

Dundalk
Institute of
Technology

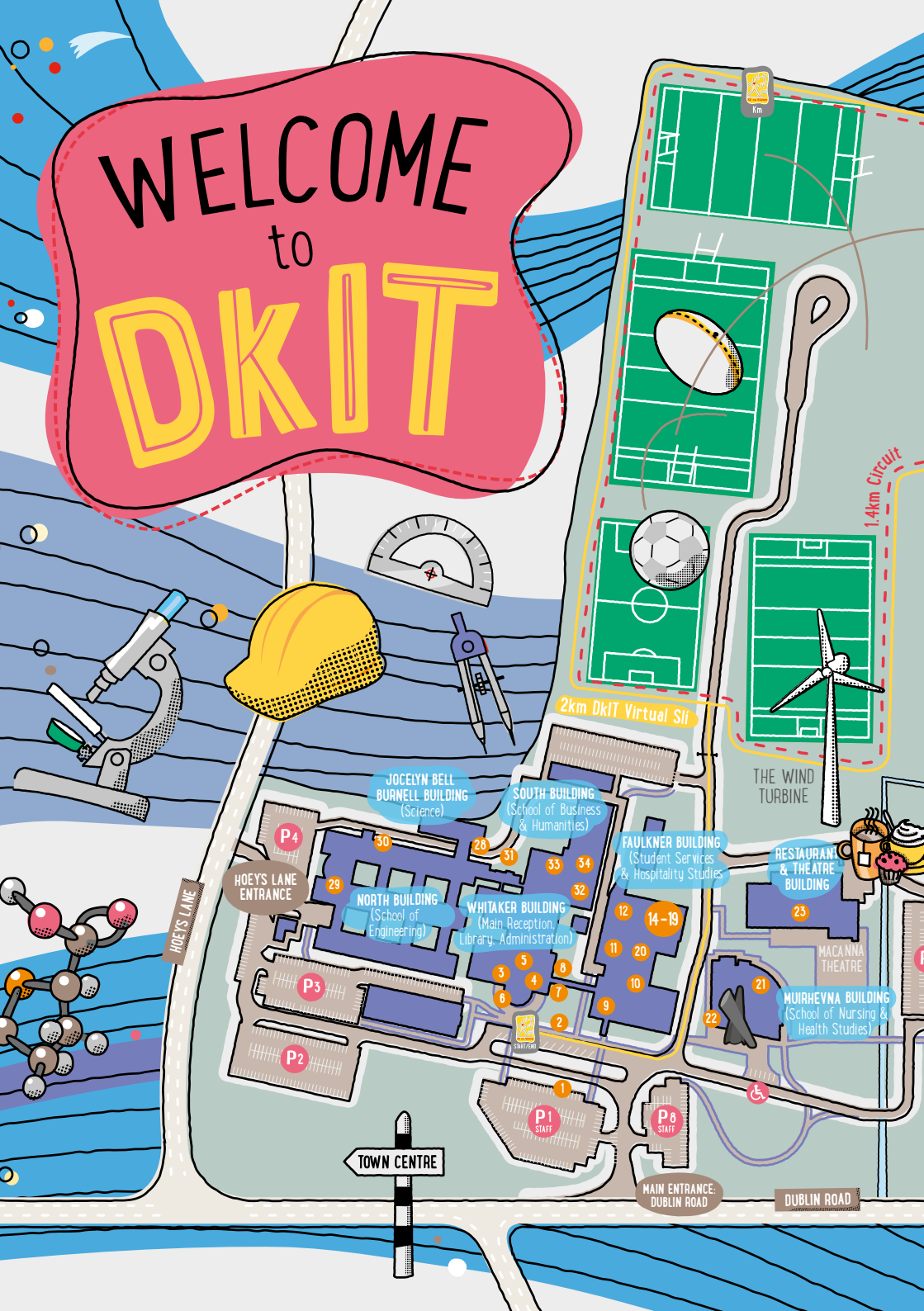


Student Services Handbook

Student
Services

Support, Empower, Include

WELCOME to DKIT



TOWN CENTRE

MAIN ENTRANCE:
DUBLIN ROAD

DUBLIN ROAD

JOCELYN BELL
BURNELL BUILDING
(Science)

SOUTH BUILDING
(School of Business
& Humanities)

FAULKNER BUILDING
(Student Services
& Hospitality Studies)

RESTAURANT
& THEATRE
BUILDING

MUIRHEVNA BUILDING
(School of Nursing &
Health Studies)

MACANNA
THEATRE

WHITAKER BUILDING
(Main Reception,
Library, Administration)

NORTH BUILDING
(School of
Engineering)

