

DkIT

Student Guide

There are lots of
supports available
to you!



DkIT

Institiúid Teicneolaíochta Dhún Dealgan
Dundalk Institute of Technology

Getting Started

Welcome to DkIT!

We are committed to providing you with excellent learning experiences, both inside and outside of the classroom.

This booklet includes guidance and tips on studying effectively in higher education, and all you need to know about life at DkIT. Take your time to read each section to learn about tips on getting started, academic integrity and exams, to student supports and campus information!

Remember there are also some helpful resources on the DkIT Student Support Hub on Moodle.

This booklet explains the wide range of academic and student supports available to you to help you to achieve your full potential.

Please do get in touch - we're all here to help and support you!

Contents

Campus Map	2	Student Support Hub	26
Connecting to WIFI at DkIT	4	Talk Before You Walk	28
Your Email Information	4	Student Information Desk	30
Multifactor Authentication (MFA)	4	Academic Administration Office	30
Car-Parking	6	Fees & Grants Office	31
Getting To DkIT	6	Student Assistance Fund (SAF)	31
Shuttle Bus Service	7	Laptop Loan Initiative	32
Catering Outlets	7	LapSafe Self-Service	32
Your First Week	8	Hardship Fund	32
Academic Help & Support	8	Access Officer	32
Learning at DkIT	9	International Office	32
Academic Year	9	Examinations Office	33
Exams	9	DkIT Sports	34
Assessment Schedule	9	Sports & Societies	34
4 Tips for Getting Started	10	Students Union	35
What to expect over the year	12	Students' Common Room	35
Academic Integrity	15	Student Services Centre	36
Artificial Intelligence (AI)	16	Student Counselling Service	36
Academic Supports	18	Disability Service	36
Student Learning & Development Centre (SLDC)	18	Assistive Technology Room	37
De Chastelain Library	18	Careers & Employability Centre	37
IT Learning Centre (ITLC)	19	Placement Office	37
Maths Learning Centre (MLC)	19	Pastoral Care	38
Frequently Asked Questions	20	Student Health Unit	38
Tips for Group Work	22	Computer Services	38
Understanding Assessments & Grading	23	RESPECT in DkIT	39
Using Feedback	24	Student Charter	40
		Policies	42
		Code of Conduct	46

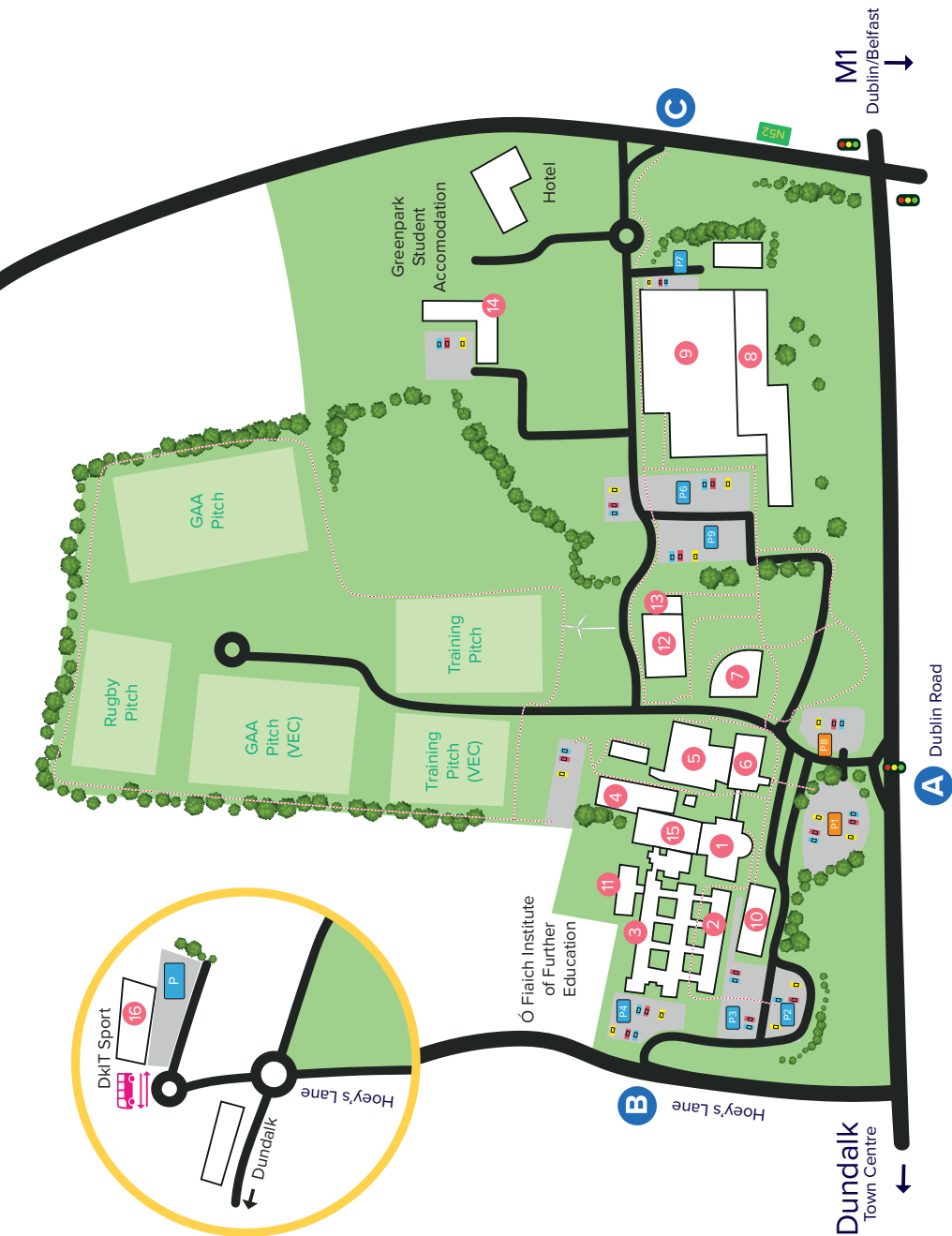
Campus Map

P1	Car Park at DkIT Sports Complex - Free to all (495 Spaces) - 12 min. walk
	Free Shuttle Bus to and from Campus
P1	Staff Only Car Park (140 Spaces)
P2	Pay & Display Car Park (92 Spaces)
P3	Pay & Display Car Park (130 Spaces)
P4	Pay & Display Car Park (48 Spaces)
P6	Pay & Display Car Park (206 Spaces)
P7	Pay & Display Car Park (28 Spaces)
P8	Staff Only Car Park (68 Spaces)
P9	Car Park - Free to all (104 Spaces)

