

DUBLIN INSTITUTE OF TECHNOLOGY STAFF HANDBOOK

- General Information
- Support Services
- Central Services
- Student Services

As at September 2009



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Section 1 General Information

Welcome to DIT!

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

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

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

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

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

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

**Professor Brian Norton
President**

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

Contact details:

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E: president@dit.ie



Introduction

Background

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

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

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

“The city is our campus”

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

The larger campus locations are:

- › **DIT Aungier Street**
– Business, Media, Law
- › **DIT Bolton Street**
– Built Environment, Engineering, Printing
- › **DIT Cathal Brugha Street**
– Tourism and Food
- › **DIT Kevin Street**
– Science, Engineering, Languages
- › **DIT Mountjoy Square**
– Art, Design, Social Services
- › **DIT Rathmines/Chatham Row**
– Music, Drama

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

New campus planned

DIT is preparing to re-locate to a new single campus at Grangegorman, in the heart of Dublin city. The Grangegorman Development Agency is responsible for

procurement of the design and build of the Campus on behalf of DIT and the HSE. The Master Plan has been completed and the Strategic Plan will be presented for public consultation. As a colleague, you will be invited to give your views to the DIT Campus Planning office at each stage of the development and your input will be very welcome. As one of the biggest developments in higher education in Ireland, the project will take a number of years to complete. It is expected that the DIT will commence the move to the new facilities in late 2014. Currently DIT students have access to playing fields at Grangegorman and the DIT Campus Planning Office is located on site also.

Performance and Exhibitions

Because of the wide range of disciplines within DIT's faculties, there are numerous opportunities throughout the year to enjoy student performances and exhibitions. Students in the Conservatory of Music and Drama give recitals at lunch-times in DIT Rathmines and Chatham Row throughout term time and many other concerts and performances during the year. Drama students, solo performers and orchestras also perform in The Theatre in Rathmines and in the Gleeson Theatre in Kevin Street.

End-of-year graduate exhibitions also provide a great opportunity to see the work of final year students. Students of architecture, fine art, visual communications, furniture design, interior design, display design, media arts, photography and film all showcase their work at the end of the academic year and

exhibitions and screenings are open to all, both on campus and at venues in the city centre. Colleagues are most welcome at all student exhibitions.

Graduation ceremonies

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

DIT online

Although we are based in some forty buildings around the city, there is one single place where you can find out what's going on across the Institute – that's on Update, the weekly online newsletter. Update aims to provide a single location for all the major news concerning the Institute – events, developments, achievements, celebrations, media clips, etc. While Update is aimed particularly at staff it is also accessible to the wider public through DIT's main website, www.dit.ie. The website and the Staff Intranet also contain most information that colleagues may need regarding Human Resources, Finance, Academic Affairs, and other areas. If you do not find the information you need, or if it is out of date or inaccurate, please let the appropriate department know so it can be rectified quickly.

The public news pages of the website

are regularly updated to let a wider audience know more about what's coming up in DIT and to report on exciting developments.

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

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

Administration of DIT

Governing Body

Chairperson

Mr. Seán Dorgan

President

Professor Brian Norton

Members

Cllr Maurice Ahern

Ms Tracey Flinter

Cllr Mary Freehill

Cllr Paddy Bourke

Ms Mary Lonergan

Ms Ita Greene

Ms Anne Butler

Ms Jackie Kelly

Mr Sean Campbell

Mr Michael O'Halloran

Ms Imelda Reynolds

Mr. Noel Masterson

Mr. Peter Coyle

Mr. Damien McDonald

Prof. Jurgen Barkhoff

Ms Alice Prendergast

Mr. Dominic Dillane

Mr. Denis Ryan

Directorate

President

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

Director of Academic Affairs

Professor Frank McMahon, BComm MBA Ed.D

Director of Finance

Mr. Paul Flynn – FCMA

Director of Human Resources

Mr David Cagney, BA HDipEd DipGCEd BL DipFM
MCIPD

Faculty of Applied Arts

Ms Brid Grant – MPhil, BMus, LTCL

Faculty of Built Environment

Professor John Ratcliffe, DTech MA BSc(EstMan)
FRICS FSCS FIAVI

Faculty of Business

Mr. Paul J. O'Sullivan, BA MA

Faculty of Engineering

Dr. Mike Murphy, DipEng BSc(Eng) MEng MIEEEE

Faculty of Science

Professor Michael Devereux – BSc, MSc, PhD,
CSci, CChem, FRSC

Faculty of Tourism and Food

Dr. Michael Mulvey, DipHtlMgmt App.Sci (Hotel
Technology) BA.HtlMgmt MSc PhD

Research and Enterprise

Professor Ellen Hazelkorn, BA PhD

Further details about the administration of DIT and a full organisation chart are available on the website at

www.dit.ie/DIT/about/

Strategic Development Services

Operating within the Office of the President, the Strategic Development Services Team has the responsibility for co-ordination and facilitation of the Institute's overall planning process. Its remit includes the following:

- The provision of support for strategic planning and management of the annual planning process, including the risk register
- Development, collation and analysis of Institutional data for planning purposes
- Identification of strategic issues and the formulation of recommendations
- Co-ordination and development of strategic Institute proposals and submissions, e.g. SIF, PRTL, etc.
- Facilitation of change projects as appropriate
- Facilitation of business process analysis and improvements as appropriate
- Co-ordination of Institute reporting, as required
- Support for the development of DIT's strategic corporate relations and assistance in the maintenance and co-ordination of its strategic industry links.

