

2002-9

2002 - 2003 : Student Handbook

Dublin Institute of Technology

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student handbook

2002 - 2003



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Administration
Offices of DIT

Dublin Institute of Technology
Fitzwilliam House,
30 upper Pembroke Street,
Dublin 2

Tel: +353 1 402 3000
Fax: +353 1 402 3399

President

Brendan Goldsmith
BSc, MSc, DPhil.

Published September 2002

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Dear Student,

On behalf of our staff and students I would like to welcome you to Dublin Institute of Technology.

I would like to begin by congratulating you on your success in obtaining a place on one of our high quality courses. You are now part of a dynamic Institute, which enjoys a rich tradition of educational excellence, achievement and commitment. This dynamism allows us to constantly keep pace with modern developments through our innovative approach to programme development and partnership with the educational, professional, industrial and business sectors.

You are entering DIT at a very significant time in its history. This year, at an Institute-wide level, we have reached a number of important milestones. A crucial development was the exciting announcement in April by An Taoiseach, Dr. Bertie Ahern T.D. that we have officially been awarded the Grangegorman site for our new campus.

This summer we also formally launched our Strategic Plan: A Vision for Development 2001-2015. This plan, which will guide the direction of DIT over the coming 15 years, will assist us in the delivery of an outstanding service to our staff and students.

Both these developments mark the beginning of a new direction for DIT – a direction that will give us broader scope, strength and the flexibility to make strides in the very competitive higher-education market.

September 2002 will see the opening of Phase2 of the DIT Campus in Aungier Street where 12,700m² will be added to the existing 10,300m² of space to make this a modern building with state of the art technology to house the entire Faculty of Business.

The students of this Faculty, who previously had studied in DIT Campus Mountjoy Square, will transfer to Aungier Street in September 2002.

Now that you have put behind you the "points race" you can look forward to following a curriculum that has been carefully formulated by our staff. Each course includes a balance between the academic and practical or applied aspects, which we hope you will find interesting and stimulating.

I anticipate that your time at DIT will live up fully to your expectations of higher-level education. This Handbook provides some basic information about various aspects of the Institute, which should be of assistance to you as you settle in. It is complimented by "Edit", the DIT Students' Union Handbook.

If you should encounter any difficulties, there is a wide range of people available to assist you, including of course your lecturers, but also other specialists such as counsellors, chaplains, medical staff, laboratory technicians, librarians etc. Please do not hesitate to contact them during the year should you feel the need to do so.

Higher-level education has other dimensions apart from the specific focus of the course being pursued; making new friends and developing new interests are obvious examples.

DIT is fortunate to be located at the centre of our capital city with its rich cultural, sporting and social environments that offer so many opportunities to broaden your horizons.

We do hope that you will be very successful in your studies in DIT and enjoy your time with us. When the time comes in a few short years to leave we hope you will be entering a career, which you will find satisfying and rewarding, that you will carry away many happy memories of your experience of DIT supported by the new friendships you will have made.

Best wishes as you explore all the riches of higher-level education at DIT.

Dr. Brendan Goldsmith
President

September 2002

A Brief Introduction to DIT

With a population of over 21,000 students, Dublin Institute of Technology is the largest and one of the most popular higher educational institutes in the Republic of Ireland.

A multi-level institute, DIT provides full-time and part-time programmes in scientific, technical, technological, the humanities and business education. In fact, one of the attractions of the Institute is the sheer breadth and flexibility of its programmes which give you unparalleled choice of more than 400 programmes at apprenticeship through to post-graduate level.

With its origins dating back to 1887, the Dublin Institute of Technology has a long and proud tradition of providing education to the highest levels. Now in its third century of existence, the Institute is one of Ireland's leading centres of education, and is a favourite choice of students seeking a higher-level education.

Guided by the principles of support, development and experience, DIT is committed to the delivery of academic excellence in a student-centred environment. The Institute has a solid reputation for a practical, career-related approach to higher education. Strong links with industry and the professions in course design ensure that DIT graduates gain qualifications that are highly valued and relevant to the needs of modern employers. Consequently, DIT is recognised as Ireland's top institute for graduate employment.

In addition to its teaching programmes, the Institute is involved in research, development and consultancy activities and has established a number of centres and projects in areas such as: Chemical Process and Product Development; Digital Media; Environmental Health; Food Product Development; Industrial Control; Industrial & Engineering Optics; Logistics and Transport; Maintenance; Optoelectronics; Satellite Communications; Pedagogy/Social Sciences; Project Development; Radiation & Environmental Science; Timber Development and Tourism Research.

For Further Information Contact:

www.dit.ie

The Mission of DIT

The Institute is a comprehensive higher education institution, fulfilling a national and international role in providing full-time and part-time programmes across the whole spectrum of higher education, supported by research and scholarship in areas reflective of the Institute's mission. It aims to achieve this in an innovative, responsive, caring and flexible learning environment with state-of-the-art facilities and the most advanced technology available. It is committed to providing access to higher education for students of different ages and backgrounds and to achieving quality and excellence in all aspects of its work. This commitment extends to the provision of teaching, research, development and consultancy services for industry and society, with due regard to the technological, commercial, social and cultural needs of the community it serves.

Dublin City - Our Campus

All of the DIT centres are located near the city centre, on both sides of the River Liffey, and are easily accessible using the services of Dublin Bus, DART services and other rail commuter services.

The main locations of its 6 faculties are:
DIT Adelaide Road (Applied Arts)
DIT Aungier Street (Business, Applied Arts)
DIT Bolton Street (Engineering, Built Environment)
DIT Cathal Brugha Street (Tourism and Food)
DIT Kevin Street (Science, Engineering)
DIT Mountjoy Square (Applies Arts, Business)
DIT Rathmines (Applied Arts)

Dublin, with a third-level population of over 60,000 students, is a lively and exciting city with excellent services and amenities. Its eclectic atmosphere and wealth of entertainment venues guarantees that students' time here is an enjoyable and fulfilling experience.

The Phoenix Park, the Dublin Mountains, the canals, St. Stephen's Green, Temple Bar, the many shops, restaurants, pubs, clubs, concert halls, art galleries, theatres, cinemas, Croke Park and Lansdowne Road are just some of the obvious attractions.

DIRECTORATE

President:

Brendan Goldsmith, BSc, MSc, DPhil

Secretary:

Robert J. Lawlor, BA, MBA, FIHCI

Academic Affairs:

Frank McMahon, BComm, MBA, Ed.D

External Affairs:

Declan Glynn, BSc, PhD, FCIMA, MIMC

Finance:

Ray Wills, MSc, FCIMA, MIMC

Applied Arts:

Ellen Hazelkorn, BA, PhD

Built Environment:

John Ratcliffe, BSc, MA, D.Tech, FRICS

Business:

Paul J. Sullivan, BA, MA

Engineering:

Mike Murphy, DipEE, BSc, M.Eng., PhD

Science:

Matthew Hussey,

BE, MS, PhD, Cphys, FlntP, CEng, FIEE, MIEI

Tourism and Food:

Michael Mulvey, DipHtlMgmt, BA, MSc

SENIOR STAFF

Michael Murphy, DipEng, MSc, CEng, MIMechE

J.Kieran Taaffe, BSc, MSc, CPhys, MInstP, MBA,

HDipEd, DipProd, Barrister-at-Law

Gerald Walker, BA, MRP, HDipEd, MIPI

ADMINISTRATION – CENTRAL OFFICE

Academic Registrar:

Thomas Duff, BSc, CEng, Mlitt

Admissions Officer:

Vincent O'Hora

Buildings Officer:

Peter Heaslip, DipArch, MRIAI

Careers & Appointments Officer:

Eileen Fitzpatrick, MA, DCG, Careers Guidance

Chief Information Systems Officer:

David Scott, BSc, DIPSysAnal, DipIT

Co-ordinator Chaplancy Service:

Fr Melvyn Mullins

Co-ordinating and Services Officer:

Michael Marnane, Bcomm

Finance Officer:

Paul Flynn, CIS, FCIMA

Freedom of Information Officer:

Sharon Feeney, BSc, MSc, DipSocStud,

DipMan&IndRel

Head of Computer Services:

Conor Cahill, BA (Mod)

Head of Graduate Studies & Research:

Bob Kavanagh (Acting), BSc, MSc

Head of Industry Development:

Bernadette McLaughlin, BSc, HDipMgmt, MSc

Head of Library Services:

Warwick Price, BA, FLA

Head of Student Counselling:

Susan Lindsay, BA, DipPsych, PhD

Health and Safety Officer:

Edel Breslin, BSc, DipEnv.Health

Human Resource Manager:

Stephen McFadden, BA, MSc, DipPerMgmt

Personnel Officer:

David Spring DipPerMgmt

Public Relations Officer:

Sinead Coyne, BA, MA

Staff Training Development Officer:

Phil Kenna, DipPerMgmt

Student Services Officer:

Deirdre Corcoran, DipPerMgmt

Governing Body

President

Academic Council

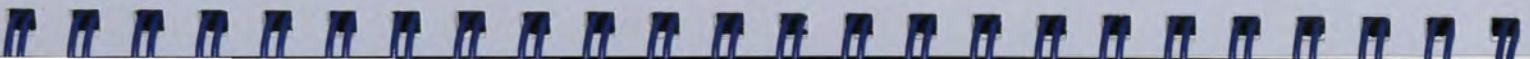
**Directorate:
President & 10 Directors**

Central Office Directors

Faculty Directors

External Affairs	Finance	Secretary	Academic Affairs
Public Relations	Financial Planning	Governing Body	Academic Council
Consultancy Short Industry Courses	Estimates/Budgets	Legal Affairs	Academic Plan
Applied Collaborative Research	Appropriate Date Bases	Personnel	Liaison (Validating Bodies)
Industrial Liaison	Business Plans/Campus Companies	Building & Estates	Course Reviews
Linkages with E.U. & Other Agencies	Investments	Educational Services (A/V Video etc)	Academic Initiatives
Campus Commercial Activities	Accounts	Office Services	Admission/Regulations
	Payroll	Catering	Examinations
	Purchasing	Computer Services	Library
		Student Services	

Engineering	Science	Applied Arts	Business	Tourism & Food	Built Environment
Civil & Building Services Engineering	Biomedical Sciences	Music & Drama	Management	Tourism	Architecture
Mechanical Engineering (Manufacturing Transport Eng. Crafts)	Chemistry	Art & Design	Distribution	Food Operations	Property Studies
Electronic & Comm. Engineering	Physics	Social & Legal Studies	Accountancy	Food Science & Technology	Environmental Technology (Geosurveying Env't. Mgmt.)
Control & Electrical Engineering (Electrical Installation)	Maths & Informatics (Maths, Statistics Comp. Science)	Modern Languages	Marketing		Construction Studies
		Media & Comm. (Printing & Photography)			



student support services



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Health Services for DIT Students



1. The following services are available free to all DIT whole-time students, including postgraduate students, on presentation of their current DIT Student Card.

Other students attending the Institute, who do not pay the Registration, Examinations and Student Services Fee, will be required to present a voucher which can be purchased, at a subsidised rate, at a DIT Student's Union Shop prior to a consultation.

The service operates between the hours of 9.00a.m. and 5.00p.m. on Mondays to Fridays during term time.

2. Health Centres are located in Aungier Street for the south city DIT centres {Aungier Street, Kevin Street, Adelaide Road/Chatham row and Rathmines} and in Linenhall Lodge, Bolton Street for the North City DIT centres {Bolton Street/Linenhall, Cathal Brugha Street and Mountjoy Square}. The Health Centres are staffed by medical teams who provide a drop-in general health service and advise on all aspects of medical care. Consultation with a doctor in a Health Centre may be arranged by appointment with the receptionist. Emergencies will be given priority. To avail of this free and totally confidential service, your Student ID card must always be produced. Students may choose to see a male or female doctor.

3. The Medical Service provided at both Health Centres is not comprehensive i.e., it does not provide an out of hours service. Students are advised to see a

local doctor or attend an Accident & Emergency Dept. should problems arise outside surgery times in the Health Centres.

4. For continuity of care and record purposes mainly, it is necessary for students attending North side DIT Campuses to attend the Linenhall Medical Centre and students attending South side DIT Campuses to attend Aungier St Health Centre.

5. If the doctor advises a consultation with a specialist physician, a scheme is available to provide assistance with the cost where necessary.

Assistance with the cost of routine dental and ophthalmic treatment may be available to needy students. Eligibility for such assistance is determined on application to the Student Services Administrator (See page 036).

Students suffering from chronic conditions such as asthma, diabetes, epilepsy, etc. are welcome to make themselves known to the nurses (in confidence) in the relevant Health Centre.

Issues Commonly Dealt with include:

General Medical Care, Health Promotion, Minor Illnesses, Medical Conditions (e.g., diabetes, asthma, epilepsy, acne) Advice on Healthy Diet and Lifestyle, Sports Injuries, Contraception, Travel Advice, Wound Dressings, Antenatal Care, Sexual Health, Cervical Smears, Pregnancy Testing, Eating Disorders, Depression, Psychological Issues, Other General Concerns.

AUNGIER STREET HEALTH CENTRE

Tel: 402 3051

Doctors:

Dr Brendan Clune

Dr Janet Durkin

Nurses:

Barbara O Connell

Deirdre Adamson

Receptionist:

Vacant

LINEN HALL LODGE BOLTON STREET

Tel: 402 3614

Doctors:

Dr Eugene O Connor

Dr Antoinetta Robinson

Nurses:

Helena Nugent

Helen Byrne

Receptionists:

Frances Daly

Goretta O'Reilly

Some colleges also have on-site First-Aid facilities during normal lecture hours. This service is provided in association with the Order of Malta Ambulance Corps. Refer to sections at the end of this handbook on individual sites or ask the porters in your building for details.

A BRIEF SUMMARY OF THE STATE HEALTH SERVICES

Everyone resident in Ireland has either Category 1 or Category 2 eligibility for the health service.

Category 1:

People in Category 1 receive a medical card from their local health board. There is a means test for this card. If your family circumstances come within the means test guidelines, you are entitled to all the benefits available to Category 1, which include:

- general practitioner services
- prescribed drugs and medicines
- all in-patient (in public wards only) and out patient public hospital services.
- dental, ophthalmic and aural services and appliances.
- maternity services.

If your home is outside the Eastern Region Health Authority, you should contact your local health board to ask them to make the necessary arrangements to permit you to register with a Dublin doctor while you are a student of DIT.

Category 2:

People who do not hold medical cards are entitled to in-patient (in public wards only) and out-patient services in public hospitals, subject to certain charges. Dental and routine ophthalmic and aural services are excluded. Category 2 persons are also eligible for the new Drugs Payments Scheme, which came into operation on July 1999.



The Disability Liaison Officer provides support and assistance to students with disabilities. The office provides a wide range of services which include the organisation of special examination arrangements; provision of psycho-educational assessments, learning skills courses and training in software packages designed for individuals with dyslexia; the provision of Braille text (where possible) and the provision of other special equipment and services (e.g. note-taking services, assistive technology etc.)(see below)

Once you are enrolled with the Institute, you are strongly advised to contact the Disability Liaison Officer and your Head of School to discuss any additional support or facilities that you may require. There is a limited fund available with the office and the deadline for application is December 1st. Students with disabilities are also eligible to apply for the Department of Education and Science Disability Fund. The deadline for such applications is the beginning of October.

Disability Liaison Officer:

Mr Pat Hoey
DIT Rathmines Road,
Dublin 6

Tel: 402 7657 / 402 7656

The Disability Liaison Officer meets students in his office in DIT Rathmines Road and at other DIT centres by arrangement.

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 to the DIT Faculties:

Aungier Street

Faculty of Business To be confirmed

Bolton Street

Faculty of Engineering Mr John Lawlor
Tel: 402 3627
Email: john.lawlor@dit.ie

Faculty of

Built Environment Mr Hugh Desmond
Tel: 402 3917
Email: hugh.desmond@dit.ie

Cathal Brugha Street

Faculty of Tourism & Food Mr Michael Griffin
Tel: 402 3537
Email: michael.griffin@dit.ie

Mountjoy Square

Faculty of Business
Mr Alan Murray
Tel: 402 4185

Rathmines Road

Faculty of Applied Arts
Ms Phil Keogh
Tel: 402 3531
Email: phil.keogh@dit.ie

Kevin Street

Faculty of Science
Ms Mary O'Neill
Tel: 402 4776
Email: mary.oneill@dit.ie

Faculty of Engineering
Mr Eugene Coyle
Tel: 402 4873
Email: eugene.coyle@dit.ie

Assistive Technology Service

The Assistive Technology service is administered by the Disability Services Office and provides equipment and training services to students with disabilities. The Assistive Technology Trainer assesses the technology requirements of students and provides training in the use of this equipment.

Assistive Technology for dyslexia and physical disabilities such as visual impairments and other physical impairments is available in many DIT campuses. Currently an Assistive Technology training room is being developed in DIT Aungier Street and is due to be opened during the 2002-03 academic year.

Students are eligible to apply for the Department of Education and Science Fund to acquire Assistive Technology for their individual use. Applications should be made through the Disability Services Office by early October.

For further information please contact:
Ms Caroline Donoghue
Assistive Technology Trainer
Disability Services Office
DIT Rathmines Road
Dublin 6.
Tel: 402 7658
Email: caroline.donoghue@dit.ie

Access



DIT has a full-time Access Officer. This role involves supporting students in the Institute who come from backgrounds where there is not a family history of third level education due to a variety of social or economic factors. These factors include:

- Long – term unemployment
- Low family income
- Limited educational facilities at home
- Family stresses (particularly in relation to limited means)

DIT is committed to equality of access to, and participation in, education at the Institute for all students, including those who are experiencing any circumstances referred to above. Students who wish to discuss any such issues or request additional support can contact the Access Officer at the following address:

Mr Peter Brown
DIT Fitzwilliam House
30 Upper Pembroke Street,
Dublin 2.
Tel: 402 3337 / 402 3338
Fax: 4023429
Email: peter.brown@dit.ie

DIT Counselling Services



DIT COUNSELLING SERVICE

Head of Student Counselling:

Susan Lindsay

DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.

Tel: 402 3443 / 402 3352

Fax: 402 3399

www.dit.ie/admin/stud_services/counselling

The DIT counselling service is available to all DIT students. It is staffed by seven 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. Some of the issues that a student might talk to a counsellor about would include personal/social issues, such as relationship difficulties, managing stress, financial worries, academic problems, e.g. concentration problems, test anxiety, etc. You can also come and talk to a counsellor in confidence about eating disorders, bereavement, sexual identity, alcohol issues, etc.

It is, however, very important to seek help early when difficulties arise, rather than letting them build up over time, in order to prevent them affecting your study or preparation for examinations.

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. 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 evaluation of study habits and learning approaches, 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.

How do you arrange to meet a counsellor?

While the counselling service is based in Fitzwilliam House, there is also an office in each of the main DIT campuses, Monday to Friday (please check the Counsellors notice board for details of locations and times). Students can make an appointment by phoning the secretary (below), or by contacting the counsellor directly on the campus.