THE WIND
TURBINE

HOEY'S LANE
ENTRANCE

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1.4km
Circuit

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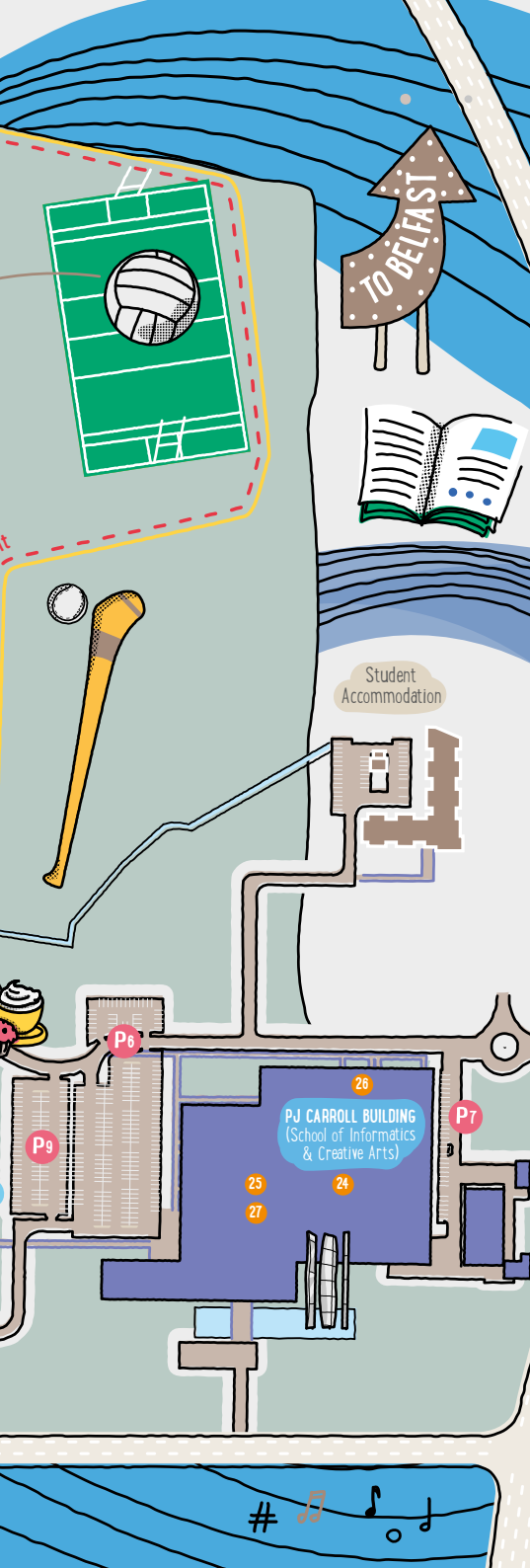
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Campus Map

1. Car parking
2. Shuttle Bus Service
3. Main Reception
4. Student Help Desk
5. Library
6. International Office
7. Academic Administration
8. Life Long Learning Centre
9. Hospitality Training Department and Administration Offices
10. Sports and Societies
11. Students Union
12. Student Services
13. Careers & Employability Service
14. Disability Service
15. SAF (Student Assistance Fund)
16. Placement Office
17. Student Counselling
18. Pastoral Care
19. Health Unit

$$u^3 - y^2 = \frac{u^2 - y^2}{19} = \frac{2}{12} \left(\frac{a+bch}{s+3} \right)$$

$$b+a^2=v^2 \quad S''=V^2+v'-v'$$

$$20. \text{ Student Common Room } = 2\sqrt{a+b}$$

$$21. \text{ Nursing Building and Administration Offices } = a - C + a$$

$$22. \text{ Coffee Spot } = \frac{1}{4} + \frac{3/2}{11} \left(\frac{1000}{8^4(a-d)} \right)$$

20. Student Common Room
21. Nursing Building and Administration Offices
22. Coffee Spot
23. Main Canteen
24. PJ Carroll's Building and Administration Offices
25. Costa Coffee
26. IT Learning Centre
27. Access Office
28. Department of Science and Administration Offices.
29. Engineering School and Administration Offices.
30. Department of Animal Health and Administration Offices
31. Coffee Dock
32. Student Learning and Development Centre
33. School of Business & Humanities and Administration Offices
34. The Well

CARROLL ENTRANCE



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Welcome from the President



Dear Student,

I'm excited to welcome you all to the start of a new academic year. To all our new first year students - well done on being awarded your place in DkIT, we are delighted you are joining us. To all our returning students, I hope you had a lovely summer break and are ready to take on the academic year 2024/25.

Students are at the core of everything we do, and this is visible in our recently launched Strategic Plan 2024-2028. We have placed your student experience at the centre of all our plans for DkIT's future. We hope to work closely with the student body in fostering a sense of belonging and inclusivity.

Last academic year to show our commitment to diversity and equity we proudly signed the HEA Anti Racism Principles. As part of the HEA's Healthy Campus initiative, our collective vision is to create a campus for all students and staff, and create a culture of compassion, wellbeing, equity and social justice, whilst strengthening the ecological, social and economic sustainability of our community and the wider society.

