2008

# 2008 - 2009 : DIT Staff Handbook

Dublin Institute of Technology

# DIT Staff Handbook 08-09

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DUBLIN INSTITUTE OF TECHNOLOGY · INSTITIÚID TEICNEOLAÍOCHTA ÁTHA CLIATH

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DIT Staff Handbook 08-09

General
Information

# 01 | General Information

## Welcome to DIT!

**I am delighted that you have chosen to join Dublin Institute of Technology and I hope that you will enjoy furthering your career with us at a particularly exciting time in our development.**

With its origins dating back to 1887 and the foundation of technical education in Ireland, DIT is now one of the largest institutions of higher education in Ireland. We are both multi-disciplinary and multi-level, offering a wide range of programmes at levels from apprenticeship to PhD. You have joined a vibrant and energetic organisation, with an exciting future.

In a short time, that future will see DIT move from our existing campus locations around Dublin city to a single, state-of-the-art campus in the heart of the inner city at Grangegorman. This purpose-built urban campus is being developed to accommodate a range of disciplines and activities from arts to enterprise, from technology to tourism. It will enable us to realise a vision for how learning and teaching in the 21st century can best be advanced, and to deliver the best possible experience to a new generation of students. I would urge you, as a new colleague, to contribute to the ongoing consultation process that is shaping this vision.

DIT is a large and complex organisation and we all rely on the excellence and professionalism of our colleagues to succeed. I believe that the more interaction that takes place between colleagues, the more we can achieve together. We have a comprehensive Staff Development programme which offers many opportunities for you to work with your peers in further developing your professional skills. I would encourage you to explore what is available and in particular to participate in essential training in the important area of Health and Safety.

I would also urge you to participate in the many other aspects of life in DIT. The weekly online newsletter, Update, and the DIT website will keep you up to date with events and I hope to meet you at some of these during the course of the year.

You are most welcome to DIT and I wish you every success.

**Professor Brian Norton**
**President**

*The Office of the President is located on the DIT Aungier Street campus.*

*Contact details:*
*T: 01-402 7135*
*F: 01-402 7099*
*E: president@dit.ie*

# A Brief Introduction to DIT

## Background

Dublin Institute of Technology is both a very modern institution and one with a long history. Its origins lie in the development of technical education in Dublin in the late 19th century. Over 120 years later, it has gained an excellent reputation as one of Ireland's leading institutions of higher education, with particular strengths in disciplines such as science and technology, engineering and the built environment, performing arts and media, business and finance, social sciences and law, tourism and food.

DIT is an autonomous, doctoral-awarding body, with students studying at every level from apprentice to PhD, and graduates represented in business, public service and academia in Ireland and internationally. Offering a wide range of career-focussed programmes, the Institute is renowned for its academic excellence and professional relevance. Strong links with industry, commerce and the professions provide real-world insights and experience, while modularised programmes offer increased flexibility in course choices.

Students at DIT come from all over Ireland, and include a growing number of international students from every continent. The Institute has links with many institutions of higher education internationally and is a member of the European University Association (EUA) and the International Association of Universities (IAU).

## "The city is our campus"

Dublin, with its large student population, is a lively and vibrant capital city. DIT is currently based on a number of campus sites around the heart of the city – all easily accessible by public transport. Each location is associated with particular disciplines, but students and colleagues are always welcome to visit any campus location and make use of the facilities whenever possible.

The larger campus locations are:
> DIT Aungier Street – Business, Media
> DIT Bolton Street – Built Environment, Engineering
> DIT Cathal Brugha Street – Tourism and Food
> DIT Kevin Street – Science, Engineering
> DIT Mountjoy Square – Art and Design
> DIT Rathmines/Chatham Row – Music and Drama

Some of our central services, including academic affairs, human resources, finance and facilities management, are based at 145 Lower Rathmines Road; and our Lifelong Learning, Staff Development and Learning Technology teams are based in Mount Street.

## New campus planned

DIT is preparing to re-locate to a new single campus at Grangegorman, in the

heart of Dublin city. The Grangegorman Development Agency, which has been established by legislation, has commenced the detailed process of consultation and planning and in Autumn 2008 the final Masterplan for the new campus will be unveiled. As a colleague, you will be invited to give your views to the Campus Planning office at each stage of the development and your input will be very welcome. As one of the biggest developments in higher education in Ireland, the project will take a number of years to complete. It is expected that the Institute will commence the move to the new facilities in 2012-2013. Currently DIT students have access to playing fields at Grangegorman and the DIT Campus Planning Office is located on site also.

### Performance and Exhibitions

Because of the wide range of disciplines within DIT's faculties, there are numerous opportunities throughout the year to enjoy student performances and exhibitions. Students in the Conservatory of Music and Drama give recitals at lunchtimes in DIT Rathmines and Chatham Row throughout term time and many other concerts and performances during the year. Drama students also perform in The Theatre in Rathmines and other venues in the city centre. In October 2008 the students will present a full production of "The Magic Flute" in the Gleeson Theatre, Kevin Street.

End-of-year graduate exhibitions also provide a great opportunity to see the work of final year students. Students of architecture, fine art, visual communications, furniture design, interior design, display design, media arts, photography and film all showcase their work at the end of the academic year and exhibitions and screenings are open to all, both on campus and at venues in the city centre. Colleagues are most welcome at all student exhibitions.

### Graduation ceremonies

Each year, some 4000 students graduate from Dublin Institute of Technology and are invited to a conferring ceremony in St. Patrick's Cathedral. The ceremonies take place over five Saturdays, morning and afternoon, and are a fitting celebration of the achievements of students and of the DIT colleagues who mentored and supported them. The calendar of graduation ceremonies is available on the website.

### DIT online

Although we are based in some forty buildings around the city, there is one single place where you can find out what's going on across the Institute – that's on Update, the weekly online newsletter. Update aims to provide a single location for all the major news concerning the Institute – events, developments, achievements, celebrations, media clips, etc. While Update is aimed particularly at staff it is also accessible to the wider public through DIT's main website,

*www.dit.ie.* The website and the Staff Intranet also contain most information that colleagues may need regarding Human Resources, Finance, Academic Affairs, and other areas. If you do not find the information you need, or if it is out of date or inaccurate, please let the appropriate department know so it can be rectified quickly.

The public news pages of the website are regularly updated to let a wider audience know more about what's coming up in DIT and to report on exciting developments.

The Public Affairs team is part of the Office of the President and is located at Aungier Street. If you wish to publicise an event or pass on information to other colleagues, please contact members of the team.

*There is one single place where you can find out what's going on across the Institute – that's on the main website, **www.dit.ie.***

# Administration of DIT

## Governing Body

**Chairperson**
Mr. Seán Dorgan

**Members**

Cllr Maurice Ahern
Ms Tracey Flinter
Cllr Mary Freehill
Cllr Paddy Bourke
Ms Mary Lonergan
Ms Ita Greene
Ms Anne Butler
Ms Jackie Kelly
Ms Gráinne Byrne

Mr. Michael O'Halloran
Mr. Martin Dunne
Mr. Noel Masterson
Mr. Peter Coyle
Mr. Damien McDonald
Prof. Jurgen Barkhoff
Ms Alice Prendergast
Mr. Dominic Dillane
Mr. Denis Ryan

## Directorate

**President**
Professor Brian Norton, BSc MSc PhD
DSc ILTM FIEI FInstE HonFCIBSE CEng

**Director of Academic Affairs**
Professor Frank McMahon, BComm MBA
Ed.D

**Director of Finance**
Mr. Paul Flynn – FCMA

**Director of Human Resources**
Mr David Cagney, BA HDipEd DipGCEd
BL DipFM MCIPD

**Faculty of Applied Arts**
Ms Brid Grant – MPhil, BMus, LTCL

**Faculty of Built Environment**
Professor John Ratcliffe, DTech MA
BSc(EstMan) FRICS FSCS FIAVI

**Faculty of Business**
Mr. Paul J. O'Sullivan, BA MA

**Faculty of Engineering**
Dr. Mike Murphy, DipEng BSc(Eng) MEng
MIEEE

**Faculty of Science**
Professor Michael Devereux – BSc, MSc,
PhD, CSci, CChem, FRSC

**Faculty of Tourism and Food**
Dr. Michael Mulvey, DipHtlMgmt App.Sci
(Hotel Technology) BA.HtlMgmt MSc PhD

**Research and Enterprise**
Professor Ellen Hazelkorn, BA PhD

Further details about the administration
of DIT and a full organisation chart are
available on the website at
*www.dit.ie/DIT/about/*

# Strategic Development Services

Operating within the Office of the President, the Strategic Development Services Team has the responsibility for co-ordination and facilitation of the Institute's overall planning process. The team works Institute-wide, with the aim of providing relevant data and information to individual Managers, Schools, Faculties and Functions, in order to aid enhanced management decision-making. The team also aims to support and facilitate colleagues in the planning and implementation of the Institute's key objectives. Its remit includes the following:

- The provision of support for strategic planning and management of the annual planning process, including the risk register
- Development, collation and analysis of Institutional data for planning purposes
- Identification of strategic issues and the formulation of recommendations
- Co-ordination and development of strategic Institute proposals and submissions, e.g. SIF, PRTLI, etc.
- Facilitation of change projects as appropriate
- Facilitation of business process analysis and improvements as appropriate
- Co-ordination of Institute reporting, as required

- Support for the development of DIT's strategic corporate relations and assistance in the maintenance and co-ordination of its strategic industry links.

## Contact Details

**Head of Strategic Planning, Development and Corporate Relations**
Margaret Whelan
T: 402 7011
E: margaret.whelan@dit.ie

**Senior Manager, Strategic Planning and Development**
Marie Kennedy
T: 402 7157
E: marie.kennedy@dit.ie

**Institutional Research Analyst**
Margaret Kilmartin
T: 402 7503
E: margaret.kilmartin@dit.ie

**Acting Staff Officer (Data Management)**
Miriam Brosnan
T: 402 7503
E: miriam.brosnan@dit.ie

**Assistant Staff Officer**
Emer Bannister
T: 402 7110
E: emer.bannister@dit.ie

# DIT Locations

The **CITY** is our **CAMPUS**
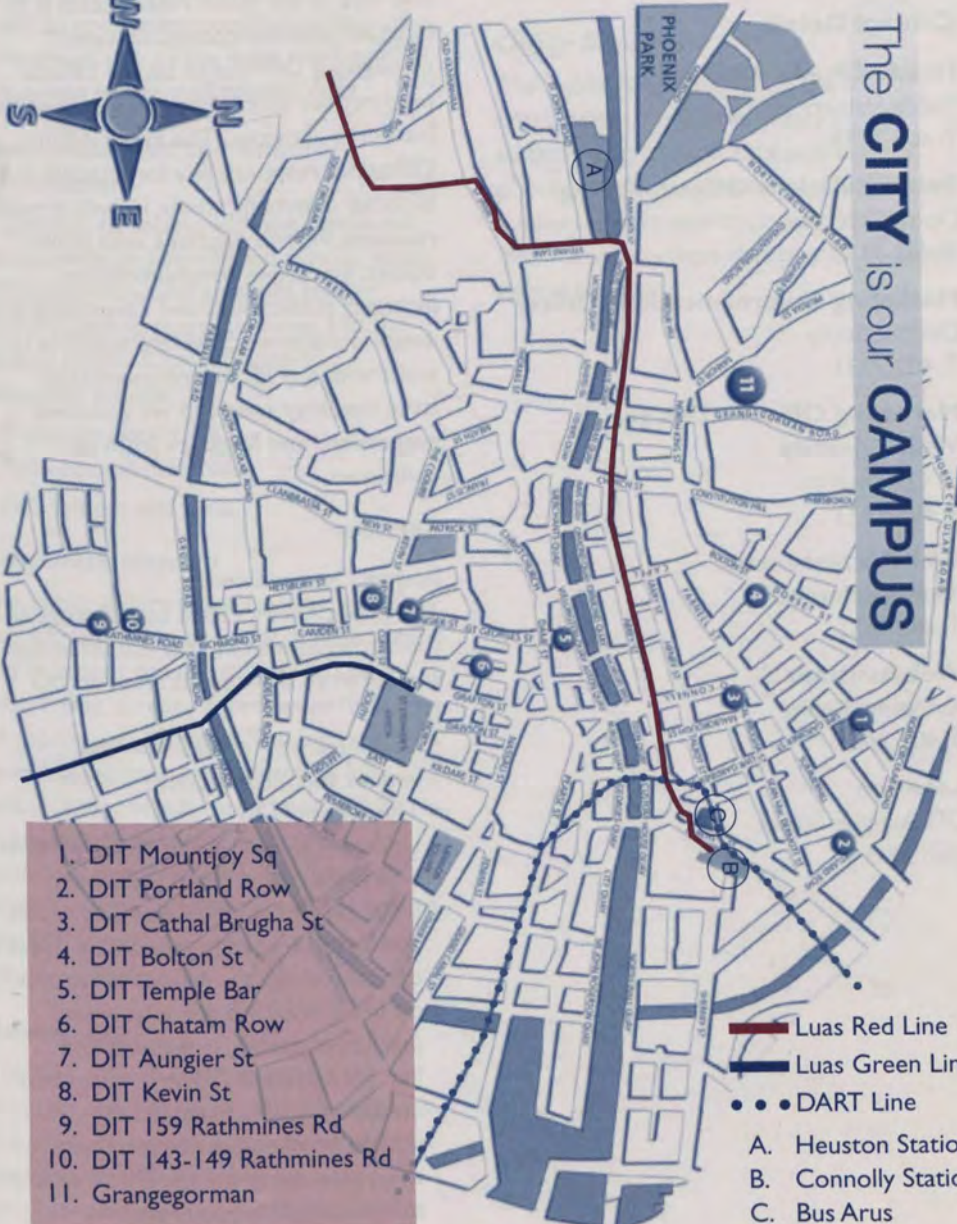
1. DIT Mountjoy Sq
2. DIT Portland Row
3. DIT Cathal Brugha St
4. DIT Bolton St
5. DIT Temple Bar
6. DIT Chatam Row
7. DIT Aungier St
8. DIT Kevin St
9. DIT 159 Rathmines Rd
10. DIT 143-149 Rathmines Rd
11. Grangegorman

Luas Red Line
Luas Green Line
• • • DART Line
A. Heuston Station
B. Connolly Station
C. Bus Arus

# Public Affairs

## Contact Details

**Head of Public Affairs**
Melda Slattery
T: 402 7138

**Public Relations Officer (Acting)**
Donal O'Malley
T: 402 7130

**Marketing Communications Officer**
Deirdre Scully
T: 402 7131

**Marketing Officer – Design/
Visual Identity**
Jill O'Callaghan
T: 402 7133

**Web Administrator**
Raphaele Beyssac
T: 402 3131

**Web Assistant**
Katherine Kenny
T: 402 7629

**Location**
DIT Aungier Street
(5th Floor)

## The Role

The role of the Public Affairs team is to facilitate effective communication throughout DIT and to be the central resource for promoting all aspects of the Institute's activities. The Public Affairs Office has responsibility for internal and external communications, including media relations, PR and relations with public bodies; marketing communications, including publications and advertising; and event management. We are available to assist with any PR or communication issue that may arise and we welcome suggestions and feedback from all colleagues.

## Services

*Internal Communications*
The Public Affairs Office uses a range of tools to enhance communication within and between the various areas across DIT:

- Staff intranet – available on the web at *http://intranet.dit.ie*
- The Website – *www.dit.ie*
- Update – weekly online digest of news, views and events from around the Institute. This is circulated each week during the academic year and includes a calendar of upcoming events, reports on news from the previous week, profiles of specific individuals and functions around DIT, and information on appointments, awards and achievements. Contributions are always welcome and should be emailed to *update@dit.ie* at any time

- E-mail – to communicate important news and information to all staff. We aim to keep these communications to a minimum due to the large number of business emails staff receive daily.

## Media Relations and General Information

In addition to liaising with the media, we also provide an information service about DIT, its services and activities to staff, students, public representatives and the general public. Our information resources include:

- A picture library
- Promotional materials
- DIT folders and pens

## Corporate Identity

The Public Affairs office maintains DIT's corporate identity, provides style guides and monitors the use of the logo to ensure that is reproduced properly and in an appropriate context. The logo can be downloaded from the website in full colour and mono formats but must be reproduced only according to the guidelines provided. We request that anyone producing materials which feature the DIT logo should send a copy to our office for the record.

## Advertising

The DIT Advertising Policy aims to maintain consistency and to maximise on the value of our total advertising spend throughout DIT. All advertising for programmes, services, faculty and staff

recruitment is channelled through the Public Affairs office.

## Other Services

The Public Affairs team can assist with preparation of editorial, position statements, production of publications, photographic services, event management support, media monitoring and other information services that may be required during the year.

# The DIT Graduate Network

The Graduate Network was launched to support graduates both home and abroad in their professional, social and educational pursuits, while developing an ethos of friendship, fellowship and communication.

The Network offers professional and social networking opportunities, along with a range of benefits and services to keep graduates involved. These include class reunions, events, e-newsletters, access to various DIT facilities and a number of group discount schemes.

The Network, which maintains a database of 80,000 members, has graduates in over 70 countries and contacts in 20 different cities including London, New York, Los Angeles and San Francisco.

We encourage all staff who studied at DIT to join the Network. For further information on the Network and its activities visit our website at *www.dit.ie/graduatenetwork*

Emer O'Kelly
Graduate Network Officer
DIT Aungier Street, Dublin 2
T 4027143
E *Graduate.Network@DIT.ie*
W *www.dit.ie/GraduateNetwork*

# Partnership in DIT

## Background

Under recent national agreements, the social partners committed themselves to the modernisation of the public sector through Partnership.

A National Partnership Forum for the Institutes of Technology was established to oversee and promote Partnership activity across the sector. The website of the National Partnership Forum is at *www.partnershipit.ie.*

### *Mission Statement of PartnershipIT*

"Through a Partnership approach, to create a quality workplace environment in all Institutes, where the involvement and contribution of all staff is encouraged and valued, in developing and achieving the Institutes' strategic objectives."

## Our Partnership Vision

The Management, staff and trade unions of the Institute are committed to Partnership through a shared vision which includes:

- A participative approach to facing challenges.
- Common ownership of change and modernisation programmes.
- Pro-active relationships at all levels based on inclusiveness, openness, information sharing, trust, respect, joint-problem solving, and consensus decision making.

- A commitment to continuously improve the quality, flexibility, and efficiency of our educational service while simultaneously enhancing the quality of our working lives and environment.

## Principles of Partnership

The Partnership programme in the Institutes is based on the following 7 principles:

- Management and Trade Union Leaders promoting and being committed to an involving culture.
- All staff effectively engaged at the earliest possible stages in influencing decisions.
- All staff – having the opportunity to influence the vision, strategy, and goals of their Institute.
- Effective communication processes and a culture of openness, allowing all stakeholders to freely communicate ideas and concerns.
- Devolved authority and responsibility, providing staff with opportunities to influence decisions about their work and working lives.
- Staff being valued, involved and supported in the development of their knowledge, skills and potential.
- All stakeholders working together to provide a quality education service and workplace.

## DIT Partnership Committee

A Partnership Committee consisting of representatives of management and unions was formed in April 2002 – details of membership are on the staff intranet at: *http://intranet.dit.ie/partnership/index.html.*

## Training and Facilitation

Training in Partnership skills, Team Working and Cross Functional Working, may be provided on request through the Staff Training and Development Department.

# DIT Academic Calendar Session 2008/2009

The total Academic Year will be divided into two Semesters of 15 weeks in which student learning and assessment will take place.