Contact Details

Head of Strategic Planning, Development and Corporate Relations

Margaret Whelan

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Senior Manager, Strategic Planning and Development

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SIF Project Administrator

Miriam Brosnan

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Senior Administrator

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Assistant Staff Officers

Emer Bannister

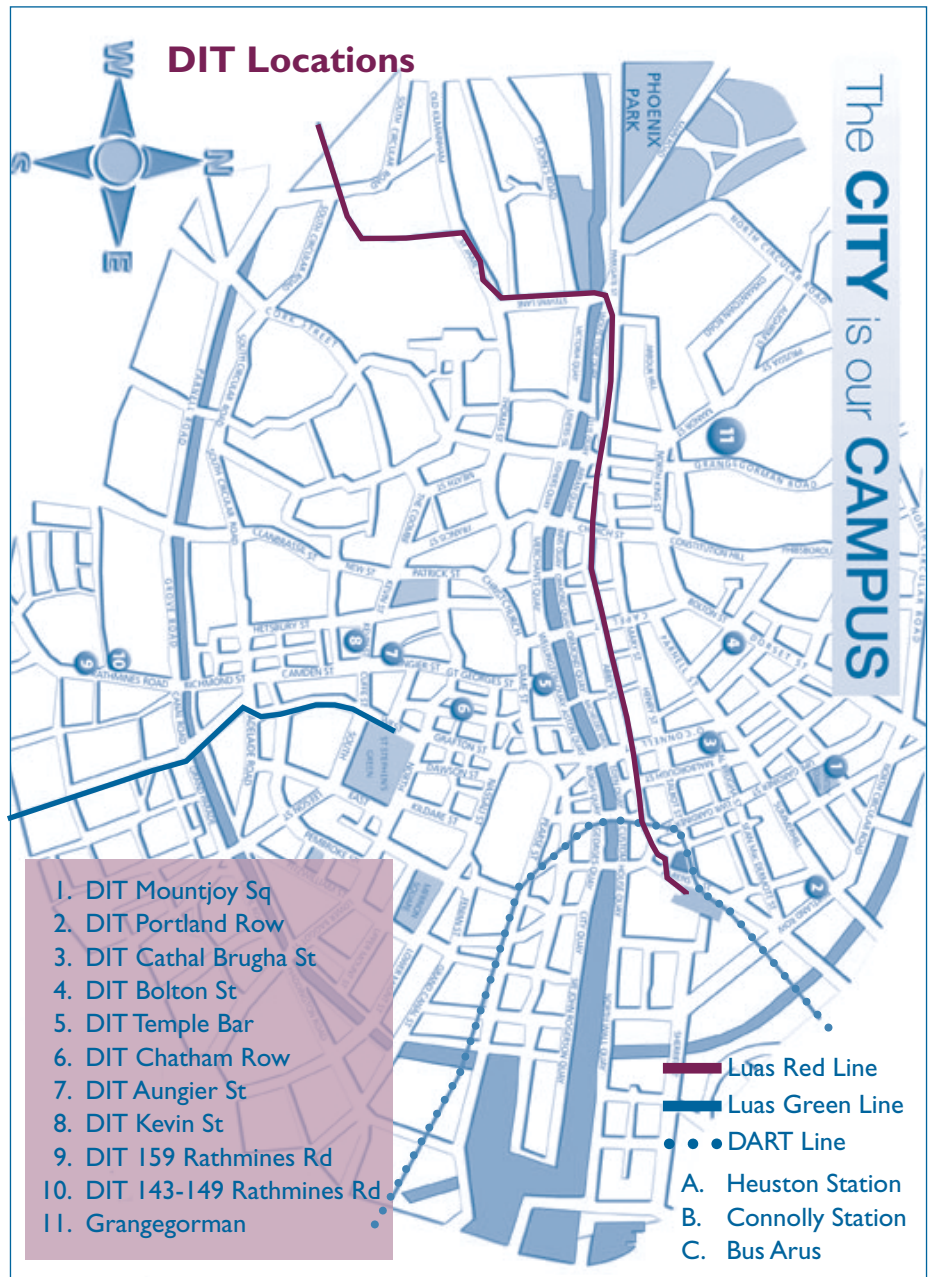
T: 402 7110

E: emer.bannister@dit.ie

Ailish Carney

T: 402 7110

E: Ailish.Carney@dit.ie



Public Affairs

Contact Details

Head of Public Affairs

Melda Slattery
T: 402 7138

Public Relations Officer (Acting)

Donal O'Malley
T: 402 7130

Marketing Communications Officer

Deirdre Scully
T: 402 7131

Marketing Officer – Design/Visual Identity

Jill O'Callaghan
T: 402 7133

Web Assistant

Katherine Kenny
T: 402 7629

Location

DIT Aungier Street
(5th Floor)

The Role

The role of the Public Affairs team is to facilitate effective communication throughout DIT and to be the central resource for promoting all aspects of the Institute's activities. The Public Affairs Office has responsibility for internal and external communications, including media relations, PR and relations with public bodies; marketing communications, including publications and advertising; and event management. We are available

to assist with any PR or communication issue that may arise and we welcome suggestions and feedback from all colleagues.

Services

Internal Communications

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

- Staff intranet – available on the web at <http://intranet.dit.ie>
- The Website – www.dit.ie
- Update – weekly online digest of news, views and events from around the Institute. This is circulated each week during the academic year and includes a calendar of upcoming events, reports on news from the previous week, profiles of specific individuals and functions around DIT, and information on appointments, awards and achievements. Contributions are always welcome and should be emailed to update@dit.ie at any time
- E-mail – to communicate important news and information to all staff. We aim to keep these communications to a minimum due to the large number of business emails staff receive daily.