We have partnered with the JED Foundation to develop an advanced Mental Health Campus Strategy. This initiative will promote a supportive environment for all our students, it will raise mental health awareness and will provide a space for students to have their say.

DkIT and Maynooth University have signed a Letter of Intent confirming joint strategic engagement on future collaborations over the coming years. These future collaborations will enhance and expand higher education opportunities for students, staff and communities.

This booklet contains all the important information that each and every student is going to need. It highlights the supports and services, all aimed at helping you get the most from your college experience.

Wishing you all a healthy, productive year.

Dr Diarmuid O Callaghan

President, Dundalk Institute of Technology

Student Charter

Cairt Mac Léinn

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.

Holly Lambe-Sally
Students' Union President

Dates for your Diary

Dátaí don Dialann

Institute Calendar 2024/2025

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

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



Semester 1 – 2024

02 Sep	Monday	Classes commence for Higher Diploma in Midwifery and 3rd year Nursing.
09 Sep	Monday	Semester starts for all other continuing students
12-13 Sep	Thursday-Friday	Induction for first years
16 Sep	Monday	Semester 1 starts for first years
18 Sep	Wednesday	Sports and Societies Sign Up Day
21-22 Sep	Thursday-Friday	1st Year Induction
30 Sep	Monday	Start date for Apprentice Block
08 Oct	Tuesday	DkIT Careers Fair
28 Oct	Monday-Friday	Study/Reading Week
31 Oct - 01 Nov	Thursday-Friday	DkIT Conferring
20 Nov	Wednesday	DkIT Undergraduate Open Evening
21-Nov	Thursday	DkIT Undergraduate Open Morning
13 Dec	Friday	Semester 1 ends

Institute Closes 24th December 2024.**Institute Re-Opens 2nd January 2025.****Semester 2 – 2025**

03 Jan	Friday	Start Date for Winter Examinations
06 Jan	Monday	Start Date for Apprentices
18 Jan	Saturday	DkIT Undergraduate CAO Morning
20 Jan	Monday	Semester 2 begins
07 Apr	Monday	Start date for Apprentice Block
09 Apr	Wednesday	Spring Open Evening
11 Apr	Friday	Classes finish for Easter

Institute Closed 18th April 2025. Institute Re-Opens 22nd April 2025.

28-Apr	Monday	Classes recommence after Easter
03-May	Friday	Semester 2 ends
07-19 May	Wednesday-Monday	Summer Examinations
18-Aug	Monday	August Repeat Examinations Commence

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

<div> <div></div> Car Park Number <div> Staff Only</div> <div> Pay & Display</div> <div> Free </div> </div>								
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:

1. Bus shelter near Hoey's Lane entrance
2. Main Reception area
3. Muirhevna Building
4. P.J. Carroll's Building

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 Email Address e.g., D00123456@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 www.helpdesk.dkit.ie

Student Support Services

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

Student Services, including Admissions, Registration, Examinations and Student Support services work closely with all other areas of the Institute, including the Students' Union, to ensure that the welfare of students is paramount. Student Services also aim to assist students in planning their futures and in progressing to employment or further studies.

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

Student Support Hub

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

Students can also access Moodle directly via the DkIT website under 'Current Students'. Students modules are displayed as tiles and in 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.

#UseYourMoodle

Student Learning Development Centre

Talk Before

You Walk

Struggling
to Cope

Anxious

Different Course

Finance

Homesick

Lonely

Relationship
Difficulties

Bereavement

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'

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,
- receive 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 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/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/examinations-office

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/exams-office

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

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

Students' Common Room

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



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: paula.shields@dkit.ie 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

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
(PJ 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



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

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

#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



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/about-dkit/legal/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

Loall 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.

**Code of Conduct – approved by Academic Council
(Meeting No. 187; Motion: 187:08, 01/09/2023)**

Full policy available to view at [Student Policies / Policies and Guidelines](#) / [About DkIT](#) / [DkIT - Dundalk Institute of Technology](#)

1 Introduction to the Code of Conduct

1.1 The Institute is committed to promoting a safe, healthy, student-centred, and inclusive community. Students are expected to familiarise themselves with and comply with this Code of Conduct and with all other relevant Institute regulations and policies and are expected to:

1.1.1 Treat others with respect for their person and their rights, whether in the Institute or elsewhere and avoid conduct which infringes upon the rights or lawful activities of others, or which brings the Institute into disrepute.

1.1.2 Treat Institute property and facilities with respect and not use them when not authorised to do so. This includes all property and facilities being used by and/or under the control of the Institute.

1.2 When students report for a class, laboratory, workshop session or seek to use any other Institute facility, the Institute staff member in charge has the right to exclude them, if in their opinion, they appear to be under the influence of alcohol, drugs, or other substances and/or if their behaviour represents a threat to themselves or others. Students may be required to produce medical certification confirming that they are fit to resume classes/activities.