## Semester 1

| Month | Date | Weeks | |
|---|---|---|---|
| September 2008 | 01/09/08 | | **Session commences** |
| | 15/09/08 | | **Orientation, Induction for 1st years** |
| | 22/09/08 | 1 | **Teaching commences** |
| | 29/09/08 | 2 | **15 Weeks to Include:** |
| October 2008 | 06/10/08 | 3 | 12 Lecture Weeks |
| | 13/10/08 | 4 | plus 1 Review Week* |
| | 20/10/08 | 5 | plus Assessment |
| | 27/10/08 | 6 | **Review week** |
| | | | **(unless otherwise arranged)** |
| November 2008 | 03/11/08 | 7 | Review week to be used either for |
| | 10/11/08 | 8 | revision, reading, field visits, lectures, |
| | 17/11/08 | 9 | interim tests, formative assessment |
| | 24/11/08 | 10 | feedback etc. To be applied in Week 6 |
| | | | except where otherwise arranged. |
| December 2008 | 01/12/08 | 11 | |
| | 08/12/08 | 12 | |
| | 15/12/08 | 13 | |
| | 22/12/08 | Christmas | |
| | 29/12/08 | Christmas | |
| January 2009 | 05/01/09 | Christmas | |
| | 12/01/09 | 14 | Exams commence and |
| | 19/01/09 | 15 | marking commences |
| | 26/01/09 | | Module Boards: |
| | | | Student feedback and Appeals. |
| | | | Choice of Options and Electives for |
| | | | 2nd Semester. |

## Semester 2

| Month | Date | Weeks | |
|---|---|---|---|
| February 2009 | 02/02/09 | 1 | **Semester 2 Teaching commences** |
| | 09/02/09 | 2 | **15 Weeks to Include:** |
| | 16/02/09 | 3 | 12 Lecture Weeks |
| | 23/02/09 | 4 | plus 1 Review Week plus Assessment |
| | | | |
| March 2009 | 02/03/09 | 5 | |
| | 09/03/09 | 6 | |
| | 16/03/09 | 7 | **Review week** |
| | 23/03/09 | 8 | **(unless otherwise arranged)** |
| | 30/03/09 | 9 | |
| | | | |
| April 2009 | 06/04/09 | Easter | Review week to be used either or |
| | 13/04/09 | Easter | revision, reading, field visits, lectures, |
| | 20/04/09 | 10 | interim tests, formative assessment |
| | 27/04/09 | 11 | feedback etc. To be applied in Week 7 |
| | | | except where otherwise arranged. |
| | | | |
| May 2009 | 04/05/09 | 12 | |
| | 11/05/09 | 13 | |
| | 15/05/09 | 14 | Exams commence and |
| | 25/05/09 | 15 | marking commences |
| | | | |
| June 2009 | 01/06/09 | | |
| | 08/06/09 | | Module Boards and Programme Boards |
| | 15/06/09 | | Student Feedback and Appeals |
| | 22/06/09 | | |

*Dates for apprenticeship and Failte Eireann programmes differ from the above.*
*Details can be obtained from the relevant schools.*

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Staff
Support
Services

# 02 | Staff Support Services

## Human Resources

Human Resources Department
143-149 Rathmines Road
Dublin 6
T: 402 3000
F: 402 3395

### Mission Statement

The Human Resources Department is committed to supporting the Institute in achieving its mission by providing the highest level of service to the Institute, its staff and the public, through its role in attracting, retaining and motivating staff of the highest calibre.

We will carry out our mission in a professional and caring manner, and in a spirit of equity and partnership. We aim to achieve this through the development of progressive HR policies and efficient and effective practices.

### Role/Function

We are responsible for the Human Resources function within the Institute, including:

- Staff recruitment
- Administration of Contracts of Employment
- Superannuation
- Employee Relations including Industrial Relations
- Staff Training and Development
- Pensions
  We also develop policies and procedures for each of the above areas.

### HR Contacts

*Director of Human Resources*
Mr. David Cagney
T: 402 3364/3343

*Head of HR*
Mr. Stephen McFadden
T: 402 3407/3412

*HR Operations Manager*
Mr. David Spring
T: 402 3363

*Staff Training and Development Officer*
Ms. Phil Kenna
T: 402 7869/7877

*Resourcing Manager*
Ms. Lucy McMahon
T: 402 3366

*Pensions Manager*
Ms. Teresa Coss
T: 402 3422

*Leave and Benefits Manager*
Ms. Lynda Young/Mr. Conor McCague
T: 402 3389

## Staff Support Services

*Employee/ Industrial Relations*
Ms. Aideen Gurrin
T: 402 3421

*Core HR Project*
Ms. Elena McPhilbin
T: 402 3406

### Policies and Procedures

HR Policies and Procedures can be found by visiting the HR Website at *www.dit.ie/services/hr*

Some of the main policy areas are as follows:

- Dignity at Work – Anti-Bullying and Harassment
- Equal Opportunities
- Pension Entitlement
- PMDS (Performance Management and Development System)
- Probation
- Induction
- Leave and Benefits

# Staff Training and Development

## Location

Dublin Institute of Technology
14 Upper Mount Street
Dublin 2
T: 402 7870/7871/7862
F: 676 7243
Intranet:
http://www.dit.ie/services/hr/training/

## Mission Statement

To encourage and facilitate DIT Staff to pursue personal growth both in the interests of performing their duties at the highest level possible for the accomplishment of the strategic objectives of the Institute and for self actualisation.

To achieve this by providing a professional and supportive service to all staff in an open and accessible environment; and by ensuring that all activities reflect the Institute's Charter on Staff Development as well as taking cognisance of the Strategic Plan of the Institute.

## What We Do

We run an **Annual Programme of Training and Development Courses** to enable DIT staff to continuously develop their knowledge and skills. We work with individual managers, teams and groups to develop training courses to meet specialist needs. Our training programme includes dedicated courses for all categories of staff, courses on DIT systems and procedures, IT training on DIT systems and standard desktop packages and Health and Safety training courses. We strive to continuously identify the up to date training and development needs of staff through regular consultation with management and staff and by carrying out training needs surveys. Under the **Performance Management and Development System (PMDS)**, all staff of the Institute agree an annual Personal Development Plan with their immediate manager. Where these plans identify common training and development needs across the Institute, these needs are met through the Annual Training and Development programme.

We work closely with the **DIT Staff Development Committee** and **Local Staff Development Committees** on the formulation, review and update of staff development policies, the development of annual plans, the overview of the allocation of resources and the effectiveness of their uses. This work is carried out through close liaison with management and staff of the Institute and other relevant groups and committees.

We also administer the **Fee Support Scheme for DIT staff pursuing higher qualifications**, the **Fee Waiver**

**Scheme for staff taking DIT part-time programmes** and the **Study and Examination Leave Schemes**.

## Staff Training and Development Contacts

*Staff Training and Development Officer*
Ms. Phil Kenna
T: 402 7869
E: *phil.kenna@dit.ie*

*PMDS Co-Ordinator*
Ms. Marian Kavanagh
T: 402 7877
E: marian.kavanagh@dit.ie

*Office Manager*
Ms. Rose Butler
T: 402 7862
E: rose.butler@dit.ie

*Administration*
Ms. Hilda Browne
T: 402 7870
E: staff.training@dit.ie

*Administration*
Ms. Gabrielle Deegan
T: 402 7871
E: gabrielle.deegan@dit.ie

*IT Trainers*
Mr. Niall Dixon
T: 402 7896
E: niall.dixon@dit.ie

Ms. Orla Daly
T: 402 7896
E: orla.daly@dit.ie

## Fee Support Scheme for Staff Pursuing Advanced Qualifications – Under Review

1. DIT staff who are pursuing advanced qualifications in other Third Level Institutions, relevant to their position in DIT, will be eligible to apply for fee support. A call for final applications for the academic year will be communicated throughout DIT in September each year. All Staff, part-time and fulltime, who have completed at least twelve months service, will be covered by this Scheme.

2. The closing date for the receipt of completed applications will be 30th September each year. Applications for the following academic year may be made at any time up to 30th September. Where the actual fee is not known by the closing date, an approximate fee should be indicated on the application.

3. Staff who miss the closing date may re-apply the following year.

4. Each application must include a recommendation from the appropriate Head of School/Manager and Director.

5. The administration of the Scheme will be regularly monitored by the DIT Staff Development Committee to ensure compliance with Institute policies.

6. Fee support for courses leading to Masters Degree, Primary Degree and Sub-Degree qualifications will only be granted where similar courses are not

available in DIT or where applications for places on similar courses in DIT fail.

7. Fee support for programmes leading to Doctoral qualifications may be granted irrespective of where the qualification is being pursued.

8. Depending on the availability of funds, up to full fee support will be granted where it is determined that a qualification will be relevant to the position of the staff member in the Institute. Fee Support for part-time staff will be applied pro-rata based on the number of hours worked. The criteria for determining the relevance will be as follows:

(a) Primary Skills

The necessary skills/knowledge required by the individual to keep abreast of changes in their discipline/profession.

(b) Ancillary Skills

While the advanced qualification being pursued may not relate to the main subject or business of an individual's job, it should be borne in mind that the qualification may very well be relevant to one or other of the associated duties (e.g. general management/information technology/teaching skills).

9. Depending on the availability of funds, an amount of up to 50% fee support may be granted where it is determined that the qualification is not directly relevant to the position of the staff member in the Institute i.e. that it

does not meet the criteria at (a) or (b) above. A pro-rata amount may be granted to parttime staff based on the number of hours worked. This provision has been made on the basis that the Institute is generally supportive of all personal development initiatives undertaken by staff.

10. The maximum number of years for which fee support will be granted will be limited as follows: Programmes leading to qualifications below Masters: Duration of the Programme up to a maximum of 4 Years

Programmes leading to Masters qualifications: Duration of the Programme up to maximum, as follows: Taught – 2 Years Research – 4 Years

Programmes leading to Doctoral qualifications: Duration of the Programme up to a maximum of 7 Years.

Under no circumstances will the number of years be extended

11. Fee support will be paid subject to the following conditions:

(i) submission of receipts for fees paid or invoice in respect of each year/semester;

(ii) fees for second and subsequent years/semesters will be payable on submission of the appropriate form or letter certified by the Course Co-ordinator confirming that the

staff member has made satisfactory progress in the course/programme;

(iii) should staff leave the employment of DIT within one year of completion of a year/semester of a course/programme for which they have been supported, they will be required to repay the cost of the fee for that year/semester to the Institute.

*Staff Development Committee*
*May 2004*

*Human Resources Committee*
*July 2004*

## Fee Waiver Scheme for Staff Registering on DIT Part-time and Evening Courses
## – Under Review

Under the Charter on Staff Development for 2000 and Beyond, all Whole-time, Part Time and Pro-rata part-time staff who have contracts that will run for at least twelve months from the date of application for fee waiver will enjoy fee waiver on DIT part-time and evening courses as an incentive to staff development. Fee Waivers will be applied pro-rata to part-time staff based on the number of hours worked. **Staff on Career Breaks are not eligible for fee waiver**.

*Please note the following procedures for obtaining fee waiver:*

1. Staff members intending to apply for places on DIT part-time or evening courses must apply for fee waiver to the Staff Training and Development Department, DIT 14 Upper Mount Street, Dublin 2. The application must be made on the *official application form* which is available on the staff intranet or from the Staff Development Department. THIS APPLICATION MUST BE MADE WELL IN ADVANCE OF THE REGISTRATION DATE FOR THE COURSE APPLIED FOR.

Where attendance at a part-time and evening course will effect work roster arrangements, a staff member must seek line manager approval in advance of registering for a course. Where this applies, written confirmation from the Line Manager should be submitted to the Staff Training and Development Office with the application. *(N.B. These procedures must be followed by staff members registering for second and subsequent years of courses as well as those registering for the first time).*

2. As eligibility for fee waiver is subject to acceptance on courses, applications for admission should be made in accordance with the requirements for all students.

3. The Staff Training and Development Department will
   (a) Check that the staff member meets the eligibility criteria.
   (b) Assess the level of fee waiver to be granted.
   (c) Log the course details and the personal details of the staff

member/student on the Student Registration System, Banner, including details of the level of fee waiver to be granted.

(d) Notify the staff member of the outcome of their fee waiver application.

(N.B. The granting of fee waiver does not guarantee acceptance on a course – see 2 above). The staff member must present a copy of this notification to the appropriate Registrations Office.

4. Staff members should then register for the course in accordance with local requirements.

*(N.B. Staff members who have not obtained fee waiver prior to registrations will be charged full fees at registration)*

5. Staff members who have been granted partial fee waivers must pay the balance by Visa, Mastercard, Laser, Cheque or Bank Draft at Registrations.

Fee Waivers will only apply while the staff member continues to be employed by DIT. Should a staff member leave the employment of DIT within one year of completion of a year/semester of a course/programme for which they have been granted a fee waiver, they will be required to repay the cost of the fee for that year/semester to the Institute.

*Approved by Human Resources Committee – May 2007*

## Study Leave and Examination Leave Procedures for Non-academic Staff

### Study Leave

Up to five days study leave with pay may be granted subject to satisfactory progress, for each year of a course which has been approved as relevant to work or career development.

Study Leave for Modular courses may also be granted on a pro-rata basis.

This Scheme applies to Wholetime, Part-time and Pro-rata part time staff. Study leave will be afforded to part-time staff on a pro-rata basis.

### Examination Leave

Staff will be granted examination leave in respect of a course that has been approved as relevant to work or career development for each day on which they have one or more timetabled/sessional examinations.

### Attendance at Course during working hours

Permission to attend courses during working hours will be subject to local operational requirements. Staff members should seek permission prior to registering for a course of study.

Applications must be made on the *official application form* which is available on the staff intranet or from the Staff Development Department. Applications must be accompanied by examination

timetable or evidence of requirement to submit assignment or thesis or similar course work and should be made through appropriate Manager to the Staff Development Office *(at least two weeks prior to commencement of the leave)*.

Staff members must seek approval and agree a schedule of examination and study leave with their line manager at the commencement of each year/semester of their course or study programme. This is essential so as to ensure the least disruption as possible to delivery of services.

*Approved by Human Resources Committee – May 2007*

# Payroll

**Finance Directorate**
143-149 Rathmines Road
Dublin 6
E: *Payroll@dit.ie*

**DIT Payroll Office Contacts**
Payroll Manager
T: 402 3313

Payroll Supervisor
T: 402 3358

Monthly Salaries
T: 402 3324/7517

Casual Monthly Salaries
T: 402 3320/3325

Weekly Wages
T: 402 3327

Essential documentation required from new staff

* *Bank Details*
  (Pay Mandate form may be downloaded from DIT Intranet Finance site)

* *PPS Number*
  (May be obtained from your Certificate of Tax Credits and Standard Rate Cut-Off Point (PC2) or from the Department of Social and Family Affairs)

* *Proof of PPS Number*
  (May be obtained from Client Identity Services)
  T: (01) 704 3281

* *P45 Cessation Certificate*
  (From your last employer)

(If you do not have a P45.)

Contact the appropriate Tax Office for a new Certificate of Tax Credits and Standard Rate Cut-Off Point quoting DIT as your new employer, DIT's Registered Number – 6517909Q and Employee PPS Number.

• *Certificate of Tax Credits and Standard Rate Cut-Off Point*
(This form is only applicable if Dublin Institute of Technology is named as your employer on the certificate).

# Employee Assistance Programme

DIT recognises that its employees are its most valued resource and that their well-being is essential for the overall efficiency and effectiveness of the organisation.

DIT also recognises that, from time to time, employees do experience problems – both at and outside work.

Recognising the links between the individual and the organisation's effectiveness, DIT provides an Employee Assistance Programme (EAP) to promote a "supporting and caring ethos" for its employees.

The primary EAP service available for employees is a counselling service, provided by the Employee Assistance Officer (EAO).

Employees use this counselling service for work-related, personal, social and domestic problems e.g. from not getting on with colleagues at work to being harassed and bullied, being generally stressed, having specific anxiety-related problems, being depressed, suffering from addictions, having relationship difficulties, being bereaved etc.

What might counselling offer with such problems? It could be emotional support to cope with a current problem/situation. It could be examination of oneself and one's situation perhaps to develop insights / re-interpret events / make plans. It could be getting information, harnessing

resources and securing support/guidance to make the changes that are necessary and address one's problems.

The EAP counselling service is confidential, private and free – to facilitate employee confidentiality the Employee Assistance Officer works alone and operates separately from all other functions within DIT.

For staff in general, the EAP service engages in educational work e.g. preparation of Intranet articles on specific problems and aspects of personal development, seminars on relevant topics at DIT's Training and Development Unit.

The Employee Assistance Officer, Marion Benville, is currently located at DIT Aungier Street, Room G-039.2 on the ground floor.

Contact her at 402 7108, 087 9074179 or e-mail marion.benville@dit.ie for any enquiry or appointment at the above address.

For further information go to the EAP Intranet web page at
*http://intranet.dit.ie/info/eap*

# DIT Learning Teaching and Technology Centre

The Learning Teaching and Technology Centre (LTTC) provides a range of academic development and support for staff involved in third-level teaching. We aim to enhance the learning experience for all DIT students by encouraging staff to adopt a student-centred approach within the design, development and implementation of their learning teaching and assessment strategies and by harnessing information and communication technologies as appropriate. Our work draws upon current educational research, local, national and international best practice within all our on-campus and off-campus projects, consultancy support and programme provision.

*Head Lifelong Learning and LTT Centre:*
Dr Jen Harvey, Tel. 01 402 7883

*Head of eLearning Support:*
Dr Kevin C. O'Rourke, Tel. 01 402 7860

## Accredited Programmes and short CPD courses
The postgraduate programmes at the DIT Learning, Teaching and Technology Centre are designed specifically for practitioners in further and higher education.

*Postgraduate Certificate in Third-Level Learning and Teaching*
The broad aim of this one-year course is to enable participants to be effective,

competent lecturers with a solid background in learning and teaching theories and their application in a range of practice situations.

### Postgraduate Diploma in Third-Level Learning and Teaching

The broad aim of the Diploma is to build on the work of the Certificate over one year through specialist learning and research, and to prepare participants for the rigour of a masters programme.

### M.A. (Third Level Learning and Teaching)

The MA builds on the research interests generated in the Diploma through completion of a research thesis (25,000 words) in one year.

### MSc in Applied eLearning

Provides participants with a comprehensive grounding in a range of relevant uses of eLearning in order that they develop the required knowledge and skills to become eLearning practitioners and/or consultants in a tertiary education or industry context. The programme comprises two stages and is structured within two academic years.

For more information about any of our accredited programmes, please visit our website at *http://www.dit.ie/lttc* or contact Linda Boyd at 01 402 7875 or *linda.boyd@dit.ie*

### Continuing Professional Development

We work with DIT lecturers and external experts to create and deliver quality CPD courses which are used by professionals

from a range of institutions and industries. Using various curriculum design models these courses allow professionals to update their skills and knowledge at a time and place of their choice. Please see our website for further details.

Information about our CPD short courses is available from Eidin Finlay at *mailto:Eidin.Finlay@dit.ie* or 01 402 7633.

### In-House consultancies and Workshops for Schools and Departments

The Centre provides consultancy services and workshops for academic staff at Department, Schools and Faculty levels, tailored to specific training needs and time schedules. Such services may be linked to new course development, course validation, course review, integration of technologies, or delivery of upgraded programmes. We also develop tailored multimedia resources for staff to use with their students.

