An invigilator has the right to check and search your person and/or desk and has the right to remove and retain any material which is not permitted in the examination room, to note your name and seat number and confiscate your identity card. You will be allowed to complete the examination.

22. Spot checks may be carried out during each examination.
23. [For Open Book Examinations only, when specified on the examination cover sheet]:
Use of appropriate written or printed notes, course-related materials and reference papers or books IS PERMITTED. These materials can only be brought into the examinations hall BEFORE the exam paper is given out. No materials whatsoever are to be brought into the examinations hall AFTER the exam paper has been given out and the exam has commenced.
Arriving by Bus

There are a large number of buses servicing the DkIT and Dundalk area daily. Some of the routes include:

Route 1  Moynalty, Kells, Navan, Wilkinstown, Castletown, DkIT
Route 2  Bailieborough, Kingscourt, Drumconrath, Ardee, DkIT
Route 3  Trim, Navan, Slane, Collon, DkIT
Route 4  Dún-a-Rí Gates, Kingscourt Road, Ballalley, Magheracloone Chapel, Referagh, Boylands Cross, DkIT
Route 5  Carrickmacross, Essexford, Knockbridge, DkIT
Route 6  Philipstown, Ardee, DkIT
Route 7  Dublin, Drogheda, DkIT
Route 8  Dunshaughlin, Ashbourne, Ratoath, Duleek, DkIT
Route 9  Corduff, Carrickmacross, DkIT
Route 10  Annagassan, Castlebellingham, Dromiskin, Muirhevnamor, DkIT
Route 11  Monaghan, Castleblayney, Dundalk, DkIT
Route 12  Omeath, Carlingford, Greenore, Dundalk
Route 13  Ardee, Tallanstown, Louth, Knockbridge, Dundalk
Route 14  Newry, Dundalk
Route 15  Armagh, Dundalk
Route 16  Belfast, Sprucefield, Banbridge, Newry, Dundalk

Please check out following homepages for timetables and updated routes:

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<thead>
<tr>
<th>Company</th>
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<tr>
<td>Bus Eireann</td>
<td><a href="http://www.buseireann.ie">www.buseireann.ie</a></td>
<td>Local &amp; National Services</td>
</tr>
<tr>
<td>Translink</td>
<td><a href="http://www.translink.co.uk">www.translink.co.uk</a></td>
<td>Services from NI</td>
</tr>
<tr>
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<td>Local Services</td>
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<tr>
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<td>Finlay Coaches</td>
<td><a href="http://www.finlaycoaches.com">www.finlaycoaches.com</a></td>
<td>Ardee, Dundalk</td>
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<tr>
<td>Finegan Coaches</td>
<td><a href="http://www.robbiefinegancoaches.goldenpages.ie">www.robbiefinegancoaches.goldenpages.ie</a></td>
<td>Carrickmacross - Dundalk</td>
</tr>
<tr>
<td>East Coast Travel</td>
<td><a href="http://www.eastcoasttravel.ie">www.eastcoasttravel.ie</a></td>
<td>Newry - Dundalk</td>
</tr>
</tbody>
</table>

Arriving by Train

For updated timetables and routes go to www.irishrail.ie or www.translink.co.uk/enterprise
1. Dr. T.K. Whitaker Building (Reception, Admissions, Library)
2. Regional Development Centre
3. School of Engineering
4. Department of Applied Sciences
5. School of Business and Humanities
6. Department of Hospitality
7. Faulkner Building (Student Services and Multi-Purpose Centre)
8. Outdoor Sports Changing Facilities
9. Muirhevna Building (Department of Nursing, Midwifery and Health Studies)
10. Campus Restaurant
11. MacAnna Theatre
12. Carroll’s Building (School of Informatics and Creative Arts)
13. Apprenticeships
14. Student Accommodation
15. Crowne Plaza Hotel
16. DkIT Sports Complex