Media Relations and General Information

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

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

Corporate Identity

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

Advertising

The DIT Advertising Policy aims to maintain consistency and to maximise on the value of our total advertising spend throughout DIT. All advertising for programmes, services, faculty and staff recruitment is channelled through the Public Affairs office.

Other Services

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

The DIT Graduate Network

The Graduate Network was set up in 1997 as a networking association for former DIT students. Membership of the Network is free and offers a range of professional and social networking opportunities, along with benefits and services to keep former students informed and involved.

In 2009 we launched the **DIT Graduate Network LinkedIn Group**, for former students and current staff and students. We also launched **e-network**, our e-newsletter. If you wish to be included in our circulation list please email us directly.

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

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

Emer O'Kelly
Graduate Network Officer
DIT Aungier Street, Dublin 2
T 01 4027143
E Graduate.Network@DIT.ie
W www.dit.ie/GraduateNetwork

Partnership in DIT

Background

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

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

Mission Statement of Partnership in DIT
“Through a Partnership approach, to create a quality workplace environment in all Institutes, where the involvement and contribution of all staff is encouraged and valued, in developing and achieving the Institutes’ strategic objectives.”

Our Partnership Vision

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

- A participative approach to facing challenges.
- Common ownership of change and modernisation programmes.
- Pro-active relationships at all levels based on inclusiveness, openness, information sharing, trust, respect, joint-problem solving, and consensus decision making.
- A commitment to continuously improve the quality, flexibility, and efficiency of our educational service while simultaneously enhancing the quality of our working lives and environment.

Principles of Partnership

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

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

DIT Partnership Committee

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

Training and Facilitation

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

DIT Academic Calendar Session 2009/2010

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

Semester 1

Month	Date	Weeks	
September 2009	01/09/09		Session commences
	14/09/09		Orientation, Induction for 1st Years
	21/09/09	1	Teaching commences
	28/09/09	2	
October 2009	05/10/09	3	15 Weeks to Include:
	12/10/09	4	12 Lecture Weeks
	19/10/09	5	plus 1 Review Week plus Assessment
	26/10/09	6	Review week (unless otherwise arranged)
November 2009	02/11/09	7	Review week to be used either for revision, reading, field visits, lectures, interim tests, formative assessment feedback etc. To be applied in Week 6 except where otherwise arranged.
	09/11/09	8	
	16/11/09	9	
	23/11/09	10	
	30/11/09	11	
December 2009	07/12/09	12	
	14/12/09	13	
	21/12/09	Christmas	
	28/12/09	Christmas	
January 2010	04/01/10	Christmas	
	11/01/10	14	Exams commence and marking commences
	18/01/10	15	
	25/01/10		Module Boards: Student feedback and Appeals. Choice of Options and Electives for 2nd Semester

Semester 2

Month	Date	Weeks	
February 2010	01/02/10	1	Semester 2 Teaching commences 15 Weeks to Include: 12 Lecture Weeks plus 1 Review Week plus Assessment
	08/02/10	2	
	15/02/10	3	
	22/02/10	4	
March 2010	01/03/10	5	Review week (unless otherwise arranged)
	08/03/10	6	
	15/03/10	7	
	22/03/10	8	
	29/03/10	Easter	
April 2010	05/04/10	Easter	Review week to be used either or revision, reading, field visits, lectures, interim tests, formative assessment feedback etc. To be applied in Week 7 except where otherwise arranged.
	12/04/10	9	
	19/04/10	10	
	26/04/10	11	
May 2010	03/05/10	12	Exams commence and marking commences
	10/05/10	13	
	17/05/10	14	
	24/05/10	15	
	31/05/10		
June 2010	07/06/10		Module Boards and Programme Boards Student Feedback and Appeals
	14/06/10		
	21/06/10		

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

Section 2 Staff Support Services

Human Resources

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

Mission Statement

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

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

Role/Function

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

- Staff recruitment
- Administration of Contracts of Employment
- Superannuation

- Employee Relations including Industrial Relations
- Staff Training and Development
- Pensions

We also develop policies and procedures for each of the above areas.

HR Contacts

Director of Human Resources

Mr. David Cagney

T: 402 3364/3343

Head of HR

Mr. Stephen McFadden

T: 402 3407/3412

HR Operations Manager (Acting)

Ms. Mary Malone

T: 402 3363

Staff Training and Development Officer

Ms. Phil Kenna

T: 402 7869/7877

Resourcing Manager

Ms. Lucy McMahan

T: 402 3366

Pensions Manager

Ms. Teresa Coss

T: 402 3422

Leave and Benefits Manager

Mr. Conor McCague

T: 402 3389

Employee/ Industrial Relations

Ms. Aideen Gurrin

T: 402 3421

Policies and Procedures

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

Some of the main policy areas are as follows:

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

Staff Training and Development

Location

Dublin Institute of Technology

14 Upper Mount Street

Dublin 2

T: 402 7870/7871/7862

F: 676 7243

Intranet:

<http://intranet.dit.ie/training/index.html>

Mission Statement

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

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

What We Do

We run an **Annual Programme of Training and Development Courses** to enable DIT staff to continuously develop their knowledge and skills. We work with individual managers, teams and groups to develop training courses to meet specialist needs. Our training programme includes dedicated courses for all categories of staff, courses on DIT systems and procedures, IT training on

DIT systems and standard desktop packages and Health and Safety training courses. We strive to continuously identify the up to date training and development needs of staff through PMDS outcomes and regular consultation with management and staff. Under the **Performance Management and Development System (PMDS)**, all staff of the Institute agree an annual Personal Development Plan with their immediate manager. Where these plans identify common training and development needs across the Institute, these needs are met through the Annual Training and Development programme.