1. **Dr. TK Whitaker Building**
(Main Reception, Admissions & Library)
2. **North Building**
(School of Engineering)
3. **North Building**
(Department of Agriculture, Food & Animal Health)
4. **South Building**
(School of Business & Humanities)
5. **Faulkner Building**
(Student Services, Sports Hall & Students Union)
6. **Faulkner Building**
(Hospitality Training Building)
7. **Muirhevna Building**
(Department of Nursing, Midwifery & Health Studies)
8. **P.J. Carroll's Building**
(Apprenticeships & Bright Room)
9. **P.J. Carroll's Building**
(School of Informatics & Creative Arts)
10. **Regional Development Centre**
11. **Jocelyn Bell Burnell Building**
(Department of Life & Health Sciences)
12. **Campus Restaurant**
13. **MacAnna Theatre**
14. **Student Accommodation**
15. **Student Learning & Development Centre**
16. **DkIT Sports Complex**
- A Main Entrance (Dublin Road)**
- B Hoey's Lane Entrance**
- C N52 Entrance**
- Footpath Access

Go to www.APCOA.ie for online DkIT car park payment / download the app

Getting Started



Connecting to WIFI at DkIT

All registered DkIT students can connect their laptops, smartphones and tablets to the Eduroam Student Wi-Fi service.

Android & iOS Mobile Devices

1. Download **Geteduroam** app from Play Store
2. Install App and open
3. Search for Dundalk Institute of Technology
4. Click Next
5. Enter Student ID e.g. D00123456@student.dkit.ie
Make sure students have @student.dkit.ie
6. Enter student password
7. Connect to Network
8. Click Save
9. Click OK
10. Students now should be connected.

Windows 10 & 11

Students can connect to the Eduroam Wi-Fi and enter username e.g. D00123456@student.dkit.ie (Make sure students have @student.dkit.ie) and enter password.

Any issues regarding access to Eduroam please open IT Support Desk ticket at [helpdesk.dkit.ie](mailto:helpdesk@dkit.ie)



Your Email Information

Your DkIT email account will be the primary method the Institute and your lecturers will use to communicate with you. It is particularly important that you check it regularly, otherwise you will miss important information.

Personal email accounts will not be used as a form of contact by the Institute or staff.

If you are experiencing difficulties accessing your emails you should inform the Academic Administration Office to reprint your original username and password issued at registration.

Otherwise, you may contact the Computer Services helpdesk by email at helpdesk@dkit.ie

Accessing Student Email and Microsoft 365 services will require MFA through the Microsoft Authenticator App, this will need to be set up on each student's mobile device or tablet.

Multifactor Authentication (MFA)

MFA adds extra security to your account. As well as a password, you verify your login with an app on your phone. This makes it much harder for unauthorised users to

access your account. At DkIT, staff and students use the Microsoft Authenticator app to securely log into Microsoft 365 services (e.g., Email, OneDrive).

How to Set Up MFA

1. Go to any DkIT Microsoft service (e.g., webmail.dkit.ie or onedrive.dkit.ie) in your browser.
2. Enter your login username (e.g., D00123456@student.dkit.ie for students) and click **Next**.
3. Enter your Microsoft 365 password and click **Sign in**. When the “**More information required**” screen appears, click **Next**.
4. Install the **Microsoft Authenticator app** on your phone, then click **Next** on your computer.
5. Open the app, allow notifications if prompted, tap **Add account (+)**, and select **Work or school account**.
6. A QR code will appear on your computer screen. In the app, tap **Scan a QR code** and use your phone’s camera to scan it. Then click **Next** on your computer.
7. Enter the number shown on your computer into the Authenticator app to approve the request. If it times out, click Resend notification.
8. When approved, click **Next**, then **Done**. MFA is now set up!

From now on, when DkIT requests MFA verification, you’ll get a phone notification or code to confirm your login.

Printing & Photocopying

There will be occasions when you need to print your work, notes and continuous assessments. Below is a guide for all students that outlines the steps you need to follow to register, login, add funds and submit work for printing.

Follow the guide here:

www.dkit.ie/offices/computer-services/guides/student-printing-guide

Moodle Explained

Moodle is a learning management system (LMS) used to manage, deliver and measure online learning and development activities. With a Moodle LMS, your lecturer will upload and manage e-learning content and assignments and deliver it to you, the learner in a centralised online learning environment. Full details of how to use and access Moodle, can be found at:

www.dkit.ie/students/services/slhc/resources

Car-Parking

DkIT operates a pay and display parking system. Car Parks **2, 3, 4, 5, 6** and **7** all operate on pay and display. Car Parks **1** and **8** are reserved for DkIT staff only, while Car Park **9** is free for all DkIT Students and Staff. Please be aware that your car might be clamped if your car is not parked in a designated car parking space or if students park your car without a valid permit and or parking ticket.

Students can also pay for parking through the Apcoa Parking App, details can be found on the Apcoa signs throughout the car parks.

For more information, see the website: www.dkit.ie/car-parking

	Car Park Number	Staff Only	€ Pay & Display	€ Free				
1	2	3	4	5	6	7	8	9
	€	€	€	€	€	€		€

Getting To DkIT

- There are a large number of buses servicing the DkIT and Dundalk area daily, from both national bus services to private bus companies.
- Dundalk is served by the mainline train route between Belfast and Dublin with trains running daily. The DkIT shuttle bus now picks up and drops off at the Dundalk train station.
- There is a number of bike sheds throughout the campus as well as changing facilities.

For links to timetables and more information, see the website:

www.dkit.ie/getting-to-dkit

Shuttle Bus Service

The DkIT Shuttle Bus provides a bus service from Dundalk Train Station and DkIT Sport throughout the day. Please see the website for the most up to date timetable here:

www.dkit.ie/getting-to-dkit

The shuttle bus stops at the following areas on DkIT campus:

- Bus shelter near Hoey's Lane entrance
- Main Reception area
- Muirhevna Building
- P.J. Carroll's Building

Catering Outlets

There are 6 main eating establishments on the DkIT campus, with a range of meals and snacks served at these locations during term.