Secretary to Student Counselling Service

Ms Patricia Houston
DIT Fitzwilliam House
Tel: 402 3353
Email: Patricia.Houston@dit.ie

Schedule of Counselling Service

DIT Aungier Street
Counsellor: Yannis Lykos
Room A204, Health Centre
Time Mon - Fri 9.00am to 5.00pm
Tel: 402 3052
Email: john.Lykos@dit.ie

DIT Bolton Street

Counsellors Aileen Henderick
Catherine Whelan
Room Linenhall Lodge Room
Time Mon - Fri 9.00am to 5.00pm
Tel: 402 3680
Email: Aileen.Henderick@dit.ie
Email: Catherine.Whelan@dit.ie

DIT Cathal Brugha Street

Counsellor Catherine Bolger
Room 31
Time Mon - Fri 9.00am to 5.00pm
Tel: 402 4343
Email: Catherine.Bolger@dit.ie

DIT Fitzwilliam House

Counsellor Susan Lindsay
Room 6
Time Mon - Fri 9.00am to 5.00pm
Tel: 402 3352
Email: Susan.Lindsay@dit.ie

DIT Mountjoy Square

Counsellor Jennifer Hughes
Room 327
Time Mon - Fri 9.00am to 5.00pm
Tel: 402 4120
Email: Jennifer.Hughes@dit.ie

DIT Rathmines House

Counsellor John Broderick
Room C9 (Second Floor)
Time Mon - Fri 9.00am to 5.00pm
Tel: 402 3506
Email: John.Broderick@dit.ie

DIT Kevin Street

Counsellor To be Appointed
Room 58
Time Mon - Fri 9.00am to 5.00pm
Tel: 402 4664

*Please note that some times may change.
Please check notice board for updates.



College Survival

Third-level education life can be both exciting and daunting for a new student. There are many new experiences to be enjoyed and savoured, but there are also many new demands and challenges that must be coped with if you are to enter, move through and successfully complete this stage of your education. Even at the best of times, many new students will confront difficulties, which they may be unable to handle alone. There is, however, a well-developed infrastructure for helping students within the Institute and it is important to remember that you should never be afraid to ask for help when you need it.

Coping with your studies can be made a lot easier if you build up a good 'tool kit' of coping strategies. The following coping suggestions are drawn from the experience of students who have successfully dealt with the demands of college life.

Academic

- Think critically about your study habits. Don't assume that the methods that got you by in school will be suitable for college. Seek advice about developing effective study skills. Good study skills will allow you to learn material thoroughly and permanently.
- Learn how to organise and plan your time. Start by working out how much time you actually have and then plan a realistic schedule. You can begin today by listing the things that you plan to do on the following day on a 3" by 5" card.
- Don't leave practical work assignments to the last minute. This is a recipe for disaster and will put you under a lot of unnecessary pressure. Get assignments completed early and out of the way.
- If you come across material that you don't understand, make a note of it and then bring it to the attention of your tutor/lecturer.
- Buy textbooks early. If you are told what topics are going to be covered in your next lecture then preview that topic in the textbook. This will give you a head start and later on you will be very glad that you did.
- If you have difficulty concentrating when reading then get into the habit of asking questions. If you can't think of any yourself then turn headings into questions. These questions will force you to concentrate.
- Practise reciting new material (aloud if possible) as often as you can. Ask yourself questions and then recite the answers in your own words, then check for accuracy. This will help to embed the ideas/facts into your memory.
- Use the Cornell system of note taking. Any good study skills book or the Student Counsellor can show you how to use it.
- Review your notes regularly. Studying ice-cold notes can be frustrating particularly if there are large gaps in your notes that you didn't get time to fill in.

Accommodation

- If moving in to a new flat, it is wise to have at least 4 weeks rent in cash to put down as a deposit.
- Some landlords may insist on references so have a few ready.
- Before signing anything, read the terms carefully. If you are unsure of anything, contact Threshold (Housing Advice and Research Centre) at Tel: 872 6311, your Students' Union, or Student Services Office.

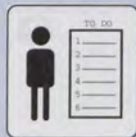
Social

Institute life is not just about studying and passing examinations, it's also about widening your personal and social experiences. It is therefore important that you make the effort to participate in the social life of the institute. This will help you to feel more involved and your new friendships will help you through the rough spots. One cheap and enjoyable way of getting more involved is by joining a club/society within the college.

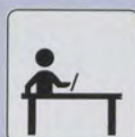
- If you are invited to a social event then do make an effort to attend that event, even if you feel that it might be boring or that you won't know anyone there.
- If you opt out then you miss out. The first few months are very important socially and it is the best time to form friendships.

Personal

- Every student feels stress at some time or other. Relieving this stress is often a matter of breaking old habits and developing new ones. Talk to a Counsellor if you require some assistance.
- When things really get on top of you, do remember that this is only a temporary state and that you can work your way out of it. The surest way to do this is to identify the most urgent tasks and pitch into them, one at a time, setting aside all the rest for the time being. Once you have disposed of these, you will feel more in charge of the situation.
- Being mentally and physically relaxed is exactly what you need for success in your academic life. So take some time to think about the consequences of any habits that affect your mental and physical health. A good diet and regular exercise will greatly enhance your mental as well as physical well being.
- Think also about some of the self-statements that you may make. Sometimes you can make a bad situation even worse by worrying and thinking negatively about yourself. Believe that you are in control and that you can find a solution to any problem or crisis.



Time Management



Note Taking Skills

Controlling your time

Your success or failure in college largely depends upon how you use your time. Therefore, time management is the number one skill to master.

The three great robbers of time:

1. Laziness: "I don't feel like doing it right now"
2. Procrastination: "Sure, I'll do it later"
3. Daydreaming: "Some day, I'll amaze them"

Keep in mind the following advice:

Old habits die hard. Be determined. It will carry you through rough spots.

Practise new habits and persevere.

Where does all the time go?

From week to week, keep a diary of how you actually spend your time. You may have more time than you realise

Principles of Scheduling

1. Study notes soon after lectures, as it aids retention.
2. When an assignment is long and overwhelming, divide it into smaller units that you can work on immediately.
3. Allow time for rest and recreation.
4. Plan blocks of time - 50 minutes to study and 10 minutes for a break.
5. Study your difficult or tedious subjects when you are at your best.
6. Start jobs ahead of time - to avoid discovering the hard way that you cannot write out a 1,500-word essay in three hours the evening before it is due.
7. List tasks according to priorities and try at least to achieve your high priority goals each week.
8. Use a month at a glance calendar to keep track of what assignments are due.
9. Don't jump from subject to subject.

Tips And Tactics For Note Taking

1. Use a large loose-leaf binder and write only on one side
2. Write in short, telegraphic sentences
3. Use modified printing style (clear letters, not scribbles)
4. Use lecturer's words
5. Use your own words when summarising notes
6. Identify your own thoughts in the notes (what's mine, what's the lecturer's)
7. Strive to detect main headings
8. Don't doodle (it breaks concentration) or sit near disinterested friends (apathy can be contagious)
9. If the lecture is too fast, capture fragments, leave blank spaces and put it all together later
10. Pay close attention to end of lecture - some lecturers cover a lot of material in the last 5-10 minutes
11. Don't give up if the lecturer is too fast
12. After each lecture fill in any gaps in your notes (ice cold notes can be frustrating)
13. Every evening before you settle down to study, pick up some notes and recite them aloud (when possible). Short, fast and frequent reviews stick in your brain.

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 in your chosen course 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, or contact a member of the following: DIT Careers Service / Student Counselling Service / Chaplaincy Service / Student Retention Office or the Students' Union. You will find more information on these services and departments within this booklet.

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.

Best of Luck!

The Student Retention Office

DIT is currently conducting research into

- How the student experience in DIT can be improved.
- The reasons why students choose to leave their course.

The Purpose of The Student Retention Office is to find out how these issues might be addressed and apply the right strategies to enhance the student experience.

Therefore it is important that you contact us with your concerns and opinions so that we can use them to effect change. You can contact:

Frank Costello

Tel: 402 7660

Email: Frank.Costello@dit.ie

Mark Russell

Tel: 402 7661

Email: Mark.Russell@dit.ie

Or call in any time at our office at
DIT Rathmines Road

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

Useful Addresses

AIDS

Aids Alliance Dublin
53 Parnell Square West, Dublin 1
Tel: 873 3799

Cairde
25 Marys Abbey, Off Capel St, Dublin 1
Tel: 873 0006

Drug/HIV Helpline
7 days 10am – 5pm
Tel: 1800 45 94 59

ALCOHOLISM

Al-Anon
5 Capel Street, Dublin 1
Tel: 873 2699

Alcoholics Anonymous
109 South Circular Road, Dublin 8
Tel: 453 8998

Alcohol Service Stanhope Centre
Lower Grangegorman Road, Dublin 7
Tel: 677 3965 / 677 9447

DEATH

Bereavement Counselling Service
St Anne's Church, Dawson Street, Dublin 2
Tel: 676 7727

DEPARTMENT OF SOCIAL WELFARE

Information Section
Store Street, Dublin 7
Tel: 874 8444

DEPRESSION

Aware Help Line
72 Lower Leeson Street, Dublin 2
Tel: 676 6166

The Samaritans
112 Marlborough Street, Dublin 1
Tel: 872 7700 or 1850 60 90 90

DRUGS

Drugs Awareness Programme Crosscare
Clonliffe College, Dublin 3
Tel: 836 0911

Drug Treatment Centre
Trinity Court, 30 Pearse Street, Dublin 2
Tel: 677 1122

Narcotics Anonymous
24 hour Helpline
Tel: 672 8000

FAMILY PLANNING

Family Planning Services
67 Pembroke Road, Dublin 4
Tel: 668 1108

Irish Family Planning Association
Solomons House, 42A Pearse Street, Dublin 1
Tel: 474 0944

SECSI
(Social Education, Contraception &
Sexuality)
Tel: 872 5033

GAMBLING

Gamblers Anonymous
Carmichael House,
North Brunswick Street, Dublin 7
Tel: 872 1133

GAY/LESBIAN

Gay Switchboard
Carmichael House, North Brunswick Street,
Dublin 7
Tel: 872 1055

Lesbian Line
Carmichael House, North Brunswick Street,
Dublin 7
Tel: 872 9911

HEALTH

Eastern Region Health Authority
Information on health and advice
Tel: 1800 52 05 20

Northern Area Health Board
Tel: 840 7059

East Coast Area Health Board
Tel: 276 5682

South Western Area Health Board
Tel: 045 875 772

Asthma Helpline
Tel: 1850 44 54 64

Genito-Urinary Clinic
St James Hospital, James Street, Dublin 8
Tel: 416 2315 / 416 2316

Sexually Transmitted Disease Clinic
St James Hospital, James Street, Dublin 8
Tel: 416 2315 / 416 2316

The Mater Hospital
Eccles Street, Dublin 7
Tel: 803 1122 / 803 2000

PREGNANCY

National Pregnancy Helpline
Tel: 1850 49 50 51

Cherish
2 Lower Pembroke Street, Dublin 2
Tel: 662 9212

Cura
30 South Anne Street, Dublin 2
Tel: 671 0598 or 1850 62 26 26

Dublin Well Woman Centre
35 Lr Liffey Street, Dublin 1
Tel: 872 8051

Life Pregnancy Counselling Service
29/30 Dame Street, Dublin 2
Tel: 679 8989 or 1850 28 12 81

RAPE

Rape Crisis Centre
70 Lower Leeson Street, Dublin 2
Tel: 661 4911 or 1800 77 88 88

TRAVEL/TRANSPORT

Bus Eireann
Busaras, Store Street, Dublin 1
Tel: 836 6111

Dublin Bus
59 Upper O'Connell Street, Dublin 1
Tel: 873 4222
URL: www.buseireann.ie

Iarnrod Eireann
Head Office, Connolly Station, Dublin 1
Tel: 838 6222
URL: www.irishrail.ie

Dublin Tourism Centre
Suffolk Street, Dublin 2
Tel: 605 7700

USIT
19 Aston Quay, Dublin 2
Tel: 679 8833



DIT Chaplaincy Service

Chaplaincy Service
Fr. Melvyn Mullins,
Coordinator,
Chaplaincy Service,
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.
Tel: 402 3307
Fax: 402 3399
Mob: 087-288 5423

The DIT Chaplaincy is a professional and ecumenical service. Staffed by men and women from different Christian traditions, the Chaplaincy offers a welcome to all the students and staff of the Institute. Our aim is to provide support and care for the personal, social and spiritual lives of students and staff and to contribute to a sense of community in the Institute. The Chaplaincy offers a full-time confidential service with a Chaplain available in almost all DIT campuses.

The Chaplaincy team is aware that life as a student can at times be stressful. We would like you to include us in your support team to help you get through. So if you get those 'what's it all about?' questions, or if it all seems a bit too much, come and find us. We may not have all the answers (though we do have some!) and can help you find the rest.

We know there are times when YOU may be stressed or pressurised, confused or overwhelmed. Perhaps you need time out. If so, we offer times of reflection, meditation and weekend retreats. Keep an eye on the Chaplain's notice board for details. We look forward to meeting with you during your time in college.
Click on to our web site:
<http://student.dit.ie/chaplaincy/intro-page.html>

FULL-TIME CHAPLAINS

DIT Aungier Street

Sr. Mary Flanagan

Tel: 402 3050

Mob: 087 641 7309

Email: mary.flanagan@dit.ie

DIT Bolton Street

Fr. Martin Dolan

Tel: 402 3639

Mob: 086 877 8679

Email: martin.dolan@dit.ie

DIT Cathal Brugha Street

Sr. Margaret McDermott

Tel: 402 4308

Mob: 087 416 9517

Email: margaret.mcdermott@dit.ie

DIT Mountjoy Square

Sr. Vera Magee

Tel: 402 4112

Mob: 086 807 4573

Email: vera.magee@dit.ie

DIT Rathmines House/Road

DIT Adelaide Road

Mr Baird Lewis

Tel: 402 7659

Mob: 086 3554567

Email: baird.lewis@dit.ie

DIT Kevin Street

Fr. Alan Hilliard

Tel: 402 4567

PART-TIME CHAPLAIN

Willi Stewart

96 Lr. Drumcondra Rd.,

Dublin 9

Mob: 087 238 1976

"You can do everything better when the Source of your life comes together with your living of it"



Careers

Careers and Appointments Service

Eileen Fitzpatrick, MA, DCG

DIT Fitzwilliam House,

30 Upper Pembroke St.,

Dublin 2

Tel: 402 3441

Fax: 402 3990

What you do after college is very important in relation to paving the way for your future career. From the time you enter first year, you will start to develop a range of key skills. In collaboration with academic staff, the Careers Service aims to enable you to build on this range of skills so that you leave third level education as a rounded graduate with a variety of technical and work-related skills.

The Careers Service is here to help you with this transition from college to working life and provides a programme to ensure that you are capable of devising a strategic career plan, and acquire the necessary skills to ensure your employability.

What is a career strategy?

A career strategy is the formulation of your career aspirations into a flexible plan. It will take into consideration your abilities, personality, interests, lifestyle, ambition as well as the economic climate.

How can we enable you to form a career strategy?

- We carry out a careers education programme, through:
 - Collaborative projects aimed at embedding career planning and key skills into the curriculum
 - Stand alone modules, which aim to equip you with job search skills e.g. designing CV's, interview skills, introduction to psychometric testing.
- One-to-one guidance
- Opportunities to meet with employers, e.g. through career fair, employer presentations and information on employers that regularly recruit graduates
- Careers information – we have a well-stocked library located in DIT, 30 Upper Pembroke St. which is open every day from 9:30am-1pm and 2pm-5pm, with relevant and up to date publications
- Prospect Planner – this is an interactive computer guidance package designed to help you with your career choice. It is available on the DIT intranet.

DIT Careers Service is staffed by six professional career consultants and two administrative staff. Students who would like to discuss personal career issues should make an appointment by contacting the appropriate person below, or by making an appointment through the Students Union.

Applied Arts

Dave Kilmartin

Tel: 402 7500

Email: dave.kilmartin@dit.ie

Built Environment

Carol Kelehan

Email: carol.kelehan@dit.ie

Carmel McDonald

Email: carmel.mcdonald@dit.ie

Tel: 402 7503

Business

Laurence Whitson

Email: laurence.whitson@dit.ie

Tel: 402 7501

Engineering

Helen Wright

Email: helen.wright@dit.ie

Tel: 402 3351

Science

Christiane Brennan

Email: christiane.brennan@dit.ie

Tel: 402 7504

Tourism and Food

Jill Barrett

Email: jill.barrett@dit.ie

Tel: 402 7502

Employer Liaison Officer

Margaret Daly

Email: margaret.daly@dit.ie

Tel: 402 3441

Clerical Officer

Vacant

Fax: 402 3390

Tel: 402 3408

W: www.dit.ie/admin/careers



Students' Union

The DIT Students' Union (DITSU) is the largest students' union in the country and is the representative body for all students of the Institute. All whole-time (including postgraduate) students become members of the Students' Union upon registration at the Institute.

The Students' Union holds 2 places on the Governing Body of the Institute.

As a representative body the Students' Union works to defend the interests of all students. Through representation on educational issues from the site presidents and on welfare issues from the deputy presidents/welfare officers, the Students' Union seeks to support all students through college.

Democratically elected, the Students' Union is dependent, for effectiveness, on participation from students. DIT Students' Union is affiliated to USI (Union of Students in Ireland) which is the national representative body for students.

Aside from the representation on all aspects of student life, the Students' Union operates numerous other services at very competitiveness prices – SU Shops at each DIT centre, photocopying, USIT cards, bus tickets, fax service, pool tables, jukebox, video games, etc.

DITSU also organises social events throughout the year - Freshers Weeks, lunchtime gigs, class parties, regular theme Discos/Balls and RAG Weeks. Each local union produces a local publication in order to report on all information and activities across DIT.

Most importantly the Student's Union officers and staff provide advice on many issues such as accommodation, finance and welfare. The Students' Union provides access to the welfare, medical, dental and optical services, and works closely with the Institute's Student Services Office and the Counselling Service.

