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 legislation.

2021 marks the 50th anniversary of the establishment of Dundalk Institute of Technology (DkIT). On reflecting on the achievements within the past five decades, the Institute is extremely proud of what it has accomplished and the unquestionable contribution that it has made to the region it serves - to the learners, families, schools and colleges, employers, enterprises and the wider community. The Institute has been at the forefront of delivering excellence in higher education across teaching and learning, research and innovation and engagement, graduating fourteen hundred students annually in such areas as Business and Humanities, Engineering, Health and Science and Informatics and Creative Arts.

The most significant achievement and the one we are proudest of, has been the enormous impact of DkIT to those families whose sons and daughters are the first in their families to attend a higher education institution. This has opened up new opportunities to those families and to our communities and their success has earned DkIT its reputation as a welcoming open campus.

The Institute serves the North Leinster-South Ulster region. Over 3.3 million of the population is within ninety minutes' drive of the campus. It is a region with the highest GDP and a priority location for Foreign Direct Investment and indigenous enterprises. As the most significant Higher Education Institute situated midpoint between two large cities with a hinterland across two jurisdictions, the recent Brexit decision impacts on DkIT with its attendant challenges and opportunities. The Institute commits to ongoing collaboration with colleagues and strategic partners North and South to build a future for this globally connected Cross-Border region.

An ethos of partnership has been at the core of all that we developed and delivered over the past 50 years. We have enjoyed long and rewarding alliances and we look forward to growing these into the future with our Cross-Border Partners, with Dublin City University, with the Further Education Sector and with our university partners abroad.

It is important for us to keep pace with the ever-changing landscape and to understand our place in it. DkIT looks to the future to a new form of alliance and partnership as envisaged within the Technological University designation. We will look to achieve TU status that projects incontrovertible

leadership of higher education and craft apprenticeship provision at the midpoint of the Belfast-Dublin economic corridor and strengthens our Cross-Border Strategic Alliances.

DkIT's primary focus is to address the needs of all learners and learner groups in a responsive and flexible manner and to meet the needs of its external stakeholders. Therefore, we commit with purposeful energy to advance our vision:

DkIT's Vision:

DkIT will be the unequivocal leader for higher education and craft apprenticeships, and the engine for growth and social cohesion, in the globally connected North Leinster-South Ulster region through the achievement of Technological University status and Cross-Border Alliances.

DkIT's Mission:

DkIT will be the unequivocal leader for higher education and craft apprenticeships, and the engine for growth and social cohesion, in the globally connected North Leinster-South Ulster region through the achievement of Technological University status and Cross-Border Alliances.

DkIT's Values:

Our values set out the Institute's ethos, which guides and underpins our strategy:

- Learner-Centredness
- Equality, Diversity and Inclusivity
- Transparency and Accountability

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. The current Governing Body was appointed in June 2020 and term of office is 5 years.

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 current term of office for Academic Council runs from 2018 to 2021. A new term of office will commence in March 2021.

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.

Further information on Academic Council can be accessed by going to
https://www.dkit.ie/about-dkit/governance/academic-council/

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. Leadership Team:

Principal Functions:

The Leadership Team assists the President in performing his role. The President co-ordinates the activities of the Institute through the Leadership Team. This Team consists of the President (Chairman), the Vice President for Academic Affairs & Registrar, the Vice President of Finance, Resources & Diversity, the Vice President of Strategy, Communication & Development, and the Heads of the four academic Schools : School of Informatics & Creative Arts; School of Business & Humanities; School of Engineering and School of Health & Science. 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 Leadership Team works within the framework of the Programmes and Budgets process submitted annually to the Department of Education and Skills. 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 Skills funds the Institute and approves it's academic and other development plans. Further information on the Leadership Team can be accessed by going to https://www.dkit.ie/about-dkit/governance/leadership-team/