- Main Restaurant
- Costa Coffee
(P.J. Carrolls Building)
- Costa Coffee
(Muirhevna/Nursing Building)
- Coffee Dock
(North Building)
- The Well
(South Building)
- Snack Box (Common Room)

Find more information at:

www.dkit.ie/campus-catering



Your First Week

Over the first week you will meet your lecturers and your First-year Convenor and/or Programme Director. These staff will be able to advise you on your learning and answer any questions about your course.

Academic Help & Support

You will be learning a lot of new skills as part of your course. This is exciting but can also be challenging, it's important to remember that it's ok not to know something - there is plenty of help and support available. Talk to your lecturer if you are finding something difficult. There are a lot of useful guides and resources available 24/7 on the Moodle Support Hub.

The **library** provides support finding and using literature, referencing and academic integrity.

The **Student Learning and Development Centre (SLDC)** can help with any aspect of academic writing, academic integrity, study skills, presentations, exam preparation and MS Office.

The **Maths Learning Centre** is there to help with all aspects of maths.

The **IT Learning Centre** provides specific guidance for computing students.

You can access this support face-to-face on campus or via the student support hub on Moodle.



Learning at DkIT

You will find that you have more responsibility for your own learning than before. You will have timetabled classes and it is important that you attend these.

Outside of these classes you will also need to spend a time reading, studying, and preparing assignments.

As many students work part-time and have other responsibilities, good time management is crucial. The SLDC can help you set up a study schedule that suits you.

Academic Year

The academic year is organised into two semesters. Semester 1 runs from September to January and Semester 2 runs January to May.

Within each semester you will take several modules. A module is a unit of learning that will run for one or two semesters. A range of assessments are used to assess your learning on each module. These may include exams, essays, tests, practicals, projects and other assignments.

Exams

Exams are held at the end of each semester- January and May, while coursework (i.e., essays, projects etc.), is submitted during the semester. You will usually get feedback from your lecturer on this work, and you can use this feedback to improve your work in future. Feedback is especially important in enhancing learning. This booklet includes a guide to help you to make the most of your feedback.

Assessment Schedule

Early in the semester you will get an assessment schedule - this will show you when your assignments are due. This will help you to plan your time so that you can make a study schedule that works best for you.

4 Tips for Getting Started

The transition or return to 3rd Level education can be challenging and can bring with it feelings of apprehension and excitement. This is normal and you are not alone. Remember to breathe and know that you have many supports available to you to help you through your studies.

What you need to know!



Get to know key information that is relevant to *you*. Make Moodle your best friend. Moodle is the E-Learning platform used in DkIT and it is your first port of call for all the information you will need such as: assignments, resources, articles, library, or student support services - you will find it all on Moodle.

Where are your classes? Who are your lecturers? When do your assignments have to be submitted? What information needs to be include in an assignment? Find the answers to all of these questions on Moodle!

Forget how you learned before & discover how you learn best!



Start trying to think differently to how you did in Secondary School, which focused more on rote learning. In 3rd level Education you will be expected to think critically, a skill that can be difficult to learn.

Always ask yourself why something is the way it is, never take anything at face value. We all learn in different ways; 3rd level education is the perfect place to discover how you retain information and apply it.

3

Do not be afraid to ask for support

There is a vast network of support services available in DkIT. From the Health Unit to the Counselling Service and the Student Learning and Development Centre to the SU.

However, unlike in school, no one is going to be keeping you on the straight and narrow. If you feel like you need support with something, you need to seek it out, the services are there to help you!

4

Learn how to balance your college & social life.

Time flies in college, classes need to be attend and assignments need to be submitted, but by developing a routine and structure for yourself, you can make the most out of the enormous social and learning opportunities in college.

Get to know your classmates and become involved with those in the Sports and Societies, some of them may turn out to be friends for life.

What to expect over the first year

September

Be sure to attend your induction. This is an important opportunity to meet your lecturers, fellow students and really get a feel for your course and what is expected. There is also a lot of useful information online on the DkIT website.

It is also important to make sure that you log into Moodle, the online learning environment, regularly. Each of your modules will have a page on Moodle. In some cases, you will submit your assignments via Moodle. If you have any problems using Moodle, please contact the Student Learning and Development Centre sldc@dkit.ie

Some students may be concerned about balancing study with other demands. Plan your time and make sure that you have identified time in addition to class time for study. For some students, particularly mature students, starting college can impact on other family members. Talk to your family about the upcoming changes and how to manage them in a positive way.

Some may be concerned about making friends and settling in. Those who have moved away from home

may be a little homesick. However, there is plenty of support available at DkIT so do not be shy about using it. Getting involved with Clubs and Societies is a terrific way to meet people and engage in college life. The DkIT Students' Union organises a wide range of events so try to get involved.

October-December

Some students will settle into student life very quickly; others will take longer. Some of you may be unsure about your course choice. If you have any doubts about your course choice, talk to your First Year Convener or any of your lecturers. You can also get good advice on course choice from the Careers and Employability Service.

You will find that the workload increases as the semester progresses and assessments are due. It is important to attend class to ensure that you keep on top of your learning. If you have missed class, feel you are falling behind or have any questions about your learning, please talk to your lecturer or first year convener as soon as possible or contact the SLDC.

This is also a time for winter illnesses. The Health Unit offers free services to all full-time students and apprentices. Useful information is also available on the Health

Unit page on the Moodle Student Support Hub.

January

January is exam time. This is a busy time and can be stressful. Plan your study time and make sure you schedule breaks and get enough sleep. Make sure that you know your exam timetable and leave plenty of time to get to the exam location. Some students may be unsure what results mean or may be disappointed. When results are issued, you should attend Exam Consultations. These are 1:1 discussion with lecturers. The date will be notified to you via email. An explanation of the results and further information regarding examinations, online results and repeat examinations can be found on the Examinations webpage www.dkit.ie/offices/exams

February

Semester 2 brings new modules and new demands. Review all the feedback you have received and think about how to apply it going forward. If there is something you find difficult, now is a suitable time to seek help from your lecturer or from any of the support services.

March-April

The workload will increase as the semester progresses, and this can be challenging. Attend class and keep up to date with readings. If you experience any difficulties, talk to your lecturer as soon as possible.

It is important to find a balance between study, home and work and college life. If you did not get involved with Sports and Societies in your first semester, now can be a good time to try something out. Getting involved with extracurricular activities can really enhance your experience in DkIT. They are also great for developing employability skills and enhancing your CV.

