

Functions and Services

Dundalk Institute of Technology and its offices, departments, research centre etc. perform a very wide range of functions and services. Please find below links to details of the primary services DkIT offers to the public. This list does not include any public services provided by student run organisations for which DkIT has no responsibility.

Educational Services:

By logging on to <https://www.dkit.ie/home-page/study-dkit> you will find lots of information about DkIT such as the following:

- Academic Faculties Schools and Departments: The four Schools are
 - Business Studies & Humanities
 - Engineering
 - Health and Science
 - Informatics and Creative Arts

And each have a page with information about their associated Departments and courses. Information relates to Undergraduate Courses/Post Graduate Courses/Apprenticeships/Part-time Study. 1st Year Entry School Leavers/Northern Ireland & UK Applicants/Mature Applicants/Access/Disability/EU & Non-EU Applications/FETAC/PLC Applications

- Student Supports / Sports & Recreation & Clubs/Accommodation/Scholarships/International Office/Work Placement/College Shop/Computer Services <https://www.dkit.ie/student-life/>

Student Academic Support:

- **Lifelong Learning Centre** - For flexible learning log on to see the full range of part-time and Springboard courses <https://www.dkit.ie/lifelong-learning-centre>
- **Centre for Learning and Teaching:**
<https://www.dkit.ie/celt>

The Centre offers a professional development course, Master of Arts in Learning and Teaching. This programme is open to all those involved in teaching, training and / or supporting learning.

- **Student Learning and Development Centre**
The Student Learning and Development Centre is a space where students feel comfortable about raising issues that may help them to study or learn more effectively. The Centre is

here to help students with all aspects of academic skills, keep on top of their studies and maximise their potential during their time at DkIT. This centre comes under the umbrella of CELT. <https://www.dkit.ie/sldc>

- **Library Resources/Services**

Library staff will be glad to assist you and answer any queries you may have in relation to reviewing and accessing the various catalogues and databases it houses. You can get access to the full catalogues, databases, ebooks, journal articles and borrow from same. You can also access reports and publications and visit STÓR, the Institutional repository. The Library staff also provide research and information skills training to assist you in your academic endeavours. <https://www.dkit.ie/library>

Recreational Services:

- News and events are listed on the DkIT Web homepage <https://www.dkit.ie>
- DkIT Sports & Societies <https://www.dkit.ie/sports-societies>
- *DkIT Sport* <https://www.dkit.ie/sports-societies/sports-facilities>

Catering Services:

- Catering outlets on campus

There are a number of food outlets throughout the Institute. Please see <https://www.dkit.ie/catering-campus> for further details on locations and opening times.

Hospitality Training Restaurant

Lunch 12.45 pm – 2.00 pm (Monday to Thursday)

Dinner 6.30 pm – 8.00 pm (Tuesday and Thursday)

Information on lunch and special dinner events being offered is notified by way of email issued from the School of Business & Humanities. A booking reservation is essential and reservations are facilitated via Eventbrite booking system – a link and instructions will be given in notification email circulated. All class participants (“customers”) should be aware that the Training Restaurant is first and foremost a classroom and that the tuition of the students is the primary priority.

Industry and Community Engagement

- Regional Development Centre – Enterprise & Innovation
<https://www.dkit.ie/innovation-and-business/regional-development-centre.html>
- Minor and major building projects <http://dkitestates.ie>
- Alumni <http://alumni.dkit.ie>

Research and Publications

- Please contact the Research Office for further information on research in DkIT. The Research Office can be accessed on this link <https://www.dkit.ie/research/research-office/research-office-team>

Major Research Projects:

<https://www.dkit.ie/home-page/research>

You will find information on this page with regard to Research Themes, Research Centres and Groups in the Institute.

DCU – DkIT Graduate School

The DCU-DkIT Graduate Studies Office provides advice and support for students in all aspects of post-graduate study. The team is dedicated to supporting students through their post-graduate studies in DkIT from application to graduation.