You can also view the management structure of DkIT by clicking on the following link to view the organisation chart: **https://www.dkit.ie/human-resource/dkit-organisational-chart**

Corporate Plans and Strategies:

- **DkIT Strategic Plan 2020 - 2022 https://www.dkit.ie/strategicplan**

- **DkIT Research Strategy 2017 – 2020**
  https://www.dkit.ie/research/research-strategy.html

- **IT Strategy 2016**
  https://www.dkit.ie/computer-services/it-strategy

Annual Reports:

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

- To access DkIT **Student Services Annual Reports** please click on the following link:
  https://www.dkit.ie/about-dkit/institute-reports-and-publications/student-services-annual-reports.html

- To access DkIT **Library reports** please click on the following link:
  https://www.dkit.ie/about-dkit/institute-reports-and-publications/library-reports-and-publications.html

- To access **DkIT Institutional Review reports** please click on the following link:

  https://www.dkit.ie/about-dkit/institute-reports-and-publications/institutional-review-reports.html

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 (Leadership Team)	President, Vice Presidents, Heads of School (SLIII)
	Senior Management	Human Resource Manager, Finance Manager, Estates Manager, External Services Manager, Librarian, LLL Manager, IT Manager, Heads of Departments (SLII)
Academic	Academic	Assistant Lecturer (Recruitment Grade), Lecturer Grade, Lecturer, Senior Lecturer (I)

Administrative	Administrative and Library staff	Clerical Officer or Library Assistant Grade III (Recruitment Grade) Assistant Staff Officer Grade IV, Staff Officer Grade V, Senior Staff Officer Grade VI, Administrative Officer Grade VII
Technical	Technician	Technician, Technical Officer, Senior Technical Officer
	Technical Other	Craftsman, Class Aide/Attendant
Ancillary	Ancillary	Caretaking Staff

- **Pay Structure:** As at October 2022:

Pay Grade Structure	Salary / Wage Scale Incremental
President	€170,549
Executive Management – Vice Presidents	€102,112 – €131,335 (9 points)
Senior Management (APO related)	€79,310 – €102,004 (9 points)
Senior Lecturer (III) Head of School	€91,909 – €118,212 (9 points)
Senior Lecturer (II) Head of Department	€85,428 – €109,833 (10 points)
Senior Lecturer (I) (Teaching)	€82,653 – €102,321 (8 points)
Lecturer Grade	€60,745 – €93,987 (11 points)
Assistant Lecturer New Entrant	€41,082 – €56,162 (10 points)
Assistant Lecturer	€45,413 – €56,162 (8 points)
Administrative Officer Grade VII	€53,943 – €70,128 (11 points)
Senior Staff Officer Grade VI	€51,528 – €62,951 (7 points)
Staff Officer Grade V	€46,411 – €55,608 (7 points)
Assistant Staff Officer Grade IV	€33,803 – €49,359 (10 points)
Clerical Officer Grade III	€28,707 – €43,682 (15 points)
Clerical Officer Grade III New Entrant	€26,613 – €43,682 (15 points)
Student Counsellor	€61,162 - €94,429 (11 points)
Student Counsellor New Entrant	€55,157 - €93,657 (13 points)
College Nurse	€52,308 – €64,759 (8 points)
College Librarian	€79,310 – €102,004 (9 points)
Careers Officer	€5,792 - €70,898 (13 points)
Technical Assistant 1	€38,347 – €39,669 (5 points)
Technical Assistant 2	€40,289 - €44,840 (4 points)
Technician New Entrant	€33,999 – €49,335 (11 points)
Technician	€37,009 – €49,335 (9 points)
Technical Officer	€41,243 – €67,857 (15 points)
Senior Technical Officer	€62,123 – €73,589 (9 points)
Craftsman New Entrant	€702.42 – €818.53 (11 points)
Craftsman	€775.95 – €818.53 (9 points)
Craft Assistant/Higher Order Attendant New Entrant	€513.80 – €697.34 (21 points)
Craft Assistant/Higher Order Attendant	€566.34 – €697.34 (19 points)
Class Aide/Attendant New Entrant	€594.53 – €672.41 (15 points)
Class Aide/Attendant	€649.73 – €6672.41 (13 points)
Caretaker New Entrant	€609.47 – €688.63 (14 points)
Caretaker	€666.17 – €688.63 (12 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 93 70260
School of Engineering	042 93 70270
School of Informatics & Creative Arts	042 93 70280
Lifelong Learning Centre	042 93 70290
De Chastelaine Library	042 93 70310
Regional Development Centre	042 93 70400