1.3 Student Identity Card is issued following registration as proof of entitlement to use the Institutes facilities and services. The card remains the property of the Institute at all times. It must be produced on request to any authorised member of Institute staff. Failure of a student to provide proof of identification on campus is considered a breach under this Code. Students are entitled to ask the staff member to identify themselves.

1.4 The following are examples of what constitutes misconduct. These examples are not intended to be exhaustive.

Minor Offences

- Littering;
- Minor incidents of disorderly conduct;
- Eating and drinking in unauthorised areas;
- Smoking in unauthorised areas;
- Causing minor damage to Institute property;
- Being in unauthorised areas without permission
- Failing to identify oneself on request.

Major Offences:

- A major breach of another Institute Policy;
- Forgery, alteration or misuse of any Institute document, record, stamp or identity card;
- Anti-social behaviour including, excessive noise, nuisance behaviour, drunkenness and disorderly behaviour or the facilitation of such behaviour;
- Disorderly conduct including being unfit for admission to class, workshop or to any Institute facility;
- Unwanted interference with Institute safety equipment, alarms, fire-fighting equipment, or failure to comply with a reasonable request by staff with regard to situations that endanger life, health or property;
- Giving false or misleading information to the Institute calculated to mislead or deceive;
- Causing destruction, damage or misuse to Institute property;
- Abuse of another person;
- Animal cruelty or neglect;
- Possession of offensive weapon(s);
- Possession of illegal drug(s);
- Pilfering.

2 Immediate Action to Manage Risk

2.1 Where a potential breach of the Code arises, the relevant staff member should instruct the student(s) to cease the activity deemed to be a breach. The staff member may request the student to leave the class or area as appropriate. If the student refuses to comply, the class may be dismissed and a written report provided to the Head of Department or Functional Area.

2.2 As an initial response to the seriousness of allegations or concerns that have arisen and prior to the completion of the student conduct process, the Head of Department/Functional Area, in consultation with their Head of School or relevant Vice-President or their relevant nominee, may make a recommendation, to the Vice-President for Academic Affairs and Registrar, to impose a temporary suspension on a student to ensure the safety and well-being of members of the Institute community, or to ensure the Student's own physical or emotional safety and well-being.

2.3 The temporary suspension will be imposed the Vice-President for Academic Affairs and Registrar or their appropriate nominee on the following basis:

2.3.1 Such suspension is temporary and necessary to protect the Institute community and on balance, the Vice-President for Academic Affairs and Registrar is of a view that the duty of care owed to others is overriding in the particular circumstances.

2.3.2 Temporary suspension may be limited to certain premises or Institute activities or modules of study.

2.3.3 Temporary suspension shall not be regarded as an indication as to whether or not an allegation is proven.

2.3.4 In certain circumstances, communication of temporary suspension may be verbal and shall take effect as the Vice-President for Academic Affairs and Registrar deems appropriate. A verbal communication of temporary suspension shall be confirmed in writing as soon as is practicable.

2.3.5 All temporary suspensions shall be reviewed on a regular basis by the Vice-President for Academic Affairs and Registrar in consultation where appropriate, with other relevant Offices of the Institute.

2.3.6 All temporary suspensions under this section will be notified to the Academic Council at its next scheduled meeting by the Vice President for Academic Affairs and Registrar. The Vice-President for Academic Affairs and Registrar will update Academic Council at its scheduled meetings for the duration of that temporary suspension.

2.3.7 Every reasonable effort will be made to continue to support the student's academic studies so that, insofar as possible, the student is not disadvantaged academically.

2.3.8 Temporary suspension shall be for no longer than the time necessary for an investigation under the formal procedures below to be completed and/or the Student Disciplinary Committee to have been convened, heard and decided on the matter or for an Appeal to have been heard and decided upon.

2.3.9 This power shall be exercised with caution and with due regard to natural justice and fair procedures.

2.4 Once the suspension has been initiated the

Head of Department/Function shall initiate the disciplinary process.

2.5 In the event a temporary suspension has a duration beyond three weeks, a student can request that the decision of temporary suspension be referred to the President for review. The President's decision shall be final.

2.6 Disciplinary Procedure

2.7 The Student Disciplinary Procedure is intended to provide a clear, transparent and fair process for dealing with allegations of student misconduct ensuring that those involved are made aware of appropriate support and that issues are dealt with in a reasonable timeframe.

2.8 This procedure will be used when a student's alleged behaviour is regarded as a breach of the Code of Conduct or associated regulations and will seek to establish if a particular incident(s) took place, if it represents a breach of the Institutes regulations including this Code, and to determine what measures should be taken to address a breach.