**Contact numbers in DIT Students' Union
for 2002/2003:**

DIT Rathmines Road

Overall President Hugh O'Reilly
Tel: 4949 741 or Ext 7837
Email: president@ditsu.ie
Mob: 086 6031213

General Manager Maura Cunningham
Tel: 4969 742 or Ext 7836
Email: genmgr@ditsu.ie
Mob: 086 8338569

DIT Societies
Organiser Anita Conway
Tel: 4969 743 or Ext 7844
Email: societies@ditsu.ie
Mob: 086 6376374

Site President Brian Whitney
Tel: 4969 741
Mob: 086 6031076

DIT Aungier Street

Site President Paul Malone
Tel: 402 4112
Tel: 475 1873
Email:
president@ast.ditsu.ie
Mob: 086 8151468

Dep. President/
Welfare Officer Joe Savage
Tel: 4751 873
Email:
welfare@ast.ditsu.ie
Mob: 086 8151469

Union Manager Ellen Mc Glynn
Tel: 4751 873/4
Fax: 4751 875
Email:
manager@ast.ditsu.ie

Shop Manager Ms Marcella Keane

DIT Bolton Street

Site President Darren Mc Ardle
Tel: 402 3619
Email:
president@bst.ditsu.ie
Mob: 086 8151471

Dep. President/
Welfare Officer Naoimh Mc Namee
Tel: 402 3620
Fax: 8722 997
Email:
welfare@bst.ditsu.ie
Mob: 086 8151472

Union Manager Ms Orla Cassin
Tel: 402 3621
Fax: 8722 997
Email:
manager@bst.ditsu.ie

Shop Manager Mr Jimmy Keane

DIT Cathal Brugha Street

Site President Stephen Boyle
Tel: 402 4370
Email:
president@cbst.ditsu.ie
Mob: 086 8151473

Union Manager Ms Gabrielle Dalton
Tel: 402 4510
Email:
manager@cbst.ditsu.ie

Shop Manager Mr Maurice Mc Cabe

DIT Mountjoy Square / Rathmines

Site President Brian Whitney
Tel: 402 4111
Tel: 8363 044
Email:
president@msq.ditsu.ie
Mob: 086 6031076

Union Manager Ms Vivienne Byrne
Tel: 402 4110
Tel: 8363 044
Email:
manager@msq.ditsu.ie

Shop Manager Mr Michael O'Brien

DIT Kevin Street

Site President Cathal Gallagher
Tel: 402 4641
Email:
president@kst.ditsu.ie
Mob: 086 8151 476

Dep.President/
Welfare Officer Lyndsey Jones
Tel: 402 4925
Email:
welfare@kst.ditsu.ie
Mob: 086 6031075

Union Manager Ms Ann Pouch
Tel: 402 4654
Email:
manager@kst.ditsu.ie

Commercial
Services Manager Mr David Pfeiffer
Tel: 4782 732 or Ext 4655
Email: Pfeiffer@eircom.net

Shop Manager Ms Geraldine Gill



Clubs & Societies

Clubs and Societies are an essential part of life in any third-level Institute, and there are over 150 clubs and societies throughout DIT. All Students are encouraged to take part in the activities that interest them, for the social as well as the educational benefits. Being active in any club or society is an excellent way of getting to know others students with similar tastes and interests. Becoming involved in the running of clubs and societies can provide good experience in organisation and management, leadership and teamwork.



Sport in DIT

The DIT Sports Committee, which comprises of representatives of all DIT campuses, organises the following Clubs which are open to all students: *Athletics, Basketball, Camogie, Fencing, Gaelic Football, Ladies Gaelic Football, Handball, Hurling, Hockey, Judo, Mountaineering, Rugby, Sailing, Soccer, Swimming and Volleyball.*

In addition, each DIT centre has a Sports Council which organises a wide variety of sports, such as *football (Gaelic, Soccer and Rugby), Hurling, Camogie, Hockey, Basketball and Volleyball, as well as Swimming, Athletics, various forms of Martial Arts, Canoeing, Orienteering, Badminton, Aerobics, Yoga, and many more.* Students are encouraged to participate in these activities either on a competitive or recreational basis.

Information regarding fixtures, training sessions and other activities is available from the Students' Union or from the following:

Centre	Contact	Phone No.
Bolton St	Colm Gerety Chairperson Sports Council	402 3752
Kevin St	Seamus Byrne Sports Officer	402 3042
Aungier St	Herbert McClelland Sports and Recreation Organiser	402 3042
Cathal Brugha St	Caragh O'Buachalla Recreation Organiser	402 4341
Mountjoy Square	Niamh O'Callaghan Sports and Recreation Organiser	402 4153



Cultural & Social Activities

Non-sporting activities are also fully catered for in DIT. Each centre has a Cultural and Social Council which organises and funds a wide variety of societies (see the list below). Many of these groups are related to specific courses, and provide an extra dimension to the academic content of these courses.

In addition, the DIT Cultural and Social Committee, which comprises representatives of all the centres, organises and funds activities which are open to all DIT students.

The following list of clubs and societies is not complete, but it shows that there's something for everyone.

A.I.E.S.E.C
Advertising
Amnesty International
An Gaisce
Architectural Society
Art/Sculpture
Auctioneering Society
Choral Society
Clubbers & Dancers
Cuman Gaelach
Debating & Public Speaking
DJ Society
Drama Society
Engineering Society
Erasmus Society
Games Society
Geo-Surveying
Gig Society
H. Dip Society
Hum Nuts Society
Irish Dancing

Journalism Society
Keyboard Society
Law Society
Leisure Management
LGB Society
MAD
Media Production Society
Paintball Society
Photographic Society
Protestors Society
Public Relation Society
Rock Society
Science Fiction Society
Science Society
Sign Language
Social Care Society
St. Vincent de Paul
Theatre Society
Travel & Tourism
Turf Appreciation

Further information is available from Anita Conway, DIT Societies Organiser, DITSU, DIT Rathmines Road.

Tel: 4969743

Mob: 087 637 6374 or contact your Students' Union.



Students are encouraged to achieve the highest artistic and intellectual standard possible. Over the years, graduates have contributed significantly to the growth of the cultural industry in Ireland, winning prizes in both national and international competitions.

A developing programme of planned and spontaneous activities including exhibitions, lectures, debates, dramatic and music performances, films and other projects reflect the broad range of interests. The Social and Cultural Committee encourages and supports activities, providing an important cultural focus for DIT and the wider community.

The DIT Choir and DIT Symphony Orchestra are open to all students and staff of the Institute. Anyone interested in participating in these two ensembles, which will perform a series of concerts during the year, should contact the Head of the Conservatory of Music and Drama.

A prominent place is given in DIT's educational and research programmes to the creative arts and humanities. A broad range of innovative, multi-disciplinary and professional level programmes is offered at undergraduate and postgraduate level, in related fields of film, broadcasting, audio, fine art, music and composition, photography, journalism and publishing, animation and computer imaging, multimedia, architectural and interior design, product and graphic design, holography robotics, laser technology, language and literature, etc.

DIT endeavours to ensure that education embraces the full life, including the visual, creative and performing arts, athletics and sport, clubs and societies, community service and the whole range of activities that makes life worth living.

For further information, please contact:

Dr Ellen Hazelkorn,
Director,
Faculty of Applied Arts,
DIT Rathmines Road,
Dublin 6
Tel: 402 3000
Fax: 402 3487
Email: facultyarts@dit.ie



Student Services

DIT Student Services Office

Student Services Administrator:

Deirdre Corcoran

DIT Fitzwilliam House,

30 Upper Pembroke Street,

Dublin 2.

Tel: 402 3394

Fax: 402 3449

The DIT Student Services Office is located at the Institute at the above address. It administers a wide range of services in all of the DIT centres, and oversees the distribution and 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.

DIT Student Accommodation Service

The Accommodation Service is an information service provided by the Student Services Office in co-operation with the Students' Union. A list is produced containing living accommodation, both self-catering and lodgings, including details of location, number of places, charges, etc. This list may be obtained from the Registration Office or the Students' Union at each centre, or from the central Student Services Office. The DIT accommodation list may also be viewed on-line at www.findahome.ie. When you enter this website go to "College Accommodation" and select "Dublin Institute of Technology". In order to access the accommodation list

you will need a special password which can be obtained from Elaine Free (Tel: 4023392) when you provide your DIT student ID number. The selection of the accommodation and terms of agreement or contact, is entirely a matter between the individual student and the house-holder or owner. The Institute does not at present have on-campus accommodation. It should be noted that self-catering accommodation in Dublin is very scarce and expensive. The DIT's Accommodation List includes a substantial number of lodgings ('digs') which students might consider, particularly in first year.

Personal Accident Insurance Scheme

Summary of Cover

All DIT wholtime students are covered by a Personal Accident Insurance Scheme. Cover is world wide and operates 24 hours per day, 52 weeks of the year, irrespective of whether the accident occurs on campus or otherwise. Benefits under the scheme resulting from bodily injury, arising from an accident, include:

1. Death €6,348
2. Permanent total loss of sight in one or both eyes, loss of one or two limbs €126,973
3. Permanent total disablement (other than loss of sight in one or both eyes or loss of limb) €126,973
4. Permanent partial disablement
5. Reduced proportionate benefits
6. Medical expenses in respect of an accident covered under 1 to 4 above (subject to €63.50 claims excess) €63,486

7. All other medical expenses arising from bodily injury, including emergency dental treatment (subject to €63.50 claims excess) €6,348

Exclusions

As with all insurance policies, there are some exclusions. Cover does not operate in respect of accident or injury arising directly, or indirectly from:

- A. Suicide or attempted suicide or self injury.
- B. Aviation (other than as a passenger) or flying in any aircraft owned by or leased to the insured.
- C. Active service in any of the armed forces of any nation.
- D. Declared or undeclared war or any act thereof.
- E. Sickness not directly resulting from bodily injury.
- F. Infection with any form of HIV or AIDS related condition.
- G. Motor or motorcycle racing or horse racing.

The above is a summary of cover. Full details and claim forms are available on application to the Student Services Office, or your Students' Union.

DIT Student Assistance/Access Fund

The Student Assistance Fund is available to all whole-time registered DIT students experiencing severe financial difficulties. Assistance with such items as books, transport, rent can be made available from the Fund. The Fund can only deal with

cases of extreme hardship. Students will normally be referred to the Fund by DIT Student Counsellors, Chaplains, Course Tutors or Students' Union personnel. The Fund is administered by the Student Services Administrator.

The Student Access Fund is intended to tackle educational disadvantage by providing financial support to students to enable them to fully benefit from their third level studies. The Access programme is organised by the Access Officer (see page 16).

The Child Care Support Fund

The Child Care Support Fund is a scheme which may provide a subsidy towards the cost of child care during the academic year to a limited number of whole-time students who are parents. As these students are usually entitled to some state benefits and allowances, this scheme is means-tested. There is a limited budget, and intending applicants should apply early. The scheme is administered by the Student Services Administrator.

DIT Development Fund

This fund is set aside as a contribution towards the costs associated with the establishment of a projected Social and Recreational Centre for DIT students.



DIT Alumni Association

Alumni Office,
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2
Tel: 402 3435
Fax: 402 3393
Email: alumni@dit.ie

The DIT Alumni Association unites all former students (alumni) of the Institute, enabling them to catch up with old friends from home and abroad, as well as making new friendships with other alumni.

An Taoiseach, Mr Bertie Ahern, TD, as its first alumnus, launched the Alumni Association in December 1997. The Association encourages the integration of alumni into industry through social and professional events, while keeping them in touch with the Institute and its development. In addition, the Association has developed a number of exciting benefits that you can receive as a member.

Membership benefits:

- DIT Alumni Association Newsletter, *The Network*
- Invitations to Speaker Evenings and Social Events
- Class Reunions
- The Graduate List on the Web
- DIT Library and Facilities Access
- DIT Affinity Credit Card
- DIT Alumni Association Web site
- Alumni Tracking Assistance
- Reduced Rates/Special Offers in the Services Sector
- Overseas chapters



DIT International Dimension

DIT welcomes several hundred international students every year. From more than 35 countries world-wide, they follow a range of courses and programmes at undergraduate and postgraduate level. Some come for a year or less as visiting students; others enrol as full-time students for the duration of our programmes.

Two programmes fund a range of specific activities which allow Irish students to spend time in a European country in an academic or in some cases an industrial environment. The institute participates in SOCRATES and LEONARDO programmes funded by the European Union. For further details on participation, please contact the Heads of individual Departments or the European Affairs Officer:

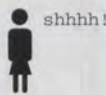
Marie Kennedy
European Affairs Officer,
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.

Tel: 402 3341
Fax: 402 3393

For information about accommodation, communication, employment, money and much more, we invite you to check out our web site, specifically for international students.

www.dit.ie/admin/student_serv/isi/efada.html

DIT Library and Information Services



There are six constituent libraries within the Institute located at Aungier Street, Bolton Street, Cathal Brugha Street, Kevin Street, Mountjoy Square and Rathmines House. The student DIT ID card also serves as the Library card. Hours of opening vary from library to library and according to the time of year. During term time most libraries are open from 10.00 am to 9.30 pm. (Monday to Friday). Saturday opening is from 10.00 am – 5.00 pm. Please refer to site information in this handbook or the notices at each Library for further details. You may also check the DIT Library Web site at: <http://www.dit.ie/library>

The DIT Library currently stocks collections in excess of 170,000 books and other items and subscribes to approximately 1,800 journal titles. The Libraries are networked operating the same computer system and share a common database. The entire holdings of the DIT Libraries, their locations and current status are displayed on the OPAC (On-line Public Access Catalogue) in each centre. The OPAC may also be accessed via the Internet. The telenet address is 'library.dit.ie' and the logon is 'opac'. Registered students may borrow from any of the DIT Libraries.

Generally the DIT Library provides study places, textbooks, monographs, course materials, reference works and journals, both to support the courses offered and to facilitate research. Material may be available in many formats, for example, books, videos, slides, tapes, microforms, CD-ROMs, computer disks, maps and music. Special information tools, indexing and abstracting journals, CD-ROM services, Internet access and on-line searching are available to varying degrees in the DIT Libraries. Card-operated photocopiers are also available. Information not available within the DIT Library may be requested via the inter-library loan service.

Your Library and Information Service will be a valuable resource for you during your time with DIT. Please feel free to visit any of the Libraries and remember that the Library staff are always willing to help you if you are unsure of where to find the information you want.



ICT Services

The ICT Services Department provides Information and Communications Technology Services to Staff and Students of the Dublin Institute of Technology. These Services include,

- Email
- Internet Connectivity
- Student A/C Services
- E-Learning Infrastructure
- Network & Server Management
- Support Services
- Faculty Planning/Support
- IT Governance
- IT Policy & Procedures

The provision of high-speed access to the Internet and World Wide Web is provided through HEAnet, which is the national Education and Research Internet Service Provider (ISP).

As increasingly most of the business of the institute, be it academic or administrative, is enabled via Technology, the ICT Department is committed to the provision of a professional, efficient and equitable service to the Institute.

Staff and students are required to study and abide by the following codes:

- Regulations Governing the Use of Computer Resources
- Code of Conduct for the Use of Software and Datasets
- HEAnet Acceptable Usage Policy

These codes and other procedures are set out on the DIT Web Site www.dit.ie and are detailed under Use of IT and Internet Resources in the Regulations section of this Handbook.



DIT Restaurants

Each of the DIT centres has restaurant facilities, which provide lunches and teas, as well as morning and afternoon snacks at reasonable prices. Please refer to site information for further details about prices, location and times for the restaurants.

diary



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Non-Semesterised Courses

2002	Term 1	
September	Monday 2	Commencement of Session. Interviews and enrolments for part-time and evening courses commence.
	Monday 9	Commencement of part-time courses in Music & Drama.
	Monday 16	1st Year courses commence with the induction programme.
	Monday 23	Second and subsequent years of all whole-time courses commence.
December		Part-time day and evening courses commence.
	Friday 20	Final class meetings of first term.
	Saturday 21	Final class meetings for part-time and evening courses in Music & Drama.
2003	Term 2	
January	Monday 13	Classes Resume
April	Friday 11	Final class meeting of second term.
2003	Term 3	
April	Monday 28	Classes Resume
May	Friday 9	Final class meetings of third term.
	Monday 12	Examinations commence.

*Classes are not scheduled on public holidays during the session (viz. 28th October, 17th March; 5th May; 2nd June).

*Classes are not scheduled from Monday 23rd December to Friday 10th January inclusive or from Monday 15th April to Friday 26th April inclusive.

DATES FOR SEMESTERISED COURSES, APPRENTICESHIP AND CERT RELATED COURSES DIFFER FROM THE ABOVE;
DETAILS SHOULD BE OBTAINED FROM THE RELEVANT FACULTIES, SCHOOLS OR DEPARTMENTS

Academic year

September 2002 - September 2003

September 2002

M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2002

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2002

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2002

M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2003

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2003

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2003

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2003

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2003

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2003

M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2003

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2003

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2003

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Lecture timetable - semester 1

Monday

Tuesday

Wednesday

Thursday

Friday

9.00 - 10.00

10.00 - 11.00

11.00 - 12.00

12.00 - 1.00

1.00 - 2.00

2.00 - 3.00

3.00 - 4.00

4.00 - 5.00

5.00 - 6.00

student regulations



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GENERAL REGULATIONS

All students are required to observe, in addition to the laws of the State, the regulations of the Institute as amended from time to time by the Governing Body.

REGISTRATION

1. Application and enrolment dates for courses offered in the Institute shall be as published annually by the Institute.
2. Fees must be paid in full on enrolment and before admission to class or guaranteed by a grant awarding body.
3. Intending students should note the entry requirements for admission to the various courses. Before acceptance of an application for admission to classes or courses, the applicant may be required to attend for interview and the Institute must be satisfied as to his/her ability to benefit from the proposed classes or course. Approval in this respect must be endorsed on the enrolment form by the designated Institute authority. The Institute may require an applicant to pass an entrance test and/or a suitability test before admitting him/her to any class or course.
4. Only in exceptional circumstances and subject to the additional payment of a late fee will applicants be admitted after the enrolment date as referred to in 1.
5. The sole proof of enrolment in any class or course in the Institute is the Bank Giro Receipt or Official Receipt for the class or course fees paid. Lecturers are authorised to refuse admission to classes if students do not show their Bank Giro or Official Receipt if requested to do so.
6. In general, fees are not refundable except where a class or course does not form. Students who withdraw from a course before its commencement will be entitled to a refund of any amount paid less an administration charge. Students withdrawing after the course commences, during the first term or semester only, may be entitled to a partial refund of any tuition fees paid. The student services and examination fee is not refundable after the course has commenced.
7. Students will be issued with an Identity Card annually. For this purpose and for the Institute records students must provide, at their own expense, three copies of a recent photograph [not returnable] of passport type and size. Where Identity Cards have been lost or are no longer usable, the Institute should be informed as soon as possible and three copies of a recent photograph must again be provided as in the case of first enrolment. Students should note that an appropriate charge will be made for replacement of Identity Cards. The Identity Card is the property of the Institute and may be demanded by the Institute or its officers or agents at any time. Students are, therefore, required to carry their Identity Cards with them while in the Institute or whenever they may be required to identify themselves as students of the Institute.
8. The onus is on the student to notify change of address or place of employment as appropriate, to the Faculty Administrator immediately.

9. Academic Council may approve changes to courses and to assessment regulations, including examination regulations, which will come into effect in the following academic year. The relevant students will be given notice of any such changes.
10. A Director, or his/her designate, may change the day and time of any class and may cancel classes where the enrolment of attendance is considered inadequate. If for some reason a lecturer cannot attend, classes may be cancelled without notice.
11. No exchange of courses/classes may be made after enrolment without the written consent of the relevant Director.
12. The onus is on the student to notify the Faculty Administrator immediately in writing in the event of their withdrawing from the course for any reason. A student's entitlement to a refund and future entitlement to free fees may be jeopardised if he/she fails to do so. The date of withdrawal from a course will be taken as the date of receipt by the Faculty Administrator of written notification of withdrawal.
13. The Institute reserves the right to correct the fee charged to a student in the event that an incorrect fee is notified as a result of human error, incorrect information being obtained at enrolment or a change in student circumstances which affect the fee due.

OVERSEAS STUDENTS

1. Admissions criteria are set out by course. EU students who hold equivalent qualifications are considered on an equal basis to Irish students.
2. Other foreign students must present suitable qualifications which the Institute judges to be equivalent to the required Irish qualifications.
3. No application will be accepted from overseas applicants for admission to part-time day or evening courses unless they are resident in the country.