We provide a range of consultancy services – from working with staff groups to individual consultations. If you or your school is interested in engaging the Centre for a specific Workshop, training or consultancy session, please contact Dolores Mcmanus at 01 402 7866, or *Dolores.mcmanus@dit.ie*

In 2008/9, it is planned to hold a number of workshops under the themes of *Enhancing the student first-year experience and Supporting effective assessment practice*. Our current

programme, available from the LTTC website also includes the following workshops:

- Curriculum design utilising a student-centred approach
- Supervising undergraduate and postgraduate theses
- Teaching for diversity
- Using webcourses.dit.ie, DIT's virtual learning environment (facilitated by Staff Training and Development)
- Effective online communications and eModerating
- Creating pedagogically sound eLearning materials
- Using sound and video to enhance teaching

*Research and Collaboration*

LTTCentre staff are involved in a variety of educational research activities and projects that help inform DIT Learning, Teaching and Assessment developments and innovations.

Currently these include:
- Web 2.0 and social networking tools
- Supporting the first year student experience
- Copyright and intellectual property rights
- Gaming and simulations
- Impact of eLearning on student performance
- Use of feedback to support student learning

- Reflective practice and personal development planning
- Communities of Practice

Through our research activities we have collaborated with many national and international institutions and agencies. Currently, we are involved in a number of HEA Strategic Innovation Funded Projects.

Information about recently published articles and conference papers by LTTC staff is available from our Website.

### Website

Our Website *(www.dit.ie/lttc)* provides information about all our Centre staff and their specialist areas as well as our proposed workshop programme, training sessions and activities for the following academic year. You will also find a wealth of resources, guides and useful links to other sites and professional organizations.

# Health, Safety and Welfare

Dublin Institute of Technology is committed to providing and maintaining a safe learning and working environment in accordance with Irish Health and Safety legislation.

The Health and Safety Officer, Edel Breslin is working to establish a comprehensive pro-active health and safety management system within the Institute.

The health and safety website www.dit.ie/safework contains:

- DIT Safety Policy
- DIT Parent Safety Statement
- Various Safety Policies, Procedures, Guidelines, Manuals, Standard Forms
- The Safety Booklet
- Details on Emergency Procedures, First-Aid, Incident Reporting, Occupational Health
- Safety Consultation and Reporting Mechanisms
- Safety Legislation and various useful web links
- Safety Training Information

If you have any comments or queries regarding health and safety matters, please contact:

*Health and Safety Officer*
Edel Breslin T: 402 4192
M: 087 2065537

*Health and Safety Administrator*
Sinead Collins T: 402 4213

*Occupational Health Officers*
**Kevin Street**
Yvonne McArdle
M: 087 980 9135

**Cathal Brugha Street** –
Aishling Mannion
M: 087 980 9131
**Bolton Street** – Rosie Cannon
M: 087 980 9194

**Instructions on Discovering a Fire**
(All Staff, Students, Visitors, Contractors etc.)

- Activate the nearest manual fire alarm call point/break glass unit
- Ensure the safe shutdown of equipment/electricity/gas in use, if time permits
- Leave the building using the nearest exit route
- Disperse from the building and move away to place of safety, i.e. Assembly Point
- Do not use the lift
- Do not re-enter the building until the "all-clear" has been given

Appointed Evacuation Marshals/ Sweepers should "sweep/search" their designated areas, checking to ensure that all offices, classrooms, cloakrooms, restrooms, storage areas have been evacuated. They should then leave via the nearest escape route. Lone workers/ students working in isolation should act as sweepers for their own areas.

All Evacuation Marshals, Building Maintenance personnel, Portering personnel, Heads of Function, First-Aiders

etc. should assemble at designated assembly point (locally chosen) to check in, and report to the Incident Controller (Building Services Supervisor) giving details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services.

*Assembly Points – Highlighted on emergency plans and notices throughout each building. Know your assembly point!*

## Contacting First Aid

There is a list of Departmental First-Aiders at each First-Aid Station. First-Aid stations are identified by a white cross on a green background. In the event of an emergency contact 112/999.

A First-Aid Kit and Automated External Defibrillator (AED) is available at each porter's desk/reception area.

*Injured/Unwell Staff*
Occupational Health Offices:
Mon-Fri, 9-5
Kevin Street Campus (including Aungier St. and Rathmines buildings)
M: 087980 3135
Cathal Brugha Street Campus
(including Mountjoy Sq.)
M: 087 9809131
Bolton Street Campus
M: 087 9809194

*Injured/Unwell Students*
Mon-Fri, 9-5
Student Health Centres
Northside – T: 4023614 – Linenhall
Southside – T: 4023051 – Aungier St.

*All incidents must be reported, give details of location, nature of incident etc.* Incident Report/Hazard Report Forms available at Main Reception Areas/Porters Desks.

Please abide by the Smoke Free Policy at DIT. Smoking is prohibited within all DIT buildings.

*Visitors should:*
- Sign the visitors book at each location
- Read the safety booklet and obey safety rules and regulations
- Be made aware of hazardous areas and should use protective clothing equipment
- Understand the procedures to be taken in the event of an emergency

## Contractors

Building Maintenance Managers (BMM) are responsible for Contractors. Local BMM will provide details on "permit to work" systems. All Contractors must be made aware of hazards before commencing work. If you have any queries in relation to safety contact your local safety representative.

*Emergency Number*
If you discover a fire, an injured/seriously ill person or another situation you consider to be an emergency, go to the nearest telephone and dial: 112/999.

## Hazard Reporting

There is a procedure and report form to formally identify and report hazards. If you notice anything which you think could give rise to risk of injury or cause ill health – for example

## Staff Support Services

- Faulty Wiring
- Faulty Equipment
- Spillage

Report this immediately. If it's a buildings issue, it should be reported to the local Building Maintenance Manager and if it is an operational safety issue it should be reported to local management using the Institute Hazard Report Form available on the website.

All hazards should be reported to the Health and Safety Office.

### Personal Emegency Egress Plans

If a staff member/student with a disability requires assistance with evacuation, the Emergency Egress Questionnaire must be completed as soon as possible. Please contact your local OHO for further details.

### Pregnant Employees

You should advise your Supervisor/ Manager that you are pregnant as soon as possible. Management will ensure that tasks that present a risk to pregnant or breast feeding employees are identified.

Following a confidential assessment of those risks, changes/controls will be introduced, where practicable to reduce/ eliminate the risks. Please contact your local Occupational Health Officer for a confidential pregnancy risk assessment.

### Training

In recognition of its statutory obligations, DIT has adopted a Health and Safety Training Policy, which is available on the staff intranet. This policy outlines details of courses that all staff are required to attend.

Health and Safety Training for staff is organised in conjunction with the Staff Training and Development Department. Details of Health and Safety Training Courses are published annually in the Staff Development Programme of Courses and Workshops and on the staff intranet.

### Elearning

Elearning will be available from October 2008 in: Manual Handling, Emergency Response, Slips, Trips and Falls and Workstation Assessment. Please refer to Staff Training and Development and Health and Safety websites for updates.

### Elected DIT Safety Representatives

*Kevin Street (2)*
Patricia Ennis (Chemistry, Faculty of Science)
Eamonn Murphy (Electrical Installations, Faculty of Engineering)
*Aungier Street (1)*
Peter O'Brien (Information Services)
*Cathal Brugha Street (1)*
Ms. Sara Boyd (Food Science and Environmental Health)
*Bolton Street (3)*
Terry Gough (Applied Arts – Printing Dept)
Raymond O'Sullivan (Built Environment)
Jimmy Bassett(Engineering)
*Mountjoy Square (1)*
Claire Hamilton (Social Sciences and Legal Studies)

*Rathmines (1)*
Ite O'Donavan (Conservatory of Music
and Drama)
*143-149 Rathmines Road/Herbert/
Mount St. (1)*
Helen Lamb (Learning and Teaching
Centre)

*Further Safety Information*
• Website – *www.dit.ie/safework*
• Safety Booklet
• Safety Wallet Cards
• Parent Safety Statement and all
  ancillary safety statements
• Safety Notice Boards
• Safety Week (October)

# Dignty at Work – Anti Bullying and Harassment Policy

## Statement of Policy

*"The Staff of DIT have a right to be treated
with dignity and respect in accordance with
our existing equality policies. DIT is
committed to ensuring that staff work in a
positive and safe working environment which
is free from all forms of bullying or
harassment.*

*Sexual harassment, other forms of
harassment or bullying in any form is not
acceptable and will not be tolerated, whether
it is carried out by a member of staff, student
or a business contact of DIT.*

*Offending staff members will be subject to
the rigours of the Institute's disciplinary
procedures up to and including dismissal.
Complaints by staff will be treated with
fairness, sensitivity and in as confidential a
manner as possible.*

*A complainant's rights are protected under
this policy and he/she will not be penalised
for making a complaint in good faith. If,
however, it is found that the complaint was
brought maliciously or vexatiously, it will be
treated as misconduct under the Institute's
disciplinary code.*

*Complaints of victimisation which result
from lodging a complaint, or giving notice of
intention to do so, will be treated as
allegations of misconduct and dealt with
through the appropriate grievance procedure*

and if upheld will be dealt with under the disciplinary procedure.

Where a complaint against a non-staff member e.g. student etc. arises, appropriate remedial measures will be taken to protect the staff member.

Inappropriate behaviour may lead to termination/non-renewal of contract, suspension/non-renewal of services, exclusion from premises or the imposition of other appropriate sanctions as may be deemed appropriate in accordance with relevant procedures."

The complete Policy and the Complaints and Investigation Procedures are available on the HR page of the DIT website. http://www.dit.ie/services/hr/forms/policies-procedures/all/preventingdealingwithbullying harassment/

# DIT Chaplaincy Service

The Chaplaincy Service welcomes to you to the Institute. We hope you enjoy your time with us. Our aim is to provide support and care for the personal, social and spiritual lives of all in the DIT community regardless of belief.

## The Service

The Chaplaincy offers a confidential service – there is a chaplain available on almost all DIT sites/centres. We are aware that life can at times be stressful or hectic. We would like you to include us in your support team to assist you in whatever way we can. Come and find us – we may not have all the answers [though we do have some!] but we can direct you to the person who might. Primarily the two things that we offer are our time and our availability.

We are focussed on three main areas – Pastoral Care; Spirituality and Community Building and Outreach. You will see us around the campus if you wish to have a chat about anything – information or a personal matter – no need for an appointment – just call in to the office or come over to the chaplain as you see him/her about your site.

## Why do people come to see us?

Sometimes people feel the need:
- To chat about something in confidence
- For support in times of grief
- To volunteer time/talents in social action

## Staff Support Services

- Prayer and Eucharist [Daily and weekly]
- Spiritual Guidance
- Meditation

You might have some ideas yourself that may help to contribute to the life of the community of DIT – let's know.
http://chaplaincy.dit.ie

### Social Action/Community Involvement

You might like to give an hour of your time or more to participate in one of our social action/outreach projects. Contact the chaplain on your site or go to our website for details. http://chaplaincy.dit.ie

We look forward to meeting you during your time at DIT. For updates on what's coming up during the year check our website http://chaplaincy.dit.ie

### Your Chaplains:

*Coordinator Chaplaincy Service and DIT Rathmines Road/Chatham Row*
Melvyn Mullins
T: 402 3307
M: 087 288 5423
E: *melvyn.mullins@dit.ie*

*DIT Aungier Street*
Mary Flanagan
T: 402 3050
M: 087 641 7309
E: *mary.flanagan@dit.ie*

*DIT Bolton Street/Linenhall*
Padraig Gleeson
T: 402 3639
M: 086 875 4424
E: *padraig.gleeson@dit.ie*

*DIT Cathal Brugha Street*
Finbarr O'Leary
T: 402 4308
M: 087 416 9517
E: *finbarr.oleary@dit.ie*

*DIT Kevin Street*
Fionnuala Walsh
T: 402 4568
M: 086 875 4422
E: *fionnuala.walsh@dit.ie*

*DIT Mountjoy Square/Portland Row*
Neal Phair
T: 402 4112
M: 086 614 3951
E: *neal.phair@dit.ie*

# Trade Unions

## Trade Union Representatives

*Dublin Colleges Branch – TUI*
*(Teachers Union of Ireland)*
Domhnall Sheridan
Secretary
Engineering Sciences and General Studies
Faculty of Engineering, DIT Bolton St
T: 402 3906
E: *domhnall.sheridan@dit.ie*

*UNITE – Amicus Branch*
(Technicians)
Ronan Leydon
Chairperson
School of Biological Sciences
Faculty of Science, DIT Kevin St
T: 402 4889

## Group of Unions
(Maintenance Staff)
To be confirmed
IMPACT Representative

*Impact*
(Administrative and Library Staff)
John Wade
IMPACT Representative
MIS Office, DIT Aungier St
T: 402 3160
E: *john.wade@dit.ie*

Eileen Byrne
IMPACT Secretary
Exams Office
Faculty of Science, DIT Kevin St
T: 402 4600
E: *eileen.byrne@dit.ie*

# Student Unions

*President Students Union*
Martin Dunne
M: 086 6031213
E: *president@ditsu.ie*

*Vice President Student and Academic Affairs*
Tracey Flinter
M: 086 603 1075
E: *vpacademic@ditsu.ie*

*Vice President Services and Trading*
Dermot Julian
M: 086 6031076
E: *vpservices@ditsu.ie*

*Class Rep Convenors 08-09*
Eric Fitzgerald: Aungier St
T: 402 3110
E: *convenor@ast.ditsu.ie*

Ian Mullins: Bolton St
T: 402 3621
E: *convenor@bst.ditsu.ie*

Peter Keegan: Cathal Brugha St:
T: 873 1711
E: *convenor@cbst.ditsu.ie*

Sean Campbell: Kevin St
T: 402 2813
E: *convenor@dst.ditsu.ie*

Jonathon Hayes: Mountjoy Sq
T: 402 4111
E: *convenor@msq.ditsu.ie*

Conleth Stanley: Rathmines
E: *convenor@rath.ditsu.ie*

DIT Staff Handbook 08-09

Central
Services

# 03 | Central Services

## Academic Affairs

The Directorate of Academic Affairs has Institute wide responsibility for:

- Academic affairs by promoting the quality, relevance and development of the full range of Institute programmes

- Assembling and evaluating information directed towards development and putting in place appropriate administrative systems to monitor their execution

- Reviewing policies and standards relating to the admission and registration of students

- Ensuring that examination regulations are standarised and reviewed and examination standards are maintained

- The co-ordination of nine departments that support the academic processes:

*Director of Academic Affairs*
Dr. Frank McMahon
T: 402 3417
E: *frank.mcmahon@dit.ie*

*Staff:*
Ms. Joan Reddy
T: 402 3417
E: *joan.reddy@dit.ie*

Ms. Noelle O'Carroll
T: 402 3418
E: *noele.ocarroll@dit.ie*

*Academic Registrar*
Dr. Thomas Duff
T: 402 3372
E: *thomas.duff@dit.ie*

*Admissions Officer*
Mr. Vincent O'Hora
T: 402 3304
E: *vincent.ohora@dit.ie*

*Community Links Programme*
Dr. Thomas Cooke
T: 402 7600
E: *thomas.cooke@dit.ie*

*Head of International Affairs*
Dr. Robert Flood
T: 402 3411
E: *robert.flood@dit.ie*

*Head of Library Services*
Dr. Philip Cohen
T: 402 7803
E: *philip.cohen@dit.ie*

*Head of Lifelong Learning*
Dr. Jen Harvey
T: 402 7883
E: *jen.harvey@dit.ie*

*Head of Student Registration Records*
William Grimson
T: 402 7510
E: *william.grimson@dit.ie*

*Manager Campus Life*
Brian Gormley
T: 402 3441
E: *brian.gormley@dit.ie*

*Student Retention Officer*
Frank Costello
T: 402 7660
E: *frank.costello@dit.ie*

## Role of the Office of the Academic Registrar

The Office of the Academic Registrar is responsible for the business of the Academic Council and its Sub Committees.

The Academic Registrar post encompasses within it the role of Head of Quality Assurance within the Institute and a responsibility for planning, organizing, managing and reporting in relation to the Institute's quality enhancement programme and for the quality review processes at different levels within the Institute.

The Office of the Academic Registrar is also responsible for coordinating and managing the business of the Academic Council and its Sub Committee Academic Quality Assurance, and for a range of sub-groups and working parties and bringing forward reports to the Institute's

Governing Body in this respect.

The Office plays an important role in academic policy formulation and development which extends to implementing, reviewing and up-dating a range of academic policies including the Handbook for Academic Quality Enhancement and the Institute's General Assessment Regulations, for example.

The Office is also responsible for engaging with national and international HE quality networks and agencies and has membership of the Irish Higher Education Quality Network and sub-groups of the National Qualifications Authority of Ireland. Further, the Office has a responsibility within the Institute in relation to the Bologna Declaration.

The Office is closely involved in arrangements in relation to partnerships with external institutions/organizations and deals with enquiries in relation to the placement of the Institute's awards.

## Academic Council

The functions of Academic Council may be obtained in Section 11.3 of the DIT Act 1992, 1994.

The Academic Council is the statutory body charged with establishing and maintaining the academic standards of the Institute. Members are appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the

courses and activities of the Institute. The majority of members of Academic Council are members of the academic staff of the Institute. The President, the Director of Academic Affairs, the Director of Research and Enterprise and the Head of Library Services are ex officio members.

*Contact details*
143 – 149 Rathmines Road, Rathmines, Dublin 6
T: 402 3372 F: 402 3429

*Academic Registrar*
Dr Thomas Duff
E: thomas.duff@dit.ie

*Quality Assurance Officers*
Ms. Jan Cairns
T: 402 3415
E: jan.cairns@dit.ie
Responsible for Faculties of Applied Arts, Built Environment and Engineering

Ms. Nicole O'Neill
T: 402 3430
E: nicole.oneill@dit.ie
Responsible for Faculties of Business, Science and Tourism & Food

Dr. Anne Murphy
Recognition of Prior Learning (RPL) Officer
E: anne.murphy@dit.ie

*Staff*
Ms Bronagh Lowe
T: 402 3372
E: bronagh.lowe@dit.ie

Ms. Irene Gallagher
T: 402 3371
E: irene.gallagher@dit.ie

# Financial Services

### Financial Overview of DIT

In 2008 DIT has an operating budget of €158m with pay costs of €126m (79%) and €32m (21%) covering the non-pay activities.

The Institutes income is principally derived from funding from the Higher Education Authority €118m (74%) and the remaining derived from Tuition Fees, retained pension contributions, bank interest and miscellaneous self generated funds.

Of the total payroll costs of €126m, €85m (68%) is provided for direct Academic Costs with Academic Support and Administration accounting for €38m (29%) and the remaining €3m (3%) spent on senior management, examinations, recruitment and other miscellaneous payroll costs.

The main elements of the non-pay costs in 2008 are;
Fixed Premises costs of €9.8m (31%)
General Administration of €4.7m (15%)
Communications/Computer Costs of €3.1m (10%)
Class Materials of €2.8m (9%)
Maintenance of €2.5m (8%)
Equipment of €2m (6%)
Research and Scholarships of €2.1m (7%)
Professional Fees of €1.2m (3.1%)
Library Costs of €2.0m (6%)
Training and Development of €1m (3%)
Community Links and Access Programmes of 0.8m (2%)

## The Role of Finance

The main activities undertaken by Finance are as follows:

- Preparation of annual budgets and continuous monitoring of expenditure against budget to ensure that financial performance is in line with funding provided by the Higher Education Authority.
- Production of monthly budget monitoring reports for all areas of DIT operations.
- Preparation of statutory accounts and clearance of all related audit issues.
- Management of Tuition fee income claims from DOES.
- Development and maintenance of DIT policies and procedures and related financial controls.
- Management of payroll processes.
- Procurement processes.
- Implementation and management of procurement central contracts
- Payments to suppliers.
- Implementation and on-going development of financial systems and related management reporting tools.