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

We also administer the **Fee Support Scheme for DIT staff pursuing higher qualifications**, the **Fee Waiver Scheme for staff taking DIT part-time programmes** and the **Study and Examination Leave Schemes**.

Full details of these schemes are available on the staff intranet at <http://intranet.dit.ie/training/index.html> or by contacting the Staff Development Office.

Staff Training and Development Contacts

Staff Training and Development Officer

Ms. Phil Kenna

T: 402 7869

E: phil.kenna@dit.ie

Administrative Staff

Ms. Marian Kavanagh

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Ms. Gabrielle Deegan

T: 402 7871

E: gabrielle.deegan@dit.ie

Ms. Hilda Browne

T: 402 7870

E: staff.training@dit.ie

IT Trainer

Mr. Niall Dixon

T: 402 7896

E: niall.dixon@dit.ie

Payroll

Finance Directorate

143-149 Rathmines Road

Dublin 6

E: Payroll@dit.ie

DIT Payroll Office Contacts

Payroll Manager

T: 402 3313

Payroll Supervisor

T: 402 3358

Monthly Salaries

T: 402 3324/3327

Casual Monthly Salaries

T: 402 3320

Weekly Wages

T: 402 7517

Essential documentation required from new staff

- *Bank Details*
(Pay Mandate form may be downloaded from DIT Intranet Finance site)
- *PPS Number*
(May be obtained from your Certificate of Tax Credits and Standard Rate Cut-Off Point (PC2) or from the Department of Social and Family Affairs)
- *Proof of PPS Number*
(May be obtained from Client Identity Services)
T: (01) 704 3281
- *P45 Cessation Certificate*
(From your last employer)

(If you do not have a P45.)

Contact the appropriate Tax Office for a new Certificate of Tax Credits and

Standard Rate Cut-Off Point quoting DIT as your new employer, DIT's Registered Number – 6517909Q and Employee PPS Number.

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

Employee Assistance Programme

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

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

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

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

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

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

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

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

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

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

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

DIT Learning, Teaching and Technology Centre

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

The LTTC is also the primary location for the support and development of eLearning at DIT, with a particular focus on the effective use of the DIT eLearning platform webcourses.dit.ie, and other emerging technologies.

Head of Learning, Teaching and Technology Centre:

Dr Jen Harvey, Tel. 01 402 7883

Head of eLearning Support and Development:

Dr Kevin C. O'Rourke, Tel. 01 402 7860

Accredited Programmes and short CPD courses

The postgraduate programmes at the DIT Learning, Teaching and Technology

Centre are designed specifically for practitioners in further and higher education.

Postgraduate Certificate in Third-Level Learning and Teaching

The broad aim of this one-year course is to enable participants to be effective, competent lecturers with a solid background in learning and teaching theories and their application in a range of practice situations.

M.A. in Higher Education

The MA in Higher Education is a two year part-time Master's programme and it will provide participants with an opportunity to explore critical perspectives on higher education and equip participants with the requisite advanced knowledge, understanding and skills to carry out educational research using traditional and emerging research designs informed by a critical awareness of developments at the forefront of policy and practice in higher education.

MSc in Applied eLearning

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

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

Continuing Professional Development

We work with DIT lecturers and external experts to create and deliver quality CPD courses which are used by professionals from a range of institutions and industries. Using various curriculum design models these courses allow professionals to update their skills and knowledge at a time and place of their choice. Please see our website for further details.

Information about our CPD short courses is available from DIT Professional Development Services, see www.dit.ie/pds

In-House consultancies and Workshops for Schools and Departments

The Centre provides consultancy services and workshops for academic staff at Department, Schools and Faculty levels, tailored to specific training needs and time schedules. Such services may be linked to new programme development or revalidation, school reviews, integration of technologies or to better address different student needs. We also develop tailored multimedia resources for staff to use with their students.

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

In the academic year 2008/2009, the centre ran 45 workshops including the Annual Showcase of Learning and Teaching Innovations (Usually held

January each year) and the DIT eLearning Summer School (usually held June each year). Almost 500 DIT staff attended formal events and the Centre handled over 3,000 additional queries from staff and students related to the use of technology.

In 2009/2010 it is planned to hold a number of workshops under the themes of enhancing the first year curriculum, supporting effective assessment practice, widening participation, eLearning/flexible delivery methods and increasing student engagement for retention. Our current programme, available from the LTTC website, also includes the following workshops:

- LTTC Surgery (open consultancy sessions)
- Making sense of it all: Academic transition and the first year experience
- Widening Participation
- Introduction to ePortfolios
- Social networking and web 2.0
- Demystify the process: Academic writing and the first year experience
- Teaching without talking
- How to help your students think: an introduction to problem-based learning
- Supporting the School Review process
- Using technology to support assessment
- Large group teaching with clickers
- Using mobile phones for education

Research and Collaboration

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

Currently these include:

- Web 2.0 and social networking tools
- Supporting the first year student experience
- Information literacy skills
- Students learning with communities
- Gaming and simulations
- Impact of eLearning on student performance
- Use of feedback to support student learning
- Reflective practice and personal development planning
- Communities of Practice

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

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

Website

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

Health, Safety and Welfare

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

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

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

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

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

Health and Safety Officer

Edel Niland T: 402 4192
M: 087 2065537

Health and Safety Administrator

Sinead Collins T: 402 4213

Occupational Health Officers

Kevin Street

Yvonne McArdle
M: 087 980 9135

Cathal Brugha Street

Orlaith Waters
M: 087 980 9131

Bolton Street – Rosie Cannon

M: 087 980 9194

Instructions on Discovering a Fire

(All Staff, Students, Visitors, Contractors etc.)