STUDENT DISCIPLINE

1. Students are expected to participate in the Institute activities in a manner conducive to establishing a sound educational atmosphere.
2. Any student engaging in or causing disruption of a legitimate Institute activity may be suspended by the Director, from the Institute.
3. Students must at all times obey the lawful instructions of lecturers and other members of the Institute staff who are responsible for the maintenance of good order.
4. Infringement of the Student Regulations, misconduct in any of the premises or grounds comprising the Institute or outside of the premises of the Institute, may lead to suspension by the Director of the student or students concerned.
5. Students are liable for the cost of repair or replacement of Institute property maliciously or negligently damaged by them.

6. Students are not allowed to smoke in the Institute except in areas designated for smoking.
7. Mobile phones, personal stereos, etc. must be switched off, and may not be used, within classrooms and examination halls.
8. The President reserves the right to expel at any time any student whose conduct is in serious breach of the regulations.
9. Only Institute societies and clubs may advertise in the Institute. Students may only display posters and notices on the designated notice boards with the permission of the relevant Faculty Administrator.
10. Student groups wishing to hold meetings in the Institute should make application in advance and receive the permission of the relevant Faculty Administrator before such meetings take place.
- 11 (a). Alcoholic drink may not be brought into the building or grounds of the Institute without the prior permission of the relevant Director.
- 11 (b). Drugs, other than those medically prescribed for the bearer's personal use, may not be brought into the buildings or grounds of the Institute.
- 12 (a). Items left on Institute property are left entirely at the owner's risk. The Institute accepts no responsibility for any loss, damage to or theft of such items, howsoever caused.
- 12 (b). Students are forbidden to park cars/bicycles/motor cycles except in such places as they are authorised to do so from time to time. Use of parking areas is at the sole risk of the user in all respects and neither the Institute, its servants or agents accept liability for any loss, damage or injury to persons, vehicles, accessories or contents however caused.
13. The Faculty Administrator must be consulted in advance if Institute Organisations or Student Unions propose to arrange parades, collections, demonstrations or any other activities of this kind, using the name of the Dublin Institute of Technology. Approval is given on the understanding that relevant bye-laws and such conditions as are set down by the Institute are understood and will be observed. Notice to the appropriate public authorities, where required, should be arranged well in advance. Individual students participating in the name of the Institute in any activity outside the Institute remain subject to the general regulation that students conduct shall not bring the Institute into disrepute.
14. Failure to pay fees (including any late fees) may result in any or all of the following:
 - Withdrawal of student card and access to libraries;
 - Refusal of entry to end of year examinations;
 - Students may not be permitted to graduate with a DIT qualification;
 - Students identified as having previously defaulted on fees will not be permitted to register for a subsequent course without first settling all outstanding fees due.

15. An appeal by a student against a decision on disciplinary matters may be made by the student through the Director/Secretary's office to the Disciplinary Appeals Board of the Institute; the Board shall comprise a membership as follows:

1. Chairman of the Institute or a member acting on the Governing Body and nominated by the Chairman;
2. The Director/Secretary of the Institute;
3. A Director nominated by the President;
4. A Student Representative nominated by the President.

ATTENDANCE

1. Students shall attend all assessments as set out in the Institute's General Assessment Regulations and in the appropriate Course Document.
2. Students must provide themselves with such books, instruments and equipment (including special clothing) as their classes may, in the opinion of the Institute, require. Safety precautions, and such other regulations as the work of the Institute may require, must be observed as prescribed.
3. Students are required to keep such notebooks and record books, and to undertake and submit by the dates specified such course work and assignments as specified by members of the teaching staff. Failure in this respect may lead to suspension or expulsion.
4. Apprentices should note that details of employment and the attendance of all

apprentices enrolled in release courses are made available to the relevant authority and employer.

DATA PROTECTION

The Institute is registered as a "data controller" under the Data Protection Act 1988. All students are required to comply with the requirements of the Act which is available in the library.

PHOTOCOPYING AND COPYRIGHT

All users of the Institute's photocopying equipment are required to comply with the provisions of the Copyright Act 1963 (as amended) when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and to the Institute's disciplinary procedures.

LIBRARY REGULATIONS

1. All registered staff and students of the Dublin Institute of Technology are entitled to use library services. Other categories of user may be admitted according to the DIT library policy on external readers. The Institute reserves the right to refuse admission to the library.
2. All users must have a current DIT identity card or library card which must be produced when borrowing library materials and at any other time on request.
3. The person registered on the ID card or Library card is responsible for all material borrowed on that card. ID cards

and Library cards are not transferable. Lost or stolen cards should be reported immediately to the Faculty Office which issued the card.

4. All materials borrowed from the library must be returned by the due date and time. Borrowers with overdue material may not be permitted to borrow additional items, or renew other items, until such time as all overdue items are returned. Fines may be levied on overdue items.
5. Users are liable for the cost of replacement or repair of all material lost, damaged or defaced by them while in their possession or while on loan to them.
6. Unauthorised removal or attempted removal of any item from the library will be regarded by the Institute as a serious offence.
7. Library users must refrain from behaviour which would cause a disturbance to other users. The library is a study area and noise must be kept to a minimum.
8. Smoking, eating and drinking in the library are forbidden and users should not bring food and/or drink into the library.
9. Mobile phones, personal stereos, etc. must be switched off, and may not be used within the library.
10. All users of the Institute's photocopying equipment are required to comply with the provisions of the Copyright Act 1963 (as amended) when making photocopies from material which enjoys

copyright protection. Failure to comply may expose the person to potential civil liability and to the Institute's disciplinary procedures.

11. Items left on Institute property are left entirely at the owner's risk. The Institute accepts no responsibility for any loss, damage to or theft of such items, howsoever caused.
12. Breach of these regulations may lead to disciplinary procedures, including those specified in the Institute Student Regulations, being invoked.
13. Library staff are authorised to take appropriate action to ensure that all library users comply with these regulations. Users are required to comply with directions from library staff. Users are required to co-operate fully with any requests made by any member of the library staff to allow the items in the possession of the user to be inspected, and failure to render such cooperation will be regarded as a serious offence.

ASSESSMENT REGULATIONS

The Assessment Regulations, including examination regulations and appeals, are contained in the Institute's General Assessment Regulations, approved by Governing Body in February 2002. You can find the regulations on the DIT website. http://www.dit.ie/admin/ac_registrar/doc/general_assess_reg.doc.

They refer to all students, including 1st years. The regulations deal with the assessment for progression, assessment for

award, reassessment, compensation regulations, conditions for exemption, internal and external examiners, regulations relating to candidates, invigilation, breaches of regulations, examination boards, special circumstances relating to assessment and the appeals process.

Note: All students should familiarise themselves with these regulations.

DEALING WITH COURSE-RELATED PROBLEMS

DIT has put in place a series of supports to help students overcome any difficulties they may encounter with their studies.

Subject lecturers are happy to assist students who have difficulty with a particular subject. There are designated year tutors and programme/course tutors who can solve most problems associated with courses. In addition, there are course committees in place, chaired by a member of Academic staff and having student representatives from each year of the course. These committees are the appropriate forums to discuss any changes which the students wish to see implemented to the organisation, content and delivery of a course.

Each student is a member of a particular school under the management of a Head of School. The school may be sub-divided into departments managed by Heads of Departments. If a problem has not been resolved by recourse to the year tutor or course tutor, then a student should see the Head of Department, or the Head of School

or the Faculty Director who is responsible for all schools and courses within his/her faculty.

USE OF IT AND INTERNET RESOURCES

As a third level institute the DIT provides access to a range of IT services and infrastructure in an open environment conducive to encouraging its use by all staff and students be they novice or expert. To sustain this environment a set of regulations and guidelines are set out below which all students must follow. These regulations/guidelines are essential to:

- Enable and protect the academic and administrative work of the institute
- Protect the copyright and intellectual property rights of those who supply software to the institute
- Ensure the proper usage of the Internet and the World Wide Web
- Ensure legal compliance with the many applicable Acts and Statutory Instruments

Staff and students are required to study and abide by the following codes:

- Regulations Governing the Use of Computer Resources
- Code of Conduct for the Use of Software and Datasets
- HEAnet Acceptable Usage Policy

These codes and other relevant procedures and information are available on the DIT Web Site at www.dit.ie and are also detailed in the following pages:

STUDENT REGULATIONS GOVERNING THE USE OF COMPUTER RESOURCES

1. Introduction

- A. Email/Internet services are Institute facilities intended for use for teaching, learning, research and administration in support of the Institutes objectives. Email addresses and Internet access, (where available to students), are provided for this purpose.
- B. Computing resources are provided to support the academic, research, institutional, and administrative objectives of the Institute. These resources are intended for the sole use of the Institute's staff, students and other authorised users ("users") to accomplish tasks related to the user's status and duties as a member of the Institute consistent with the Institute's objectives. These resources, including software and data provided by the Institute, must not be used for commercial use or significant personal use.
- C. Computers are powerful communication tools and must be used wisely. Use of these resources in a manner which contravenes these Regulations may result in disciplinary action which may include suspension or expulsion from the Institute.
- D. The basic principle is that all users are expected to use common sense and to conduct themselves in a professional and appropriate manner in their emails and use of the Institute's computer

facilities and the Internet. Students are reminded that network postings or messages may be archived for years in various Internet search databases. In addition, these messages may be produced to others or to a Court in connection with litigation or disclosed under the Freedom of Information Act.

- E. Users are individually accountable for all actions associated with their use of the Institute's information and technology systems.
- F. Use of the Institute's computer facilities is a privilege granted to Institute students and the Institute reserves the right to withdraw or limit access to such facilities.
- G. These Regulations apply to all registered students of the Institute and to all users of Institute computer resources other than members of staff of the Institute.

2. Confidentiality

- A. The Institute does not provide users a guarantee or right to privacy or confidentiality in connection with the use of email and internet systems, and users should have no expectation of privacy in this regard.
- B. The Institute reserves the right to retrieve information from its computers for the purpose of finding lost information or retrieving information lost due to system failure. The Institute reserves the right to monitor computer usage if there is a suspicion on reasonable grounds of criminal activity or any breach of these Regulations, and

in this event there should be no expectation of prior warning or notice.

- C. Such monitoring includes the generation of logs which may be posted to detect and establish breaches of these Regulations. The Institute's computers and networks are Institute property and subject to standard maintenance and auditing activities as well as reasonable cause searches without notice to employees or students.
- D. Users consent to such monitoring and accept that it is essential to properly safeguard the business of the Institute and to protect the rights of all employees/students.
- E. Data is backed up as a regulator feature of network administration. Deletion of email messages and other data does not necessarily prevent the retrieval of items. The Institute will not accept liability for lost or deleted data.

3. Use of Computer Resources

A. General

Users are required to abide by the law, by these Regulations, by the Data Protection Legislation, by the HEAnet Acceptable Usage Policy (attached), and by any additional regulations as may be laid down from time to time, in relation to the proper usage of computer equipment and materials.

It is the user's responsibility to be informed of the correct operating procedures for the computer resources or products used. A user who is

uncertain as to the correct procedure in any situation should obtain clarification before proceeding.

Users must not engage in conduct which interferes with others' use of shared computing resources and/or the activities of other users, including studying, teaching, research and administration in or for the Institute.

B. Reporting/Queries

Users must immediately advise the relevant members of staff of any suspected acts of violation, breach in the security system or virus.

If users have any queries about the Institute's information and technology systems they should seek advice from the relevant member of staff.

C. User Access

Users must not utilise any other person's access rights.

Users must not attempt to gain access to resources or data for which they have not been specifically authorised nor should they attempt to bypass or probe any security mechanisms governing access to the computer systems.

A user must not misrepresent himself or herself as another individual in electronic communications.

Users must not divulge their Institute email address to any website that is not

required by virtue of their designated duties, studies or research.

D. Content

The Institute's computer facilities and services should not be used to create, send, post, download, forward, view, store or display offensive, abusive, slanderous, vulgar, threatening or defamatory messages, text, graphics, or images or material from whatever source which may put the Institute at risk of prosecution, civil action, embarrassment or loss of reputation. This includes harassment, discrimination and intimidation of individuals on the basis of gender, marital status, family status, sexual orientation, religious belief, age, disability, race and membership of the traveller community. Specific examples include, but are not limited to, material that:

- is sexually explicit (whether visually or in written form) including descriptions or images of nudity or sexual acts;
- is discriminatory;
- advocates or supports violent or criminal acts;
- involves gambling;
- is by way of chain letter;
- violates copyright laws;
- breaches the Institute's harassment and bullying policy;
- involves use or transfer of unauthorised or unlicensed software;
- involves knowingly transferring viruses or virus based files;
- involves participation in responses to SCAMS, SPAMS or illegal activities.

Provided that the user first obtains the consent in writing from his or her Head of School or other designated officer, access to material described above for the purposes of bona fide study or research undertaken as part of an Institute programme of studies is not prohibited. Email messages should be accurate, courteous and necessary.

Users should note that all messages on the Internet or access to Internet sites coming from the Institute's information and technology systems are identified as Institute activities. Electronic mail will be treated as a record of the Institute. It may be required to be retrieved as legal evidence. Therefore electronic mail should be used in the same way as other forms of written communication on Institute notepaper and all electronic mail messages should be regarded as permanent documents which will or may become public whether under the Freedom of Information Act or otherwise.

Users must not use Institute computer facilities to comment or communicate unofficially on any legal disputes or actions involving the Institute, its employees or students.

E. Computer Security

Users must not remove the Institute's information and technology equipment from Institute premises without prior authorisation of Head of Department or more senior officer. Users are responsible for the safekeeping of such

information in computers whilst they are off-site and for reporting any associated loss of such information or computers to Head of Department or more senior officer.

Users must ensure that they do not deliberately or otherwise corrupt or destroy any software or data facilities or equipment accessible to them or introduce viruses to these resources. Users must not physically damage or deface any computer, ancillary equipment, documentation or related materials.

Messages should not be sent to a larger audience than is reasonably justifiable, in particular when they contain attachments.

Care should be taken when addressing email messages, to avoid mis-delivery.

Large and non-essential Internet downloads should be avoided, especially during peak hours, when they may be likely to impact on network performance.

Users are advised that software products are covered by licensing agreements. Such products and related materials shall not be copied.

Eating, drinking and smoking are strictly forbidden in any computer service area.

Users may not remove, disconnect, power off or otherwise interfere with any

item of computer equipment without authorisation.

F. Compliance

Users must comply with the instructions and advice of Institute staff having responsibility for provision and support of computer services and for regulation of their use.

Users must produce their student card to any member of the Institute staff when requested to do so.

4. Discipline

Any user in breach of these regulations is liable for the legal and disciplinary consequences of that action which may take the form of withdrawal of facilities, suspension, expulsion and/or prosecution.

CODE OF CONDUCT FOR THE USE OF SOFTWARE OR DATASETS

The following text is derived from the CHEST UK Code of Conduct for the Use of Computer Software or Datasets www.chest.co.uk. i.e. Copyright 1999 EduServtm All Rights Reserved.)

This Code of Conduct should be observed by all users of software and/or computer readable datasets, hereafter referred to as "Product" that has been issued or made available to them by the Institute. This Code does not constitute a licence and, in all cases, users of Product should acquaint themselves with the provisions of the relevant licence when they obtain a copy

- and before putting the same to use.
The Code of Conduct is in three parts:
- (a) The Code
 - (b) Definition of Educational Use
 - (c) Copyright Acknowledgement

The Code

Unless advised to the contrary it is to be assumed that Product is subject to Copyright Law and is provided for Educational Use, see "Definition of Educational Use".

The Institute will maintain a record, or require any School/Department which is in receipt of Product to maintain such a record of each Product that is available for use in the Institute or, in the case of devolved responsibility, within the School/Department. In either case, the record shall contain details of the licensing arrangements for each Product together with the names of any persons to whom a copy has been issued.

All employees and students of the Institute will be informed of this Code of Conduct and all users of Product will be advised of the conditions under which it may be used and will sign that they have been so advised. In the event that users, who are neither employees or students of the Institute, are authorised access to Product they will be similarly advised and shall be required to sign that they have been so advised and will further sign that they will abide by the Code before being given access to Product. The responsibility for ensuring that such users are so informed may be devolved to the "home" Institute

by prior agreement between the Institutes. All employees and students of the Institute will be issued with a copy of the Copyright Acknowledgement.

The Institute will organise arrangements for back-up, copying and distribution of Product and Documentation subject to the conditions of the licence. Users shall not copy or distribute copies of the software unless permitted to do so under the terms of the licence.

Where it is a condition of supply of Product the Institute will organise a single point of contact for dealing with queries and support of Product. This point of contact will be within the Central IT Service.

In the event of termination of the licence for a Product, the Institute will instruct the single point of contact to call in all copies of Product and, where appropriate, make arrangements for the safeguarding of the authorised archival copy.

The Institute shall not permit users to reverse, engineer or decompile Products, unless permitted so to do under the terms of the Copyright and Related Rights Act, 2000 and associated Statutory Instruments, or under the terms of the licence.

The Institute will use its best endeavours to apply, administer and ensure compliance with this Code of Conduct.

Definition of Educational Use

Product may be used by any employee, student, or other persons authorised by the Licensee for the purposes of the normal business of the Licensee's organisation, whether or not they are located on the

Licensee's premises. Such use of Product includes the following:

- a) Teaching
- b) Research
- c) Personal educational development
- d) Administration and management of the business of the Licensee's organisation.
- e) Development work associated with any of the above.

General Exclusions:

- i) Consultancy or services leading to commercial exploitation of Product
- ii) Work of direct benefit to the employer of students on industrial placement or part-time courses paid for by the student's employer.

In (i) and (ii) above the Licensor may allow such use in return for acknowledgement of use of Product and/or for an agreed fee.

Note "Commercial Exploitation" in the context of this Code is the use of Product for monetary gain either by the Institute or an individual. Where Product is so used this must be a matter for discussion between the Supplier and the Licensee. No persons shall be excluded from use of Product for reasons of nationality or citizenship.

All persons who are provided by the licensee with copies of Product must have signed a declaration incorporating the Copyright Acknowledgement.

Copyright Acknowledgement

I agree that my usage of any Software, Computer Readable Dataset or Courseware or other similar material, hereafter referred

to as "the Product", issued or otherwise made available to me by the Institute to which I am a student or member of staff is subject to the following conditions:

1. I will ensure that all the requirements of the agreements, contracts and licences under which the Product is held by the Institute will be maintained. (Copies of the relevant agreements, contracts and licences may be seen by application to the School or Department, which made Product available.)
2. I will adhere to the regulations governing the use of any service involved in the provision of access to the product whether these services are controlled by my own institute or by some other organisation.
3. I will not remove or alter the Copyright Statement on any copies of the Product used by me.
4. I will ensure the Security and Confidentiality of any copy released to me, and will not make any further copies from it or knowingly permit others to do so, unless permitted to do so under the relevant licence.
5. I will use the Product only for purposes defined and only on computer systems covered, by the agreement, contract or licence.
6. I will only incorporate the Product, or part thereof, in any work, program or article produced by me, where this is permitted by the licence or by "Fair Dealing".
7. I will only incorporate some part or version of the Product in any work

produced by me with the express permission of the Licensor or unless this is permitted under the Agreement.

8. I will not reverse engineer or decompile the software products or attempt to do so unless this is explicitly permitted within the terms of the Agreement for the use of the Product.
9. I will return or destroy all copies of the Product at the end of the course/year/period of employment or when requested to do so.