One of the requirements of the HEA is that Unit Cost information be available for all courses run by the Institute. Finance have produced the first unit costing data for the Institute recently. This data will be updated annually and provided to the HEA.

## Web Site

The DIT intranet, to which most staff have ready access includes useful background information such as:

- Brief outline of the main functions of each section of Finance.
- Complete listing of all Finance policies and procedures.
- Key contacts phone numbers.
- All standard forms used in the Finance area.

## Financial Policies and Procedures

One of the most important policies relates to the purchasing activity and this has been significantly amended following the implementation of Agresso. An extract from the policy is set out here to ensure that new staff are made aware of the main issues. The full policy can be viewed on the purchasing website within the staff intranet.

## Standard Requisition (Goods/Services) Contract Suppliers

- DIT have several contracts for the supply of certain goods/services, no purchases may be made from other suppliers for this particular product group. Details of prices may be obtained from the Central Contracts list or the Product Catalogue both located on the purchasing website within the Staff intranet. Contact purchasing for the current password to access these files.

## Existing Supplier List

- To reduce delays in processing orders and the number of suppliers being set up and managed on the system it is

vital that quotations are sought from suppliers already set up who supply the goods/services required. The current list of suppliers by product/service description can be viewed within Agresso or from the supplier list file on the purchasing website. Details of the current Tax Clearance Certificate expiry date is also contained within the supplier list file for each supplier on the system. A condition of obtaining a Public Sector Contract of a value of €10,000 or more, (inclusive of VAT), within any 12 months period, is that the contractor is required to produce either a valid C2 certificate or a general Tax Clearance Certificate from the Irish Revenue.

NOTE: Contracts awarded and payments made by Public Sector bodies to other Public Sector bodies are excluded from the scope of T.C.C. procedures.

## Quotations

- Goods/Services up to the value of €10,000 (excluding VAT) require 1 written quotation from a supplier attached to the requisition. Alternatively an up to date published price list will suffice for non contract suppliers.
- Goods/Services between €10,000 and €65,000 (excluding VAT) require 3 written quotations.

- Goods/Services between €65,000 and €206,000 must go to tender as per Government and DIT Procurement Policy, by way of advertisement or on the government's etenders web site *www.etenders.gov.ie*
- Goods/Services above €206,000 (EU Threshold) must go to tender as per EU Regulations by way of advertisement in the Official Journal of the European Communities. Further details pertaining to the tendering process can be obtained from the Procurement and Contracts Manager.
- A standard requisition must be fully completed for ALL goods or services.
- Quotations must be dated, signed and should state if prices are inclusive or exclusive of VAT, the rate of VAT and if there are delivery charges. Requisitioners should proceed with the lowest quote where quality and delivery/service match, however, if there is a valid reason not to choose the lowest quote details of the criteria used for the selection process must accompany the requisition.

## Completing Standard Requisition

- The requisitioner must complete the requisition in full with particular attention to the Product Code (refer to Product Catalogue for product code) available within Agresso and on the central procurement web site. Delivery terms should also be completed. Delivered DIT (if delivery charge is included in the price), Ex

Works (if DIT has to pay for delivery), N/A (for services).

- All completed requisitions must be signed by the requisitioner and authorised by the budget holder before they are submitted for processing into Agresso. For values in excess of 50,000 additional authorisation is required as follows:
  1. Up to €50,000 Head of School, Department, Faculty Administrator or Finance Officer
  2. €50,001 - €100,000 Director of Function
  3. Over €100,000 Director of Function and Director of Finance/President
  4. Over €100,000 to Directorate for Noting

- Requisitions that do not comply in any way will be returned. In some instances the processing of a requisition may be delayed due to the supplier not being set-up on AGRESSO or a valid Tax Clearance Certificate may be required. You will be advised of such instances.

## Purchase Orders

- When a purchase order is raised it is sent directly to the supplier via fax, email or post. It should not be sent by more than one method to avoid duplicate deliveries. A copy is retained on file in the order entry office and a copy is forwarded to the Budget Holder for their records. Since the cost of processing a Purchase order is in the region of €100 orders should

only be raised for values in excess of €50. Only in exceptional circumstances should orders be raised for less than €50. Petty cash should be used where possible for these low value orders.

- The order entry office should run enquiries for past due items on Agresso for orders raised by that office and follow up with requisitioners to ensure goods/services are delivered on time. This process should be followed every two to three weeks to ensure there is no build up of outstanding orders on Agresso. Outstanding orders for computer equipment should be reviewed more regularly, due to the value of this equipment.

- The requisitioner should handle all queries to suppliers regarding the required/delivered goods and keep the order entry office up to date on progress.

No Goods or services should be purchased outside of the DIT regulations – a supplier must be in receipt of an official DIT Purchase Order before delivery of goods are accepted or services provided. The only exceptions to this rule are listed below:

- Invoices Paid Directly by Central Creditors Section
- Electricity
- Gas
- Telephone Rental and Call Charges
- Mobile Phones (Handsets Ordered by Central Procurement Office Only)
- Photocopier Meter Reading

- Photocopier Toner Cartridges (Usually covered by Service Contract)
- Subscriptions
- Courier
- Taxi
- Rental and Service of Water coolers
- Distance Learning Tutors

## Cheque Requisitions

*(refer to procedure B11-on the website)*

- In line with DIT's Purchasing Policy all orders and payments to suppliers of goods and services are managed through the AGRESSO system. In very exceptional circumstances a cheque requisition may be processed to facilitate payment to a supplier.

Examples of expenditure *where NO PURCHASE ORDER is required* but where payment is made on receipt of cheque requisitions:

- Guest lecturers
- External examiners
- Rents
- External assessor
- Petty cash recoupment
- Franking machines
- Honoraria
- Interview expenses
- In-service and travel claims – advances/reimbursements
- Hospitality expenses (Use form B7)
- Reimbursement of certain medical expenses
- Refund of exam/tuition fees
- Supervisor's fee – counsellors
- Distance learning tutors (not set up as suppliers on Agresso)

- Payroll section payments
- Superannuation refunds
- Secondment payments to outside bodies.
- Payments to "one-off" supplier – *a written explanation for expenditure of €500 or above must be given on the cheque requisition – use of one off suppliers is restricted activity and if used we need to know why it is not on the approved list of suppliers.*

## 3. CBS Food Accounts

- A different process is in place for this area.

Note: This is a summary. Please refer to the full procedures located on the finance web site.

# Internal Audit

## What is Internal Auditing?

An independent, objective assurance and consulting activity designed to add value and improve an organisations operations (Institute of Internal Auditors).

## Role of Internal Audit Unit

The role of the Internal Audit Unit is to support the achievement of corporate objectives by providing an independent appraisal service to the Institute. It assesses the adequacy and effectiveness of internal management and control systems with a view to attaining best value, minimising risk and providing objective assurance to managers. It also provides an advisory or consulting activity, on a wide range of matters including risk identification and standards of control for new systems under review, to improve the organisation's operations.

## Contacting the Internal Audit Unit

Brendan Ruddy – Head of Internal Audit
T: 402 3340
E: *Brendan.Ruddy@dit.ie*
Please note that further information is available on the Internal Audit website
*http://www.dit.ie/dit/about/president/audit/*

*September 2008*

# Insurances

DIT has a wide range of insurance's covering staff, students and members of the public as well as cover for DIT property.

We would like to draw your particular attention to the following:

*Accidents/Incidents*

- Where any incident occurs act immediately to ensure the safety and wellbeing of all concerned and where appropriate the protection of property.
- Preserve the scene where appropriate and advise management, (Director, Head of School, Faculty Administrator, Buildings Maintenance Manager or Porter).
- Complete the Institute's Incident Report Form immediately. A copy of the procedure to be followed and copies of the report form are available from the Faculty Administrators Office, Buildings Maintenance Managers Office, Porters Office and Occupational Health Offices.

Please note these forms should be completed by a DIT staff member only and NOT by the injured party.

*Queries in relation to accidents/near misses should be addressed to:*
Edel Breslin
Phone: (402) 4192
E: *edel.breslin@dit.ie*

Sinead Collins
T: (402) 4213
E: *sinead.m.collins@dit.ie*

## Theft

Please inform management immediately, as it is necessary to advise the Gardai in most cases. Prepare a written report giving details of time, place and property stolen.

Please note that DIT does not accept responsibility for the personal property of staff, students or members of the public and does not have insurance cover for such items.

## Travel

The Travel Policy covers staff while travelling on DIT business within and outside of Ireland. Please note that the Travel Policy covers internal journeys (i.e. within Ireland) only if the journey requires overnight accommodation or involves flying as a passenger where the flight has been booked before commencing the journey. The Institute's Travel Policy provides cover for personal accident, medical and emergency travel expenses, cancellation or curtailment of itinerary, personal luggage etc. The cover also extends to include spouses of DIT employees accompanying staff on official business where permission has been obtained in advance of departure. Should you have any queries on any DIT related insurance matters please contact:
Colm Whelan
Finance Officer
T: (402) 3306
E: *colm.whelan@dit.ie*

# DIT Library Services

There are seven libraries within the Institute. They are located at Aungier Street, Bolton Street, Cathal Brugha Street, Kevin Street, Mountjoy Square, Rathmines Road and Upper Mount Street. Users can visit and borrow books from them all.

Hours of opening vary between libraries and according to the time of year. During term most of the libraries are open from 9.30am to 9.30pm Mondays to Fridays and from 10.00am to 5.00pm on Saturdays. Please refer to site information in this handbook and the notices at each library for further details. Also check the DIT Library Website at *www.dit.ie/library* for any changes.

DIT Library currently stocks more than 300,000 books and other items and subscribes to nearly 20,000 journal titles. The entire holdings of the DIT libraries, their locations and current status are displayed on the Library WebOPAC. This can be accessed in each library and via the Internet at *http://library.dit.ie*. Staff can apply for Library Cards at any of the libraries.

The DIT libraries provide study spaces, networked PCs, WiFi access, textbooks and other course materials, reference works and journals to support the programmes offered by DIT and to facilitate research. Information is available in many formats besides books e.g. DVD's, maps and music. Photocopiers and

printers are also available. Books and journal articles not in the DIT Library can be requested via the inter-library loan service.

Internet access and on-line searching are available via the DIT Library Website at *www.dit.ie/library*. Many of the electronic resources can be accessed from any networked PC.

Each Faculty has a Faculty Librarian. They work closely with academic colleagues to ensure that library services continue to develop to meet the changing needs of learning, teaching and research at DIT. You are strongly advised to get to know your own Faculty Librarian at an early stage.

Your Library Services are a valuable resource during your time with DIT. Feel free to use any of the libraries and remember that the staff there are always willing to help you and your students satisfy your information needs. Library staff can be contacted in person, by phone and by e-mail. Please see below for further details.

*Dr Philip Cohen*
*Head of Library Services*

## DIT Library Services:

Contact Details

*Aungier Street*
T: 402 3068/9
F: 402 3289
E: *ast.library@dit.ie*
W: *www.dit.ie/library*

*Bolton Street*
T: 402 3681
F: 402 3995
E: *bst.library@dit.ie*
W: *www.dit.ie/library*

*Cathal Brugha Street*
T: 402 4424
F: 402 4290
E: *cbs.library@dit.ie*
W: *www.dit.ie/library*

*Kevin Street*
T: 402 4894
F: 402 4651
E: *kst.library@dit.ie*
W: *www.dit.ie/library*

*Mountjoy Square*
T: 402 4108
F: 402 4290
E: *mjs.library@dit.ie*
W: *www.dit.ie/library*

*Rathmines Road*
T: 402 3461
F: 402 7802
E: *rmh.library@dit.ie*
W: *www.dit.ie/library*

*Upper Mount Street*
T: 402 7889
F: 676 7243
E: *ltc.library@dit.ie*
W: *www.dit.ie/library*

# Information Services (IS)

The mission of the Information Services (IS) Department is to drive the deployment of information and communications technologies and systems within the Institute so that DIT can achieve its strategic and operational goals in teaching, learning, research, technology transfer, community support and effective administration. This will be achieved through Seven Strategic Goals:

1. Innovative and effective solutions serving all the ICT Information and communications needs of DIT
2. Deployment of solutions in a focussed, cost-effective, trouble-free and timely manner

3. DIT enjoys the benefits of a powerful, secure and future-oriented electronic ICT infrastructure
4. A comprehensive, professional and responsive support service
5. Effective IS governance and management structures
6. Being a key contributor of strategic change and organisational improvement at DIT
7. Having the resources and competencies to deliver on its mission and commitments

**ISSC Major Projects 2008/09**

*Email* – Students were moved to a new high capacity email system in February 2008 and the next phase of this project will see all staff email accounts migrated to the new system
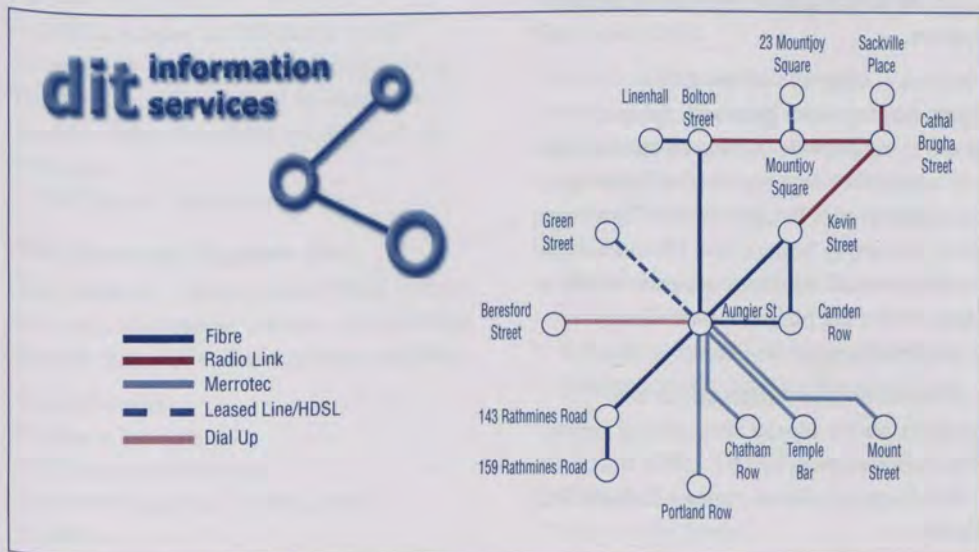
which also features a new Portal (myDIT.ie) and a Calendar system.

*Service improvement* – The resolution of service and support requests will be delivered in accordance to agreed service levels based on ITIL best practice. The IS Department is currently implementing Incident Management. A new version of our Incident Management software is currently being installed which will assist staff and students with logging, tracking and progressing IS support requests. Active Directory – Continued rollout of the ICTDOMAIN and new services such as MyPassword.DIT.IE. Integration with more systems to facilitate ease of access to all IS services.

*Business Applications* – In addition to the rollout of the Diploma Supplement software, we are also undertaking a major upgrade to the Electronic Grade Book system.

*Network* – Upgrade of the DIT Metropolitan Area Network (above graphic) to provide increased bandwidth and availability to a number of buildings including Cathal Brugha Street, Chatham Row, Mountjoy Square and Mount Street. At the core of the new network will be a state of the art purpose built Data Centre in Aungier Street.

For more information about the projects above please visit *http://intranet.dit.ie/ISPMO*.

For Support please contact IS Support Centre.

## Information Services Management Team

*Chief Information Services Officer*
David Scott

*Head of Computer Services*
Conor Cahill

*Information Systems Manager*
Paul Reardon

*Network Manager*
Dearbhla O'Reilly

*IT Support Manager*
Bridget Gleeson

*IT Support Manager*
Eoin Dunne

*http://dit.ie/is*
*support@dit.ie*

# Directorate of Research and Enterprise (DRE)

## DRE Organisation and Units

The DRE is one of the central Directorates providing a centrally organised resource for DIT staff active in research and enterprise. The Director of Research and Enterprise (Professor Ellen Hazelkorn, *ellen.hazelkorn@dit.ie*) is also the Dean of the Graduate School. Dr Steve Jerrams (*steve.jerrams@dit.ie*) is the Institute's Head of Research.

DRE is responsible for the development and sustainability of research and enterprise support in the Institute. DRE is also responsible for all aspects of the management of externally funded projects and for maintaining a variety of relevant information resources.

DRE is located at DIT-Rathmines House, 143-149 Rathmines Road Lower, Dublin 6 though some of its units are based at other locations throughout the Institute.

DRE has six operationl units.

## The Research Support Unit

The Research Support Unit (RSU) is the unit that manages all aspects of externally funded research and consultancy projects.

*Contact details:*
Dr. Steve Jerrams,
DIT-Rathmines House,
143-149 Rathmines Road Lower,
Dublin 6.

T. 402 3428
E: *Steve.jerrams@dit.ie*

## Hothouse (Enterprise and Commercialisation Unit)

This unit is responsible for all aspects of commercialisation of DIT research and manages the business incubation and enterprise support activities of the Institute. This unit also manages DIT's Intellectual Property regulations and IP portfolio.

*Contact details:*
Mr. Tom Flanagan,
Hothouse,
DIT Aungier Street,
Aungier Street,
Dublin 2.
T. 402 7028
E: *Tom.flanagan@dit.ie*

## The Professional Development Services Unit

This unit is responsible for the development, planning, implementation and management of all specialised commercial education and training provision in the Institute. This activity includes:

- Continuing Professional Development programmes
- Executive Education Programmes
- Sector Specific Training Programmes

*Contact details:*
Mr. Davd Kirk,
DIT Kevin Street,
7 New Bride Street,

Dublin 8.
T. 402 7636
E: *David.kirk@dit.ie*

## The DIT Graduate School

This school is the organising unit for the DIT virtual Graduate School to which all DIT graduate students are attached. The Graduate School organises and manages the progress of graduate students in DIT.

*Contact details:*
Dr. Janet Carton,
DIT Rathmines House,
143-149 Rathmines Road Lower,
Dublin 6.
T. 402 7526
E: Janet.carton@dit.ie

## Research Finance

Research Finance is the unit that registers and maintains the DIT research registry and the DIT research finance accounts.

*Contact details:*
Ms. Catherine McGarvey,
DIT Rathmines House,
143-149 Rathmines Road Lower,
Dublin 6.
T. 402 3331
E: *Catherine.mcgarvey@dit.ie*

## European Support Unit

This is the unit that can provide help for DIT researchers to initiate and maintain research projects with European partners. This unit can provide support for a range of European programmes including the Framework research Programmes.

*Contact details:*
Dr. John Donovan,
DIT Rathmines House,
159 Rathmines Road Lower,
Dublin 6.
T. 402 3476
E: *John.donovan@dit.ie*

## DRE Research Thematics

In 2007 the DRE initiated a survey of research in DIT to identify areas of particular strength. This survey identified six research themes in DIT around which subsequent strategies have been based. Each thematic has an assigned thematic manager whose role is to assist DIT researchers in developing and managing their research activity in the relevant thematic area. Each of these thematic managers can provide information on funding sources, funder's requirements, potential partners, project management, project budgeting and finance, etc. Researchers are responsible for all the technical aspects of their projects.