May

The end of the first year is approaching, and it is a good time to reflect on the year. You may feel tired and under some pressure around upcoming exams. Make sure you plan your study time. Talk to your lecturers if you have questions, have difficulties with a topic or are unsure about what is required. The SLDC can help with exam preparation and study skills. If you are finding things difficult, do contact the Counselling Service. Getting to the end of your first year is a great achievement - take the time to celebrate it!

Academic Supports

The academic supports at DkIT aim to help all students achieve their full potential and acquire the academic and transferable skills that underpin their chosen course.

With a focus on academic writing, study skills, I.T. Development Skills, maths and collaborative learning, they offer a welcoming and accessible environment where students feel comfortable about raising issues that may help them to study or learn more effectively.

Some areas for development that we can help with are detailed below:

- Academic Integrity
- Ethical use of AI
- Explaining Grading and Feedback
- Time management
- Exam preparation



Academic Integrity

What is it?

Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research.

Here at DkIT, we pride ourselves on academic integrity and that a students' work is their own.

Copying and pasting material to use in an assignment is not accepted, it is an offence and is not allowed.

We believe in giving credit to ideas, quotes, pictures and research produced by others and used to support our arguments.

Below is a link to DkIT's academic integrity policy where procedures are outlined in full.

www.dkit.ie/students/new-students/induction/learning-experience/academic-integrity

Academic integrity (AI) is important because it acknowledges other peoples work in conjunction with your own. If you are copying work, you are not learning and you will never know what you don't know.

With your own unique perspective, you too are contributing to the academic community. AI supports lecturers to offer the correct feedback specific to your AI needs.

It is disrespectful to the academic community if you do not practice academic integrity.

In general, academic integrity concerns four different categories:

Plagiarism

Plagiarism is presenting someone else's work as your own. That includes their ideas, thoughts, quotes or any other form of their expression without using citations.

Fabrication

Presenting inaccurate, incorrect or misleading information as factually correct.

Cheating

Dishonest or deceitful behaviour in an exam or academic setting e.g. copying from another student or paying to have your work done for you.

Unethical Research

Improper behaviour including the failure to credit others or their work or researching using dishonest or immoral methods.

Artificial Intelligence (AI)

A Guide to Generative Artificial Intelligence (AI)

Submitting work, created by someone else or by any AI tool and passing it off as your own work is classified as plagiarism. Plagiarism is prohibited at DkIT.

What is Generative Artificial Intelligence?

Generative AI is a form of artificial intelligence which creates human like texts, images, or audio. However, this content is often flawed.

Can I use AI in my assignments?

Ethical Use: AI can help you summarise information, generate ideas and narrow down topic.

Non-Ethical Use: Is when you submit an assessment that has been wholly or partially created by an artificial intelligence tool and claim that it is your own work.

Ethical Use of AI in Education

Artificial Intelligence (AI) tools, such as ChatGPT or other generative AI systems, can support learning and academic tasks, but students must use them responsibly. Ethical use of AI is essential to maintain academic integrity at DkIT.

Follow Lecturer Guidance

Your lecturer will tell you if AI use is unrestricted, restricted, or prohibited for an assessment or class. Always follow these instructions. If AI is not allowed, using it would be considered academic misconduct.

Acknowledge and Save Your Work

If you are permitted to use generative AI, always acknowledge this in your assessment (e.g., by stating which tool you used and for what purpose). Keep all your drafts and notes to show how you developed your own ideas alongside AI assistance.

Avoid Unethical Practices

Submitting AI-generated work as if it were entirely your own is dishonest and considered unethical. AI should be used as a support tool, not a replacement for your own research, writing, and understanding.



Check Accuracy and Originality

AI-generated content can be inaccurate or biased. Always verify facts, refine the text, and add your own analysis. Remember, your assessments should reflect your knowledge and critical thinking, not just AI output.

By following these guidelines, you can make the most of AI tools while staying true to DkIT's academic integrity standards.

Are there advantages or disadvantages of using AI?

Advantages

Generate ideas, Create a plan, Generate questions, Design a structure, Format notes

Disadvantages

Not always accurate, False information, Bias, False referencing

If you are unsure as to how you should use AI tools, we suggest that you follow these guidelines:

1. Learn from the interactions with AI, but never copy-paste text generated from a prompt directly into your assignments.
2. Ask if you are uncertain about what is allowed or not allowed in any assessment.
3. Remember, before submission, acknowledge your use of generative AI in a declaration.

Declaration of Use Example

I acknowledge the use of [(a)] (insert AI system(s) and link(s)] to [(2)] [specific use of generative artificial intelligence]. The prompts (generated on) used include [(3)] [list of prompts]. The prompt outputs were as follows / are included in an appendix (depending on volume) [(4)] [prompt outputs]/[appendix]. The output from the generative artificial intelligence was used to [(5)] [explain use).

If use is permitted, and you decide not to use AI, you should include the following declaration in your submitted assessment: *"No content generated by AI technologies has been used in this assessment"*.



Academic Supports

Student Learning & Development Centre (SLDC)

The SLDC provides online and face-to-face support to all students enhancing academic writing, study skills and the use of Office 365 apps. Resources are available on the Student Support Hub on Moodle.

Students can make an appointment for solo support or small group tutorials by emailing sldc@dkit.ie. Group workshops and tutorials on specific topics are advertised through student email, Student Support Hub and student notice boards.

Services Offered:

- Introduction to academic writing.
- Developing academic writing.
- Essay writing.
- Referencing and academic integrity.
- Write a good literature review.
- Writing effective discussions and conclusions.
- Student skills support including time management, exam techniques and group work.
- Digital Skills in Office 365 to support beginner to advanced levels in Word, Excel, PowerPoint App and Moodle Navigation

Find more information at:

www.dkit.ie/student-learning-development-centre

De Chastelain Library

As well as being a place to study and find academic resources, the library is also open to the local community for talks, poetry and book readings.

Staff in the Library are available to answer any questions about library facilities, collections and support services. Some of the introductory services include:

- An introductory tour of the library during 1st Year induction, this will include an overview of library services and supports.
- Organised library training for classes to show students how to find information for assignments.
- The library subscribes to online collections of journal articles (electronic databases). Staff will be happy to help identify and use these e-resources.

If students have any queries, they can email library@dkit.ie or chat online via Ask a Librarian service, available via the website:

www.dkit.ie/library

#UseYourMoodle

Student Learning Development Centre

IT Learning Centre (ITLC)

The ITLC is a tutor-supported study environment available to all Computing students in DkIT.