In signing this Copyright Acknowledgement Form I understand that the Institute reserves its right to take legal action against individuals who cause it to be involved in legal proceedings as a result of violation of its licensing agreements.

Institute:

Name: (BLOCK CAPITALS)

Course:

Signed:

Year:

Date:

Dept:

HEAnet ACCEPTABLE USAGE POLICY

1. Background and Definitions
2. Acceptable Usage
3. HEAnet Code of Behaviour

Background and Definitions

1. HEAnet is the name given to the collection of networking services and facilities, which support the communication requirements of the Irish education and research community.

2. HEAnet provides services to three categories of organisation - member, user and connected.
3. Member organisations are those organisations that have involvement in the management of HEAnet and form the Board of HEAnet. These are the seven Universities, the HEA, the ITs, DIT and the Government.
4. User organisations are those organisations that the Board has decided are eligible to subscribe for HEAnet services.
5. Connected organisations are those organisations that the Board has decided are eligible to connect to HEAnet. Such organisations are only allowed to connect to sites directly connected to HEAnet - i.e. they are not allowed to transit HEAnet into other networks.
6. This policy statement applies to all three categories of organisation. It is the responsibility of User Organisations to ensure that members of their own communities use HEAnet services in an acceptable manner and in accordance with current legislation.
7. Organisations using HEAnet should establish their own acceptable usage policies in a form that is compatible with the conditions expressed in this policy.
8. An organisation availing of HEAnet services is a user organisation. It is acceptable for a user organisation to extend access to others on a limited basis (subject to 9 below), provided no charge is made for such access.

9. A user organisation may provide HEAnet services to organisations which support the aims and objectives of HEAnet and which, in the opinion of the user organisation, have a contribution to make to the HEAnet community of members.

10. The HEAnet may provide services to third parties (not members of the HEAnet) provided that, in doing so, there is benefit to the membership of the HEAnet

Acceptable Usage

HEAnet services should be used in such a way as to:

- apply public funding only to the purposes for which it was voted;
- abide by the law of the land;
- and not conflict with or override the rules and regulations of member organisations.

HEAnet will actively seek grants, subventions and other assistance towards its aims and objectives from public and private sources as appropriate. A code of acceptable behaviour in the usage of HEAnet services is given below.

HEAnet Code of Behaviour

HEAnet provides enabling and enhancing services for member organisations in the pursuance of their official activities of instruction, research and development, and associated academic activities, and for administration in direct support of such use. It is not permitted to use HEAnet services for any activity which purposely:

- seeks to gain unauthorised access to the resources of member organisations
- adversely affects the operation of HEAnet services or jeopardises the use or performance for other users
- wastes resources (people, capacity, computer)
- destroys the integrity of computer-based information
- compromises the privacy of users
- creates or transmits (other than for properly supervised and lawful research purposes) any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- creates or transmits defamatory material
- transmits material in such a way as to infringe the copyright of another person or organisation
- transmits unsolicited commercial or advertising material
- causes offence or discriminates on grounds of race, creed or sex
- conflicts with practices as laid down from time by the Board
- contravenes the law of the State (in particular, but not exclusively, the Data Protection Act and the Criminal Damages Act(1991)).

It is the responsibility of user organisations to restrict traffic according to their own requirements and to secure themselves against the misuse of HEAnet services. It is the responsibility of the user organisation to take all reasonable steps to ensure

compliance with the conditions of acceptable usage and to ensure that unacceptable usage of HEAnet services does not occur. The discharge of this responsibility must include informing all users of HEAnet services of their obligations in this respect. Where necessary, HEAnet service may be withdrawn from the user organisation. This may take one of two forms:

1. An indefinite withdrawal of service, should a violation of these conditions persist after appropriate warnings have been given by HEAnet. Such a withdrawal of service would only be made on the authority of the Board. Restoration would be made only when the Board was satisfied that the appropriate steps had been taken at the organisation involved to ensure acceptable behaviour in future.
2. suspension of service should a violation of these conditions cause serious degradation of the service to other users. Such a suspension would be made on the judgement of the Board, and service would be restored when the cause of the degradation of service to others had been removed.

The responsibility for interpreting these terms lies with the Board. The Board reserves the right to review these conditions from time to time.

GUIDE TO POLICY AND PROCEDURES FOR STUDENTS WITH DISABILITIES

Policy for Students with Disabilities

Policy Statement

Dublin Institute of Technology is an equal opportunity Institute and welcomes applications from students with disabilities. The Institute makes every effort, where possible, to facilitate access and participation.

Applications and Admissions

Applications from students with disabilities are considered on the same academic grounds as other applicants, taking into account the difficulties they may experience. The Institute seeks to ensure that any applicant with a disability has a clear understanding of the facilities which the Institute can provide.

Applicants who feel that they cannot achieve their full academic potential because of a disability specific learning difficulty or significant health difficulty should apply directly to the Institute in addition to submitting a CAO application.

Application forms for students with disabilities are available from the Admissions Office (Tel: 01 402 3445) and the Disability Liaison Officer (Tel: 01 402 7657) and must be submitted on or before 1st May each year. Late applications will not be considered. Documentation relating to the disability must accompany the application. Applicants are welcome to

contact the Disability Liaison Officer to discuss any aspect of their application. Following the initial contact with the applicant, meetings may be held with staff in the relevant school/faculty to which the student is applying.

Assessment and Examinations

Students who have specific needs in regard to examinations/assessments are advised to contact the Disability Liaison Officer as early as possible but not later than the end of the first academic term. While every effort will be made to provide the necessary facilities, it may not be possible to meet all requirements in every case. The Disability Liaison Officer will advise on any evidence/needs assessment which may be required (e.g. medical and/or psychological evidence) and will liaise with the Head(s) of School and Examination Officer regarding appropriate examination arrangements. A range of specific assessment and examination arrangements are available, including extra time, the use of a scribe or reader and the use of special assistive technology. Further details of specific arrangements for students with disabilities are outlined in specific examination guidelines for students with disabilities and the General Assessment Regulations.

Existing Provisions

Physical Provision

The Institute is committed, within the limit of its resources, to facilitate access to all buildings and to ensure full participation within the Institute. The Institute recognises that the age and design of some of its buildings present a number of constraints on students with disabilities.

Other Facilities

The needs of students requiring other provision/services will be addressed on an individual basis but every effort will be made to facilitate student needs. Examples of other provisions/services include:

- Loop systems
- Scanners
- Magnifying software and close circuit television
- Assistive Technology
- Enlarged photocopying
- Lecture notes
- Taped lectures
- Sign language
- Brailled text
- Note-taking
- Learning skills programme
- Assessment of dyslexia

Disability Liaison Officer

The Disability Liaison Officer is the main contact for students with disabilities throughout the Institute. Students are advised to contact the disability office early in the first term to discuss in confidence the facilities or support services they may need during their course of study.

The role of the Disability Liaison Officer is:

- to advise on the development of disabilities policies and programmes throughout the Institute.
- to provide support and advice to students and prospective students with disabilities.
- to arrange and co-ordinate specific educational supports, such as readers, note-takers, material in Braille, etc.
- to provide advice and assistance on administrative matters such as registration and exams.
- to heighten awareness of disability by disseminating relevant information and running training programmes for staff and students.
- to co-ordinate applications for the Department of Education and Science Special Fund for Students with Disabilities.

The Institute is committed to reviewing the range of services available and will build upon these to ensure that students are able to participate fully in their chosen course of study.

Further information on the range of facilities is available from the Disability Liaison Officer.

Finance

There is a limited fund available within the Disability Liaison Office. The deadline for applications is December 1st. In exceptional circumstances, there will be flexibility on the application submission date. Students with disabilities are also

eligible to apply to the Department of Education and Science Fund for Students with Disabilities. The deadline for applications is the beginning of October. For further information contact the Disability Liaison Officer at (01) 402 7657.

Procedures for Students with Disabilities

Post-registration

Once a student with a disability has obtained a place and registered as a student in the Institute, s/he is strongly advised to contact the Disability Liaison Officer. All information will be treated in the strictest of confidence. The Disability Liaison Officer, in consultation with the appropriate Faculty Administrator will try to ensure that relevant preparation is made to facilitate the student's requirements.

The Disability Advisory System

The Dublin Institute of Technology is a large multi-level and widely dispersed Institute. The numbers of students with disabilities attending the Institute has increased significantly over recent years. 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.

The attention of students is drawn to the Institute's policy documents entitled:

1. A Guide to Policy and Procedures for Students with Disabilities
2. Examination Guidelines for Students with Disabilities

Copies of these documents are available from the Disability Officer in DIT Rathmines Road.

POLICY ON PREVENTING AND DEALING WITH HARASSMENT AND BULLYING

This policy has been drawn up in accordance with the Department of Equality and Law Reform's Code of Practice – Measures to Protect the Dignity of Women and Men at Work 1994 and the Employment Equality Act 1998 and was adopted by the Governing Body of the Institute at its meeting of 14th February 2001.

The Dublin Institute of Technology is committed to promoting an environment within the Institute that is free of harassment (including sexual harassment) and bullying and within which all members of the Institute have the right to be treated with dignity. It is recognised that harassment and bullying can seriously damage working and social conditions, and it will not be tolerated during the course of work, study or any other activity of the Institute.

The Institute recognises the importance of an environment where people are comfortable in their daily interactions. It is therefore important that a balance is struck between preserving the freedoms of expression and intellectual enquiry so vital to third level education and ensuring that those freedoms are not abused so as to leave members of the Institute feeling harassed, sexually harassed or bullied. The policy applies to staff and students in the Institute and at Institute associated events such as meetings, conferences and

office parties, whether on the premises or off site.

The policy applies to harassment not only by staff and students but also by any person with whom an employee or student might reasonably expect to come into contact in the course of his/her Institute related activities.

What is Harassment/Bullying?

Harassment or bullying in any form is unacceptable and may be unlawful under the Employment Equality Act 1998, which outlaws discrimination on nine distinct grounds - gender, marital status, family status, sexual orientation, religious belief, age, disability, race and membership of the traveller community.

Harassment may be defined as any act or conduct which is unwelcome and offensive, humiliating or intimidating on a discriminatory ground including spoken words, gestures, or the production, display or circulation of written material or pictures.

Bullying is repeated and systematic aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons which may involve vindictive, cruel, malicious or humiliating attempts to undermine a person or a group of people. Examples of bullying behaviour include personal insults or name-calling, persistent unjustified criticism or sarcasm and public or private humiliation.

What is Sexual Harassment?

Sexual Harassment is defined to include all unwelcome and offensive, humiliating or intimidating actions of a sexual nature, involving acts of physical intimacy, spoken words, gestures, or the production, display or circulation of written material or pictures, or requests for sexual favours.

It is important to distinguish sexual harassment from normal social interaction at work through mutually acceptable behaviour. It is difficult to define acceptable and unacceptable behaviour, as it is the impact of the behaviour rather than the intent that defines it.

Harassment, including sexual harassment is especially reprehensible when a power relationship is exploited, particularly where promises of academic/professional advantages or threats of academic/professional disadvantages are concerned.

Responsibilities:

All staff and students of the Institute are responsible for promoting a work and study environment free of threat, harassment and intimidation.

- Incidents of harassment or sexual harassment will be regarded as serious breaches of conduct and will result in disciplinary action in accordance with procedures laid down by the Institute.
- Directors and Management have a special responsibility to ensure that proper standards are maintained.

- Students and staff of the Institute who are being harassed/sexually harassed or bullied in any way have the right to complain. A complaint may be made in strict confidence in accordance with the guidelines outlined in this document.

Complaints Procedure

Informal Approach

Most complainants simply want the behaviour to stop. In order to achieve this, the following procedure to deal with the issue of Harassment or Bullying should be followed in the first instance.

1. Recipient should, if possible, advise the harasser that the behaviour is not acceptable and request that it stop.
2. Recipient should seek the assistance of one of the Institute's Special Advisors, if necessary.
3. If the issue is not resolved at this stage, the recipient should make a complaint in writing to his/her Director or relevant senior manager, with the assistance of a Special Advisor. The Director (or senior manager) may meet both the recipient and the alleged harasser and attempt to resolve the issue locally.

Formal Procedure

If the behaviour persists, or if the Director (or senior manager) is of the opinion that there are sufficient grounds to warrant further investigation, the Director will refer the case to the Personnel Officer for formal investigation. All cases will be dealt with promptly and efficiently and in strict confidence respecting the rights of all parties. The following formal procedure will apply:

1. The Personnel Officer will form an investigation team who will carry out a thorough investigation of the complaint. All members of investigation teams have received appropriate training.
2. An investigation will be conducted in accordance with the principles of natural justice. Each party will have the right to present his/her side of the case and be represented by an appropriate person of his/her choice.
3. On completion of the investigation, the investigation team will make a report, including recommendations, to the Personnel Officer. The Personnel Officer will notify the recipient, the alleged harasser and the relevant Director(s) of the results of the investigation.
4. Where a complaint is upheld a disciplinary hearing will take place in accordance with the Institute's disciplinary procedures.

Both the alleged harasser and the victim have the right of appeal to the President of the Institute.

Victimisation or intimidation of a staff member or student, for complaining or taking part in an investigation concerning harassment or bullying is a serious disciplinary offence.

Malicious complaints will be regarded seriously and may also result in disciplinary action.

The names and photographs of Advisors are published on notice boards throughout the Institute. The Advisors role is to empower the complainant to determine whether an informal mediation will stop the harassment, or if not feasible, to guide the complainant through the procedure of a formal complaint. The services of the advisors are available for anyone concerned about harassment.

Review

The Governing Body has agreed that this policy on harassment and bullying will be monitored and kept under review.

Personnel Department
May 2001.

Foreword

Welcome to DIT Aungier Street. To help you settle in and enjoy your student life, this section offers you general information which we hope you will find useful. Other helpful information sources are;

- DIT web page www.dit.ie
- Edit (available from the Students' Union)

There are two Faculties in Aungier Street; the Faculty of Business and the Faculty of Applied Arts.

DIT also offers a range of consultancy, research and training services to industry through its research and development activities in the Faculty of Business. These include innovative programmes delivered off-site for the major Irish Food companies, the furniture sector, the direct marketing industry and the retail sector as well as programmes and consultancy assignments for individual Irish and International companies.

Mr Paul O'Sullivan
Director
Faculty of Business

Dr Ellen Hazelkorn
Director
Faculty of Applied Arts

Schools of the Faculties of Business and Applied Arts located in DIT Aungier St.

School of Management

Head Mr Robbie Burns
Room C302
Secretary Ms Stephney Moore
Room C301
Location 3rd Floor
Tel: 402 3031

School of Accountancy and Finance

Head Dr Tadhg Barrett
Room A012
Secretary Ms Mary Doyle (Acting)
Room A022
Tel: 402 3097
Fax: 402 3198
Location Ground Floor

School of Marketing

Head Ms Kate Uí Ghallachoir
Secretary Ms Sinead Dunne
Ms Susan Benson

School of Retail & Services Management

Head Mr Pat O'Neill
Secretary Ms Lisa Dooley

School of Media

Head Mr Brian O'Neill
Room A409
Secretary Ms Sharon Cleary
Room A416
Location 4th Floor

College Administration

Faculty Administrator

Ms Therese Grogan

Tel: 402 3040

Registrations Office

Location Ground Floor
Room A023

Opening hours Monday to Friday
09.30 - 12.30 &
14.00 - 16.30

Personnel Ms Nicola Shortt

Staff Officer Tel: 402 3025

Accounts Office

Location Ground Floor
Room A001

Opening hours Monday to Friday
09.30 - 12.30 &
14.00 - 16.30

Services Administration and
payment of higher
education grants,
general information and
accounts.

Personnel Ms Lorna Joyce

Tel: 402 3093/402 3095

Examinations Office

Location Ground Floor
Room A003

Opening hours Monday to Friday
09.30 - 12.30 &
14.00-16.30

Personnel Ms June Phelan

Examinations Secretary

All students are required to complete an examination entry form to enter for sessional, supplemental and external examinations. All entry forms must be lodged with the Examinations Office before the examination closing date. Details of examination entry closing dates will be displayed on the Examinations notice board in the main foyer. 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 Examinations Office and the Library.

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 Examinations notice board regularly. Examination timetables, pass lists and room allocations for examination sittings will be displayed on these notice boards.

Library

Opening hours	
Term time	Mon - Thurs 9.30 - 21.30 Fri 9.30 - 21.19 Sat 10.00 - 17.00
Outside term	Mon - Fri 9.30 - 17.15 Sat Closed
Faculty Librarian	Ms Anne Ambrose
Library Staff	Ms Anne Ambrose Mr Terry Connelly Ms Elaine Doherty Ms Kathy Egan Mr Fiachra Mangan Ms Diane Mitchell Ms Sile O'Shea Tel: 402 3068/9 Fax: 402 3289 Email: astlibrary@dit.ie

For further information about using the library and the services offered please refer to page 39 of the student handbook.

Students' Union

Site President	Paul Malone Tel: 402 4112 Fax: 475 1873 Email: president@ast.ditsu.ie Mob: 086 8151468
Dep. President/ Welfare Officer	Joe Savage Tel: 4751 873 Email: welfare@ast.ditsu.ie Mob: 086 8151469
Union Manager	Ellen Mc Glynn Tel: 4751 873/4 Fax: 4751 875 Email: manager@ast.ditsu.ie
Location	Lower Ground Floor, Aungier St (staircase in foyer opposite main entrance)

Information and contact details for the central office and services provided can be found on page 30.

Students' Union Shop

Opening hours	Mon-Thur 8:45 - 18.30 Fri 8:45 - 17:00
Shop Manager	Ms Marcella Keane
Merchandise:	Newspaper (at student prices) computer disks, bus & rail tickets, stationery, drinks, sandwiches, confectionery, photocopying cards and lots, lots more.

Student Health Service

Location 2nd Floor
Opening hours Mon – Fri 9:00 - 17:00
Tel: 402 3051

Personnel and details on making an appointment to the Health Service are found on page 13.

Counselling Service

Location Room A204 - via Health Centre
Counselling Yannis Lykos
Psychologist Email: John.Lykos@dit.ie
Tel: 402 3052

For more information about the service, details on making an appointment etc. can be found on page 17 or on the web site: www.dit.ie/admin/stud_services/counselling

Careers Service

Career Advisor Dave Kilmartin
Applied Arts Email: dave.kilmartin@dit.ie
Tel: 402 7500

Career Advisor Laurence Whitson
Business Email: laurence.whitson@dit.ie
Tel: 402 7501

For information about the service, details can be found on page 28 or on the web site: www.dit.ie/admin/careers

Chaplaincy

Location Ground Floor
Room Coo2
Sr. Mary Flanagan
Tel: 402 3050
Mob: 087 641 7309
Email: mary.flanagan@dit.ie

Refer to page 26 of the handbook for further details.

Student Services Office

For details about the wide range of activities this office supplies, please refer to page 36.

Disability Liaison Office

For information about the support and assistance this office provides to students please see page 15.

Fire Assembly Points

In the case of an emergency, the building may have to be evacuated. Please make your way to the following locations:
From Main College building
Go To Assembly Points

Emergency Exit Routes and Fire Fighting Equipment are located on all floors. The 'C' Block on every floor has an emergency door leading to a fire escape. If a fire alarm rings ALL students must leave the building via stairs or fire escape and assemble at Assembly Points A & B. In the event of an evacuation the lifts must not be used.