Links to Agencies and Other Bodies

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 operation:

The Institute have Agreements and Memoranda of Understanding in place with educational partners and collaborators both within Ireland and internationally. The list for

Memoranda of Understanding – Ireland
Memoranda of Understanding – International
International Agency Agreements

can be viewed on the Model Scheme Homepage.

Customer Charters

Information on Student Life and Policies and procedures relating to our Students can be accessed by going to
https://www.dkit.ie/student-life/
https://www.dkit.ie/about-dkit/policies-and-guidelines/student-policies.html

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/assets/uploads/documents/Policies-and-Guidelines/Students/DkIT-student_Charter.pdf

Erasmus Student Charter:

The Institute was awarded the Erasmus Charter to participate in the next iteration of the EU Erasmus + Programme for Students and Staff (2021-2027) A copy of the Institute's awarded Charter can be viewed here

Oifig na Gaeilge - Irish Language Office

The Irish Language Office ssupports and monitors the implementation of Irish Language Scheme commitments and promotes 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.

To date, the Institute has published three schemes i) 2010-2013, ii) 2014-2017, iii) 2018-2021, each building on the success of its predecessor while we undertake to fulfil our obligations and adhere to the spirit of the Act in our daily activities as a Public Body under Section 11 of the Official Language Act 2003.

The Vice President for Strategic Planning, Communication and Development has responsibility for implementation of the current and future Irish Language Schemes and the Irish Language Officer prepares and manages the schemes for the Institute as per our obligations under Section 11 of the Official Languages Act 2003 as amended.

Dundalk Institute of Technology is committed to improving provision of pertinent literature and communication in Irish as set out in our current and subsequent schemes.

More information can be accessed by going to the Irish Language page on the Institute's webpage or by contacting the Irish Language Officer, Mr Éamonn de Barra, Oifigeach na Gaeilge.

Codes of Practice, Policies and Guidelines:

There are many Policies, Codes and Guidelines relating to academic and operational procedures covering areas such as :

Child Protection / Library / Admissions / Governance / Research / Regional Development Centre / Data Protection / Careers & Employability / Examinations Process & Qualifications / Academic Guides / IT Guides / Student and Staff Codes of Conduct,

These can be accessed by going to the Institutes main webpage and searching under the relevant subject matter. The following are only a small selection of the Codes/Guidelines in operation in DkIT.

- ➢ HR Policies/Guidelines can be obtained from Human Resources on HR@dkit.ie or accessed on www.dkit.ie/human-resource

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

- ➢ Library Code of Conduct and other Guides can be accessed by going to: www.dkit.ie/library/about-dkit-library/using-the-library/studying-in-the-library.html

- ➢ Code of Conduct for Students can be accessed on https://www.dkit.ie/assets/uploads/documents/Policies-and-Guidelines/Students/DkIT%20Code%20of%20Conduct%20and%20Disciplinary%20Procedures.pdf

- ➢ Work Placement Code of Conduct and other information such as health and safety and terms and conditions relating to work placements can be accessed on https://www.dkit.ie/about-dkit/dkit-careers-service/careers-and-employability-resources-and-policies.html

- ➢ IT Standards, Documents and Guidelines can be accessed on

  https://www.dkit.ie/about-dkit/policies-and-guidelines/it-policies.html