2.9 Students are required to familiarise themselves with the Institute Code of Conduct and Disciplinary Procedures and associated regulations, attend and participate in Student Conduct and Student Disciplinary meetings when invited to do so and comply with decisions taken at these meetings.

2.10 All members of the Institute shall observe natural justice and fair procedures in respect of this Code of Conduct. The standard of proof that will normally apply in the operation of these procedures is 'the balance of probability'. This means that when the evidence is reviewed, an objective assessment will be made to determine whether it is more likely than not that the alleged misconduct occurred.

2.11 Students are entitled to be accompanied by a support person/representative at all Conduct and Disciplinary meetings. This could be a fellow student, Student Union Representative, member of staff, family member or personal friend. The representative may attend in a support capacity and may not speak on behalf of the student. As the disciplinary procedures are not a criminal process legal representatives are not considered appropriate for offences under these regulations.

2.12 Reporting a Breach of the Code of Conduct

2.12.1 Reports of alleged misconduct from other students, staff or external sources such as members of the public can be dealt with under this code.

2.12.2 Anonymous complaints will not be normally considered.

2.12.3 Reporting alleged breaches of the Student Code of Conduct can be made in writing with evidence to the relevant Head of Department/Function (normally using a Student Misconduct Report).

2.12.4 Reporting mechanisms, to the Student Code of Conduct and Disciplinary Procedures, for other institute policies will be followed as outlined in those policies.

3 3 Dealing with Breaches of the Student Code of Conduct

3.1 Appendix 1 outlines the process to be followed on receipt of an allegation of a breach to the Student Code of Conduct.

3.2 Informal Procedure

3.2.1 The Institute encourages that minor student conduct issues be resolved at the level closest to the relevant parties. Heads of Department/Function will normally be responsible for making an initial assessment regarding reports of misconduct and will determine whether the matter can be dealt with locally with appropriate guidance and/or training.

3.2.2 Guidance might be appropriate where:

- Other people have not suffered;
- Damage is minor and can be repaired quickly by the student;
- Minor academic misconduct has occurred;
- Guidance is likely to resolve a once-off issue.

3.2.3 Where it is not possible or appropriate to resolve an issue locally or where further investigation is required the matter may be escalated to Formal Procedure - Stage 1 – Student Conduct Meeting and Investigation (see Section 10.3).

3.2.4 Where a student's behaviour is considered to be a major breach of the Student Code of Conduct, or if an alleged breach of any policies, regulations or agreements is of such gravity or urgency, the matter may be escalated directly to Formal Procedure - Stage 2 - Student Disciplinary Meeting

(see Section 10.4).

3.3 Formal Procedure - Stage 1 – Student Conduct Meeting and Investigation

3.3.1 The Head of School shall appoint a Student Conduct Committee to investigate and adjudicate any allegation of general misconduct referred to Stage 1 of the Disciplinary Procedures.

3.3.2 The Student Conduct Committee shall consist of the following:

- Head of Department as Chair who has not been involved in the informal procedure (see Section 10.2);
- School Disciplinary Advisor. A School Disciplinary Advisor is an academic staff member who has received disciplinary training and is a member of a Student Conduct Committee. The School Disciplinary Advisor is drawn from the School Disciplinary Advisor Panel. The School Disciplinary Advisor Panel, which is maintained by the Registrar's Office, is a panel of academic staff which is appointed by the Academic Council on the recommendation of the Registrar's Office.

3.3.3 The student, against whom an allegation of breach of the Code of Conduct is made, will be contacted by their Head of Department/Function or their nominee and invited to attend a Student Conduct Meeting.

3.3.4 The Respondent will be notified in writing, through their student email, normally two days in advance of the Student Conduct Meeting. The notification will contain the following:

- Details of the allegation;
- Policy under which the allegation is being investigated;
- Notice of the Respondent's entitlement to be accompanied by a support person/representative.
- Where the Respondent fails to attend the Student Conduct Meeting a second meeting will be convened. Should the Respondent fail to attend the second convened meeting, the matter will be referred directly to Formal Procedure Stage 2 - Student Disciplinary Committee.
- Notice that if, during the meeting, the Respondent is

not willing to engage and proceed with the Student Conduct Meeting, the meeting will then be suspended, and the matter will be referred directly to Formal Procedure Stage 2 - Student Disciplinary Committee.

- Notice of the Respondent's right and the Institute's right to refer the matter directly and without decision to Stage 2 for further investigation and adjudication by the Student Disciplinary Committee, at any stage during the meeting.

3.3.5 The purpose of a Student Conduct Meeting is to explore the allegation with the student. The Student Conduct Committee will determine whether the case can be concluded at the meeting, or if the matter should be escalated to Stage 2.

3.3.6 The allegation made against the student will be outlined and they will be asked to respond to the allegation and to confirm if they accept or reject the allegation.

3.3.7 An independent note-taker will attend and a record of the meeting will be retained, a copy of which will be sent to the student within three days following the Student Conduct Meeting.