Cafeteria

Location 1st Floor
Opening hours Mon - Fri 10:00 - 11:00
Morning Tea/Coffee
12:15 - 14:15 Lunch
16:45 - 18:30 Evening

tea

Personnel 9:00 - 20:30 Snackery
Ciaran Delaney
Asst. Manager/Chef
Mary Roche
Area Manager

Tea/coffee, scones, sandwiches and snacks are available from 9:00 - 20:30 each day during term.

Please note: A self-clear system operates in the cafeteria, please clear your table after use.

Special Programmes Manager

Faculty of Business

Location DIT Fitzwilliam House
Personnel Ms Marie Kennedy
Tel: 855 8328

Sports Officer

The Sports Officer is responsible for the coordination of all sporting events and is readily available to assist and advise individuals and clubs, whatever their aspirations.

Location Room C001
Tel: 402 3042
Personnel Herbert McClelland

Porters

Services include General Information, directions.

Head Porter Mr Peter Masterson
Porters Ms Patsy Dillon
Mr Peter Nolan
Tel: 402 3061

Bank

Location	1st Floor
Service	Student and Graduate banking, ATM facility There is no cash facility.
Opening hours	Mon-Fri 13:30 - 15:30 Tel: 475 2277
Personnel	Ms Julie Martin Student/Graduate Officer, AIB Bank
Contact Branch	AIB Bank 61 South Richmond Street, D.2 Tel: 478 4533 Fax: 478 4397

Photocopying

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

Lost Property

Location	Porters Office, Ground Floor
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Student Telephones

Pay Phone	Students Union area
Card Phones	Ground floor (A block) First floor (canteen) Third floor (entrance to Library)

Noticeboards

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
Library	3rd & 4th floor
Registration	Ground floor
Research	Ground & 3rd floor
Socrates	2nd floor
Sports	1st floor
Students Union	Ground floor

Time tabling changes, etc. - electronic board, Ground floor. It is important that students look at the Notice Boards on a regular basis. Examination regulations are displayed on the Examinations notice board on the Ground floor.

Events

Bolton Trust - Student Enterprise Competition
 Annual Student Business Breakfast Management Game
 Film & Broadcasting Exhibition
 Radio Week
 Faculty forum on Media
 NUJ/DIT Joint media Forum
 International Multi Media Forum
 DIT Sports Day
Please check the notice boards for other events and information.

Locker/Bicycles

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

Locker fee	€20.00
	€10.00 is refundable on production of key/swipe card.
Bicycle fee	€8
	€4 is refundable on production of swipe card.

Toilets

	B Block	C Block
Ground floor	Ladies	Gents
1st floor	Gents	Ladies
2nd floor	Ladies	Gents
3rd floor	Gents	Ladies
4th floor	Ladies	Gents

Toilets for Students with Disability
 Ground floor A Block B Block
 Universal Keys are used to gain access to these toilets. If a student does not have a key they are available at the Porter's Desk.

Bus/Rail Routes

Buses to:

Aungier Street	16, 16A, 19, 19A, 22, 22A, 83, 155
Harcourt Street	14, 14A, 15, 15A, 15B, 47, 47A, 47B, 48B
Stephens Green	10, 11, 11A, 13, 46A, 46B,
Dame Street	77, 150

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.

Dublin Bus Tel: 873 4222

Iarnrod Eireann
 (Irish Rail) Tel: 836 6222

URL: www.irishrail.ie

Bus Eireann Tel: 836 6111

URL: www.buseireann.ie

Other Useful Phone Numbers

See pages 24-25.

Building Layout

Lr.gr. Floor	Students' Union Office Students' Union Shop Common room
Gr.floor	Porter Accounts Office Examinations Office Registrations Office
1st floor	Canteen Bank Computer Labs
2nd floor	Lecture Rooms Lecture Theatre (Room A212) Health Centre Counsellor National Institute for Transport and Logistic Lecture Rooms
3rd Floor	Library Lecture Rooms
4th Floor	Lecture Theatre (Room A408) Newsroom (A418) Multi Media Centre

Foreword

Welcome to DIT Bolton Street. Other Information sources are:

- DIT web page www.dit.ie
- Edit (available from the Students' Union)

There are three faculties in Bolton Street; the Faculty of Engineering, the Faculty of Built Environment and the Faculty of Applied Arts. DIT Bolton Street provides a wide range of courses on a full-time, part-time day and evening and block release basis, as well as some short courses. It has a total teaching establishment of 350 and now caters for more than 6,000 students. The Institute aims to provide an integrated system of education from craft apprenticeship to degree, postgraduate and professional levels in the sectors for which it has special responsibility. These include the Construction, Engineering, Printing and Transport industries and the Institute plays an important and national role in responding to their needs.

Mr John Ratcliffe

Director

Faculty of the Built Environment

Dr Mike Murphy

Director

Faculty of Engineering

Dr. Ellen Hazelkorn

Director

Faculty of Applied Arts

Faculty of the Built Environment

School of Architecture

Head Mr James Horan
Room 443
Secretary Ms Aileen Mullane
Room 441
Tel: 402 3690

School of Real Estate & Construction Economics

Acting Head Mr Tom Dunne
Room 343
Secretary Ms Mary McLoughlin
Room 341
Tel: 402 3676

School of Environmental Planning & Management

Acting Head Mr Gerald Walker
Room 306
(vice principal)
Secretary Ms Elaine Ryan
Room 366
Tel: 402 3742

School of Construction

Head Mr Philip Murray
Room 104 (Linenhall)
Secretary Ms Kathleen McDonald
Room 106 (Linenhall)
Tel: 402 4014

Faculty of Engineering

School of Civil & Building Services Engineering

Head Mr John Turner
Room 243
Secretary Ms Una Cribbin
Room 240
Tel: 402 3635

School of Mechanical & Transport Engineering

Head Vacant
Secretary Ms Orla Hosford
Room 119
Tel: 402 3605

School of Manufacturing Engineering

Head Mr John Lawlor
Secretary Ms Miriam Daly
Tel: 402 3659

Faculty of Applied Arts

Department of Printing & Graphic Communications

Head Mr Brian Kennedy
Room 217
Secretary Ms Carol O'Reardon,
Room 217

Please consult your School Secretary for details of course tutors, their office locations and contact numbers.

College Administration

Faculty Administrator

The Built Environment Engineering Mr Damien Gallanagh
Tel: 402 3709
Mr Brendan Ruddy
Tel: 402 3651

Registrations (General Services)

Location 3rd Floor, Room 316
Personnel Mr Liam Cooke
Tel: 402 3664

Accounts

The Built Environment Engineering Location
Vacant
Tel: 402 3663
Mr Liam McGauran
Tel: 402 3662
2nd Floor, Room 313

Examinations Office

Location 2nd Floor, Room 316
Opening hours Mon - Friday 9.00 - 12.45
14.15 - 17.00
Personnel Ms Ann Hayes
Exam Secretary
Tel: 402 3670
Fax: 402 3999

All students are required to complete an exam entry form to enter for college exams. All entry forms must be lodged with the exams office before the exam closing date. Details of exam entry closing dates will be displayed on the exams notice board beside this office and throughout the college. 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 exams papers are available from the library and from the Intranet web site. Transcripts of results are available from the Exams Office and a fee of €13.00 for administration costs is required. 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 exams notice board regularly. Exam time tables, pass lists and room allocations for exam sittings will be displayed on these notice boards.

Student Lockers

Lockers are available on payment of €20.00 to the Accounts office. €10.00 is refundable on production of key at year-end. Further details are available from the 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.

Head Porter

Location King's Inn Street entrance
Personnel Mr John Lowe
Tel: 402 3607

Building Maintenance Manager

Mr Richard Smyth
Tel: 402 3646

DIT Library & Information Service

Location 3rd Floor
Opening hours
During Term Mon-Thurs 9.30 – 21.30
Fri 9.30 – 17.30
Sat 10.00 – 17.00
Outside Term Mon – Fri 9.30 – 17.15
Time Sat Closed

Faculty Librarian

Mr Peter Cahalane

Library Staff June Branigan
Peter Cahalane
Brendan Devlin
Geraline English
Francis Farrell
Vivian Ni Chuiv
Sally O'Neill
Anne O'Sullivan
Tel: 402 3681 - Desk
Tel: 402 3728 – Office
Fax: 402 3995
URL: www.dit.ie/library
Email: bst.library@dit.ie

Please refer to page 39 for further information.

Students' Union

Site President Darren Mc Arde
Tel: 402 3619
Email:
president@bst.ditsu.ie
Mob: 086 8151471

Dep. President/
Welfare Officer Naoimh Mc Namee
Tel: 402 3620
Fax: 8722 997
Email: welfare@bst.ditsu.ie
Mob: 086 8151472

Union Manager Ms Orla Cassin
Tel: 402 3621
Fax: 8722 997
Email: manager@bst.ditsu.ie
Location Ground Floor, Room 153

Shop Manager Mr Jimmy Kane

Service
Payphone, fax, photocopying, typing
service, USIT cards, travel information,
second hand book service/ accommodation/
jobs & careers notice boards.
Further information about the Students'
Union can be found on page 30 of your
handbook.

Student Health Service

Location Linenhall Lodge
Opening hours Mon - Fri 9:00 - 12:30,
13:30 - 17:00
Tel: 402 3614

Personnel and details on making an
appointment to the Health Service are
found on page 13.

First Aid Service

A first aid service is provided by the Order
of Malta, to which any injuries or
emergencies should be referred. Please
drop in or ask any porter on duty to
contact the First Aid Officer on your behalf.

Location Linen Hall Lodge
(daytime only) 09.00 –
17.00
Personnel Ms Miriam Connolly
Tel: 402 3615

Counselling Service

Location Linenhall Lodge
Opening hours Monday to Friday
9:00-17:00
Personnel Ms Aileen Henderick
Ms Nita Whelan
Tel: 4023680

Details of the Student Counselling Service
and on making an appointment are found
on page 17.

Careers Service

Personnel Ms Carmel McDonald
Ms Carol Kelehan
Faculty of Built Environment
Tel: 402 7503
Faculty of Engineering
Ms Helen Wright
Tel: 402 7505

Details of the Careers Service and on making
an appointment are found on page 28.

Or click on to our web site:
www.dit.ie/admin/careers

Chaplaincy

Personnel Fr. Martin Dolan
Location Room 254
Tel: 402 3639
Mob: 086 877 8679
Email: martin.dolan@dit.ie

For further information please refer to page 26.

Student Services Office

Please refer to page 36 of your student handbook.

Disability Liaison Office

For information about the Disability Liaison Service please go to page 15.

Disability Advisors

Faculty of Engineering
Mr John Lawlor
Tel: 402 3627
Email: john.lawlor@dit.ie

Faculty of Built Environment
Mr Hugh Desmond
Tel: 402 3917
Email: hugh.desmond@dit.ie

Restaurant Facilities

The College Restaurant is open throughout the session for breakfasts, lunches and teas as well as morning and afternoon snacks.
Tel: 402 3643

Banking Facilities

A branch of the Allied Irish Bank is open in the College during normal banking hours.
Tel: 874 0409

College 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. The College is connected to DITNET through high speed leased lines. Electronic communications to DIT and to world-wide internet are available through the computer centre in DIT Aungier Street.

Physical Education

Location Fitness Suite
Linen Hall, Top Floor
Opening hours 12.30 – 14.00 everyday
16.30 – 19.00 Mon-Thurs
Personnel Mr Michael Whelan
Tel: 402 4009
Fax: 402 4099
Exercise equipment, weight training, aerobics, indoor games and activities.

Useful Phone Numbers

Please refer to pages 24-25.

Foreword

Welcome to DIT Cathal Brugha Street. To help you settle in and enjoy your student life, this section offers you general section which we hope you will find useful. Other helpful information sources are:

DIT webpage www.dit.ie
Edit (available from the Students' Union)

The College also offers a range of consultancy, research and training services to industry through its Research & Development Unit. The following specialist centres operate within the R & D Unit: Food Product Development Centre, Tourism Research Centre and the Irish Centre for Environmental Health. For further details of these and all other services provided, please refer to the Intranet web site.

Michael Mulvey

Director
Faculty of Tourism and Food

Schools of the Faculty of Tourism and Food

There are three schools within the Faculty:

- School of Hospitality Management & Tourism
- School of Culinary Arts & Food Technology
- School of Food Science & Environmental Health

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

School of Hospitality Management & Tourism

Head Mr Noel O'Connor
Secretary Ms Yvonne Donlan
Ms Rose Butler
Tel: 402 4352/ 402 4519
Fax: 402 4496
Location Ground Floor

School of Culinary Arts & Food Technology

Head Mr Joseph Hegarty
Secretary Ms Aveen Murray
Tel: 402 4344
Fax: 402 4497
Location Ground floor, room 6A

School of Food Science & Environmental Health

Head (Acting) Dr. Seamas Cassidy
Secretary Ms Fiona Collins
Tel: 402 4355
Fax: 402 4495
Location Marlborough Street
Faculty Research Dr Marlene Proctor
Tel: 402 4456
Location Third Floor

Teaching Locations

The following is a complete listing of teaching locations:

Main Building

Cathal Brugha Street

Marlborough Street

(linked to Cathal Brugha Street)

Sackville Place

(near Clery's Department Store)

Denmark Street *(next to Barry's Hotel)*

Rathmines House

(143-147 Lower Rathmines Road)

College Administration

Faculty Ms Elizabeth Heffernan

Administrator Tel: 402 4351

Accounts / Registration

Location Room 5

Ground Floor

Opening hours Mon - Fri

9.30-12.45 & 14.15-16.30

Services Administration, General information, accounts, registration and examinations.

Tel: 402 4329/4330/

4333/4334/4388/

4389/4526

Personnel

Accounts Mr Maurice Boland

Head of Accounts

Ms Clare Rice

Ms Martina McTigue

Registrations Mr Thomas Treacy

Head of Registration

Mr Jason Whelan

Examinations Office

Location Ground Floor

Room 6

Opening hours Mon - Fri

9.30-12.30 & 1

4.30-16.30

Personnel Ms Patricia Coyle

Examinations Mr Stuart Wilson

Officer Ms Deirdre O'Hora

Ms Michelle Moloney

Tel: 402 4336/4337

All students are required to complete an exam entry form for college exams. All Exam entry forms must be lodged with the Exams Office before a specified closing date. Details of these closing dates will be displayed on the Exams Office notice board. When lodging your exam entry form you will be required to present your current Student I.D. 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 Intranet web site. Transcripts of results are available from the Exams Office and a fee of €13.00 for administration costs is required. Enquiries and information in relation to the conferring ceremony are also dealt with by the examinations office. You are advised to check all information displayed on the exams notice board regularly. Exam time tables, results listings and room allocations for exam sittings will be displayed on these notice boards. Copies of the General Assessment Regulations are available from this office.

Student Lockers

Lockers are available on payment of €20.00
€10.00 refundable (at the end of the
academic session) on production of original
receipt, lock and key. Take care of your
belongings and report any theft
immediately.

DIT Library & Information Service

Location	Third Floor
Opening hours	Term Mon-Thurs 9.30 – 21.30 Fri 9.30 – 17.30 Sat 10.00 – 17.00
Faculty Librarian	Mr Brian Gillespie Tel: 402 4361
Library Staff	Richard Barrett Mary Breathnach Irene Gaffney Brian Gillespie Irene Kealy Andrew Kirk Tel: 402 4108 - Desk Fax: 402 4290 URL: www.dit.ie/library Email: mjs.library@dit.ie

- Note: These hours change out of term.

Please refer to page 39 for further
information.

Students' Union

Site President Mr Stephen Boyle
Tel: 402 4370
Email:
president@cbst.ditsu.ie
Mob: 086 8151473

Union Manager Ms Gabrielle Dalton
Tel: 402 4510
Email:
manager@cbst.ditsu.ie

Shop Manager Mr Maurice Mc Cabe
Location Basement
Marlborough Street

Service

Payphone, fax, photocopying, typing
service, USIT cards, travel information.
Second hand book service/
accommodation/ jobs & careers notice
boards.

For further information about the Students'
Union, central office location and contact
details please refer to page 30.

Student Health Service

The DIT Northside Student Health Centre
which services DIT Cathal Brugha Street is
located in DIT Bolton Street. Please refer
to page 13 for all information pertaining to
the Health Service.

First Aid Service

A First Aid service is provided by the Order of Malta, to which any injuries or emergencies should be referred. Please drop in or ask any porter on duty to contact the First Aid Officer on your behalf.

Location Lower 1st Floor
(one flight of stairs above the cafeteria)
08.45 – 16.45

Personnel Ms Eileen Williams
Tel : 402 4317

The Order of Malta will provide a service on demand from 16.45 to close.

Counselling Service

Location Room 8
(beside Green Room Restaurant)

Personnel Ms Catherine Bolger
Counselling Psychologist
Tel: 402 4343
Email:
catherine.bolger@dit.ie

Details of the Student Counselling Service and on making an appointment are found on page 17.

Careers Service

Personnel Ms Jill Barrett
Faculty of Tourism and Food
Tel: 402 7502
Email: jill.barrett@dit.ie

Details of the Careers Service and on making an appointment are found on page 28.

Or click on to our web site:

www.dit.ie/admin/careers

Chaplaincy

For information about the Chaplaincy and other site information refer to page 26.

Location 3rd Floor, Top of back stairs

Personnel Sr Margaret McDermott
Tel: 402 4308
Mob: 087 416 9517
Email:
margaret.mcdermott@dit.ie

Student Services Office

Please refer to page 36 for further information on accommodation, personal accident insurance, student assistance and child care support.

Disability Liaison Office

To contact the Disability Liaison Office please see page 15 of your Student Information Handbook.

Disability Advisor

Personnel Mr Michael Griffin
Faculty of Tourism & Food

Tel: 402 3537
Email:
michael.griffin@dit.ie

Location Marlborough St

To make an appointment, a message can be left with any school office in Cathal Brugha Street or the Student Counselling Service.

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	Go To
Main College building	St. Thomas Church, opp. College
Marlborough Street	The Pro-Cathedral
Sackville Place	The Pro-Cathedral
Denmark St. Annex	Belvedere College

For further Health & Safety information, please refer to the Intranet web site.

Students' Union Shop

Location	Link corridor between Cathal Brugha Street & Marlborough St.
Opening hours	8:30 to 19:00
Facilities	Newspaper, computer disks, chef hats, bus tickets, stationery, drinks, sandwiches, filled rolls, confectionery, photocopying cards etc. Tea & coffee all day.

Cafeteria

Location	Lower ground floor
Opening hours	Monday to Friday 8:30-11:00 Morning coffee 11:30-13:45 Luncheon 14:45-16:45 Afternoon tea 16:45-18:15 High tea 18:45-20:00 Evening snacks
Personnel	Ms Karen Murray-
Manager	McWeeney
Asst. Manager	Ms Angela Briody

Please note: A self-clear system operates in the cafeteria. Please clear your table after use.