Where potential projects fall outside the defined research themes, these managers can still provide help and support. The DIT research themes are not designed to restrict the variety or type of research projects that can be undertaken in DIT.

*ICT, Arts and Media*
Manager: Dr. John Donovan
T: 402 3476
E: *John.donovan@dit.ie*

*New Materials*
Manager: Dr. Tony Betts
T: 402 3346
E: *Anthony.betts@dit.ie*

*Sustainability and Tourism*
Manager: Mr. Andy Maguire
T: 402 3309
E: *Andy.maguire@dit.ie*

*Food, Nutrition and Health*
Manager: Ms. Jean Cahill
T: 402 7659
E: *Jean.cahill@dit.ie*

*Social, Business and Economic Development*
Manager: Ms. Sandra Fisher
T: 402 3308
E: *Sandra.fisher@dit.ie*

## DRE Website

DRE maintains the Institute's research portal at *http://research.dit.ie*. This portal provides access to information about the DRE, details of various procedures managed through the DRE and information about the current state of projects managed by the DRE. The portal is continuously developing and an active group of DRE staff and researchers keep the portal under review. New staff who want to be involved in this group should contact DRE.

*Contact details:*
Dr. Donovan,
DIT Rathmines House,
159 Rathmines Road Lower,
Dublin 6.
T: 402 3476
E: *John.donovan@dit.ie*

# Office of Graduate Studies

*Aims and Objectives*
The aim of the Graduate Studies Office is to provide a comprehensive support service to all those in postgraduate education in the institute.

A number of services are provided by the office including postgraduate admissions, research seminars, research training modules, research progress monitoring and workshops. Our goal is to promote and develop postgraduate education through the facilitation of quality taught courses and applied and basic research (often with industrial links). Furthermore, to maintain the high quality of research carried out at DIT, we aim to recruit postgraduate students of an exceptional standard.

## Key Services To Staff

- Admissions to all DIT postgraduate programmes (courses and research)
- The administration of postgraduate research funding
- Facilitation of postdoctoral and postgraduate recruitment
- Facilitation of seminars and workshops in relation to postgraduate study and research
- Advice on marketing of postgraduate opportunities in the institute
- Advice and guidelines on postgraduate regulations
- Advice on international qualifications equivalencies

- Facilitation of the further development of postgraduate courses and MA qualifiers
- Facilitation of postgraduate research student monitoring and evaluation

*Key Contacts*
143-149 Rathmines Rd
Dublin 6 T: 402 3434 F: 402 3431
W: *www.dit.ie/DIT/graduate/index.html*

*Executive Assistant*
Raffaella Salvante B.A., HDip
T: 402 7529
E: *raffaella.salvante@dit.ie*

*Coordinator of Graduate Studies and Research*
Gerolmina Dinardo B.A., MSc
T: 402 3374
E: *gerolmina.dinardo@dit.ie*

*Coordinator of Postgraduate Courses*
Grainne Hurley B.A. M.A.
T: 402 7518
E: *grainne.hurley@dit.ie*

*Administrative Staff*
Postgraduate Research
Denise Farrell B.A. H.Dip
T: 402 3375
E: *denise.farrell@dit.ie*

Mieke Vandevalle Lic. M.A.
T: 402 7515
E: *mieke.vandewalle@dit.ie*

*Postgraduate Courses*
Sandrine Lefebvre
T: 402 7523
E: *sandrine.lefebvre@dit.ie*

Kinga Slobkowska B.A.
T: 402 7534
E: *kinga.slobkowska@dit.ie*

# Records Management (including Freedom of Information and Data Protection)

The Records Manager provides information, advice and assistance in information compliance in the areas of Records Management, Freedom of Information and Data Protection.

*Contact Details*
Theresa Whelan
Records Manager
DIT 143 – 149 Lower Rathmines Road
Dublin 6
T: 402 7519
E: *theresa.whelan@dit.ie or foi@dit.ie*
W: *http://www.dit.ie/records-management*

## Records Management

Records Management is the organisational function of managing records to meet operational business needs and accountability requirements. It tracks and controls documents from creation to disposal so that they can be moved as efficiently as possible through administration. It also serves to identify vital records, i.e. those records which are necessary to the organisation's ability to continue its business and to protect its financial and legal interests. The identification and protection of such records is, therefore, of critical importance.

Increasing public accountability, most notably under the Freedom of Information Acts, 1997 and 2003, under which DIT is a prescribed body, requires a more formal approach to the management of records. The Records Manger can assist each area within DIT in developing and implementing a system for the management of records from origination through to maintenance and disposal.

## Freedom of Information

The Freedom of Information (FOI) Acts, 1997 and 2003 confer the following statutory rights on individuals: (i) a right to access information held in DIT's records; (ii) a right to have personal information in a record amended where it is incomplete, incorrect or misleading and (iii) a right to obtain reasons for decisions that have materially affected them. These rights are supported by an internal review and an external appeal procedure. This means that, apart from information already published or otherwise available, individuals may apply:

* for access to DIT records retrospectively to the date the Act was implemented, i.e. 21 April 1998;
* for access to records that contain personal information about them irrespective of when created;
* for access to their own personnel records created since 21 April 1995;
* to have made known to them the reasons for decisions made by DIT that

have materially affected them. This right is retrospective to 1 October 2001.

The FOI Acts also provide for certain types of information to be exempted from release in specific circumstances.

## How to deal with FOI requests:

* If you are contacted by an individual wishing to make a request under FOI, please refer the individual to the Records Management Office.
* If you receive a request in writing which cites the FOI Act, please redirect the correspondence immediately to the Records Management Office where it will be processed in accordance with statutory regulations.
* If you are not sure about the nature or status of a request for information, please contact the Records Manager.
* If your job involves the provision of routine information to students, staff and members of the public, you should continue to do so as FOI is used only to obtain information which is not routinely available.

Assistance for students, staff or members of the public in exercising their rights under the FOI Acts is available by emailing *foi@dit.ie* or contacting the Records Manager, contact details outlined above.

## Data Protection

Data Protection (DP) is the safeguarding of the privacy rights of individuals in

relation to the processing or personal data, in both paper (manual) and electronic format. The Data Protection Acts, 1988 and 2003 lay down strict rules about the way in which personal data are collected, accessed, used and disclosed. The terms of the DP legislation also permit individuals the right to have their personal data amended if found to be incorrect.

All enquiries relating to Data Protection or its implementation in DIT can be referred to the Records Manager, contact details outlined above.

# Oifig na Gaeilge

**Oifig na Gaeilge: Cúlra, Feidhm agus Seirbhísí**

Bunaíodh Oifig na Gaeilge i mí Feabhra 2006 chun an Ghaeilge a chur chun cinn i ngach slí ar fud na hInstitiúide. An Ghaeilge a bheith lárnach i saol na hInstitiúide an fhís agus an dúshlán atá romhainn amach. Tá an Ghaeilge agus an dátheangachas á spreagadh agus á neartú againn trí dheiseanna foghlama agus seirbhísí i nGaeilge a fhorbairt agus a sholáthar don bhfoireann agus do mhic léinn; imeachtaí sóisialta agus cultúrtha a reachtáil; cáipéisí agus comharthaíocht dhátheangach a ullmhú chomh maith le go leor eile. Beidh Oifig na Gaeilge ag ullmhú Scéim Acht na dTeangacha Oifigiúla na hInstitiúide i rith na bliana acadúil 2008/09. Plean 3 bliana atá i gceist chun soláthar níos mó de sheirbhísí i nGaeilge a chur ar fáil ar chaighdeán níos airde ó Institiúid Teicneolaíochta Bhaile Átha Cliath.

Bí i dteagmháil linn má tá aon tuairimí nó moltaí agat do Scéim Acht na dTeangacha Oifigiúla agus maidir le cur chun cinn na Gaeilge go ginearálta in Institiúid Teicneolaíochta Bhaile Átha Cliath. Tá muid ag súil go mór le cloisteáil uait.

*Seoladh:*
Oifig na Gaeilge
Institiúid Teicneolaíochta Bhaile Átha Cliath
143-149 Bóthar Ráth Maonais Íochtarach
Ráth Maonais, Baile Átha Cliath 6

## Central Services

Fón   +353 I 402 7504/7505
      +353 87 9807288
Ríomhphost: *gaeilge@dit.ie*
Suíomh Idirlín: *www.dit.ie/gaeilge*

Phone: +353 I 402 7504/7505
       +353 87 9807288
Email: *gaeilge@dit.ie*
Website: *www.dit.ie/gaeilge*

### Oifig na Gaeilge: Background, Role and Services

Oifig na Gaeilge was established in February 2006 and is responsible for the promotion of the Irish language in every way possible in DIT. Our vision and challenge is for the Irish language to be central to life in the Institute. We are working towards this by developing and providing opportunities to learn the language; organising social and cultural events; assisting in the provision of services through Irish for staff and students; translation work; the provision of bilingual signage and advertising and much more besides. Oifig na Gaeilge will be preparing DIT's Irish Language Scheme under the Official Languages Act in 2008/09. This statutory scheme is a 3 year plan outling the steps in ensuring better availability and a higher standard of public services through Irish in DIT.

Be sure to get in touch with Oifig na Gaeilge if you have any suggestions or ideas for DIT's Official Languages Act Scheme and on the promotion of the language in general in the Institute. We look forward to hearing from you.

*Address:*
Oifig na Gaeilge
143-149 Rathmines Road
Rathmines, Dublin 6

DIT Staff Handbook 08-09

Student
Services

# 04 | Student Services

## DIT Student Sports, Recreation and Support Services

143-149 Rathmines Road,
Dublin 6.

*Student Sports, Recreation and Support Administrator*
Ms Deirdre Corcoran
T: 402 3394
E: *deirdre.corcoran@dit.ie*

*Finance Assistant*
Mr Michael Flaherty
T: 402 7513
E: *Michael.Flaherty@dit.ie*

*Secretary*
Ms Noreen Phillips
T: 402 3394
F: 402 3449
E: *student.services@dit.ie*

The DIT Student Sports, Recreation and Support Office is located at the Institute at the above address.

It administers a wide range of services including the Student Assistance Fund, Student Accommadation Service, and oversees the distribution of expenditure of the Student Services Fund. This fund is created from the Student Services Fee paid by each student of the Institute and is used to provide finance for the Institute's registration and examination fees, student welfare and medical services, clubs and societies and the Students' Union.

# The DIT Community Links Programme

## *www.dit.ie/communitylinks.ie*

The aim of the Community Links Programme is to help in the alleviation of educational disadvantage at local (inner-city Dublin), national and international levels. This is achieved through initiatives primarily directed at personal development including self esteem, confidence, motivation and empowerment of individuals and communities.

The programmes are located in the Primary, Secondary, Third level and Community sectors. The issues concerned are the alleviation of absenteeism, prevention of dropout, increases in attainment in schools, return to education in communities and access to education for all.

The Programme is funded through partnership with educational, voluntary, statutory, community organisations and the corporate sector.

Contact: Dr. Tommy Cooke – 01 402 7621.

## **DIT Access Service**

### *Aim:*

Ensure wider participation and equality of outcome in higher education by promoting access to higher education and facilitating access students' participation and progression in DIT, through partnership with staff and students, education providers and communities.

### *Achieving this aim:*

The DIT Access Service works with schools at primary and second level, further education colleges and communities in disadvantaged areas to support students in accessing higher education. The Service also operates the Higher Education Access Route (HEAR) with university partners as an access entry route. The Service also provides a student support service for 300+ access students in DIT.

In the DIT Access Strategy 2007/08 - 2009/10 six key objectives have been identified to achieve this aim:

1. Enhance communication and collaboration between the DIT Access Service, DIT staff, students, schools, communities, education providers and corporate and voluntary sectors

2. Expand pre-entry programme at second level, develop a new primary school programme and liaise with the youth and community sector to raise awareness and facilitate access to third level education for underrepresented groups

3. Expand current and develop new access entry routes to DIT to increase the number of students in higher education and DIT from underrepresented groups

4. Further develop a student-centred support service that will empower

access students to develop the necessary skills for active participation in and successful completion of their education at DIT

5. Build the capacity of the DIT Access Service to support further development and expansion

6. Contribute to and learn from new knowledge and best practice in Access

For a copy of the DIT Access Strategy contact the Access Officer.

For further information:

*Access Officer*
Julie Bernard
T: 7601
E: *julie.bernard@dit.ie*

*Administrator*
Sinead McEntee
T: 7604
E: *sinead.mcentee@dit.ie*

*Pre-entry project officer*
Kieran Houlihan
T: 7625
E: *Kieran.Houlihan@dit.ie*

Edel Travers
T: 7605
E: *edel.travers@dit.ie*

*Post-entry project officers*
Grainne Burke
T: 7606
E: *grainne.burke@dit.ie*

John Delap
T: 7622
E: *john.delap@dit.ie*

Susan Hawkins
T: 7608
E: *susan.hawkins@dit.ie*

Nicola Phelan
T: 7607
E: *nicola.phelan@dit.ie*

### Pathways Through Education

Contact: Caitriona Power 01 402 7621
*www.communitylinks.ie/pathways*

Pathways Through Education is an innovative self-esteem enhancement Programme for adolescents in Dublin inner-city schools. Since 1997 the Programme has used Psychological Therapeutic Interventions and a Counselling Service to help raise self-awareness and self-confidence.

Each year three hundred students participate in this programme.

This integrated Whole-School Programme works with students, parents and staff enhance relationships both in school and at home.

### The Digital Community Programme

Contact: Wendy Gannon 01 402 7613
*www.communitylinks.ie/digitalcommunity*

The Digital Community Programme has brought Computer Labs into a number of Dublin Inner City Flat Complexes, and continues to train the residents of these communities in skills that will help them to bridge the Digital Divide in the future. The Programme trains residents in basic computer courses and gives them the

skills, through our train the trainer course, to pass their new learning on to their neighbours and friends. Courses include Comic Creation, Clay Animation and a range of formal courses which are accredited through DIT and Microsoft. The programme also provides Technical Support for Hardware and Software in all the centres.

### Ballymun Music Programme

Contact: Caitriona Power 01 402 7621
*www.communitylinks.ie/ballymunmusic*

The Ballymun Music Programme provides an entry to instrumental music making for primary school chidren in Ballymun through its Recorder classes, two Junior Wind Bands, Junior String Orchestra and choirs. These are run with the support of many of the National schools in the area.

At second level the Programme provides support to the Ballymun Trinity Comprehensive school in preparation for Junior and Leaving Certificate Music and maintains a scolarship programme in conjunction with the D.I.T. Conservatory of Music and Drama for exceptionally talented children.

At third level contact is maintained with, and support provided for, students who are taking music as part of third level Degree courses.

### Dublin Inner-city Schools Computerisation Project (DISC)

Contact: Wendy Gannon 01 402 7613
*www.communitylinks.ie/disc*

The DISC Programme operates in 39 inner-city disadvantaged primary and secondary schools. This involves the installation of computer resources in schools and implementing a programme of relevant teacher training to integrate the use of computers into the teaching/ learning process in all curricular areas. We believe that no child should be denied an education in the use of ICT and as part of the programme encourage the use of ground breaking tools such as game making, animation, video making, desktop publishing and robotic Lego to capture the imagination and open up a world of possibilities for children in Dublin inner-city schools.

### Mature Student Access Course

Contact: Will Peters 01 402 7626
*www.communitylinks.ie/maturestudent*

The Mature Student Access Course is a one year course at DIT. It is designed for Mature Students from areas and communities where there is not a strong tradition of participation in third level education. Having successfully completed the one year course participants are then eligible to enter undergraduate courses at DIT.

### Community Based Learning Programme (CBL)

Contact: Catherine Bates 01 402 4402
*www.communitylinks.ie/CBLP*

The Community based learning Programme involves students undertaking

electives on their course to use their specialist subject knowledge and skills to help community groups and organisations achieve various objectives. The Community Based Learning Programme elective is then academically assessed and the students gain academic credits towards their course of study.

# Student Retention Office

The following is an extract from the DIT Student Handbook that contains information useful for DIT staff also.

## Doubts About Your Course?

At some stage you may have doubts about whether your course or indeed further study is "for you". This is not uncommon, particularly in the early weeks and months of your first year. Usually these feelings pass once you become settled and establish a network of friends.

However, if you are unsure about your choice and would like to talk to someone about it please speak to your Course Tutor, Department Head, or Faculty Administrator. Alternatively you can contact the Student Retention Office, the Careers Service, the Student Counselling Service, the Chaplaincy Service or the Student's Union.

DIT is currently conducting research into:

• How your experience as a student in DIT can be improved.

• The reasons why students choose to leave their course.

• Initiatives to keep students on track.

The purpose is to find out how these issues might be addressed and to apply the right strategies to enhance the student experience. The important thing is that you do let us know if you

are having difficulties, no matter how small or unimportant they may seem to you. We are here to help you on this exciting and often challenging journey through academic life and will support you throughout your time with us.

Contact us with your concerns and opinions so that we can use them to effect change. You can contact:

Frank Costello
T: 402 7660
E: frank.costello@dit.ie

Mark Russell
T: 402 7661
E: mark.russell@dit.ie

Or call in any time at our office at DIT Rathmines. From September a member the Student Retention Office will be available at your campus site once a month to meet with you and discuss any concerns you may have. Watch out for notices on the web and posters informing you of time and place.

Our web site is
http://intranet.dit.ie/research/retention/index.html

And don't forget to check WebCT and your emails for information during the year.

*Best of Luck!*

# STUDENT

## UNHAPPY IN COURSE

### ACADEMIC/ COURSE ISSUE

Not what was expected
Specific subject
Timetabling
Subject relevance
Academic confidence
Problems with lectures
Don't like course
Problems with course
Unsure of course choice

Career choice or
Course/subject difficulty

Course Tutor
Co-ordinator

Time to settle into course
Transition to 3rd level
1st year experience
Poor experience of 1st year in
relation to career in chosen
area
Future career direction

### FINANCIAL ISSUE

Accommodation Issues
Rent/Deposits
Unforeseen Circumstances

SU Student Affairs Dept.
(local SU office)

DIT Student Services
t. 01 402 7513

Careers service
t. 01 402 3082/2961

Evaluate future career
direction
Reapply through CAO
Transfer course
Year Out
Work

### PERSONAL/ SOCIAL ISSUE

Can't cope/Stress
Homesick/City life
Lack of friends/Social life
Depression
Learning difficulties
Special learning needs

Counselling Service
t. 01 402 3352

Students' Union Office (on site)

Disability Service
t. 01 402 7656

Chaplaincy Service

## STAYING

Identification of problem plus intervention
Intrinsic/personal motivation to succeed

Full attendance
Maths Learning Centre t. 01 402 2815
WebCT Study plan for academic success
Tutorials

## LEAVING

Defer/Withdraw/Transfer
Reapply through www.cao.ie
Contact Registration Office,
Course Tutor/Co-ordinator &
Retention Office t. 01 402 7661

Financial Implications of Withdrawal:
Before 31st Oct: No tuition fees next year
1st Nov & 31st Jan: Half tuition fees next year
After 1st Feb: Full tuition fees next year

# Counselling Service

The following is an extract from the DIT Student Handbook that contains Information useful for DIT Staff also.

The DIT counselling service is available to all DIT students. It is staffed by counselling psychologists with an office in each of the main DIT centres. The counselling service aims to help students to identify worries, large or small that might affect academic and/or personal development.

Essentially, the counselling service provides a safe, supportive place where you can come and talk in confidence about any issue that might be troubling you – personal/social issues, relationship difficulties, managing stress, financial worries, academic problems, e.g. concentration problems, test anxiety, etc. You can also talk to a counsellor in confidence about matters such as eating disorders, bereavement, sexual identity, alcohol issues, etc.