- Activate the nearest manual fire alarm call point/break glass unit
 - Ensure the safe shutdown of equipment/electricity/gas in use, if time permits
 - Leave the building using the nearest exit route
 - Disperse from the building and move away to place of safety, i.e. Assembly Point
 - Do not use the lift
 - Do not re-enter the building until the “all-clear” has been given
- Appointed Evacuation Marshals/Sweepers should “sweep/search” their designated areas, checking to ensure that all offices, classrooms, cloakrooms, restrooms, storage areas have been evacuated. They should then leave via the nearest escape route. Lone workers/ students working in isolation should act as sweepers for their own areas.

All Evacuation Marshals, Building Maintenance personnel, Portering personnel, Heads of Function, First-Aiders etc. should assemble at designated assembly point (locally chosen) to check in, and report to the Incident Controller (Building Services Supervisor) giving details of any casualties or people needing assistance

with evacuation. This information is then given by the Incident Controller to the Emergency Services.

Assembly Points – Highlighted on emergency plans and notices throughout each building.

Know your assembly point!

Contacting First Aid

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

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

Injured/Unwell Staff

Occupational Health Offices:
Mon-Fri, 9-5

Kevin Street Campus (including Aungier St. and Rathmines buildings)
M: 087980 3135

Cathal Brugha Street Campus (including Mountjoy Sq.)
M: 087 9809131
Bolton Street Campus
M: 087 9809194

Injured/Unwell Students

Mon-Fri, 9-5
Student Health Centres (Students only)

Northside – T: 4023614 – Linenhall
Southside – T: 4023051 – Aungier St.

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

Please abide by the Smoke Free Policy

at DIT. Smoking is prohibited within all DIT buildings.

Visitors should:

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

Contractors

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

Emergency Number

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

Hazard Reporting

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

- Faulty Wiring
- Faulty Equipment
- Spillage

Report this immediately. If it's a buildings issue, it should be reported to the local Building Maintenance Manager and if it is an operational safety issue it should be

reported to local management using the Institute Hazard Report Form available on the website.

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

Personal Emergency Egress Plans

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

Pregnant Employees

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

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

Training

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

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

Elected DIT Safety Representatives

Kevin Street (2)

Patricia Ennis (Chemistry, Faculty of Science)

Eamonn Murphy (Electrical Installations, Faculty of Engineering)

Aungier Street (1)

Peter O'Brien (Information Services)

Cathal Brugha Street (1)

Ms. Sara Boyd (Food Science and Environmental Health)

Bolton Street (3)

John Darcy (Applied Arts – Printing Dept)

Raymond O'Sullivan (Built Environment)

TBC (Engineering)

Mountjoy Square (1)

Ciarán Stone

Rathmines (1)

Philip Cahill

143-149 Rathmines Road/Herbert/

Mount St. (1)

Helen Lamb (Learning and Teaching Centre)

Further Safety Information

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

Dignity at Work – Anti Bullying and Harassment Policy

Statement of Policy

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

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

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

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

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

Where a complaint against a non-staff member e.g. student etc. arises,

appropriate remedial measures will be taken to protect the staff member.

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

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

Dignity at Work Contact Persons

This following is a list of Contact Persons who are available to speak with any member of staff on a confidential basis to assist with the DIT Dignity at Work – Anti Bullying and Harassment Policy.

The role of the Contact Person is to provide support and assistance to staff who are concerned with the behaviour of colleagues, managers, work associates, suppliers or students towards them.

Brendan Devlin

Faculty Librarian (Acting), Kevin St.

E: brendan.devlin@dit.ie

T: 402 4631

John Doran

Assistant Head of School, Science, Kevin St.

E: john.doran@dit.ie

T: 402 4953

Brendan Grimes

Lecturer, Built Environment, Bolton St.

E: brendan.grimes@dit.ie

T: 402 3948

Phil Kenna

Staff Training and Development, Mount St.

E: phil.kenna@dit.ie

T: 402 7869

Dave Kilmartin

Head of Careers Service, Aungier St.

E: dave.kilmartin@dit.ie

T: 402 3084

Jimmy Kane

Porter, Mountjoy Square

E: jimmy.kane@dit.ie

T: 402 4100

Mary Malone

Acting HR Operations Manager, 143-149 Rathmines Rd.

E: mary.malone@dit.ie

T: 402 3367

Máire Moriarty

Lecturer, Tourism and Food, Cathal Brugha St.

E: maire.moriarty@dit.ie

T: 402 7564

Aileen Mullane

Assistant Staff Officer, Bolton St.

E: aileen.mullane@dit.ie

T: 402 3690

Mags Nicholl

Accounts, Science, Kevin St.