Placement Service

Location	Through the double doors on the right-hand-side of the front hall; through the next set of double doors; up two flights of stairs; through the double doors facing you; first door on the left.
Opening hours	Monday to Friday Please call to the office, or make an appointment.
Personnel	Ms Fedelma Keehan Placement Officer Tel: 402 4353
Activities	Co-ordination & Monitoring of Placement, Placement Advice, Placement Opportunity Advertising, Employment Opportunity Advertising, Advice on Preparation for Placement, Assistance with C.V. Compilation, Liaison between Industry & Student

Computers/Open Access Rooms

Location	Rooms 48 & 49, Top floor
Opening hours	Term time only Mon – Thurs 9:00 to 21:00 Friday 9:00 to 17:00 Sat 9:00 – 13:00

Personnel	Mr Gerry Murphy
	Mr Farhad Shakeri
	Mr Michael Donaghy
	Mr Leslie Whyte

There may be changes in these opening hours. Please consult the computer notice board on top floor.

Facilities

These rooms are available to you if you wish to carry out computer assessments or type projects etc. which are related to your course. A booking system operates during busy times. There are laser printers available in each room. Students need to supply their own A4 paper. Please note that eating and drinking are strictly forbidden in the computer rooms to prevent damage to equipment.

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 room 430, or call 402 4482. Also note that information sheets are posted in the open access rooms and in the hallway on the 4th floor.

Photocopying

Please purchase photocopying cards in the shop or the Students' Union office.

Locations

Main Building	Library(2) & beside Students' Union office.
Sackville Place	Ground floor
Denmark Street	Basement

Lost Property

Location	Room 33
Opening hours	10:30 – 11:30 12:30 – 15:00

Personnel	Ms Elaine O'Connor
Housekeeper	Ms Ann Matthews Assist. Housekeeper

Check main notice board in the Front Hall for lists of lost property not claimed.

Student Telephone

Located in corridor on route to Marlborough St. link.

Noticeboards

The following notice boards are located on the ground floor of the main building. Please consult the notice board relevant to your School on a regular basis. 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 & Hospitality Management
- School of Culinary Arts & Food Technology
- School of Food Science & Environment Health
- Graduate Employment & Placement Opportunities Notice Board
- Industrial Liaison
- General Information
- Examinations
- Sports Notice Board
- Students' Union Notice Board
- Part-time Employment Notice Board (beside Students' Union & Common room)

Students are free to advertise second-hand books and uniforms on the notice board outside the Students' Union office. There is also a notice board in the hall of each building which will provide additional information e.g. changes in class rooms etc. Examination regulations are displayed on the notice board beside the General Office (Room 5) on the ground floor.

Porters

Services include General Information, Directions, Lockers and Security.

There is a porter's desk at the entrance in each of the buildings.

Main Building

Head Porter Mr Joseph O'Brien
Tel: 402 4302
Porter Mr Stephan Dempsey

Marlborough St

Porter Mr Joseph Keenan
Mr James Dempsey
Tel: 402 4500

Sackville Place

Porter Mr Christy Maguire
Tel: 402 7542

Denmark St

Porter Mr Michael Daly
Tel: 402 4373

Main Building Layout

Please refer to the Intranet for floor maps of Cathal Brugha Street and Marlborough Street (available through the Intranet).

Sports Office

Location 1st floor Landing
(back stairs)
Personnel Ms Caragh O'Buachalla
Sports & Recreation
Organiser
Tel: 402 4341

The Sports Office is responsible for the co-ordination of all sporting events and is available to assist and advise individuals and clubs, whatever their aspirations.

Bus/Rail Routes

123 Cross City to Drimnagh
16/16A Via Santry/Drumcondra to
Harolds Cross
20 To 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 the URLs (web site addresses) listed below for routes/schedules).

The nearest DART station is Tara 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 Tel: 873 4222

Irish Rail

(Iarnrod Eireann) Tel: 836 6222

Bus Eireann Tel: 836 6111

Web site

(for timetables) www.buseireann.ie

www.irishrail.ie

Other Useful Phone Numbers

See pages 24-25.

Toilets

Female

Beside canteen (lower gr.
floor) Opposite Language
Lab (gr. floor)

Marlborough Street (1st &
2nd floor)

Male

Beside KOS, Second floor
Marlborough Street
(1st/3rd/6th fl)

Foreword

Welcome to DIT Kevin Street. This section offers you general information which we hope you will find useful. Other helpful information sources are:

DIT webpage www.dit.ie

Edit (available from the Students' Union)

Located in DIT Kevin Street are the Faculty of Science, two Schools of the Faculty of Engineering, and the School of Languages of the Faculty of Applied Arts. Some departments of the Faculty of Tourism and Food and the Faculty of Business maintain a presence in DIT Kevin Street.

DIT Kevin Street incorporates the Schools of Physics, Chemistry, Biological Sciences, Mathematical Sciences, and Computer Science (Faculty of Science), together with the Schools of Languages, Electronic and Communications Engineering, Electrical and Control Systems Engineering, the Department of Electrical Service Engineering, the National Bakery School and the School of International Business and Languages.

Dr Matt Hussey
Director
Faculty of Science

Mr Kieran Taaffe
Vice Principal

Dr Mike Murphy
Director
Faculty of Engineering

Faculty of Science

School of Biological Sciences

Head Ms Brid Ann Ryan
Secretary Ms Ide Cussen
Room 207
Tel: 402 4562

School of Chemistry

Head Dr Noel Russell
Secretary Ms Emer Furlong
Room 339
Tel: 402 4572

School of Computing

Head Dr Brendan O'Shea
Secretary Emer Morgan
Room A324
Tel: 402 2840

School of Mathematics

Head Dr Murrough Golden
Secretary Ms Claire Kearney
Secretary Ms Martina Dennis
Room A318
Tel: 402 4610

School of Physics

Head Dr Vincent Toal
Secretary Ms Goretti Murphy
Room 149A
Tel: 402 4559

Faculty of Engineering

School of Control Systems and Electrical Engineering

Head Dr Jonathan Fisher
Secretaries Ms Karen Flanagan
Ms Lillian Nolan
Room 009
Tel: 402 4550

School of Electronic and Communications Engineering

Head Dr Gerald Farrell
Secretary Ms Patricia Cluskey
Room 439A
Tel: 402 4575

Accounts

Personnel Ms Mags Nicholl
Tel: 402 4591

Examinations

Personnel Ms Joan Cummins
Examinations Secretary
Tel: 402 4599
Fax: 402 4999

Faculty of Applied Arts

School of Languages

Head Ms Helene Conway
Secretary Ms Denise Murray
Room 317
Tel: 402 4673

College Administration

Faculty Administrator

Science Mr Tom Foley
Tel: 402 4568
Secretary Ms Mary O'Neill
(acting)
Tel: 402 4588
Engineering Mr Brendan Ruddy
Tel: 402 3651
Secretary Ms Amanda Byrne
Tel: 402 3653

Registration/Accounts/Examinations Office

Location Second Floor, Main Building
Opening hours Monday to Friday
9:00 – 12:00 &
14:00 – 17:00

Registrations

Personnel Ms Carole Redmond
(Acting)
Tel: 402 4597

All students are required to complete an exam entry form to enter for college and other exams. All Exam entry forms must be lodged with the Exams Office before a specified closing date that will be displayed on the Exams Notice board from October in the front hall of the main Kevin Street building. When lodging your exam 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 exam entry form, please inform this office, as your new address will be required for notification of time tables/results and/or conferring. Copies of past exam paper will be available from the Accounts Office on Wednesday and Friday mornings. Transcripts of results are available from the Exams 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 exam notice board regularly. Exam time tables, Provisional Results Lists and room allocations for exam sitting will be displayed on these notice boards.

Student Lockers

Lockers are available on payment of €20.00 to the Accounts office. €6.00 refundable (at the end of the academic session) on production of original receipt, lock and key. Further details are available from the Accounts Office. ID Cards: Replacement ID Cards are available at a cost of €10.00 from the Accounts 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
	Tel: 402 4625

Building Maintenance

Manager	Mr Danny Gibbons
	Tel: 402 4646

Library

Please feel free to visit any of the DIT Libraries and remember that the Library staff are always willing to help you if you are unsure of where to find the information you want.

Location	2nd Floor (new building)
Opening hours	
Term only	Mon - Fri 9.30 – 21.30
	Sat 10.00 – 17.00

Outside	
term time	Mon-Fri 9.30 – 21.30
	Sat Closed

Faculty Librarian	Ms Mary Davis
	Tel: 402 4631

Library Staff	Mr David Casey
	Ms Mary Davis
	Ms Julie de Foubert
	Ms Tina Hayes
	Ms Catherine Moran
	Ms Patricia Murphy
	Tel: 402 4894 (Desk)
	Tel: 402 4895 (Desk)
	Fax: 402 4651
	URL: www.dit.ie/library
	Email: kst.library@dit.ie

Students' Union

Site President Mr Cathal Gallagher

Tel: 402 4641

Email:

president@kst.ditsu.ie

Mob: 086 8151 476

Dep.President/

Welfare Officer Ms Lyndsey Jones

Tel: 402 4925

Email: welfare@kst.ditsu.ie

Mob: 086 6031075

Union Manager Ms Ann Pouch

Tel: 402 4654

Email:

manager@kst.ditsu.ie

Service

Payphone, fax, photocopying, typing service, USIT cards, travel information.

Second hand book service/
accommodation/ jobs & careers notice boards.

Students' Union Shop

Location Ground Floor (new building)

Opening hours 8.30 – 21.00

Facilities Newspapers, computer disks, lab coats, bus & rail tickets, stationery, drinks, sandwiches, filled rolls, confectionery, photocopying cards, etc.

Shop Manager Ms Geraldine Gill

Student Health Services

Please refer to page 13 of your student handbook for all information pertaining to the Health Service.

First Aid Service

A first aid service is provided by the Order of Malta, to which any injuries or emergencies should be referred. Please drop in or ask any porter on duty to contact the First Aid Officer on your behalf.

Location 2nd Floor, Room 225

9:00 – 17:00

Personnel Mr Sean Connolly

Tel: 402 4603

Counselling Service

Location (to be confirmed)

Opening hours Monday to Friday

9:00-17:00

Personnel To be confirmed

Tel: 402 4664

Details of the Student Counselling Service and on making an appointment are found on page 17.

Careers Service

Personnel Ms Christiane Brennan

Faculty of Science

Tel: 402 7504

Faculty of Engineering Ms Helen Wright

Tel: 402 7505

More details about the service can be found on page 28 or click onto:
www.dit.ie/admin/careers

Chaplaincy

Location Room 249, (Old Building, 2nd floor near the link corridor)

Personnel Fr. Alan Hilliard
Tel: 402 4567

The Space

Our place of worship at the College is "The Space". It is located in the basement opposite the Bakery Management School.

You are welcome at any time for prayer or meditation or just to be quiet, away from it all.

Mass is held on Wednesday and Friday at 13:10.

For further information please refer to page 26 of the handbook.

Student Services Office

Details of the Student Services Office can be found on page 36.

Disability Liaison Office

Information about assistance and support from the Disability Liaison Office can be found on page 15 of the Handbook.

Disability Advisors

For information on names, locations and contact numbers for the Disability Advisors please refer to page 15 of the Handbook.

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 to Friday
9.00 Open
12.00-14.00 Lunch
17.00-18.15 Dinner
19.00 Closed

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 Mon 13.00 – 14.00,
Tue – Fri 11.00-14.30

Mature Students

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

Physical Education

Location Room 153 (1st floor Old Building)

Personnel Mr Shay Byrne
Tel: 402 4634
Email: seamus.byrne@dit.ie

Optometry Clinic

If you need to have your eyes checked or need testing for new glasses or contact lenses contact the DIT Optometry Clinic in Kevin Street for Professional advice. The clinic is open to everyone between January and the end of April. No fees for eye examinations.

Location Room 226
Appointment Drop in or phone
Tel: 402 4949

Photocopying

Locations

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 the Registrations Office.

'What's On' Magazine

Get a copy of "What's On" on Mondays at lunchtime outside the canteen or look at the designated Notice Boards outside the Canteen and the Snackery.

Swimming Pool

Monday 12.00-13.15 Beginners
13.15-15.00 Stroke Technique
17.00-18.00 Leisure
Swimming
18.00-19.45 DIT Canoe Club
19.45-21.45 Water Polo

Tuesday 12.00-13.00 Leisure
Swimming
13.00-13.30 Lengths of Pool
13.30-15.00 Leisure
Swimming
16.00-18.00 Stroke Technique
18.00-20.00 Water Safety
20.00-21.30 Leisure
Swimming

Wednesday 12.00-13.00 Beginners
13.00-14.00 Lane Swimming
16.00-17.30 Leisure
Swimming
17.30-19.30 Canoe Club
19.30-21.30 Sub-Aqua Club

Thursday 12.00-13.00 Leisure
Swimming
13.00-13.30 Lengths of Pool
13.30-15.00 Leisure
Swimming
16.00-18.00 Lane Swimming
18.00-18.30 Beginners
18.30-19.30 Training Program
19.30-21.30 Leisure
Swimming

Friday 12.30-13.00 Beginners
13.00-14.00 Leisure
Swimming
17.30-18.30 Beginners/Lane
Swimming
18.30-19.30 Water Safety
19.30-20.30 Sub-Aqua Club
20.30-21.30 Underwater
Hockey

Saturday 09.30-11.00 Leisure
Swimming

Martial Arts Centre

The Martial Arts Centre is located directly above the swimming pool and is open every day, Monday to Friday. The Hall caters for many sports, including martial arts, ball games and racquet games. A detailed time table and information regarding all Sport Clubs can be obtained from the personnel below or from the SU office:

Personnel	Mr Seamus Byrne Room 153 Tel: 402 4634
Swimming Pool Office	Mr Cyril Hardy Tel: 402 4635

Joggers train 12.30-14.00 each day.
Martial Arts Centre available on request at various times throughout the day.

Aerobics

Monday 13.15-14.05 at YMCA Aungier Street
Thursday 12.45-13.35

Swimming

Mr Cyril Hardy c/o Swimming Pool
Tel: 402 4635

GAA

Development Officer c/o DIT Fitzwilliam House
Tel: 402 3424

Sub-Aqua

Mr Des Hayes c/o Physics Dept
Tel: 402 4740

Mountaineering, Caving, Canoeing, Basketball, Fencing, Tae-Kwon-Do, Volleyball, Archery, Karate
Mr Seamus Byrne Tel: 402 4634

Water Safety

Swimming Pool
Tuesday 18.00-20.00

Information regarding all Societies (Cultural and Social) can be obtained from:
DIT Societies

Organiser Ms Anita Conway
Tel: 496 9742
Mob: 087 6376 6374
Email: societies@dit.ie

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.

Key Events

Halloween Ball	– end of October
Memorial Mass	– November
Carol Service	– December
Christmas Ball	– December
Rag Week	– February
Easter Ball	
Retreat	– Advent/Lent
Sports Presentation	
Night	– April

Please check the notice boards for other events and information.

Bus/Rail Routes

16/16A	Santry/Drumcondra to Harolds Cross
19/19A	Rialto via City Centre to Glasnevin
22/22A	Navan Rd via City Centre to Drimnagh
83 (City Imp)	College Street to Kimmage
155 (City Imp)	City Centre via Harolds Cross to Greenhills
26/66/67	Lucan

(For other routes/locations, please refer to the Intranet pages)

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

AIB

Personnel Ms Seema Borkhataria
Student/Graduate Office

DIT Kevin St. 10.00-12.30
Tel: 475 9680

DIT Aungier St. 13.30-15.30
Tel: 475 9654

1/3 Lower Baggot St. Dublin, 2
Tel: 661 0188
Fax: 676 6675

Other Useful Phone Numbers

See pages 24-25.

Foreword

Welcome to DIT Mountjoy Square. To help you settle in and enjoy your student life, this section offers you general information which we hope you will find useful. Other helpful information sources are:

DIT [webpage www.dit.ie](http://www.dit.ie)

Edit (available from the Students' Union)

Portions of the Faculty of Applied Arts are located in DIT Mountjoy Square. 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.

DIT also offers a range of consultancy, research and training services to industry through its research and development activities in the programmes delivered off-site for the major Irish food companies, the furniture sector, the direct marketing industry and the retail sector as well as programmes and consultancy assignments for individual Irish and International companies.

Ellen Hazelkorn

Director

Faculty of Applied Arts

Schools of the Faculty of Applied Arts located in DIT Mountjoy Square

School of Art, Design & Printing

Head of School Mr John O'Connor
Tel: 402 4139

School Secretary Ms Miriam Daly
Room 206
Tel: 402 4138
Fax: 402 4297

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

Teaching Locations

The following is a listing of teaching locations:

Mountjoy Square
Sackville Place
(near Clery's Department Store)
Portland Row
Rathmines Road

College Administration

Faculty Administrator Ms Andrea Marcellin
Tel: 402 4148

General Office

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

Services

Administrative and payment of grants, general information, accounts registrations.

Personnel

Ms Therese Hussey
Senior Staff Officer
Tel: 402 4130 /4131 /
4129/ 4152 /4164

Examinations Office

Location General Office
Opening hours Mon – Fri
9:30 - 12:30
14:00 - 17:00

Personnel

Ms Therese Hussey
Examinations Officer
Tel: 402 4130/ 4131/
4129/ 4152/ 4164

All students are required to complete an exam entry form to enter for college and other exams. All entry forms must be lodged with the exam office before the exam closing date. Details of exam entry closing dates will be displayed on the exam notice board beside this office. When lodging your exam entry form you will be required to present your current student I.D 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 General Office. Transcripts of results are available from the Exams Office and a fee of €13.00

for administration costs is required. The examination office also deals with enquiries and information on the conferring ceremony. You are advised to check all information displayed on the exam notice board regularly. Exam timetables, pass lists and room allocations for exam sittings will be displayed on these notice boards.

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.

Bicycle Lock Keys are available from the General Office at a cost of €5.00.

A refund of €3.00 is given on return of key.

DIT Library & Information Service

Opening hours

During Term Time Mon-Thurs 9.30 – 21.30
Fri 9.30 – 17.30
Sat 10.00 – 17.00

Outside Term Time Mon – Fri 9.30 – 17.15
Sat Closed

Faculty Librarian Ms Ann Wrigley
Tel: 4024128

Library Staff Susan Chambers
Aidan McCarthy
Nicole Seabrook
Robert Warren
Ann Wrigley
Iain Wynn-Jones
Tel: 402 4108 - Desk
Fax: 402 4290
URL: www.dit.ie/library
Email: mjs.library@dit.ie

Please refer to page 39 for further information.

Students' Union

The Students' Union is your representative body within the College. The officers are elected by students for students. They will provide you with a range of services and tell you about your rights as a student. For further information concerning services and personnel please refer to page 30.

DIT Mountjoy Square/Rathmines

Site President Brian Whitney
Tel: 402 4111
Tel: 8363 044
Email:
president@msq.ditsu.ie
Mob: 086 6031076

Union Manager Ms Vivienne Byrne
Tel: 402 4110
Tel: 8363 044
Email:
manager@msq.ditsu.ie

Services

Payphone, fax, photocopying, typing services, USIT cards, travel information. Second hand book service/ accommodation/ jobs & careers notice boards.

Students' Union Shop

Location Lower Ground Floor
Opening hours 8:30 - 20:30

Facilities

Newspaper, computer disks, bus & rail tickets, stationery, drinks, sandwiches, filled rolls, confectionery, photocopying cards, phone cards, postage stamps, art materials, etc.