Recognising that you need to talk to someone is not a sign of weakness, nor is it abnormal to go to a counsellor for help. It is just an indication that you have become aware of a need to gain another perspective, and that a counsellor can help you to help yourself.

It is very important to seek help early when difficulties arise in order to prevent them affecting your study or preparation for examinations.

Besides individual counselling the service offers a variety of other services that include:

*Learning Skills Services*
The learning skills component of the counselling service offers assistance in many skill areas necessary for academic progress, such as note-taking, time management and examination techniques. The academic demands of your course can be very different to the demands which you faced in school so developing more sophisticated learning skills is the key to success. Students may avail of individual help in this area or participate in any of the workshops that are offered throughout the year.

*Assessment Services*
The counselling service can also administer a wide range of standardised tests including emotional intelligence, personality and ability tests. So if you would like a little more information about yourself, then the counselling service staff would be glad to assist you.

*Special Skills Training Courses*
The service offers a wide range of courses and workshops in such areas as stress management, personal development, etc. The service also runs special courses on learning and personal development for mature students and first year students. See our website for further details.

## DIT Counselling Service Schedule

For appointments, please contact the secretary directly and she will allocate an appointment with the first available counsellor.

Tel: 01 402 3352
Mobile: 0860820543
Email: gabby.lynch@dit.ie

*Locations of Offices*

Northside Counselling Unit
*Location*
DIT Linenhall Lodge,
Room 3, Mon-Fri
T: 402 3680

Mountjoy Square,
Room 226 B, Mon-Wed
T: 402 4120

Cathal Brugha St,
Room 8, Mon-Fri
T: 402 4385/4343

Southside Counselling Unit
*Location*
DIT Aungier Street,
Room 2041, Mon-Fri
T: 402 3052

Room 2043, Mon-Fri
T: 402 3155/3002

Room 2042, Mon-Fr
T: 402 7020

# Disability and Dyslexia Advice and Support Service (DDAS)

The DDAS is committed to helping students with disabilities achieve their academic goals. The Service is also developing a service for staff with disabilities. Further information will be on our website for this resource, in due course.

If you are a aware of a student with a physical, sensory or learning disability, medical or mental health condition that impacts upon their learning, of if you require information or support on issues related to disability, we will do our best to support you.

We aim to promote awareness within the college community and provide information on the rights and values of persons with disabilities, including cultural, physical and psychological barriers which are encountered by these individuals.

The service aims to mainstream services and facilities in all service areas so that people with disabilities are treated in the same way as their peers in terms of service delivery, wherever it is possible to do so.

Our service is staffed by experienced professional workers with knowledge and expertise in access and equity issues. We work closely with academic staff, tutors, administrators and other support services.

## Student Services

There are a wide range of supports available to meet the needs of students with disabilities. The level of support required will differ between students, and students with similar disabilities, as each student brings with them their own experience. Presently our staff service is in its fledgling stage, and most of our core services are directed at students, however if you are a staff member with a disability please do contact the service and we can discuss ways in which DIT can support you.

*Disability Liaison Officer*
Ms. Fiona Fitzgerald
Disability Services Office,
DIT Rathmines Road,
Dublin 6.
T: 402 7657
F: 4027669
E: *fiona.fitzgerald@dit.ie*

*Project and Development Officer*
Ms Olive O'Connor
T: 402 7656
F: 402 7839
E: *olive.oconnor@dit.ie*

*Clerical Officer*
Ms Suzanne Duhan
T: 402 7681
E: *suzanne.duhan@dit.ie*

### Learning Support

Students with a disability or specific learning difficulty (including dyslexia) may require support whilst studying at DIT.

This can take various forms depending upon the requirements of the individual.

Examples include:
- Note taker in lectures for students who have difficulties with writing
- Reading support for visually impaired students
- Transcription worker or alternative format facilitator
- Laboratory/classroom assistant for students with disabilities
- Specialist tuition for students with dyslexia
- Extra subject specific tuition for students with disabilities
- Specialist tuition for students who are deaf
- Proof reader
- Electronic Note taker, for students who are deaf and are not able to hear lectures
- Academic/Personal assistant

In addition, if there are difficulties with the content and format of the course during the academic year, or other issues which may affect academic performance, the Learning Support Officer (LSO) will liaise between students and academic staff.

Students may also make regular appointments with the LSO for specialist tuition in exam revision and answering exam questions; essay writing at 3rd level; spelling, grammar and punctuation; mindmapping and memory; study skills and time management.

*Learning Support Officer – DIT Bolton St*
Ms Esther de Burgh
T: 402 7681
M: 087 6181945
E: *esther.deburgh@dit.ie*

*Learning Support Officer – DIT Aungier St*
Ms Jennifer McConnell
T: 402 3167
M: 086 1633313
E: *jennifer.mcconnell@dit.ie*

*Learning Support Officer – Across Campus*
Ms Helen Carroll
T: 402 7681
M: 086 3530993
E: *Helen.Carroll@dit.ie*

*Learning Support Officer – Across Campus*
(based in Mountjoy Sq)
TBA

## Assistive Technology Service

We have two Assistive technology rooms in DIT. One is based in the library in Aungier St and one in the library in Bolton St. They are staffed by two AT officers (ATO). The ATOs assess the software and technology requirements of students and provide training in the use of these supports. The aim of the AT service is to equip students with the strategies and supports which promote independence and to encourage students to further devlop skills which they can use both in their time in DIT and in later life.

Students requiring assistive technology for their individual use can apply for funding to the 'National Access Office Fund for Students with Disabilities'.

Applications should be made through the DIT DDAS.

For further information please contact:

*Assistive Technology Officer – Northside*
Mr James McDermott
Assistive Technology Room
Bolton St Library
T: 402 3738
M: 087 0578067
E: *james.mcdermott@dit.ie*

*Assistive Technology Officer – Southside*
Mr Stephen Long
Assistive Technology Room
Library
DIT Aungier Street
T: 402 7015
M:087 9475470
E: *stephen.long@dit.ie*

## Funding

*What is ESF Student with Disability Fund?*

Support for students with a disability is financed through the *ESF Student with Disability Fund*. The National Access Office on behalf of the Higher Education Authority administers these grants. This grant is not means-tested and is available to undergraduates, postgraduates studying in the third level sector.

## How do I Apply?

A Needs Assessment is completed by the Learning Support Officer and Assistive Technology Officer taking into account the needs of the student and the course requirements.

## Disability Advisory System

Disability Advisors are appointed to support the work of the Disability Liaison Officer. They act as a friendly face at local level and provide appropriate support to students with disabilities. They may meet with students on an individual basis to discuss, in confidence, any difficulties or requirements. They are aware of appropriate local resources and structures. Working with the Disability Liaison Officer, they play a key role in the provision of suitable support, such as extra tutorials etc.

There are 8 Disability Advisors assigned across all DIT Faculties:

*DIT Aungier Street*
Faculty of Business:
Mr Sean Byrne
T: 402 3204
E: *sean.byrne@dit.ie*

Faculty of Applied Arts:
Mr. Wolfgang Truetzschler
T: 4023223
E: *Wolfgang@dit.ie*

*DIT Bolton Street*
Faculty of Engineering:
Mr John Lawlor
T: 402 3627
E: *john.lawlor@dit.ie*

*Faculty of the Built Environment :*
Bernadette Solon
T: 402 3938
E: *Bernadette.solon@dit.ie*

*DIT Cathal Brugha Street*
Faculty of Tourism and Food:

Mr Michael Griffin
T: 402 3537
E: michael.griffin@dit.ie

*DIT Mountjoy Square*
Faculty of Applied Arts:
Vacant

*DIT Kevin Street*
Faculty of Science:
June Barrett
T: 01 4024660.
E: *june.barrett@dit.ie*

Faculty of Engineering:
Mr Keith Sunderland
T: 402 4882
E: keith.sunderland@dit.ie

# The Admissions Office

## Where are we?

The Admissions Office is located at 143-149 Rathmines Road.

You can contact us at:

T: 402 3445 F: 402 3392

E: *admissions@dit.ie*

## Who are we?

*Admissions Office*

Admissions Officer

Vincent O'Hora

Ext: 3304

Miriam Jennings

Ext: 3301

Matthew Lysaght

Ext: 3302

George Hogan

Ext: 3300

Joseph O'Sullivan

Ext: 3303

*International Student Office*

Head of International Affairs

Dr. Robert Flood

Admin. Support

Ext: 3351

International Student Officer

Ann Flynn

Ext: 7527

Assistant International Officer (Acting)

Patricia Heuston

Ext: 3438

European Student Officer

Claire Doran

Ext: 3404

Administrative Support

Laura Griffin

Ext: 7501

## Why are we here?

The Admissions Office is responsible for the intake of undergraduate students – approximately 3,500 each year.

## What do we do?

In order to ensure that the Institute achieves a full complement of students each year the office is involved in a wide variety of activities including:

- Schools Liaison – this involves careers exhibitions, school visits, open days and meetings with Guidance Counsellors and parents.

- Promotion – the Admissions Office is responsible for the production of the full-time prospectus, part-time course directory, the apprentice handbook and a variety of other literature and posters. Other promotional activities include open days, web site, radio programmes and advertising.

- CAO Liaison – includes providing assessment information to CAO, control of the number of offers issued during August/September, processing acceptance data, providing data for CAO Handbook, attending CAO meetings.

- DIT Liaison – involves close working relationship with Information Services, Registrations offices, Faculty

Administrators and Directors to ensure places are filled quickly and fairly, and that correct course information is provided to applicants.

• Non-Standard Applicants – The majority of those entering undergraduate programmes each year are school-leaving students and these are known as standard applicants. However, the Admissions Office is also responsible for processing applications from a variety of non-standard applicants. These would include students with disabilities, mature applicants, EU applicants, FETAC students, previous graduates and students from disadvantaged backgrounds.

• International Students – The International Students Office is responsible for the recruitment of international students (non – EU) for undergraduate and postgraduate programmes.

• European Student Officer – is responsible for the coordination of incoming and outgoing students on European Exchange Programmes such as ERASMUS.

• Management Information – The Admissions Office provides a wide range of statistical analysis for the President, Governing Body, the Directorate, Academic Council, Faculty Administrators and a variety of committees including those involved

with mature students, students with disabilities and students from disadvantaged backgrounds.

• Public Information – The Admissions Office is required to respond to a large volume of telephone enquiries, letters, faxes and e-mails from applicants regarding application procedures, programme information and offers/acceptances.

## How can we help?

If you have a query relating to any of the above areas simply pick up the phone or e-mail us and your problem will be solved. Staff are available from 9:00am-12:30pm and 2:00pm-5:00pm each working day.

# International Student Office

DIT's International Student Office provides information, advice and assistance to all international students, including Erasmus students, from the time of their initial enquiry and throughout their studies with DIT. The staff at the International Student Office is available to meet with students at the International Student Office from Monday to Friday from 10.00 a.m. to 12.00 p.m. and from 2.00 p.m. to 4.00 p.m. Students may also contact the International Student Office through email at *international@dit.ie*

The International Student Office also has the following responsibilities:

- Processing applications from international (non-EU) applicants
- Providing Induction Programmes to new international students
- Liaising with Overseas Agents, Embassies, Government Departments, Enterprise Ireland, International Education Board of Ireland, and other relevant bodies in relation to DIT's International Student activities
- Liaising with the Department of Foreign Affairs and the Department of Justice, Equality and Law reform in relation to applications for international student visas

- Providing supporting documentation for non-EU students applying for/renewing their student visa, applying for a bank account, applying for private medical insurance claims, applying for a PPS number, and registering with the Garda National Immigration Bureau
- Establishing and managing records and compiling data for internal and external reports, including the Department of Education and Science's Internationalisation Register
- Producing promotional materials, including website, to attract high calibre international students to the Institute
- Liaising with and providing services to overseas educational agents in relation to the recruitment of international students
- Administering all European Programmes in terms of the EU's Lifelong Learning Programme
- Ensuring that the Institute complies with the HEA's financial and academic regulations and commitments under the European Charter for Student Exchanges, including mobility grants, bilateral agreements, learning agreements, transcripts and ECTS credits
- Participating in Student Higher Education Fair internationally and nationally

## Student Services

*Contact Information for the International Student Office*

International Student Office
Dublin Institute of Technology
143-149 Rathmines Road
Rathmines
Dublin 6
Telephone: +353 1 402 7501/ 3435
Fax: +353 1 402 7533
E-mail: *international@dit.ie*
Web: *www.dit.ie/international*

# DIT Staff Handbook 08-09

The following section is an extract from the
DIT Student Handbook that contains
information useful for DIT staff also

# Faculties and
# Campus

# 05 | Faculties and Campus

The following is an extract from the DIT Student Handbook that contains information useful for DIT staff also.

## Aungier Street



DIT Aungier Street is home to the Faculty of Business as well as to students of Media and Legal Studies, in the Faculty of Applied Arts. It is one of the largest campus sites, with undergraduate, postgraduate and research students studying full and part-time.

## Faculty of Business

*Director and Dean of Faculty of Business:*
Mr. Paul O'Sullivan

*Faculty Administrator:*
Ms Lisa Dooley

### School of Accountancy and Finance

Head: Dr Tadhg Barrett
Room 4-066
Secretary: Ms Stephney Moore
Room 4-065
T: 402 3097

### School of Management

Head: Vacant
Room 3-099
Secretary: Ms Susan Scott
Room 3-098
T: 402 3031 F: 402 3291

### School of Retail and Services Management

Head: Mr John Jameson
Room 4-076
Secretary: Ms Jennifer Fitzpatrick
Room 4-077
T: 402 7057 F: 402 7199

### Graduate Business School

Head: Vacant
Room 2-079
Secretary: Ms. Pamela Butler

Room 2-080
T: 402 7016 F: 402 3076

**School of Marketing**
Head: Ms Kate Uí Ghallachóir
Room 3-064
Secretary: Ms Paula Maguire
Room 3-063
T: 402 7031 F: 402 7198

# Faculty of Applied Arts

*Faculty Director:*
*Ms Brid Grant*

*Faculty Administrator:*
Ms Andrea Marcelin

**School of Media**
Head (Acting): Dr Eddie Brennan
Room 4-024
Secretary:
Ms Sharon Cleary
Room 4-018
T: 402 3098 F: 402 3178

**Department of Legal Studies**
Head: Mr Bruce Carolan
Room 3-003
Secretary: Ms Emma Linnane
Room 3-002
T: 402 7181 F: 402 7184

**Library**
*During term:*
Mon-Friday 09.30-21.30;
Sat 10.00-17.00

*Outside term:*
Mon-Tues 09.30-20.30
Monday-Tuesday: 09.30-20.30 Wednesday
- Friday 09.30-17.15; Sat closed
NB: these times are subject to change.

T: 402 3068/9 F: 402 3289
E: *ast.library@dit.ie*
W: *www.dit.ie/library*

**Administrative**

**Registrations Office**
Location: Room G-044
Opening Hours: Monday to Friday
09.30-12.30 and 14.00-17.00
Personnel: Ms Frances Durkan
T: 402 7096

**Accounts Office**
Location: Room G-045
Opening hours: Monday to Friday
09.30-12.30 and 14.00-17.00
Personnel: Ms Lorna Joyce
T: 402 3093 / 402 3095
F: 402 3003

**Examinations Office**
Location: Room G-048
Opening hours: Monday to Friday
09.30-12.30 and 14.00-17.00
Personnel: Ms June Phelan
Examinations Secretary

**Modularisation Office**
Location Room G-043
Opening hours: Monday to Friday
09.30-12.30 and 14.00-17.00
Personnel:
Modularisation Officer
T: 402 7102

• All students are required to complete
  an examination entry form for
  sessional, supplemental
  examinations.

• Details of examination entry closing
  dates will be displayed on the

Examinations Notice Board in the main foyer.

- All entry forms must be lodged with the Examinations Office before the closing date.

- When lodging your examination entry form you will be required to present your current student ID card. If your address changes after you have submitted an examination entry form, please inform this office as your new address will be required for notification of results and/or conferring invitation.

- Copies of past examination papers are available from the Library and Library Website.

- Examination timetables/room allocations and pass lists will be displayed on Examinations Noticeboards.

- Enquiries and information on Conferring Ceremonies are also dealt with by the Examinations Office.

*You are advised to check noticeboards regularly.*

### Links Placement Officer – Faculty of Business
Location: Room 3-051
Personnel: Ms Stacy Mac Carthy
E: *stacy.maccarthy@dit.ie*
T: 402 7089 F: 402 7194

# Campus Life Support Services

## General Services

### Banking Facilities
Location: 1st Floor
Personnel: Mr. Brant Clarke
AIB Student and Graduate banking
Student Officer
ATM – no cash facility in Bank
T: 475 9654
Opening hours:
Monday - Friday 13:30 - 15:30

### Cafeterias
Java City Coffee Bar
Location: Concourse – Ground Floor
Opening hours:
Monday - Friday 8.00 -20.30

### Deli Bar
Location: Ground Floor
Opening hours: Monday - Thursday
11.00-15.00 / Friday 11.00 – 14.00

### Main Restaurant
Location: 1st Floor
Opening hours: Monday - Friday
Breakfast 9.00-11.15
Lunch 12.00-14.30
Snack Menu 15.00 – 17.00
Evening Tea 17.00 – 18.30
Personnel:
Head Chef: Helen Reilly
Regional Manager: Joan Delaney
Unit Manager: Lauren Bannon
Please note a self-clear system operates in the cafeteria – please clear your table after use.

## Photocopying
Photocopying facilities are available. Please purchase photocopying cards in the Students' Union Shop or in the Library.

## Sports Officer
The Sports Officer is responsible for the co-ordination of all sporting events and is readily available to assist and advise individuals and clubs, whatever their aspirations.
Location: Room G-002
M: 087 2245507
Personnel: Mr. Herbie McClelland

# General Information

## Assistance
The portering staff will assist you with all general information, directions, lost property, etc. They can be contacted at the reception desks at the Aungier Street and Bishops Street entrances.

Building Services Supervisor:
Mr Bill Hennessy

*Porters:* Mr. Peter Nolan; Mr. Michael Tomney; Mr. Brian Mooney; Mr.Jimmy Smith Mr. Mark Burke, Mr. Derek Boden (Acting)

Assistant Porter: Mr. Gerry Lakes
T: 402 3061 Aungier Street entrance
T: 402 7004 Bishop Street entrance

Building Layout: Room numbers in DIT Aungier Street indicate the floor followed by the number, eg 2-015 is room number 15 on the second floor; G-015 is on the ground floor.

Lower Ground floor: Students' common room; Students' Union Office; Students' Union Shop

Ground floor: Accounts Office; Examinations Office; Registrations Office; Modularisation Office, Porters; Café Java City; Deli Bar

1st floor: Bank; Computer Labs; Lecture Rooms; Library; Restaurant

2nd floor: Careers Services; Computer Labs; Counselling Service; Health Centre; Lecture Rooms; Lecture Theatre; Library

3rd Floor: Computer Labs; Lecture Rooms; Lecture Theatre; Library

4th Floor: Computer Labs; Lecture Rooms; Lecture Theatre; Multi Media Centre; Newsroom

5th Floor: Lecture Theatre.

## Fire Assembly Points
In the case of an emergency, the building may have to be evacuated. Emergency Exit Routes and Fire Fighting Equipment are located on all floors. If a fire alarm rings ALL students must leave the building via stairs or fire escape. Please make your way from the main campus building and go to the following Assembly Points:
• Bishop Street Flats Carpark
• Peter Street.
In the event of an evacuation DO NOT use the lifts.