Whether students are looking to understand the basics, or are interested in more advanced Computing topics, tutors are available to help with a number of topics such as:

- Java
- JavaScript
- HTML/CSS
- Networking
- Databases

Find more information at:
www.dkit.ie/it-learning-centre

Maths Learning Centre (MLC)

The MLC is a free service open to all students. It aims to provide additional Mathematics support and offers a number of services including 'drop-in' sessions, small group workshops on specific topics and one-on-one support sessions.

Details of upcoming workshops will be posted on the Hub every week and a notification sent to all enrolled users.

Find more information at:
www.dkit.ie/maths-learning-centre



Frequently Asked Questions

What is a semester?

A semester is a twelve-week block of teaching and learning with a study week prior to examinations. There are two semesters in each academic year. Semester 1 runs from September to January and Semester 2 runs from January to May. Final written exams are held at the end of each semester.

What is a tutorial?

A tutorial is a less formal session of instruction than a lecture and usually consists of a smaller group. Tutorials involve a greater level of contribution and interaction and are linked to lectures and assessment.

How do I contact a lecturer?

You can e-mail a lecturer using the format `firstname.surname@dkit.ie` e.g. `john.smith@dkit.ie`. Although members of staff may not have an issue with you calling to their office at any time to discuss an issue, the best way to make an appointment with a member of staff is to send an e-mail requesting this. You should provide some details regarding what you need to discuss which will make your meeting more productive.

Will my timetable change?

Timetables are subject to change for the first few weeks of the semester. You can check timetable changes online timetables.dkit.ie or your department notice board.

What is Continuous Assessment?

Continuous Assessment or CA is work you do during the semester that counts towards your final overall mark for the subject. Different subjects have different forms of CA, e.g., essays, projects, class tests, presentations, or other types of assignment. Your lecturers will explain the CA and its breakdown for each subject.

What is Plagiarism?

Plagiarism means copying from a book or website or some other source and using what you have copied in your CA and passing it off as your own work. This is not allowed. Your lecturers will explain how to reference other people's writing in your own work.

What should I do during a free period?

You will find you have gaps in your timetable. You are free to socialise or study during these times. This time could also be used to complete group work meetings and projects.

What is the School Administrative Office?

This office looks after the administration of the school. You go there to get forms stamped (Social Welfare, Medical and Back-to-Education forms). It also deals with general queries.

What is Moodle?

Moodle is DkIT's Virtual Learning Environment that allows staff to provide students with access to electronic teaching and learning materials (such as lecture notes and links to useful websites) and activities (such as discussion forums, group assignments, reflective journals, and quizzes). The use of Moodle in DkIT varies from module to module. It's essential to become comfortable with Moodle as soon as possible, as it will be used throughout your studies at the Institute.

Module Assessments

All modules are assessed individually through means of continuous assessment, examinations, or a mixture of both. For all assessment components and component elements, the assessment methodology, set of assessment criteria and weightings are provided in advance to students. Talk to your lecturer if you have specific questions.

Handing in Assignments

Each lecturer will inform you of the procedures for submitting each assignment and the cut-off dates for each assignment. Please ensure that you are clear about procedures and cut-off dates for assignments and discuss any difficulties you may have with your lecturer for the subject or your course convenor.

Progression

To progress you must achieve a minimum of 55 out of 60 credits assigned to your programme. You can carry 5 credits into the next stage providing that they are not a prerequisite for the next stage and you are not entering your award stage. All outstanding credits must be passed before you are eligible to enter the award stage.



Tips for Group Work on Campus and Online

Most courses will have some form of group work or collaboration. Working with new people may not be an experience you have had before, so here are a few tips on how to ensure you work efficiently and effectively in a group.



- Always schedule a time for your next meeting before the meeting ends so everyone is informed and will attend.
- Have a communal area for each group member to share their ideas, documents, and projects. For example, make a team in Microsoft teams and share in the files section of Teams so everyone is kept up to date on your progress.
- If you are meeting online, make sure you are muting your mic when another group member is talking.
- Be considerate of everyone in your group and encourage everyone to talk.
- Raise your hand or indicate you want to talk if someone in the group is still talking
- Remember you are here to learn. The student experience would not be the same without the social and friendship aspect of your classes, but remember your priority is to learn. It can be great to find common interests and get on well with members of your group but always return to your task at hand and consolidate those friendships outside of class time.

Understanding Assessments & Grading

The grading system used in higher education may be new to many people, and may be different to how you have previously had assessments graded.

The pass mark is 40% and the highest grade band that can be achieved, First Class, covers grades of 70% and above. For a quick reference, see details below.

First Class Honours Degree

Known as a 1st or 1:1, is the highest degree classification. Having an average overall score of 70% and above.

Second Class Honours Upper

Known as a 2:1 having an average overall score between 60% and 69%.

Second Class Honours

Known as a 2:2 having an average overall score between 50% and 59%.

Third Class Honours

Known as a 3rd having an average overall score between 40% and 49%.

Please ensure that you understand the assessment criteria and weighting for each of your modules. Module handbooks for each lecture will detail the assessments being used in that module.

The 5 Principles of the DkIT Assessment & Learning Policy

1. Assessment will promote learning
2. Feedback is a core component of assessment
3. Assessment will be considered at the programme level
4. Assessment will be fair, ethical and learner centered
5. Good practice will be supported

More information can be found on the Institutes' Policies page on the website.



Using Feedback From Your Assessments

Feedback is any kind of information that is given to you about your performance, skills, and understanding, and represents a great opportunity for improving.

Feedback could be a grade, or comments or suggestions given to you verbally or in writing. It might come from your tutors, but could also come from friends or family.

- **Listen to your feedback!**

It is difficult to improve without getting any input on what to do differently. Ignoring feedback makes it difficult to improve.

- **What issues are being highlighted?**

The feedback will tell you where you have earned marks and where you can improve.

- **What solution does it propose?**

Sometimes you may need to read between the lines. For example, if you are told your essay structure was weak, this should make you think about how to improve your structuring in future.

More details and videos on feedback can be found on the Student Learning and Development Centre (SLDC) hub in Moodle

How to Use Feedback to Improve Learning & Grades

Have a look at the below flowchart to see how you could approach using feedback to improve in future.



Student Supports

Student Services, is the section of the Institute which deals explicitly with non-academic support for students.

Student Services, including Admissions, Registration, Examinations and 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 Support Hub

This is available on our Virtual Learning Environment, Moodle. You can log into their Moodle Account, at moodle.dkit.ie, using your email username and password.