E: mnicholl@dit.ie

T: 402 4591

Padhraic O’Cuinneagain

Lecturer, Conservatory of Music and Drama, Rathmines

E: padhraic.ocuinneagain@dit.ie

T: 402 7684

Marc O’Loideoin

Goods Inwards, Aungier St

E: marc.oloideoin@dit.ie

T: 402 3189/7177

Peter O'Brien
 Technical Officer, Aungier St
 E: peter.obrien@dit.ie
 T: 402 3046

Mark Russell
 Student Retention Office,
 143-149 Rathmines Rd
 E: mark.russell@dit.ie
 T: 402 7661

Michael Tomney
 Head Porter, Aungier St.
 E: michael.tomney@dit.ie
 T: 402 7004

Gwen Turner
 Human Resources,
 143-149 Rathmines Rd.
 E: gwen.turner@dit.ie
 T: 402 3391

John Turner
 Head of School, Engineering, Bolton St.
 E: john.turner@dit.ie
 T: 402 3654

Theresa Whelan
 Records Manager, 143-149 Rathmines Rd.
 E: theresa.whelan@dit.ie
 T: 402 7519

Pat Zaidan
 Lecturer, Tourism and Food
 Cathal Brugha St.
 E: pat.zaidan@dit.ie
 T: 402 4437

Clare Johnson
 Lecturer, Tourism and Food,
 Cathal Brugha St.
 E: clare.johnson@dit.ie
 T: 402 4440

DIT Chaplaincy Service

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

The Service

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

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

Why do people come to see us?

Sometimes people feel the need:

- To chat about something in confidence
- For support in times of grief
- To volunteer time/talents in social action
- Prayer and Eucharist [Daily and weekly]
- Spiritual Guidance
- Meditation

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

Social Action/Community Involvement

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

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

Your Chaplains:

Coordinator Chaplaincy Service
 Rathmines Road
 Mary Flanagan
 T: 402 3307
 M: 087 6718821
 E: mary.flanagan@dit.ie

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

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

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

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

*DIT Mountjoy Square/Conservatory of
Music and Drama Rathmines Road/
Chatham Row*
Neal Phair
T: 402 4112
M: 086 614 3951
E: neal.phair@dit.ie

Trade Unions

Trade Union Representatives

Teachers Union of Ireland
(Academic Staff)
Domhnall Sheridan, Secretary
Engineering Sciences and General Studies
Faculty of Engineering, DIT Bolton St
T: 402 3906
E: domhnall.sheridan@dit.ie

UNITE
(Technical Staff)
Ronan Leydon, Chairperson
School of Biological Sciences
Faculty of Science, DIT Kevin St
T: 402 4889
E: ronan.leyden@dit.ie

Group of Unions
(Maintenance Staff)
Joey Malone
DIT Bolton Street
T: 402 3946
E: joseph.malone@dit.ie

IMPACT
(Administrative, IS and Library Staff)
John Wade
IS Services
DIT Rathmines
T: 402 3160
E: john.wade@dit.ie
Eileen Byrne
IMPACT Secretary
Exams Office
Faculty of Science, DIT Kevin St
T: 402 4600
E: eileen.byrne@dit.ie

Student Unions

President Students Union
Tracey Flinter
M: 086 6031213
E: president@ditsu.ie

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

Vice President Services and Trading
Sean Campbell
M: 086 6031076
E: vpervices@ditsu.ie

Student Support Advisor 09-10
Sharon Hughes: Aungier St
T: 402 3110
E: advisor.ast@ditsu.ie

Dawn O Higgins: Bolton St
T: 402 3621
E: advisor.bst@ditsu.ie

Sarah Coll: Cathal Brugha St:
T: 4024370
E: advisor.cbst@ditsu.ie

Eve Donnelly: Kevin St
T: 402 2813
E: advisor.kst@ditsu.ie

Meabh Horan Murphy: Mountjoy Sq
T: 402 4111
E: advisor.msq@ditsu.ie

Fiona Condron: Various Sites
E: advisor@ditsu.ie

Section **3** Central Services

Academic Affairs

The Directorate of Academic Affairs has Institute wide responsibility for:

- Academic affairs by promoting the quality, relevance and development of the full range of Institute programmes
- Assembling and evaluating information directed towards development and putting in place appropriate administrative systems to monitor their execution
- Reviewing policies and standards relating to the admission and registration of students
- Ensuring that examination regulations are standardised and reviewed and examination standards are maintained
- The co-ordination of nine departments that support the academic processes:

Director of Academic Affairs

Dr. Frank McMahon
T: 402 3417
E: frank.mcmahon@dit.ie

Staff:

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

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

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

Admissions Officer
Mr. Frank Costello
T: 402 3304
E: frank.costello@dit.ie

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

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

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

Head of Learning Teaching and Technology Centre
Dr. Jen Harvey
T: 402 7883
E: jen.harvey@dit.ie

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

Manager Campus Life
Brian Gormley

T: 402 3441
E: brian.gormley@dit.ie
Student Retention Officer
Mark Russell
T: 402 7660
E: mark.russell@dit.ie

Role of the Office of the Academic Registrar

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

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

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

The Office plays an important role in academic policy formulation and development which extends to implementing, reviewing and up-dating a range of

academic policies including the Handbook for Academic Quality Enhancement and the Institute's General Assessment Regulations, for example.

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

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

Academic Council

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

The Academic Council is the statutory body charged with establishing and maintaining the academic standards of the Institute. Members are appointed by the Governing Body to assist it in the planning, co-ordination, development and overseeing of the educational work of the Institute and to protect, maintain and develop the academic standards of the courses and activities of the Institute. The majority of members of Academic Council are members of the academic staff of the Institute. The President, the Director of Academic Affairs, the Director of Research and Enterprise and the Head of Library Services are ex officio members.