3.3.8 At the conclusion of the Student Conduct Meeting, the Student Conduct Committee may:

- Dismiss the complaint/allegation with no further action;
- Uphold the alleged minor breach and if appropriate apply a penalty in line with a minor breach (Refer to Appendix 2);
- Escalate to Formal Procedure Stage 2 - Student Disciplinary Committee.

3.3.9 Decisions will be made based on all the information available, including the evidence presented, the student's response to the allegation and the nature and seriousness of the matter.

3.3.10 The outcome of the conduct meeting will be communicated in writing to the student, normally within five days. Where a finding has been made by the Chair of the Student Conduct Committee, the Respondent shall be informed of their right to appeal the decision, the procedure for lodging an appeal and the time limit for lodging an appeal.

3.3.11 The Complainant/reporting party will be advised that the matter has been dealt with.

3.4 Formal Procedure - Stage 2 - Student Disciplinary Meeting

3.4.1 The Institute's Academic Council shall appoint a Student Disciplinary Committee to investigate and adjudicate on any allegation of misconduct referred to Stage 2 of the Disciplinary Procedures.

3.4.2 The Institute will appoint a panel who will be eligible to be members of a Disciplinary Committee from among the following:

- The Head of Academic Planning and Quality Assurance or the Academic Administration and Student Affairs Manager (or a duly appointed substitute) who shall chair the Student Disciplinary Committee. The Head of Academic Planning and Quality Assurance will normally chair academic misconduct cases and the Academic Administration and Student Affairs Manager will normally chair general misconduct cases.
- Heads of School, Heads of Department/Function who are not from the student's Department or School.
- A staff member who is an elected member of Academic Council.
- A student who is a full-time member of the Students Union or a registered postgraduate research student.
- The Committee may also obtain the advice of relevant experts (if applicable).

3.4.3 A Secretary shall also be appointed to support the Student Disciplinary Committee. So far as possible, membership of the Student Disciplinary Committee will be representative and will take into consideration equality representation such as gender balance.

3.4.4 The minimum number of members required for any meeting of the Student Disciplinary Committee will be three including either the Chair or Deputy Chair. For the avoidance of doubt, the Student Disciplinary Meeting may be held by teleconference or such other electronic means as is deemed appropriate by the Chair (or in their absence by the Deputy Chair).

3.4.5 The Respondent should be notified in writing, by the Secretary of the Disciplinary Committee, through their student email, of the date and time of the Student Disciplinary

Meeting five working days in advance of the hearing. The Respondent will be notified of the:

- Details of the allegation;
- All relevant evidence that the complainant intends to rely on at the hearing, including the summary note of the Student Conduct Meeting and any other relevant material;
- Notice of the Respondent's entitlement to be accompanied by a support person/representative;
- Their entitlement to provide written submission(s) to the Student Disciplinary Committee in advance of the hearing;
- Their entitlement to request the participation of witnesses with two days' advance notice given to the Student Disciplinary Committee prior to the commencement of the hearing;
- Notice of the witness to be called by the Institute.

3.4.6 In circumstances where the referral to the Student Disciplinary Committee was made where the Respondent did not attend the Stage 1 Student Conduct Meeting or where the Stage 1 Student Conduct Meeting was suspended, the Respondent will be asked to admit or deny the allegation. If the Respondent accepts that the substance of the allegation is true, the Student Disciplinary Committee may proceed to determine an appropriate penalty. The Respondent may make submissions regarding a penalty.

3.4.7 If the Respondent denies the allegation the following steps will be taken:

- All evidence shall be heard in the presence of the Respondent and their support person and the Respondent shall be given an opportunity to cross-examine any witnesses called by the Student Disciplinary Committee who likewise may cross-examine witnesses called by the Respondent;
- Both the Respondent and the complainant will be given the opportunity to offer evidence and present witnesses;
- The Student Disciplinary Committee may ask questions of both the Respondent and the complainant;
- The Student Disciplinary Committee will deliberate in

private and will be entitled to seek advice during its deliberations.

- Decisions will be taken by a simple majority and will be made on the balance of probabilities. In the case of a tied vote, the Chair (or their nominee) shall have a casting vote.
- The decision of the Student Disciplinary Committee will normally be communicated to the Respondent at the end of the Student Disciplinary Meeting and where the allegation has been proved against the Respondent, the Respondent will be given the opportunity to make submissions in regard to penalty.
- The Decision and Outcome will be issued to the Respondent by email within seven working days after the meeting and will outline the appeal procedure.
- The Chair of the Student Disciplinary Committee may terminate the hearing if the conduct of the Respondent or the support person renders compliance with the procedures impossible or impracticable.

3.4.8 Where a Respondent fails to attend a Student Disciplinary Meeting, a second meeting will be convened. Should the Respondent fail to attend the second convened meeting, the meeting will proceed in the absence of the Respondent and a decision will be taken on the evidence to hand.