Students can also access Moodle directly via the DkIT website under 'For Students'. On the upper right-hand corner is the Student Support Hub dashboard. By clicking on an icon, it will open to the Moodle page for that service. There students can access information, guidance and a wide range of resources including staff contacts and details how to book appointments and access online meetings and tutorials.



Talk Before You Walk

Struggling
to Cope

Anxious

Homesick

Different Course

It is not uncommon for students to have doubts about their course. We want to support you to make the best decision for you. There is a lot of support available to help you do this – please don't hesitate to use it.

Academic Issues

Feel like you have fallen behind?

Talk to:

Your stage convenor, programme director or your lecturers

The SLDC for support with any aspect of academic writing or study skills. tutor@dkit.ie

The Library for support with finding, using and referencing information. library@dkit.ie

The Maths Learning Centre for support with maths. mlc@dkit.ie

The Disability Office to access support for a learning difference or disability. disability@dkit.ie

Unsure of Course Choice?

Talk to:

Careers & Employability to review your options and explore next steps. careers@dkit.ie

Your stage convenor, programme director or your lecturers

There is more information available on all our support services on the online Student Support Hub on Moodle, our Virtual Learning Environment. You can access Moodle directly via the DkIT website under 'current students'

Relationship
Difficulties

Finance

Lonely

Bereavement



Personal or Social Issues

Finding it hard to fit in and make friends?

Change in family or personal circumstances?

Talk to:

Student Counselling if you need support. **counselling@dkit.ie**

Health Service if you have health concerns. **healthunit@dkit.ie**

Pastoral Care if you're finding the transition to third level difficult and need to chat to somebody. **pastoralcare@dkit.ie**

Sports and Societies Office if you want to meet new people. **sportsandsocieties@dkit.ie**

Students Union for support in all areas, or an informal chat. **info@dkitsu.ie**

Financial Issues

Finding it financially difficult to stay at College?

Talk to:

The Student Services Officer about the Student Assistance Fund – open for applications from EU students. **SAF@dkit.ie**

The Academic Administration Office about fee liabilities and payment instalment plans. **registration@dkit.ie**

Student Information Desk

The Information Desk is located in the Whitaker Building and is open from 9.00am to 4.00pm from Monday to Friday. The purpose of the Information Desk is to facilitate all student queries which may include:

- Issuing of Student ID Cards
- Locker allocation and payments
- Fees: general queries
- Requesting new passwords for Moodle and emails
- Directions to classrooms
- Requesting letters and transcripts from School Offices on behalf of students i.e., Confirmation of attendance.
- Stamping of forms for social welfare, medical card, drug payment, USIT Visa General Exam queries

Academic Administration Office

The Academic Administration Office is responsible for student records and is the first point of contact for any queries relating to registration status, fees and grants. They can help with queries dealing with:

- Admissions
- Registration
- Grants
- Fees
- Student Cards

Registration

Once you have accepted your offer of a place at DkIT and completed your online registration, you will be registered on your DkIT programme. You must be fully registered to:

- Be able to attend classes,
- Use the institute's computers,
- Access course notes through Moodle,
- Use the library,
- Your student ID card and email details.

If you have a query about registration, please go to the Academic Administration Office.

Student Card & Identification

As part of online registration, you should upload your photo for identification purposes. A Student Card is issued once registration is complete. 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.

Student E-mail and IT Services

All registered students have access to our IT services including student email account, on campus PC's and Wi-Fi. You will receive log in details for these services in your registration information.

Regular updates and important information regarding student life, including news and events, fee payment information, examination timetables and results, changes to timetables and programme information are sent to your student email.

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 Student Information Desk or the Academic Administration Office, the Student Services Centre or your School Administration Office and ensure you have your valid ID card with you.

Withdrawing from your programme

If you are considering withdrawing from your course, there is a number of supports in place to help you make your decision- Please refer to www.dkit.ie/student-life/student-services/talk-before-you-walk for further information.

Find more information at:
www.dkit.ie/offices/admissions

Fees & Grants Office

Fees are concerned with the payment of the Student Contribution, Tuition Fee and Facilities Fee. The Facilities Fee of €125 must be paid by all students at Registration.

Grants deal with the Student Universal Support Ireland (SUSI), and other grants.

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

Find more information at:
www.dkit.ie/admissions/student-finance/fees

Student Assistance Fund (SAF)

The SAF 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 resources to assist those most in need.

Applications are considered on an individual basis.

Find more information at:
www.dkit.ie/student-financial-supports

Laptop Loan Initiative

DkIT have a limited number of devices available to loan. There is high demand and those on the lowest level of income are invited to apply. Online application forms are available on the DkIT Student Services Hub.

LapSafe Self-Service Laptop Loans

DkIT has 48 laptops available for students to borrow through LapSafe, the self-service laptop kiosk for borrowing laptops.

The LapSafe is located in the Faulkner building adjacent to the MPC where students can borrow laptops for up to 24 hours at a time using their student card.

Find more information for all at: www.dkit.ie/student-financial-supports

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.

Find more information for all at: www.dkit.ie/student-financial-supports

Access Officer

The Access Office is committed to increasing access and participation rates of students from under-represented groups. They advise mature applicants and operate a range of scholarships and bursaries at DkIT.

Groups supported include:

- Mature students
- Students from a background of socio-economic disadvantage
- Students from the Traveller Community and Roma Community
- Ex-prisoners

Find more information at: www.dkit.ie/diversity-access-office

International Office

The International Office supports international and Erasmus students in the following ways:

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

Find more information at: www.dkit.ie/international-students

Examinations Office

The Examinations Office is responsible for the central administration of the Institute's examinations.

It provides 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)

Summer Examinations (May)

Autumn Repeat Examinations (Aug)

Students must ensure they are available for the full duration of the examination sessions.

Examination Timetables

- Timetables will be available 4-6 weeks before the examination sessions.
- The timetable is subject to change so please check it daily.
- The Examinations office will accept no responsibility for students who have missed an update to the timetable.

Consultations

- Consultation or Feedback days will take place after the release of results. It is very important that

students use the consultation day if they want to get feedback from the lecturer on assessments.

- Consultation dates can be found at www.dkit.ie/offices/exams

Repeats

You will have the opportunity to register for repeats after release of Summer results.