## Locker/Bicycles
Locker keys and bicycle cards may be obtained at the accounts office.

Locker fee €20.00, €10.00 refundable on production of tag locker key.

### Notice Boards

Important information is frequently posted on the following notice boards around campus — it is important that you check these regularly:

Canteen: Ground floor

Careers Service: Ground floor

Chaplain: Ground floor, 1st floor

Communications/Media: 4th floor

Computers: 1st floor

Counsellor: 2nd floor

Debating Society: 1st floor

Examinations: Ground floor

Health Centre: 2nd floor

Registration: Ground floor

Research: Ground and 3rd floor

Socrates: 2nd floor

Sports: 1st floor

Students' Union: Ground floor.

### Timetabling Changes, etc

Notice Boards/School Office DIT General Assessment Regulations are available on the DIT Website *www.dit.ie*

### Telephones

Pay Phone and Card phones Ground Floor (Outside Room G-O48).

### Toilets

Toilets are located on all floors. Toilets for Students with disability are located on the Ground, 2nd, 3rd, and 4th Floors.

### Transport

Buses to

Aungier St. 16, 16A, 19, 19A, 122, 83

Harcourt St. 14, 14A, 15, 15A, 15B

Stephens Green. 10, 11, 11A, 13, 46A, 46B

Dame Street. 77, 150, 37, 39.

Dublin Bus:

T: 873 4222

W: *www.dublinbus.ie*

Bus Eireann:

T: 836 6111

W: *www.buseireann.ie*

### Luas

The Luas Green Line has its terminus at Stephens Green, close to Aungier Street. Green Line: connecting Sandyford to St Stephens Green, approx 22 mins duration. Red Line: connecting Tallaght to Connolly Station, approx 48 mins duration.

T: 1800 67 6464

W: *www.luas.ie*

### Trains

The nearest DART Stations are Pearse Station and Tara Street Station. The nearest main-line train station is Connolly Station for northbound routes and Heuston Station for south bound.

Iarnrod Eireann (Irish Rail)

T: 836 6222

W: *www.irishrail.ie*

# Bolton Street/Linenhall







The Bolton Street campus includes the main building on Bolton Street; the Linenhall Building; 68-72 Capel Street; and the architectural studios on Green Street. The three faculties located in Bolton Street are the Faculty of the Built Environment, the Faculty of Engineering and the Faculty of Applied Arts. Students based on campus include apprentices, undergraduates, postgraduates and researchers. The wide range of courses includes full-time, part-time day and evening, block release and various short courses.

# Faculty of the Built Environment

*Faculty Director:*
Professor John Ratcliffe

*Assistant to Director:*
Ms. Caroline O'Dowd
Room: 336
T: 402 3711 F: 402 3699

Faculty Administrator:
Mr Damien Gallanagh
Assistant to Faculty Administrator:
Ms. Dolores Hill/Ms.Louise O'Brien
Room 336
T: 402 3710 F: 402 3699

## Dublin School of Architecture

Head: Professor James Horan
Room: 443
School Administrator: Ms.Aileen Mullane
Room: 441
T: 402 3690 F: 402 3989

## School of Construction (Linenhall)
Head: Mr Philip Murray
Room: 102
School Administrator:
Ms Noreen McDonnell
Room: 106
T: 402 4014 F: 402 4099

Apprenticeship (Built Environment)
Ms.Angela Dwane
T: 402 4015
Ms. Amanda Byrne
T: 402 3972

## School of Real Estate and Construction Economics
Head: Mr.Tom Dunne

Room: 343
School Administrator:
Ms. Mary McLoughlin
Room: 341
T: 402 3676 F: 402 3994

## School of Spatial Planning
Head: Mr. Henk van der Kamp
Room: 306
School Administrator: Ms. Elaine Kelly
Room: 366
T: 402 3742 F: 402 3699

# Faculty of Engineering

*Faculty Director:*
Dr Mike Murphy
*Assistant:*
Ms Louise Dunphy
T: 402 3649
*Faculty Administrator:*
Ms Mary Malone
Assistant: Ms Kelly Nash
T: 402 3650 F: 4023999

## School of Civil and Building Services Engineering

Head: Mr John Turner
Room: 243
School Administrators: Ms Una Cribbin
Room: 239
T: 402 3635 F: 402 3720
Assistant School Administrators:
Ms Anne Cullen/ Ms Elizabeth Byrne
Room: 241
T: 402 4039

## School of Manufacturing and Design Engineering
Head: Mr John Lawlor

School Administrator: Ms Miriam Daly
Room: 240
T: 4023659 F: 4022924
Assistant School Administrator:
Ms Maeve Coyne
Room: 242
T: 242 3626

## School of Mechanical and Transport Engineering

Head: Prof Jim McGovern
School Administrators:
Ms Orla Hosford/ Ms Jackie Rigney
Assistant School Administrator:
Ms Susan Doyle
Room: 119
T: 402 3605/402 3932 F402 3991

# Faculty of Applied Arts

*Faculty Director:*
Ms Brid Grant

*Faculty Administrator:*
Ms Andrea Marcelin

## Department of Printing and Graphic Communications

Head: Eamon Byrn
Secretary: Elaine Lawlor/Barbara Byrne
Room: 227A
T: 402 4138/4181
Please consult your School Secretary for details of course tutors, their office locations and contact numbers.

## Library
*During term:*
Monday - Friday 09.30 - 21.30;
Sat 10.00-17.00

*Outside term:* Monday-Friday *09.30-17.15;*
Sat closed.
NB: these times are subject to change.
T: 402 3681 F: 402 3995
E: *bst.library@dit.ie*
W: *www.dit.ie/library*

## Administrative Offices
Opening hours: Monday-Friday 9.00 – 12.45, 14.15 – 17.00
Registrations (General Services)
Location: Room: 316
Registrations Officer: Liam Cooke
T: 402 3664

## Accounts
The Built Environment
Mr Andy Myler
T: 402 3663
Location: Room 313

Built Environment Examinations Office
Location: Room: 316
Exam Secretary: Ms Anne Hayes
T: 402 3670 F: 402 3999

Head of Accounts Engineering:
Mr Richard Tobin
Location: 2nd Floor, Room 313
T: 402 3662

Engineering Examination Office
Location: 2nd Floor, Room 319
Opening Hours: Monday - Friday
9.00 - 12.45, 14.15 - 17.00

Exam Secretary Engineering:
Ms. Teresa Ward
T: 402 3647

- All students are required to complete an entry form to enter for all

examinations. All entry forms must be lodged with the Exams office before the exam closing date.

- Details of exam closing dates will be displayed on the Examination notice-board beside this office and throughout the campus.

- When lodging your exam entry form you will be required to present your current student ID card. If your address changes after you have submitted an exam entry form, please inform this office as your new address will be required for notification of results and/or conferring invitation.

- Copies of past exam papers are available from the library and from the library website.

- Transcripts of results are available from the Exams Office and a fee of €15.00 for administration costs is required.

- Enquiries and information on the conferring ceremony are also dealt with by examinations office.

- Exam timetables, pass lists and room allocations for exam sittings will be displayed on the notice-boards.

- You are advised to check all information displayed on the Exams noticeboard regularly.

# Campus Life Services

## General Services

### Banking Facilities
AIB Student and Graduate Office
Student Officer
Mr. Stephen Guy
Opening hours: Monday and Thursday, 10.00-12.00; 13.00-16.00, Wednesday, 10.30 – 12.00, 13.00 – 16.00, Tuesday and Friday 10.00-13.00
Full cash facility
T: 874 0409
Parent Branch: 37/38 O'Connell Street, Dublin 1.
T: 873 1188

### Cafeteria Facilities
Scholars Restaurant is open throughout the academic session for breakfasts, lunches and teas as well as morning and afternoon snacks.
Opening hours:
Monday-Thursday 8.30-19.00
Friday 8.30-16.00
Breakfast 8.30-11.00 Lunch 12.00-2.00
Dinner 17.00-19.00
T: 402 3643

### Scholars Coffee Dock
Opening Hours:
Monday-Thursday 8.00-20.45
Friday 8.30-16.00
Fresh speciality sandwiches, paninis, etc.

Scholars Italian Connection Linenhall
Opening hours:
Monday-Friday 8.00-16.00

Breakfast 8.30-11.00
Lunch: pizza and paninis 12.00-15.00

## Computing Facilities

The college has an extensive computer network. Over 250 personal computers and terminals are connected to the network. The facilities are based around high powered Novell Servers. There is an extensive UNIX system based upon a DEC System 5500 and DEC Station 5000 workstations. It has a wide range of complementary software and ancillary equipment available. DIT's network is managed centrally through Information Services. The Support Desk can contacted at ext. 3123.

## Sports Facilities

Location: Fitness Suite Linenhall, Basement Sports Hall Linenhall, Top Floor. See *www.ditsports.ie* for more information.

## Student Lockers

Lockers are available on payment of €20.00 to the Accounts office. €10.00 is refundable on production of key and lock at year-end. Further details are available from the Accounts Office.
N.B.: Take care of your belongings, report any theft immediately. If you lose your Student ID card, a replacement can be issued by the General Office at a cost of €10.00.

## General Information

### Assistance

The portering staff will assist you with all general information, directions, lost property, etc. They can be contacted at the reception desks at Bolton Street and King's Inn Street entrances.
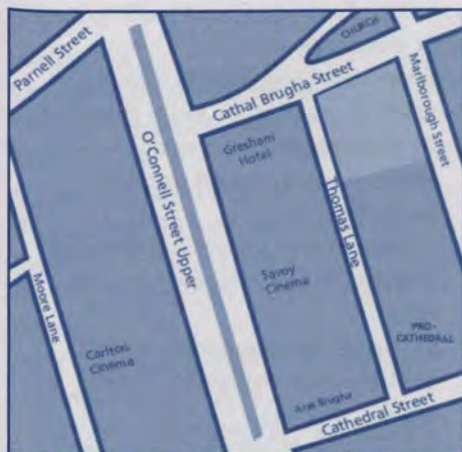Head Porter: Mr. Joe Shiels
Location: King's Inn Street entrance
T: 402 3607
Building Maintenance Manager:
Mr Richard Smyth
T: 402 3646

# Cathal Brugha Street



Welcome to the Faculty of Tourism and Food, DIT Cathal Brugha Street. As well as full time and part time, undergraduate and postgraduate study, the Faculty also offers a range of consultancy, research and training services to industry through its Research and Development Unit. The Food Product Development Centre, Tourism Research Centre and the Irish Centre for Environment Health all operate within the Faculty.

## Faculty of Tourism and Food

*Faculty Director:*
Dr Micheal Mulvey

*Faculty Administrator:*
Ms Elizabeth Heffernan

### School of Culinary Arts and Food Technology

Head: Dr Aodan O'Cearbhaill
Secretary: Ms Fabiola Hand
T: 402 4344 F: 402 4497
Location: ground floor, Room 6A

### School of Food Science and Environmental Health

Head (Acting): Dr Gary Henehan
Secretary: Ms Fiona Greagsbey (Acting)
T: 402 4355 F: 402 4495
Location: 3rd Floor, Marlborough Street

### Faculty Research

Vacant
T: 402 4456
Location: Ground Floor

### School of Hospitality Management and Tourism

Head (Acting): Dr Sheila Flanagan
Secretaries: Ms Martina McTigue / Ms Patricia Mulligan
T: 402 4352/402 4519 F: 402 4496
Location:Ground Floor

### Teaching Locations

- Cathal Brugha Street (Main Entrance)
- Marlborough Street (linked to Cathal Brugha Street)
- Sackville Place (near Clery's Department Store)

- Denmark Street
  (next to Barry's Hotel).

## Library
*During Term*
Monday-Thursday 09.00-09.00,
Friday 09.00-17.00, Sat 10.00-17.00
*Outside Term*
Monday - Friday 09.30-17.15, Sat closed.
N.B. These times are subject to change.
T: 402 4424
F: 402 4499
E: *cbs.library@dit.ie*
W: *www.dit.ie/library*

## Administrative Offices

## Accounts
Location: Room 6, Ground Floor
Opening Hours: Mon-Fri, 09.00-12.45
and 14.00-17.00
Personnel: Mr Maurice Boland,
Head of Accounts
T: 402 4329/4334/4388/4389

## Registrations
Location: Room 5, Ground Floor
Opening Hours: Monday-Friday
09.00-12.45 and 14.00-17.00
Personnel: Mr Thomas Treacy,
Head of Registrations
T: 402 4333/4330/4526

## Examinations Office
Location: Ground Floor, Room 5
Opening Hours: Monday-Friday.
09.00-12.45 and 14.15-17.00
Personnel: Mr. Stuart Wilson,
Examinations Officer (Acting)
T: 402 4336/4337/4338/4478

The Exams Office send notices about
Exam Registration to DIT Student e-mail
accounts. Students are advised to check
their e-mail regularly.
- Exam timetables, results listings and
  room allocations for exam sittings will
  be displayed on exam notice boards,
  which you are advised to check
  regularly.
- Copies of the General Assessment
  Regulations are available from this
  office.
- Copies of past examinations are
  available from the library and the
  Library web site
  *http://library.dit.ie/screens/exams.html*
  Password necessary for PC access.
  Outside DIT access – password
  obtainable from library.

## Placement Services
Location: Room 31, Lower Ground Floor
(Beside Cafeteria)
Opening Hours: Monday-Friday, Please
call to office or make an appointment.
Personnel: Ms Stephanie Bourke
Placement Officer
T: 402 4353
E: *Stephanie.bourke@dit.ie*

## Activities
Co-ordination and Monitoring of
Placement, Placement Advice, Placement
Opportunity Advertising, Employment
Opportunity Advertising, Advice
onpreparation for Placement, Assistance
with C.V. Compilation, Liaison between
Industry and Student.

# Campus Life Services

## General Services

### Cafeteria
Location: Lower Ground Floor
Opening Hours: Monday – Friday
0830 to 2000
Coffee Bar: 08.30 – 20.00
Breakfast: 08.30 – 10.30
Luncheon: 11.30 – 13.45
Evening Meals: 16.45 – 18.30
Personnel:
Ms Karen Murray-McWeeney, Manager;
Ms Angela Briody, Asst Manager.
Please note a self-clear system operates
in the cafeteria. Please clear your table
after use.

### Computers/Open Access Rooms
Location: Rooms 48 and 49, Top Floor
Opening Hours: (Term time only)
Monday-Thursday, 09.00-21.00,
Fri 09.00-17.00, Sat 09.00-17.00
Personnel: Mr Gerry Murphy, Mr Farhad
Shakeri, Mr Micheal Donaghy, Mr
LeslieWhyte. There may be changes in
these opening hours. Please consult the
computer notice board on top floor.

### Photocopying
Use your student card as "Top-up" facility
in the Library.

### Sports Unit
Location: 1st Floor Landing (back stairs)
Personnel: Ms Caragh O'Buachalla Sports
Development Officer
T: 402 4341
E: *caragh.obuachalla@dit.ie*

### Student Lockers
Lockers are available on payment of a fee
(under review). Take care of your
belongings and report any theft to the
Head Porter immediately.

## General Information

### Fire Assembly Points
In the case of an emergency, the
buildings may have to be evacuated.
Please make your way to the
following locations:
From: Main Building
Go To: St Thomas Church
From: Marlborough Street
Go To: The Pro-Cathedral
From: Sackville Place
Go To: The Pro-Cathedral
From: Denmark St Annex
Go To: Belvedere College
For further Health and Safety information,
please refer to the Intranet web site.

### Porters
Services include General Information,
Directions, Lockers and Security. There is
a porters desk at the entrance in each of
the buildings.

Main Building
Building Services Supervisor:
Mr Joseph O Brien
T: 402 4302

Porters Main Building:
Mr Stephen Dempsey/Mr Martin Murray

Marlborough St. Porter:
Mr Joseph Keenan /Mr Thomas Paisley
T: 402 4500

Sackville Place Porter:
Mr Christy Maguire
T: 402 7542

Denmark Street Porter:
Mr Thomas Walsh
T: 814 6060

## Lost Property
Location: Room 33
Opening Hours:
10.30-11.30 and 12.30-15.00
Personnel: Ms Elaine O Connor,
Housekeeper, Ms Anne Matthews,
Assistant Housekeeper.
Check main notice board in the front hall
for lists of lost property not claimed and
Students Union Office, Basement.
Opening Hours:
09.00-17.0 Monday - Friday

## Main Building Layout
Please refer to the Intranet for floor
Maps of Cathal Brugha Street and
Marlborough Street (available through
the Intranet).

## Noticeboards
The following noticeboards are located
on the ground floor of the main building.
Please consult the relevant School notice
board for timetable changes. This is
particularly important for the first few
weeks of the academic year.

School of Tourism and Hospitality
Management – School of Culinary Arts
and Food Technology – School of Food
Science and Environmental Health–
Graduate Employment and Placement –

Opportunities Notice Board – Students
Union Notice Board – Industrial Liaison –
General Information – Examinations –
Sports Notice Board – Students Union
Notice Board – Part time Employment
Notice Board (beside Student Union and
Common Room).

Students are free to advertise second
hand books and uniforms on the
noticeboard outside the Student Unions
office. There is also a notice board in the
hall of each building which will provide
additional information, e.g. changes in
class rooms,

## Student Telephone
Located in corridor on route to
Marlborough St. link.

## Toilets
Female: Beside the canteen (lower ground
Floor) opposite language lab (ground
Floor) Marlborough Street (1st and 2nd
Floor)
Male: Beside KOS, Second floor
Marlborough Street (1st/3rd/6th floor)

## Transport
Buses
123 (Cross City to Drimnagh) and
Griffith Ave,
16/16A (Via Santry/Drumcondra to
Harolds Cross),
20B (Beaumont),
10 (Via Phibsborough to UCD),
14/15 (to Rathmines),
19 (to Glasnevin),
26/66/67 (to Lucan). For other
routes/locations, please refer to the

Intranet pages, or refer to Dublin Bus:
*www.dublinbus.ie*

### Trains
The nearest DART station and mainline
train station is Connolly. Bus Eireann
services are available at Bus
Aras, Store Street.
Irish Rail: *www.irishrail.ie*

### Luas
The Luas Red Line's closest stop to Cathal
Brugha St is at Lower Abbey Street.
Red Line: connecting Tallaght to Connolly
Station, approx 48 mins duration.
Green Line: connecting Sandyford to St
Stephens Green, approx 22 mins duration.
T: 1800 67 6464
W: *www.luas.ie*

# Chatham Row



### General Office
Location: Ground Floor
Opening hours: Monday-Friday
9:00-12:30, 14:00-17:00
Services: Administration,
General information
Personnel: Ms Sirena Devine
T: 402 3572 F: 402 3599
Porters Location:
Ground Floor Building entrance
Personnel: Mr William Doonan /
Mr Christopher Nannery
T: 402 3576

# Kevin Street



DIT Kevin Street incorporates the Schools of Physics, Chemical and Pharmaceutical Sciences, Biological Sciences, Mathematical Sciences, and Computing (Faculty of Science), the Schools of Electronic and Communications Engineering and Control Systems and Electrical Engineering, [Faculty of Engineering], the National Bakery School [Faculty of Tourism and Food] and the School of Languages [Faculty of Applied Arts].