Shop Manager Mr Michael O'Brien

Cafeteria

Location Lower Ground Floor
Opening hours Mon - Thurs
8:30 - 20:00
Fri 8:30 - 16:00

Breakfast, lunch, evening meal, snacks, etc. Please note: A self-clear system operates in the Cafeteria

First Aid Service

Location Mountjoy Square - Ground Floor (key available at Porter's desk)
Personnel Mr Paul McDunphy
Tel: 402 4136

Student Health Service

The DIT Northside Student Health Centre which services DIT Mountjoy Square is located in DIT Bolton Street. Please refer to page 13 for all information pertaining to the Health Service.

Counselling Service

Location Room 327
Opening hours Mon – Fri 9:00-17:00
Personnel Jennifer Hughes
Tel: 402 4120
Email:
jennifer.hughes@dit.ie

Details of the Counselling Service and on making an appointment are found on page 17.

Careers Service

Personnel Mr Dave Kilmartin
Faculty of Applied Arts
Tel: 402 7500
Email:
dave.kilmartin@dit.ie

Details of the Careers Service and on making an appointment are found on page 28.

Or click on to our web site:
www.dit.ie/admin/careers

Chaplaincy

Personnel Sr. Vera Magee
Tel: 402 4112
Mob: 086 8074573
Email:
vera.magee@dit.ie

Location Room 23
For detailed information please refer to page 26.

Student Services Office

Refer to page 36 for information about the services administered by this office and contact details.

Disability Liaison Office

For information about the service, support and contact details this office supplies to students with disabilities please refer to page 15 of the student handbook.

Disability Advisor

To be confirmed.

Placement Office

Location Room 330
Opening hours Mon - Fri
Personnel Ms Stacy McCarthy
Tel: 402 4121
Fax: 402 4295
Email: smcarthy@dit.ie

Placement Office Activities
Employment Opportunity Advertising,
Placement Opportunity Advertising,
Careers & Placement Advice,
Liaison between Industry & Student,
Co-ordinating & Monitoring of Placement,
Graduate Information Service,
Newsletter Production.

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 Sports Room Lower
Ground Floor
Personnel Ms Niamh O'Callaghan
Tel: 402 4153

Computers/Open Access

Location	Rooms 211, 212, 213, 218, 219 – 2nd floor, room G9
Opening hours*	Mon - Thurs 9:00 - 21:00 Fri 9:00 - 17:00 Sat 9:00 - 16:00

Facilities

These rooms are available to students who wish to carry out computer assessments or type projects, etc, which are related to your course. There are laser printers available in each room. Please note that eating and drinking are strictly forbidden in the computer rooms to prevent damage to equipment.

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 Room 219.

Also note that information sheets are posted in the open access rooms and in the hallway on the 2nd floor.

Personnel	Ms Orla O'Sullivan Mr Colm O'Neill Ms Una McGrath Mr Patrick Doran Ms Geraldine O'Donoghue Mr David Royle Mr Matthew Glynn Mr Syl Murphy
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*(There may be changes in these opening hours, please consult the computer notice board on the second floor.)

Photocopying

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

Locations

Main Building	Library, 1st Floor, General Office, in the entrance hall, Students Union shop, lower ground floor.
Sackville Place	Ground floor.
Portland Row	2nd floor
Rathmines House	Library 3rd floor

Lost Property

Location	Porter's Office, Ground floor
Personnel	Mr Joseph Finn

Public Telephone

Mountjoy Square: located off entrance hall, cafeteria, lower ground floor. Phone cards available from Students' Union shop.

Noticeboards

The following notice boards are located in the entrance hall, Mountjoy Square. Please consult the notice board relevant to you on a regular basis.

School of Art & Design
General Information
Examinations
Sports Notice Board
Students' Union Notice Board (located on lower ground floor)
Part-time Employment Notice Board: beside Students' Union

Students are free to advertise second-hand books and uniforms on the notice board outside the Students' Union office. Please consult the relevant school notice board for timetable changes. This is particularly important for the first few weeks of the academic year. There is also a notice board in the entrance hall which will provide additional information, e.g. changes in class rooms etc.

Porters

Services

Directions, General Information. There is a porter's desk at the entrance in each of the buildings.

Main building	Mr Joseph Finn Tel: 402 4100
Sackville Place	Mr Christy Maguire Tel: 878 8721
Portland Row	Mr Dominic Wogan Tel: 855 0466

Toilets

Male and Female toilet facilities are available on each floor.

Wheel chair users - Male and Female facilities available on ground floor.

Bus/Rail Information

The nearest DART station is Connolly station, located on Amiens Street.

Dublin Bus	Tel: 873 4222
Iarnrod Eireann (Irish Rail)	Tel: 836 6222 URL: www.irishrail.ie
Bus Eireann	Tel: 836 6111 URL: www.buseireann.ie

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	Go To
Mountjoy Sq	Park Railings opposite main building
Sackville Place	The Pro-Cathedral
Portland Row	Assemble opposite main building

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: Tel: 836 3113 ext. 68420 or ext. 68421

Key Events

Health Fair
DIT Arts Exhibition
Film & Broadcasting Exhibition
Radio Week
Faculty Forum on Media
NUI/DIT Joint Media Forum
Concerts
DIT Sports Day
Speech & Drama Students – Showcase.
Please check the notice boards for other events and information.

Rathmines Road/House/ Adelaide Road/Chatham Row

Foreword

Welcome to the Faculty of Applied Arts at the Dublin Institute of Technology. It 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. Over the years, it has acquired a strong reputation for its achievements;

- Pioneer in early child care and institutional care education
- Nationally established reputation in music performance and education
- Leader in film, journalism, broadcasting, photography and multimedia
- Second largest art and design school in the state
- Long tradition in applied language teaching
- One of the largest providers of legal studies education

The Faculty houses news-rooms, television studios, recording and radio broadcasting facilities, editing, dedicated multimedia, computer graphics, art & design and music technology laboratories. There are a number of specialised research and development centres:

The social Science Centre, the Digital Media Centre, the Media Production Unit, the National Centre for Education and Training for the Printing and Graphic Communications Industry and an educational Photographic Centre in Temple Bar:

Dr Ellen Hazelkorn
Director
Faculty of Applied Arts

Students are welcome to avail of all services and facilities located within DIT.

Schools of the Faculty of Applied Arts outlined in this section include:

School of Social Sciences and Legal Studies

(Located in Rathmines House)
Head Ms Noirin Hayes
Secretary Ms Maureen Holland
Tel: 402 3464
Location Ground floor, Room A2

Conservatory of Music & Drama

(Located in Rathmines Rd/Adelaide Rd/Chatham Row)
Head To be appointed
Secretary Ms Fiona Howard
Tel: 402 3568

Please consult your School Secretary for details of course tutors, their office locations and contact numbers.

The Faculty of Applied Arts is located in a number of DIT sites, including;
DIT Rathmines Road
DIT Rathmines House
DIT Adelaide Road
DIT Chatham Row

General information of each of the above sites is as follows:

DIT Rathmines Road

Director's Office

Faculty Director Dr Ellen Hazelkorn
Location Ground floor
Secretary Ms Joan Reddy
Tel: 402 3465
Fax: 402 3487/3512

Building Layout

Lr. Ground Floor Canteen
Student Lockers
Ground Floor Porter's Desk
Faculty Office
Director's Office
(Room 11)
Theatre
Drama Rooms
Costume Room
Music Technology
Audio Visual Room
Male/Female Toilets
1st Floor Class Rooms

Porters

Head Porter Mr Pat Healy
Porter Mr Alan Benson
General
Operative Mr Mark Benson
Tel: 402 3451

DIT Rathmines House

Office of Social Sciences and Legal Studies

Head Ms Noirin Hayes
Secretary Ms Maureen Holland
Tel: 402 3464
Location Ground floor, A2

Building Layout

Ground Floor (A) Porter's Office
Classrooms
Music/Drama Rooms
Male Toilets
Public Telephone
Staff Room
1st Floor (B) Computer Lecture Room/
Open Access
Classrooms
Staff Rooms
Common room
Female Toilet
2nd Floor (C) Classrooms
Counsellor
First Aid
Centre for Social and
Educational Research
Soft Drink Vending
Machine
Photocopier
Male Toilet
Student Lockers
3rd Floor (D) Library
Female Toilets

Porters

Personnel Mr Stephen Lyons
Tel: 402 3450
General Mr Wayne McGowran
Operatives Ms Mary Curry
Ms Unity Kennedy
Mr Pierce Beasley

Rathmines Road/House/ Adelaide Road/Chatham Row

DIT Adelaide Road

General Services Office

Location	1st Floor
Opening hours	Monday – Friday 9:00 – 12:30, 14:00 – 17:00
Services	Administrative and payment of grants, General information, Accounts, Registrations.
Personnel	Ms Mary Grant Ms Fiona Howard Ms Eric Maguire Tel: 402 3552/3553/3554

Building Layout

Ground Floor	Porters Desk, Cardphone
1st Floor	General Office Piano rooms
1st Floor	Female Toilets
2nd Floor	Male Toilets

Porters

Personnel	
Head Porter	Mr Pat Healy
Porter	Mr John Burke Tel: 402 3650

DIT Chatham Row

General Office

Location	Ground Floor
Opening hours	Monday to Friday 9:00 – 12:30, 14:00 – 16:30
Services	Administration, General information
Personnel	Ms Gillian Collins Tel: 402 3572

Porters

Personnel	Mr Billy Doolan Mr John Binions Tel: 402 3576
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College Administration

Faculty of Applied Arts	
Administrator	Ms Andrea Marcelin
Location	DIT Mountjoy Square Tel: 402 4148

General Services Offices

DIT Rathmines Road

Location	Ground floor
Opening hours	9:00-12:45 & 14:15 – 17:00
Services	Administrative and payment of grants, General information, Accounts, Registrations.
Personnel	Ms Ann Haran Ms Louise Brown Tel: 402 3467/3468

DIT Adelaide Road

Location	1st Floor
Opening hours	Monday – Friday 9:00 – 12:30, 14:00 – 17:00
Services	Administrative and payment of grants, General information, Accounts, Registrations.
Personnel	Ms Mary Grant Ms Fiona Howard Ms Eric Maguire Tel: 402 3552/3553/3554

Registration/Examinations

All **whole-time** registrations for the School of Social Sciences and Legal Studies and Conservatory of Music & Drama will take place in **DIT Rathmines Road**. Student ID cards will be issued immediately after registration. Exams – please consult the notice boards which will advertise closing dates and exam criteria.

All **Part-time** registrations will take place in **Adelaide Road**. Student ID cards will be issued immediately after registration. Exams – please consult the notice boards which will advertise closing dates and exam criteria.

All students are required to complete an exam entry form to enter for college and other exams. All entry forms must be lodged with the exam office before the exam closing date. Details of exam entry closing dates will be displayed on the exam notice board beside this office. When lodging your exam entry form you will be required to present your current student I.D 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 General Office. Transcripts of results are available from the Exams Office and a fee of €13.00 for administration costs is required. The examination office also deals with enquiries and information on the conferring ceremony. You are advised to check all information displayed on the exam notice board regularly. Exam timetables, pass lists and room allocations for exam sittings will be displayed on these notice boards.

Rathmines Road/House/ Adelaide Road/Chatham Row

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 and report any theft immediately.

ID Cards: Replacement ID Cards are available from the General Office at a cost of €10.00.

DIT Library & Information Service

Location	DIT Rathmines House 3rd Floor (D)
Opening hours	
Term	Mon-Thurs 9.30 – 21.30 Fri 9.30 – 17.30 Sat 10.00 – 17.00
Outside Term	Mon – Fri 9.30 – 17.15 Sat Closed
Personnel	Ms Ann Wrigley Faculty Librarian Tel: 402 3462
Library Staff	Ms Aoife O'Brien Ms Sharon Hoefig Ms Marie O'Neill URL: www.dit.ie/library Email: rmh.library@dit.ie

Please refer to page 39 for further information.

Students' Union

DIT Rathmines Road

Overall President Mr Hugh O'Reilly

Tel: 4949 741 or Ext 7837

Email: president@ditsu.ie

Mob: 086 6031213

General Manager Ms Maura Cunningham

Tel: 4969 742 or Ext 7836

Email: genmgr@ditsu.ie

Mob: 086 8338569

DIT Societies Ms Anita Conway

Organiser Tel: 4969 743 or Ext 7844

Email: societies@ditsu.ie

Mob: 086 6376374

Site President Mr Brian Whitney

Tel: 4969 741

Mob: 086 6031076

For further information refer to page 30 of the student information handbook.

Student Health Service

The Southside Health Centre is located in DIT Aungier Street. Information concerning times, locations and services available can be found on page 13.

Counselling Service

Location	Room C9 Rathmines House (2nd fl. beside boardroom)
Personnel	Mr John Broderick Counselling Psychologist Tel: 402 3506 Email: john.broderick@dit.ie

Details of the Student Counselling Service and on making an appointment are found on page 17.

Careers Service

Personnel Mr Dave Kilmartin
Faculty of Applied Arts
Tel: 402 7500
Email:
dave.kilmartin@dit.ie

Details of the Careers Service and on making an appointment are found on page 28.

Or click on to our web site:
www.dit.ie/admin/careers

Chaplaincy

Location Rathmines Road
Personnel Mr Baird Lewis
Tel: 402 7659
Mob: 086 3554567
Email: baird.lewis@dit.ie

For information about the Chaplaincy refer to page 26.

Disability Liaison Office

Location Rathmines Road
Personnel Mr Pat Hoey
Tel: 0402 7657/402 7656

Services, contact numbers and help provided by this service can be found on page 15.

Disability Advisor

Personnel Mr Phil Keogh
Faculty of Applied Arts
Tel: 402 3531
Email: phil.keogh@dit.ie
Appointment Please phone or email the above.

For information about the support and assistance this office provides to students please see page 15 of this booklet.

Sports Officer

(Aungier Street)
Location Co01
Personnel Mr Herbert McClelland
Tel: 402 3042

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.

Swimming Pool

DIT has a Swimming Pool and Gymnasium in DIT Kevin Street which is available each day to students.
For information of opening hours please refer to page 190 of this handbook. There is a public pool beside DIT Rathmines House.

Local Services

Banks AIB (Banklink) beside the Swan Centre
Bank of Ireland (Pass)175
Lr Rathmines Rd

Post Office Lr Rathmines Rd (one bus stop before Rathmines House, after The Coal Porter Pub)

Shopping Centre Swan Centre (5 minutes walk from Rathmines Hs)
Health Food Shop
Hopsack Health Store
(Swan Centre)

Rathmines Road/House/ Adelaide Road/Chatham Row

Garda Station Lr Rathmines Rd near
Rathgar Rd

Public Library Next to DIT Rathmines
Road building.

Bookshops

(for general and academic books)

Alan Hanna Rathmines Rd, Dublin 6

Alan Hanna Kevin St, Dublin 8,
Tel: 475 1766

Easons 40 Lr O'Connell St,
Dublin 1,
Tel: 873 3811
1 Dawson St, Dublin 2,
Tel: 677 1255

Hodges Figgis 56-58 Dawson St,
Dublin 2,
Tel: 677 4754

Waterstones 7 Dawson St, Dublin 2
Tel: 679 1415

The nearest DART Stations are Pearse Station and Tara Street Station. The nearest mainline train station is Connolly Station for northbound routes and Heuston Station for southbound and westbound routes.

Dublin Bus Tel: 873 4222

Iarnrod Eireann

(Irish Rail)

Tel: 836 6222

URL: www.irishrail.ie

Bus Eireann

Tel: 836 6111

URL: www.buseireann.ie

Other Useful Phone Numbers

See pages 24-25

Bus/Rail Information

Buses to Rathmines Road from College
Green, (City Centre)

No's 14, 15, 15A, 15B, 47, 83

From Sandymount Dart Station

No 18

Buses to Adelaide Rd

No's 14, 15, 15A, 15B, 47

Buses to Harcourt Street

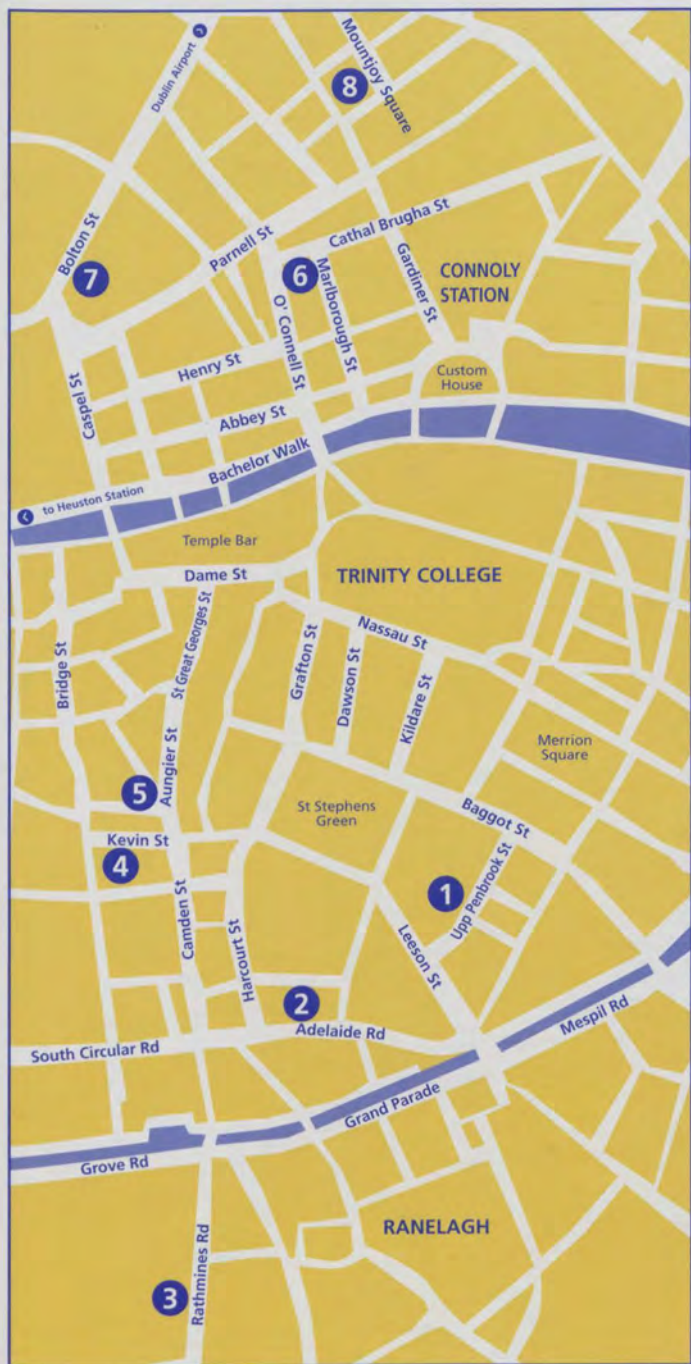
No's 14, 14A, 15, 15A, 15B, 47, 47A, 47B,
48A

Buses to Stephens Green

No's 10, 11, 11A, 13, 46A, 46B

Buses to Dame Street

No's 77, 150



Key

1. Fitzwilliam House
2. Adelaide Road
3. Rathmines House
4. Kevin Street
5. Aungier Street
6. Cathal Brugha Street
7. Bolton Street
8. Mountjoy Square

student handbook
2002 - 2003