Deferrals

This procedure is for students to bring to the attention of the examination board any circumstances which could adversely affect their examination performance, e.g., illness, bereavement, accident, etc. This information is considered by the Examination Board who make a final decision as to whether it is sufficient grounds for examination deferral.

Academic Rechecks / Appeals

Rechecks are the administrative operation of checking the recording and calculation of examination marks.

Availing of Reasonable Accommodations in Examinations

Students with disabilities must register with the Disability Office/Service and complete a Needs Assessment to agree a Learning Agreement to avail of reasonable accommodations in examinations.

Find more information at:

www.dkit.ie/offices/exams

DkIT Sports

A leisure complex for DkIT students, located 5 minutes from campus with a shuttle bus to and from.

- A fully equipped gym
- A 20m swimming pool
- Steam Room & Jacuzzi
- 8 indoor football
- 5-side soccer pitches

For more information, see:

www.dkitsport.ie

Pitches can be booked for free by contacting DkIT Sports and Societies office which is located at the entrance to the Faulkner Hall (MPC).

Faulkner Hall (MPC)

The Faulkner Hall is a multi-purpose centre used for indoor activities. The hall holds four badminton courts, a volleyball court, basketball courts and futsal. As well as catering for all indoor games, the Faulkner Hall has a seating capacity for 250 spectators and hosts various competitions and shows throughout the year.

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 located along the perimeter of the playing fields. It is approximately 1.3km in distance.

Sports & Societies

The Sports & Societies Office runs over 65 student-led clubs and societies so students can pursue an existing interest or try something completely new. As well as organising social events, many also arrange interesting talks and careers events.

Be sure to attend the Sports and Societies Sign Up Day in the MPC during Freshers Week. It's a great opportunity to sample all the Clubs and Societies that are at DkIT.

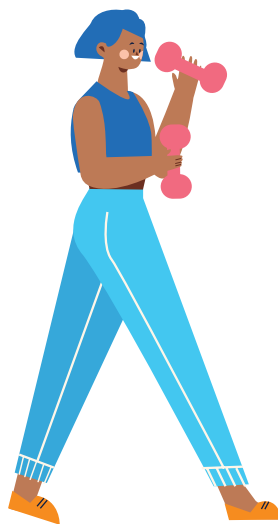
Find more information at:

www.dkit.ie/sports-and-societies

Instagram [@dkitsportssocs](https://www.instagram.com/dkitsportssocs)

Facebook [@DkitSportsSocieties](https://www.facebook.com/DkitSportsSocieties)

X [@dkitsportssocs](https://twitter.com/dkitsportssocs)



Students Union

The DkIT Students' Union is a democratic organisation, led by elected officers, responsible for representing the interests of its members (ie., DkIT Students) to the Institute and externally.

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

Find more information at:
www.dkit.ie/students-union

Students' Common Room

Students common room where students can relax, play pool and get an affordable bite to eat.

The Breakfast Club

The Breakfast Club is designed to support commuting students by providing a calm and welcoming space to start the day. It offers a relaxed environment where students can connect with peers, settle in before classes, and feel more engaged with campus life.

The Breakfast Club is available every Wednesdays at 8 - 8:45 a.m. in the Student Union Social Space.

Teas, coffees, and snacks will be provided, students just need to bring their own cup.



Student Services Centre

The Student Services Centre provides a range of personal support to students and aims to provide both advice and practical supports in a wide variety of circumstances.

Services include:

- Health Unit
- Careers
- Disability Office
- Counselling
- Finance support
- Maths, IT and Learning Centers
- Pastoral Care

Find more information at:

www.dkit.ie/student-services

Student Counselling Service

The Student Counselling Service provides accessible, free, and confidential support to all students. All of the counsellors are fully qualified and registered with professional counselling organisations.

They deal with a wide range of topics such as:

- Having problems adjusting to college life.
- Anxiety, low mood, poor self-esteem, bullying, sexual identity, family problems.
- Bereavement, relationship break up, illness.

If needed, students can choose to have sessions over Microsoft teams to facilitate attendance.

Find more information at:

www.dkit.ie/counselling

Disability Service

Students with a disability are advised and encouraged to contact the Disability Service. Students who indicate that they have a disability on their CAO application are emailed to attend a Needs Assessment meeting after they accept a course in DkIT.

The Disability section on the Student Support HUB on Moodle is an excellent resource for students.

The Disability Service provides a number of supports tailored to student needs which may include:

- One to one Learning Support
- Personal Assistants/Note Takers
- Use of Assistive Technology
- Access to Assistive Technology room
- Sensory room access
- Accommodations in Exams (strict deadlines in place) must register by:
1st November- Winter Exams
1st of April – Summer Exams

Find more information at:

www.dkit.ie/disability-office

Assistive Technology Room

The Assistive Technology room is for students who have registered with Disability Service.

- The room is in the Library, Room W220, and offers a quiet space for students to study and complete work.
- There are 5 workstations.
- High-end PC's, all housed on height-adjustable tables.
- Headphones available on loan to students.
- Students supplied with a laptop or who have their own laptops can also avail of the room.

How do I access the Assistive Technology Room?

The AT room is open during library opening hours and accessible with a valid student ID card. The cards are activated when students register with Disability Service.

To find out more, students can email Paula Shields, Assistive Technology Officer or call into the AT Room.

Careers & Employability Centre

The Careers Service is available to all current students and recent graduates of DkIT. They provide a wide variety of professional services to support students in making career decisions that are best suited to their skills and aspirations.

Supports includes:

- Career Guidance and Coaching
- CV, Job Application and Interview Preparation
- Postgraduate study advice

Find more information at:

www.dkit.ie/careers-office

Placement Office

The Placement Office co-ordinates the work placements of undergraduate courses across the four academic schools. They have developed valuable links with a wide range of industries throughout Ireland and abroad. 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.

Find more information at:

www.dkit.ie/placement-office

Pastoral Care

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.

They deal with a wide range of topics such as:

- Liaising with students about a broad range of issues, such as at times of bereavement/sickness.
- A conduit for resolving difficulties, or seeking clarifications.
- Facilitation for religious practices.
- Taking part/attending College functions.
- Facilitating get-togethers, and offering opportunities to meet.

Find more information at:

www.dkit.ie/pastoral-care

Student Health Unit

The Student Health Unit provides free on-campus medical care to all students and apprentices in a confidential, professional and courteous manner.

The Health Unit operates on a strict **appointment only** basis. Appointments to see the Doctor or Nurse can be made by telephoning or e-mailing the Health Unit during

opening hours. All students must be initially triaged by the Nurse prior to seeing the Doctor.