## Faculty of Science

*Faculty Director:*
Prof. Michael Devereux

*Faculty Administrator:*
Mr Tom Foley

### School of Biological Sciences

Head: Ms Brid Ann Ryan
School Administrator:
Ms Ide Cussen/Ms Kathy Keogh
Room: 207
T: 402 4562

### School of Chemical and Pharmaceutical Sciences

Head: Dr Declan McCormack
School Administrator:
Ms Goretti Murphy
Room: 339
T: 402 4572

### School of Computing

Head: Prof. Brendan O'Shea
School Administrator:
Ms Denise Murray
Room: A324
T: 402 2840

### School of Mathematics

Head: Prof. Murrough Golden
School Administrator:
Ms Claire Kearney/ Ms Martina Dennis
Room: A318
T: 402 4610

### School of Physics

Head: Dr Vincent Toal
School Administrator:
Ms Miriam Matthews
Room: 149A
T: 402 4559

# Faculty of Engineering

*Faculty Director:*
Dr Mike Murphy

Assistant to the Director:
Ms Anne Marie Kelly
T: 402 3649

## School of Control Systems and Electrical Engineering

Head: Dr Eugene Coyle
School Administrators:
Ms Karen Flanagan/Ms Lillian Nolan
T: 402 4550
Ms. Mary Curley
T: 402 4650
Ms. Frances Malone (apprenticeship)
T: 402 4617

## School of Electronic and Communications Engineering

Head: Dr Gerald Farrell
School Administrators:
Ms Patricia Cuskelly/Mr. Michael Heneghan
Room: 439A
T: 402 4575/4704

# Faculty of Applied Arts

*Faculty Director:*
Ms Brid Grant

*Faculty Administrator:*
Ms Andrea Marcelin

## School of Languages

Head: Ms Helene Conway
Secretary: Ms Alicia Hughes/Ms Myra Mc Laughlin

Room: 317
T: 402 2843/4673

**Library**
*During term:*
Monday-Thursday 09.30-21.30;
Friday 09.30-17.00; Sat 10.00-17.00
*Outside term:*
Monday-Friday 09.30-17.15; Sat closed
NB: these times are subject to change.
T: 402 3681  F: 402 3995
E: *kst.library@dit.ie*
W: *www.dit.ie/library*

## College Administration

Faculty Administrator Science:
Mr Tom Foley
T: 402 4586
Executive Assistant: Ms Mary O'Neill
T: 402 4588

Faculty Administrator Engineering:
Ms Mary Malone
T: 402 3651
Assistant to the Faculty Administrator:
Ms Jackie Rigney
T: 402 3650

Registration/Accounts/ Examinations
Offices
Location: Second Floor, Main Building
Opening hours: Monday-Friday
9:00-12:30 and 14:00-17:00
Examinations Secretary:
Ms Joan Cummins.
T: 402 4599
Accounts Officer: Ms Mags Nicholl
T: 402 4591

Registrations Officer:
Ms Yvonne Donlan
T: 402 4687
E: *Kevin.registrations@dit.ie*

## Examination Information

All students are required to complete an examination entry form to enter for college and other examinations. All examination entry forms must be lodged with the Examinations Office before a specified closing date that will be displayed on the Examinations Notice board from October in the front hall of the main Kevin Street building and in various other locations. It is the student's responsibility to ensure that they make themselves aware of this date. When lodging your examination entry form you will be required to present your current student ID card. Applications to sit examinations received after official closing date (end January) will be liable for late entry fees and only those who have completed the application process will be allowed to sit examinations. If your address changes after you have submitted an examination entry form, please inform this office, as your new address will be required for notification of timetables/ results and/or conferring. Copies of past examination papers, at a cost of €3.00 per set, will be available from the Accounts Office on Wednesday and Friday mornings. Transcripts of results are available from the Examinations Office for a fee of €13. Enquiries and information on the conferring ceremony are also dealt with by the Examinations Office. You are advised to check all information displayed on the Examination Notice board regularly. Examination timetables, Provisional Results Lists and room allocations for examination sitting will be displayed on these notice boards.

## Student Lockers

Lockers are available on payment of €20.00 to the Accounts office. €10.00 refundable (at the end of the academic session) on production of original receipt, lock and key. Further details are available from the Accounts Office. Replacement ID Cards are available at a cost of €10.00 from the Registrations office. Bicycle lock keys/swipe cards are available at a cost of €6.00 A refund of €3.00 is given on return of key.

## Head Porter

Location: Main Entrance front desk
Personnel: Mr Ronnie Snow
T: 402 4625

## Building Maintenance Manager

Mr Paul McDunphy
T: 402 4646

## Fire Assembly Points

Fire Assembly Points are located outside the front gate of Kevin Street and outside the back gate of Camden Row.

## Cafeteria

Location: Ground floor (new building)
Opening Hours: Monday – Friday
09.00 – 19.00
Lunch: 12.00 – 14.00
Dinner: 17.00 – 18.15

## Snackery

Opening hours: 8.30-20.00
Facilities: Tea, coffee, confectionery, sandwiches, etc.
Personnel: Ms Mary Roche Manager.
Please note: A self-clear system operates in the cafeteria, please clear your table after use. The canteen is a non-smoking area.

## The Bakery Shop

A freshly baked selection of breads, cakes, biscuits and savoury items are available at attractive prices. For each day's selection see the notice board on the ground floor, beside the stairs.
Location: Basement
Opening hours: Monday 13.00-14.00
Tuesday-Friday 11.00-14.30

## Mature Students

Activities are organised throughout the year. See the Notice board or
Contact: John Fox, School of Chemistry
T: 402 4948

## Sports Facilities

A wide range of sports facilities are available in the Kevin Street campus, including a gym and a swimming pool.
Location: Room 153 (1st floor, Old Building)

# Optometry School

nationaloptometrycentre
An Lárionad Náisiúnta Radharcmhastóireachta

The National Optometry Centre (NOC)
The National Optometry Centre (NOC) is part of the Department of Optometry in the Faculty of Science, Dublin Institute of Technology, Kevin Street, Dublin 8. It is a purpose built state-of-the-art centre for the advanced training of optometry students and is the only such facility of its kind in the country.

## Photocopying

Location: New Building 2nd floor – Library.
Photocopying cards are available from dispensing machine – Snackery, Games Room, S.U. Shop.

## Lost Property

Locations: Students' Union, Christy in Games Room, Porter's Desk. Student cards are usually returned to Registrations Office.

## Fire Safety

An evacuation of the College building is signalled by the continuous sounding of the alarm sirens. On hearing this signal, students must obey the following instructions:

- Leave the area without delay
- Obey the instructions of staff
- Proceed quietly and without panic to the nearest clear exit
- Do not use lifts
- Report to either assembly point A at the front of the College or assembly point B at the rear of the College.

Students should familiarise themselves with the location of the escape routes, break glass units and assembly points. Please check the notice boards for other events and information.

## Bus/Rail Routes

16/16A Santry/Drumcondra to Harolds Cross
19 Rialto via City Centre to Glasnevin,
122 Navan Rd via City Centre to Drimnagh
83 (City Imp) Finglas via O'Connell St. to Kimmage
19A (City Imp) City Centre via Harolds Cross to Greenhills
26/66/67 Lucan.
For other routes please go to
www.dublinbus.ie

## Luas

The Luas Green Line has its terminus at Stephens Green, close to Aungier Street.
Green Line: connecting Sandyford to St

Stephens Green, approx 22 mins duration.
Red Line: connecting Tallaght to Connolly Station, approx 48 mins duration.
T: 1800 67 6464
W: www.luas.ie

The nearest DART stations are Tara Street (South of the Liffey) and Pearse Street (south of the Liffey). The nearest mainline train station is Connolly (north of the Liffey). Bus Eireann services are available at Bus Aras, Store Street (north of the Liffey, beside Connolly station).
Telephone Numbers:
Dublin Bus: 873 4222
Irish Rail: 836 6222
Bus Eireann: 836 6111
Web site for timetables:
www.buseireann.ie www.irishrail.ie

# Mountjoy Square





Welcome to DIT Mountjoy Square/Portland Row and to the Faculty of Applied Arts at the Dublin Institute of Technology. The Faculty of Applied Arts provides a wide and unique range of innovative, multi-disciplinary and professional-level education and research programmes across the creative and performing arts, social sciences, languages and legal studies.

## Faculty of Applied Arts

*Faculty Director:*
Ms. Brid Grant

*Faculty Administrator:*
Ms Andrea Marcelin

### School of Art, Design and Printing
Head of School: Mr John O'Connor
T: 402 4139
School Administrator: Ms Elaine Lawlor
Assistant School Administrator:
Ms. Barbara Byrne
Room: 241
T: 402 4138/4181 F: 402 4297
E: *artdesignprinting@dit.ie*

### Social Sciences and Legal Studies
Head of School: Dr Noirin Hayes
School Administrator:
Joanne Boyle/Irina Bulyga
Room: 305
T: 402 4164 F: 402 4263

E: *socialsciences@dit.ie*

Please consult the School Administrator for details of course tutors and their office locations and contact numbers.

### Teaching Locations

Mountjoy Square and Portland Row.

### Library

*During term:*
Monday-Thursday 09.30-21.30;
Fri 09.30-17.00; Sat 10.00-17.00
*Outside term:*
Monday-Friday 09.30-17.15; Sat closed.
NB: these times are subject to change.
T: 402 3681 F: 402 3995
E: *mjs.library@dit.ie*
W: *www.dit.ie/library*

### Administration Office

### General Office

Location: Ground Floor
Opening Hours: Monday-Friday
9:00-12:30 and 14:00-17:00

### Services

Accounts, Registrations, Administrative and Payment of Grants, General Information.

### Accounts/Registrations

Senior Staff Officer: Ms Therese Hussey
Personnel: Ms Lisa Cushen/Ms Ramona Gaffney/Ms Madeline Mc Donnell
T: 402 4130/4131/4156/4162 F: 402 4299

### Examinations

Examinations Officer:
Mr Darren Myler

Personnel:
Mr Eoin Pentony/Ms Ramona Gaffney
T: 402 4166/4152/4129 F: 402 4299

Modularisation Office
Senior Staff Officer: Mr John Shaughnessy
T: 402 4129 F: 402 4299

If your address changes after you have registered, please inform this office, as your new address will be required, for notification of results and/or conferring invitation. Copies of past exam papers are available on the Library Web Catalogue. Exam time-tables, pass lists and room allocations for exam sittings will be displayed on Notice-boards. Transcripts of results are available from the Exams Office and a fee of €15.00 for administration costs is required. You are advised to check all information displayed on the Exams Notice-board regularly (located in Main Corridor, Ground Floor). The Examinations office also deals with enquiries and information on the conferring ceremony. Details of Higher Education Grant cheques available for collection are displayed on the notice boards on the ground floor. Replacement cards at a cost €10 are also available from the Registrations Office.

# Campus Life Services

## General Services

### Cafeteria
Location: Lower Ground Floor
Breakfast, lunch, sandwiches, snacks, etc.
Please note a self-clear system operates
in the Cafeteria.

### Computers/Open Access
Location: Rooms 211, 212, 213, 214,
Opening hours: *Monday -Thursday
9:00-21:00 Friday 9:00 -17:00
Saturday 10:00 -16:00
*(There may be changes in these opening
hours, please consult the computer
notice-board on the second floor.)

### Facilities
This room is available to students
who wish to carry out computer
assessments, type projects, etc. which
are related to your course. There are
laser printers available in each room.
Please note that eating and drinking
is strictly forbidden in the computer
rooms as equipment may be
damaged.

### Help/Assistance
If you experience any difficulties with
your computer, the printers or software,
staff are available to assist you. Please
contact the technicians located in the
Help Desk in Room 219. Also note that
information sheets are posted in the
open access rooms and in the hallway
on the 2nd floor.

Personnel: Ms Geraldine Donohue/Mr
John Duffy

### Photocopying
Photocopying facilities are available.
Please purchase photocopying cards in
the Library or Students' Union Shop.
Locations: Main Building Library, 1st Floor,
Students' Union shop, lowerground floor.
Portland Row 2nd floor.

### Noticeboards
The following notice boards are located
on the ground floor, Mountjoy Square.
Please consult the notice board relevant
to you on a regular basis.

### General Information
Examinations
Higher Education Grants

### Sports Notice Board
Students' Union Notice Board (located
on lower ground floor)
Part-time Employment Notice Board:
beside Students' Union.

### Notice-boards located elsewhere:
School of Art and Design (located on
second floor).
Department of Social Sciences (located
opposite main lifts on third floor).
Please consult the relevant school
notice-board for timetable changes.
This is particularly important for the
first few weeks of the academic year.
Students are free to advertise
second-hand books on the notice-
board outside the Students' Union
office.

## General Information

### Assistance

The portering staff will assist you with all general information, directions, lost property, etc. They can be contacted at the reception desks at the entrances to both Mountjoy Square and the nearby DIT building at Portland Row.
Main building:
Mr. Joseph Finn/Mr James Kane
T: 402 4100
Portland Row: Mr Dominic Wogan
T: 855 0466/402 3555

### Campus Watch

Please remember to take extra care when leaving coats, purses, walkman and other valuables unattended. Gardai can be contacted, in confidence, by phoning Fitzgibbon Street Garda Station at:
T: 836 3113 ext.68420 or ext. 68421

### Fire Assembly Points

In the case of an emergency, the buildings may have to be evacuated. Please make your way to the following locations.
From: Mountjoy Sq
Go To: Park Railings opposite main building
From: Portland Row
Go To: Assemble opposite main building.

### Lost Property

Location:
Porter's Office, Ground floor
Personnel: Mr Joseph Finn
Building and Services Supervisor

### Student Lockers

Lockers are available from the Students 'Union. There are a limited number of Lockers available to 1st and 2nd Year Fine Art (DT546) students in Portland Row Campus.
N.B: Take care of your belongings, report any theft immediately.
ID Cards: Replacement ID Cards will be issued by the General Office at a cost of €10.00.

### Toilets

Toilet facilities are available on each floor – wheelchair-accessible facilities available on ground floor.

### Transport

*Buses*

Bus Eireann services are available at Bus Aras, Store Street (north of the Liffey, beside Connolly station). For Dublin Bus routes/locations and more information on Bus Eireann services, please refer to the website/contact numbers below.
Dublin Bus: T:873 4222
W: *www.dublinbus.ie*
Bus Eireann: T: 836 6111
W: *www.buseireann.ie*

### Luas

The Luas Red Line has its terminus at Connolly Station, approx 15 minutes walk from Mountjoy Square.
Green Line: connecting Sandyford to St Stephens Green, approx 22 mins duration.
Red Line: connecting Tallaght to Connolly Station, approx 48 mins duration.
T: 1800 67 6464
W: *www.luas.ie*

## Trains

The nearest DART and mainline train station is Connolly located on Amiens Street.
Telephone Numbers:
Iarnrod Eireann (Irish Rail) T: 836 6222
W: *www.irishrail.ie*

# DIT Rathmines Road



Rathmines Road College



Rathmines Road 143-149

Welcome to the Faculty of Applied Arts at the Dublin Institute of Technology. The Faculty of Applied Arts provides a wide and unique range of innovative, multidisciplinary and professional-level education and research programmes across the creative and performing arts,

social sciences, languages and legal studies.

# Faculty of Applied Arts

*Faculty Director:*
Ms. Brid Grant

*Faculty Administrator:*
Ms Andrea Marcelin

# Conservatory of Music and Drama

(Located in Rathmines Road/Chatham Row)

Head: Dr Cliona Doris
School Administrator: Ms Fiona Howard
T: 402 7815 F: 402 7814
E: *conservatory@dit.ie*
Please consult your School Administrator for details of course tutors and their office locations and contact numbers. The Faculty of Applied Arts is located in a number of DIT sites, including
DIT Rathmines Road
DIT Chatham Row

## Administration Office

### General Office

Location: Ground floor
Opening hours:
9:00-12:30 and 14:00-17:00
Services: Accounts, Registrations, Examinations, Administrative and Payment of Grants, General Information.
Personnel: Ms Mary Grant, Mr Damian Bruce, Mr Darren Robinson, Ms Veronika Kovalska
T: 402 3467/3480/3468/3508/3513
F: 402 3512

## Registration/Examinations

All whole-time and part-time registrations for the Conservatory of Music and Drama will take place in DIT Rathmines Road. Student ID cards will be issued immediately after registration. Students who have not paid their fees in full by 31st October will have a late payment fee of €60.00 applied to their account and a further €60.00 applied if fees are still outstanding by 31st January. An administration fee of €30.00 will be applied to a student's account where a payment returns as a "Refer to Drawer".

## Examination Information

If your address changes after you have registered, please inform this office, as your new address will be required for notification of results and/or conferring invitation. Copies of past exam papers are available from the Library. Transcripts of results are available from the Exams Office and a fee of €15.00 for administration costs is required. Exam time-tables and room allocations for exam sittings will be displayed on the Notice-boards. You are advised to check all information displayed on the Exam Notice-board regularly. The examination office also deals with enquiries and information on the conferring ceremony. Details of Higher Education Grant cheques available for collection are displayed on the notice boards on the ground floor. Replacement Student cards at a cost €10 are also available from the Registrations Office.

# Campus Life Services

## General/Local Services

### Cafeteria
Location: Basement
Opening Hours: Mon-Thurs 8.30 – 17.00
Fri 8.30 – 14.30
Breakfast, lunch, sandwiches, snacks, etc.
Please note a self-clear system operates
in the Cafeteria.

### Banking Service
AIB ATM only (Banklink)
beside the Swan Centre
Bank of Ireland (Pass),
175 Lr Rathmines Rd
Garda Station, Lr Rathmines Rd
near Rathgar Rd
Shopping Centre, Swan Centre,
Rathmines
Post Office, Rathmines Rd Upr
(across from Tesco)
Public Library, Next to DIT
Rathmines Road campus.

## General Information

### Assistance
The portering staff will assist you with all
general information, directions, lost
property, etc. They can be contacted at
the reception desk located at the main
entrance in Rathmines Road.
Building and Services Supervisor:
Mr Pat Healy
General Operative:
Mr James Barnes, Mr Michael Barnes
T: 402 3451

### Fire Assembly Points
In the case of an emergency, the
buildings may have to be evacuated.
Please make your way to the nearest
exit to the front car-park or the rear
gate car-park.

### Student Lockers
Lockers are available on payment of
€20.00 to the Accounts office. €10.00
refundable on production of key at
year-end. Further details available from
Accounts Office.
N.B.: Take care of your belongings, report
any theft immediately.
ID Cards: Replacement ID Cards are
available from the General Office at a
cost of €10.00.

### Transport
Buses to Rathmines Road from College
Green, (City Centre): No's 14, 15, 15A,
15B, 83, 142, 128
From Sandymount Dart Station: No 18
Buses to Harcourt Street: No's 14, 14A,
15, 15A, 15B, 142, 128
Buses to Stephens Green: No's 10, 11,
11A, 13, 46A, 46B, 142, 128
Buses to Dame Street: No's 83, 150
Dublin Bus
W: www.dublinbus.ie

### Luas
The Luas Green Line stops at Ranelagh
Village, about 15mins walk from the
Rathmines campus.
Green Line: connecting Sandyford to St
Stephens Green, approx 22 mins
duration.

## Faculties and Campus

Red Line: connecting Tallaght to Connolly
Station, approx 48 mins duration.
T: 1800 67 6464
W: *www.luas.ie*

### Trains

The nearest DART Station is at Pearse
Station, Westland Row. The nearest
mainline train station is Heuston Station
for south bound routes and Connolly
Station for northbound. Iarnrod Eireann
(Irish Rail)
T: 836 6222
W: *www.irishrail.ie*