Contact details

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

Academic Registrar

Dr Thomas Duff
E: thomas.duff@dit.ie

Quality Assurance Officers

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

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

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

Staff

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

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

Financial Services

Financial Overview of DIT

In 2009 DIT has an operating budget of €163m with pay costs of €132m (90%) and €31m (20%) covering the non-pay activities.

The Institutes income is principally derived from funding from the Higher Education Authority €112m (69%) and the remaining derived from Tuition Fees, portion of student services charge, retained pension contributions, bank interest and miscellaneous self generated funds.

Of the total payroll costs of €132m, €99m (67%) is provided for direct Academic Costs with Academic Support and Administration accounting for €39m (29%) and the remaining €5m (4%) spent on senior management, examinations, recruitment and other miscellaneous payroll costs.

The main elements of the non-pay costs in 2009 are;

- Fixed Premises costs of €9.7m (31%)
- General Administration of €3.6m (12%)
- Communications/Computer Costs of €3.5m (11%)
- Class Materials of €3.4m (11%)
- Maintenance of €2.0m (7%)
- Equipment of €1m (3%)
- Research and Scholarships of €3.0m (10%)
- Professional Fees of €1.2m (4%)
- Library Costs of €2.0m (6%)
- Training and Development of €0.8m (3%)
- Community Links and Access Programmes of 0.8m (2%)

The Role of Finance

The main activities undertaken by Finance are as follows:

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

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

Web Site

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

- Brief outline of the main functions of each section of Finance.

- Complete listing of all Finance policies and procedures.
- Key contacts phone numbers.
- All standard forms used in the Finance area.

Financial Policies and Procedures

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

Standard Requisition (Goods/Services) Contract Suppliers

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

Existing Supplier List

- To reduce delays in processing orders and the number of suppliers being set up and managed on the system it is vital that quotations are sought from suppliers already set up who supply the goods/services required. The current list of suppliers by product/service description can be viewed within Agresso or from the supplier list file on the purchasing website. Details of the current Tax Clearance Certificate expiry

date is also contained within the supplier list file for each supplier on the system. A condition of obtaining a Public Sector Contract of a value of €10,000 or more, (inclusive of VAT), within any 12 months period, is that the contractor is required to produce either a valid C2 certificate or a general Tax Clearance Certificate from the Irish Revenue.

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

Quotations

- Goods/Services up to the value of €10,000 (excluding VAT) require 1 written quotation from a supplier attached to the requisition. Alternatively an up to date published price list will suffice for non contract suppliers.
- Goods/Services between €10,000 and €65,000 (excluding VAT) require 3 written quotations.
- Goods/Services between €65,000 and €206,000 must go to tender as per Government and DIT Procurement Policy, by way of advertisement or on the government's etenders web site www.etenders.gov.ie
- Goods/Services above €206,000 (EU Threshold) must go to tender as per EU Regulations by way of advertisement in the Official Journal of the European Communities. Further details pertaining to the tendering process can be obtained from the Procurement and Contracts Manager.
- A standard requisition must be fully completed for ALL goods or services.

- Quotations must be dated, signed and should state if prices are inclusive or exclusive of VAT, the rate of VAT and if there are delivery charges. Requisitioners should proceed with the lowest quote where quality and delivery/service match, however, if there is a valid reason not to choose the lowest quote details of the criteria used for the selection process must accompany the requisition.

Completing Standard Requisition

- The requisitioner must complete the requisition in full with particular attention to the Product Code (refer to Product Catalogue for product code) available within Agresso and on the central procurement web site. Delivery terms should also be completed. Delivered DIT (if delivery charge is included in the price), Ex Works (if DIT has to pay for delivery), N/A (for services).
- All completed requisitions must be signed by the requisitioner and authorised by the budget holder before they are submitted for processing into Agresso. For values in excess of 50,000 additional authorisation is required as follows:
 1. Up to €50,000 Head of School, Department, Faculty Administrator or Finance Officer
 2. €50,001 - €100,000 Director of Function
 3. Over €100,000 Director of Function and Director of Finance/President
 4. Over €100,000 to Directorate for Noting
- Requisitions that do not comply in any

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

Purchase Orders

- When a purchase order is raised it is sent directly to the supplier via fax, email or post. It should not be sent by more than one method to avoid duplicate deliveries. A copy is retained on file in the order entry office and a copy is forwarded to the Budget Holder for their records. Since the cost of processing a Purchase order is in the region of €100 orders should only be raised for values in excess of €50. Only in exceptional circumstances should orders be raised for less than €50. Petty cash should be used where possible for these low value orders.
- The order entry office should run enquiries for past due items on Agresso for orders raised by that office and follow up with requisitioners to ensure goods/services are delivered on time. This process should be followed every two to three weeks to ensure there is no build up of outstanding orders on Agresso. Outstanding orders for computer equipment should be reviewed more regularly, due to the value of this equipment.
- The requisitioner should handle all queries to suppliers regarding the required/delivered goods and keep the order entry office up to date on progress.