In the event of a medical emergency, notify a member of staff who will alert the Health Unit.

Find more information at:

www.dkit.ie/student-health-unit

Computer Services

Computer Services provide IT Technical support to the college community. It provides network management services and Internet based services including email, web, and wireless. They also manage the PC Laboratories located across campus.

They deal with IT issue such as:

- Issue logging on to PC on campus
- Issue logging on to DkIT Webmail
- Issue logging on to Moodle account

Find more information at:

www.dkit.ie/it-support

RESPECT in DkIT

RESPECT offer a number of supports, including consent training, advice if someone has had a negative sexual experience, Bystander Intervention information and more.

If you have any questions, need support, or would like to make a disclosure or formal complaint contact the ES VH manager.

Find more information at:
www.dkit.ie/about/respect



Student Charter

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 center 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-centered 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 www.dkit.ie/library and IT Services www.dkit.ie/computer-services
- provide impartial guidance and a range of personal support services including Health, Disability, Counselling, Pastoral Care, Careers and Employability and Sports and Societies (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.

Students' Union President

Overview of Institute Policies, Procedures & Guidelines

The Institute policies some of which are referenced below are all published at the following address: www.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.

Exit Awards Policy

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

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.

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 prerequisite 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.

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

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.

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 Institutes 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

DkIT 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 www.dkit.ie/governance-compliance/data-protection

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 will ask you for details of your complaint and a copy of this letter/email (our final response to your complaint).

The best way to contact the Ombudsman is by:

- Clicking on the 'Make A Complaint' link at www.ombudsman.ie
- Or writing to: Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2, D02 W773
- Or calling the Ombudsman on 01 639 5600 if you have any queries or if you need help making your complaint.

Office of the Ombudsman

T 01 8656800

Locall 1800 202040

e ococomplaint@oco.ie

52-56 Great Strand St Dublin

DkIT Code of Conduct and Disciplinary Procedures

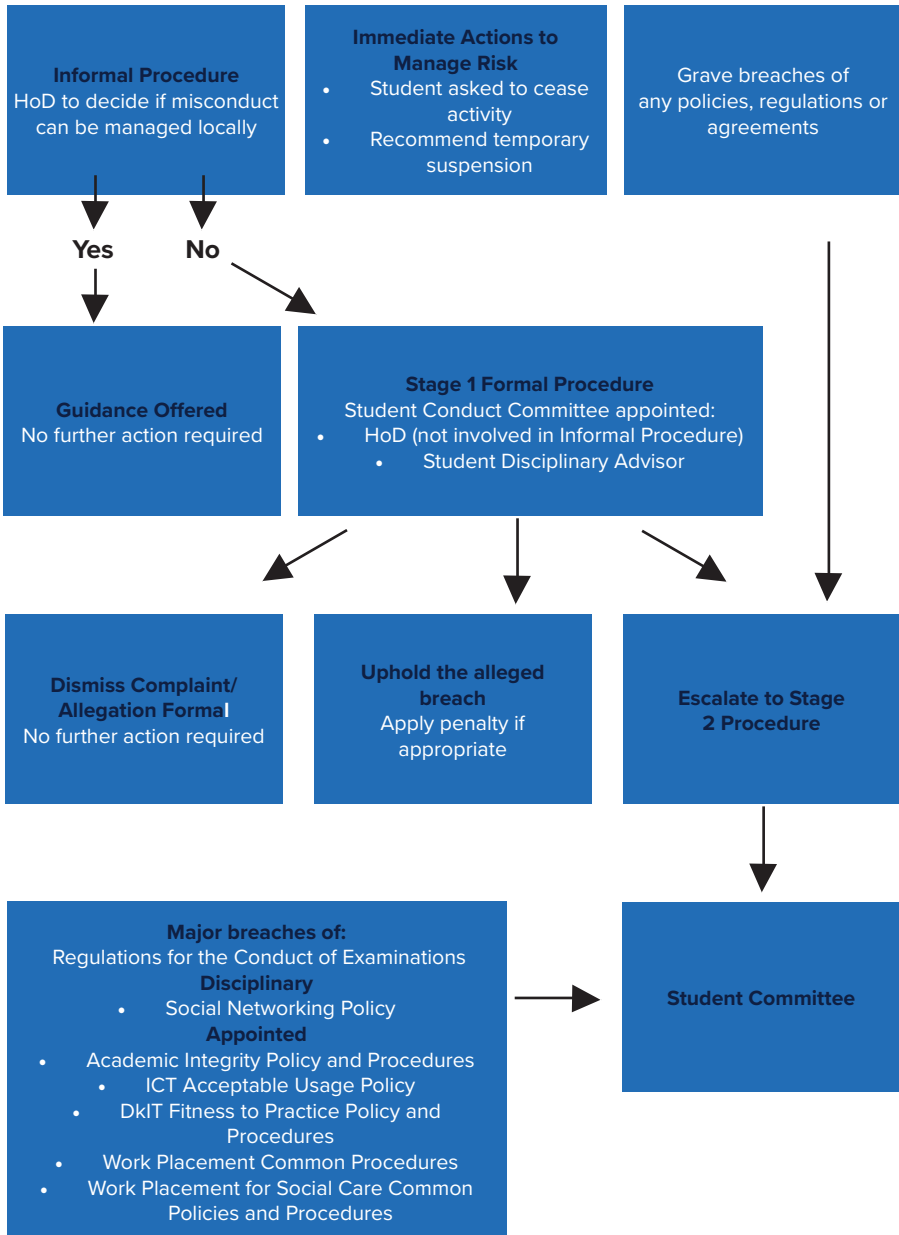
The Institute recognises the right to dignity of every individual associated with it, and it expects that each of them will be treated with consideration, courtesy and respect, without harassment, or physical or verbal abuse. Every member shall refrain from conduct liable to infringe the rights of others. 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.

Appendix 1: Student Code of Conduct and Disciplinary

Procedures Flowchart



DkIT Breakfast Club

All Students Welcome

Every Wednesday from 8.00am-8.45am
SU Social Hub

Bring your own cup!



NATIONAL FORUM
HEA
HIGHER EDUCATION ASSOCIATION
HEALTHCARE
UNIVERSITY OF LONDON



**DkIT
Student
Support
Services**
Support, Empower, Include



DkIT
Student
Support
Services

Support, Empower, Include



Student Learning
& Development Center