4 Appeals

4.1 The Institute is committed to providing students with the right to appeal, on permitted grounds, against decisions relating to student conduct.

4.2 The Institute's Academic Council shall appoint a Student Appeals Committee to review an investigation and findings of an alleged breach of the Student Code of Conduct conducted under the formal Stage 2 of the Disciplinary Procedure.

4.3 An appeal may be made to the Institute's Student Appeals Committee, through the Registrar's Office, within ten working days from the date of issue of the decision of the Student Disciplinary Committee.

4.4 Appeals may be made on the following grounds:

- New evidence: Information directly relevant to the decision, which for good reason was not available to the Student Disciplinary Committee. This may include an appeal against a penalty made on grounds that the penalty is unreasonable, in light of new evidence presented.
- Procedural irregularity: There is evidence that the procedures relating to a decision were not followed properly, which may have impacted on the Student Disciplinary Committee's decision.
- Disproportionate outcome or penalty: The penalty applied was disproportionate with regard to the circumstances of the case.

4.5 Appeals must be submitted to the Registrar's Office using the Student Appeals Form. Forms must be completed in full with evidence provided as appropriate. Student Appeals must be submitted within 10 working days of the notification or publication of the decision. The Student Appeals Form and supporting documentation will be shared with the original decision-making body and with relevant staff involved in administering and considering the appeal. DkIT will aggregate, analyse and evaluate information collected during the Student Appeals process as part of ongoing continuous improvement activities. No individual will be identified from data collected for statistical purposes.

4.6 An Appeal will not be accepted if it (1) does not fall under the stated grounds for an appeal (2) does not include the evidence to support the appeal and (3) is not submitted within the stated timeframe.

4.7 Appeals submitted after the deadline will be regarded as late and will not normally be accepted. The Institute may accept a late appeal in exceptional circumstances, at its discretion, where an explanation and supporting evidence are provided.

4.8 Appeals will normally be processed within thirty working days. Students will be notified if a delay occurs and advised when a decision will be made. All decisions of the Institute remain in force until the appeals process is completed.

4.9 A Student Appeals Committee will be convened from the membership of the Student Appeals

Committee Panel. The Student Appeals Committee Panel, which is maintained by the Registrar's Office, is a panel of academic and professional support staff which is appointed by the Academic Council on the recommendation of the Registrar's Office. The Committee, which should be gender balanced, shall be composed of a Chair and two members of the Student Appeals Committee Panel. Student Appeals Committee Panel members will be selected to review appeal cases according to their Institute role and experience. For appeals involving academic procedures the Student Appeals Committee will be drawn from academic staff who are members of the Student Appeals Panel.

4.10 Members of the Student Appeals Panel will not be requested to participate in Student Appeals Committees involving students from their School or programmes that they teach on. Also, no member of the original decision-making body or individuals who provided administrative support may serve on or support the Student Appeals Committee. Committee members must withdraw themselves from the appeals process should any such conflict arise.

4.11 A copy of Student Appeals Form and any supporting documentation provided by the student will be circulated to the original decision making body for comment.

4.12 The Student Appeals Committee and the student will be provided with the following in advance of the meeting of the Student Appeals Committee:

- A copy of the Student Appeals Form;
- The supporting documentation provided by the student;
- Evidence provided to the original decision making body;
- Comment(s) made by the original decision making body (if applicable) on the appeal.

4.13 Decisions of the Student Appeals Committee will be made on the balance of probabilities by a simple majority.

4.14 A note-taker will be in attendance at the meeting of the Student Appeals Committee and minutes will be kept.

4.15 The Student Appeals Committee may decide to:

- Uphold the Appeal;

- Reject the appeal.

4.16 In cases where a Student Appeals Committee upholds an appeal either on the grounds of a procedural irregularity in the process leading to the original decision, or on the grounds of new evidence, the Student Appeals Committee may, at their discretion, refer the case back to the original decision-making body for a new hearing with such conditions as the Student Appeals Committee deems appropriate within Institute regulations and policy. This may involve the constitution of a new committee.

4.17 On upholding an appeal a Student Appeals Committee may require the appellant to meet specified conditions as required.

4.18 The Student Appeals Committee may also decide to decrease or increase a penalty, or vary the nature of the penalty.

4.19 The decision of the Student Appeals Committee will be communicated to the student and the original decision-making body within five working days of the Student Appeals Committee meeting. The decision of the Student Appeals Committee is final.

4.20 If a student is dissatisfied with the Institute's handling of an appeal or decision in relation to an appeal, they have the right to submit a complaint to the Office of the Ombudsman (<https://www.ombudsman.ie/publications/information-leaflets/the-ombudsman-and-education/index.xml>). The Office of the Ombudsman may consider the case and make a decision on whether to investigate further.