<https://www.dkit.ie/research/dcu-dkit-graduate/prospective-students>

Student Services

DkIT have in place many Student Supports structures which can be accessed by the following link <https://www.dkit.ie/home-page/student-supports-dkit> including:

- Student Services : Student Counsellor/ Health Unit/ Careers Office/ Sports & Societies/ Disability and Student Quality Office/ Access Office and Pastoral Care.
- Academic Administration : Admissions/Registration/Fees & Grants
- Student Academic Support : Placement Office/Learning & Development Centre/ Maths Learning Centre/IT Learning Centre
- Students Union
- Examinations Office

Sports Scholarships

DkIT offer sports scholarships to students who are passionate about sport and play at an elite level. The DkIT sports scholarships aim to help eligible sports players to give them the opportunity to receive the support and advice they need to continue playing sport at high level while completing their degree. As one of the most comprehensive in Ireland, the scholarship provides the following benefits to students:

- Financial contribution to assist with costs of third level education
- Free membership to DkIT Sport
- Provision of appropriate sports gear
- Sports science and academic support
- Access to strength and conditioning and physiotherapy

Incoming students must apply by completing the relevant application form available by the DkIT website. The deadline for applications is usually in May. For more information and to apply, please visit [dkit.ie/sportsscholarships](https://www.dkit.ie/sportsscholarships) Speak To Us About Sports Scholarships: Sports & Societies Office

Email sports@dkit.ie or Tel +353 (0)4293702

Student Finances

Fees:

The following link <https://www.dkit.ie/study/student-fees-grants-scholarships/fees.html> Sets out the fees for Undergraduate Tuition fees, Northern Ireland/UK Fees; Part-time course fees; International student fees and Postgraduate fees.

Grants:

The following link <https://www.dkit.ie/study/student-fees-grants-scholarships/grants.html> will give general information on grants including:

- New grant application made through Student Universal Support Ireland system (SUSI)
- Renewal of a SUSI application
- How to apply for a grant
- Who is responsible for payment of grants in DkIT
- SUSI Grant Payment Schedule
- Change of Family income
- Long term Unemployed
- Back to Education allowance
- Mature Students

Additional Finance Support - Student Assistance Fund and Supports for Traveller Students.

<https://www.dkit.ie/student-life/student-services/student-finance.html>

Scholarships:

The following link <https://www.dkit.ie/study/student-fees-grants-scholarships/scholarships/> sets out information on the scholarships currently in operation in DkIT and how to apply for them such as:

Academic Scholarships:

- ABP Agri/Food Student Bursary
- Servisource Nursing Scholarship

Sports Scholarships:

- DkIT Sport Scholarships

State Funded Scholarships:

- The 1916 Bursary Fund

International Scholarships:

- Academic Merit
- Financial Aid Scholarship (varies per country)
- Accommodation Scholarship (varies per country)
- Sibling Discount

Other Services are provided by various Functional Areas as follows:

- **President's Office.** The President co-ordinates the activities of the Institute through the Leadership Team which is made up of all senior management personnel.

<https://www.dkit.ie/presidents-office>

- **Office of the Vice President Finance, Resources & Diversity.** Has responsibility for:

Finance - procurement, accounts payable, fixed assets, travel and subsistence, Debtors and cash handling, petty cash, credit card procedures, payroll and Bike to Work scheme.

<https://www.dkit.ie/finance-office> for further information

Resources which include responsibility for Timetabling Office, Freedom of Information, Data Protection and

Diversity – As part of the Institute's continued commitment to equality and inclusion, this Office is responsible for promoting an environment where everyone can reach their full potential and have a real opportunity to participate in and contribute to Institute activities. This Office's remit includes the management and administration of the Athena Swan application process and its associated work and committees. For further information see

<https://www.dkit.ie/about-dkit/equality-diversity-and-inclusion/>

IT Services

IT Services provide IT Technical support services to the college wide community. It also provides network management services and Internet based services including email, web, wireless. It is also responsible for managing the extensive PC Laboratories in the different schools located across campus. <https://www.dkit.ie/computer-services>

- **Human Resources.** This office is responsible for recruitment, staff welfare, industrial relations, staff training and development and administration of pension. For information on current vacancies and policies and procedures please go to <https://www.dkit.ie/hr>
- **Estates Office.** The Estates Office is responsible for the implementation of all major and minor building works, facilities management and Health & Safety co-ordination throughout the campus. <http://dkitestates.ie/>
- **Health and Safety.** This falls under the domain of the Estates Office. <http://dkitestates.ie/index.php/what-we-do-health-safety-co-ordination/>