5 Confidentiality and Record Management

5.1 Records relating to student conduct cases are treated with confidentiality and are held separately and securely to the general student record. Breaches of the Student Code of Conduct will not appear on transcripts. Student discipline documentation will be used for student discipline case handling and appeal purposes only. Where statistical student discipline data is reported to the Institute it is anonymised.

5.2 Records of all proven infringements shall be held by Departments (for informal meetings and Student Conduct Meetings) and the Registrar's Office (for Student Disciplinary Meetings) which can be accessed by academic

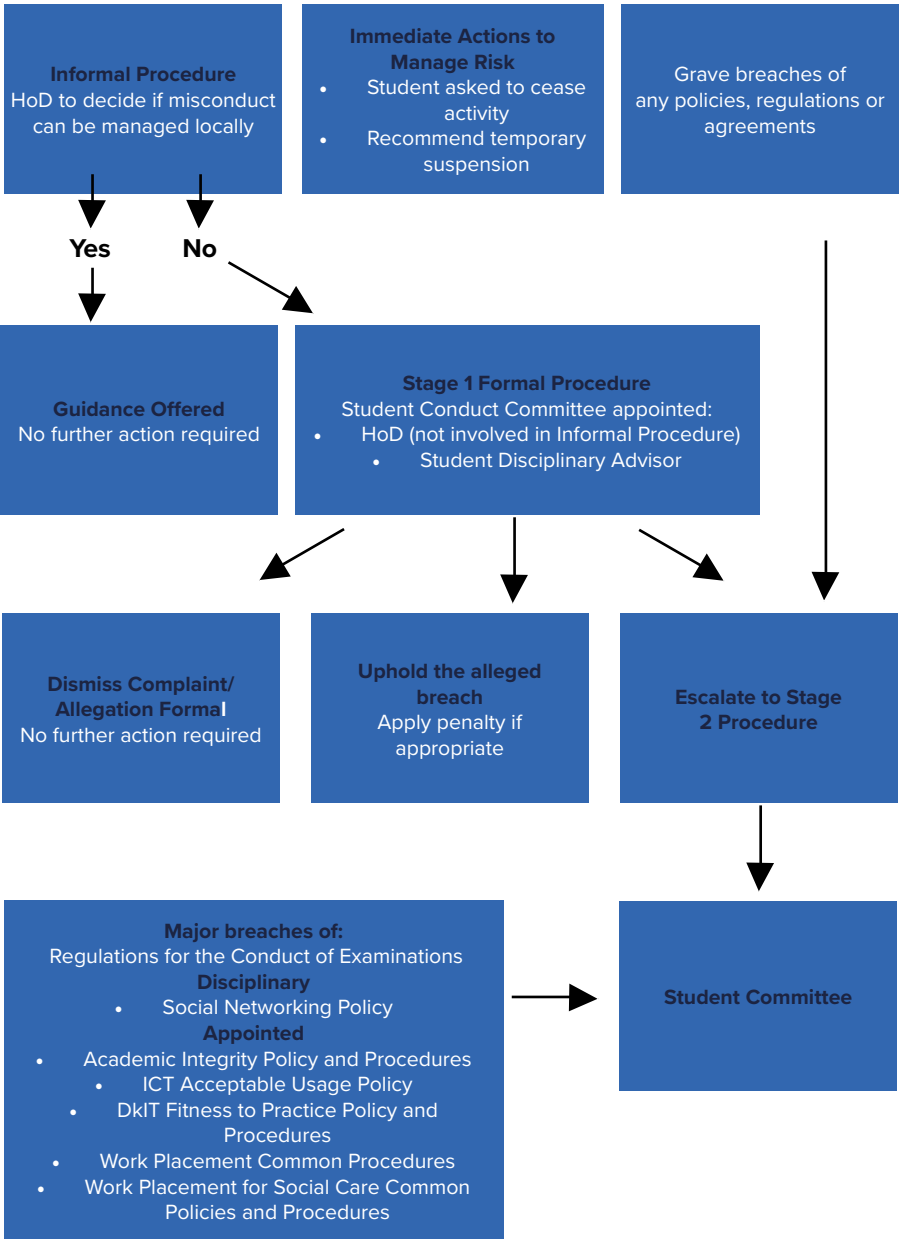
staff and members of the Student Conduct Committee or Student Disciplinary Committee to determine whether a new case is potentially a second, or subsequent, offence.

5.3 Access to student discipline case information is limited to those with responsibility for the administration of the Student Discipline Procedure, decision-making, implementing decisions and student support professionals, where appropriate.

5.4 A anonymised report to Academic Council will be made at the end of each academic year on the activity and outcome of cases under this policy.

Appendix 1: Student Code of Conduct and Disciplinary

Procedures Flowchart





DkIT Student Services

Support, Empower, Include



DkIT
Student
Services

Support • Grow • Enable