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

- Invoices Paid Directly by Central Creditors Section
- Electricity
- Gas
- Telephone Rental and Call Charges
- Mobile Phones (Handsets Ordered by Central Procurement Office Only)
- Photocopier Meter Reading
- Photocopier Toner Cartridges (Usually covered by Service Contract)
- Subscriptions
- Courier
- Taxi
- Rental and Service of Water coolers
- Distance Learning Tutors

Cheque Requisitions

(refer to procedure B11-on the website)

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

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

- Guest lecturers
- External examiners
- Rents
- External assessor

- Petty cash recoupment
- Franking machines
- Honoraria
- Interview expenses
- In-service and travel claims – advances/reimbursements
- Hospitality expenses (Use form B7)
- Reimbursement of certain medical expenses
- Refund of exam/tuition fees
- Supervisor's fee – counsellors
- Distance learning tutors (not set up as suppliers on Agresso)
- Payroll section payments
- Superannuation refunds
- Secondment payments to outside bodies.
- Payments to "one-off" supplier – *a written explanation for expenditure of €500 or above must be given on the cheque requisition – use of one off suppliers is restricted activity and if used we need to know why it is not on the approved list of suppliers.*

3. CBS Food Accounts

- A different process is in place for this area.

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

Internal Audit

The Internal Audit Unit in DIT supports the achievement of corporate objectives by providing an independent appraisal service to the Institute. Internal Audit should be regarded as an 'engine of continuous change' and as a service to management.

What is Internal Auditing?

The *Institute of Internal Auditors* defines Internal Auditing as 'an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.'

Please feel free to contact Internal Audit with any queries or suggestions you may have.

Staff Profiles and Contact Details

Brendan Ruddy
Head of Internal Audit
T: 402 3340
E: Brendan.Ruddy@dit.ie

Rommel Abaja
Internal Audit Manager,
Ph. (01) 402 7536
E: Rommel.Abaja@dit.ie

Please note that further information is available on the Internal Audit website <http://www.dit.ie/dit/about/internalaudit/>

September 2009

Insurances

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

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

Accidents/Incidents

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

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

Queries in relation to accidents/near misses should be addressed to:

Edel Niland
Phone: (402) 4192
E: edel.niland@dit.ie

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

Theft

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

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

Travel

The Travel Policy covers staff while travelling on DIT business within and outside of Ireland. Please note that the Travel Policy covers internal journeys (i.e. within Ireland) only if the journey requires overnight accommodation or involves flying as a passenger where the flight has been booked before commencing the journey. The Institute's Travel Policy provides cover for personal accident, medical and emergency travel expenses, cancellation or curtailment of itinerary, personal luggage etc. The cover also extends to include spouses of DIT employees accompanying staff on official business where permission has been obtained in advance of departure. Should you have any queries on any DIT related insurance matters please contact:

Colm Whelan
Finance Officer
T: (402) 3306
E: colm.whelan@dit.ie

DIT Library Services

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

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

DIT Library currently stocks more than 300,000 books and other items and subscribes to nearly 35,000 journal titles. The entire holdings of the DIT libraries, their locations and current status are displayed on the Library WebOPAC. This can be accessed in each library and via the Internet at <http://library.dit.ie>. Staff can apply for Library Cards at any of the libraries.

The DIT libraries provide study spaces, networked PCs, WiFi access, textbooks and other course materials, reference works and journals to support the programmes offered by DIT and to facilitate research. Information is available in many formats besides books e.g. DVD's, maps and music. Photocopiers and printers are also available. Books and journal articles not in the DIT Library can be requested via the inter-library loan service.

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

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

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

Dr Philip Cohen
Head of Library Services

DIT Library Services:

Contact Details

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

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

Cathal Brugha Street

T: 402 4424

F: 402 4290

E: cbs.library@dit.ie

W: www.dit.ie/library

Kevin Street

T: 402 4894

F: 402 4651

E: kst.library@dit.ie

W: www.dit.ie/library

Mountjoy Square

T: 402 4108

F: 402 4290

E: mjs.library@dit.ie

W: www.dit.ie/library

Rathmines Road

T: 402 3461

F: 402 7802

E: rmh.library@dit.ie

W: www.dit.ie/library

Information Services (IS)

The mission of the Information Services (IS) Department is to drive the deployment of information and communications technologies and systems within the Institute so that DIT can achieve its strategic and operational goals in teaching, learning, research, technology transfer, community support and effective administration. This will be achieved through 7 Strategic Goals:

- Innovative and effective solutions serving all the ICT Information and communications needs of DIT
- Deployment of solutions in a focussed, cost-effective, trouble-free and timely manner
- DIT enjoys the benefits of a powerful, secure and future-oriented electronic ICT infrastructure
- A comprehensive, professional and responsive support service
- Effective IS governance and management structures
- Being a key contributor of strategic change and organisational improvement at DIT
- Having the resources and competencies to deliver on its mission and commitments.

IS Development Programme

The Institute's IS Development Programme affects faculties, schools, functions and all categories of staff and students. IS strives to ensure IT projects are managed in the most efficient way possible and that

solutions meet the needs of users. The Information Services Steering Committee approved 32 work requests (from 52 submissions) which make up the 2009 development programme. The complete Development Programme is available at <http://dit.ie/is> and some elements are highlighted below:

Print Management Strategy

An imaging strategy was developed and approved by ISSC in 2008. A tender process has commenced to source a managed print solution for DIT student including printing, scanning and copying. It is anticipated that the introduction of this solution will result in cost savings to the Institute and a high quality imaging service for all students. Recommendations in relation to staff imaging needs will be implemented over coming months.

Business Continuity

A major programme of work in 2009 is the Business Continuity Programme. This programme began in Aug 2008 and it will be a multi-year project. The work encompassed under this project can be summarised into two phases:

Phase 1: Application service hardware replacement

Phase 2: DIT application migration

Network Upgrade Programme

(See Figure 1)

An upgrade of the DIT Metropolitan Area Network continues and is currently being progressed in 3 streams:

1. Improving the speed of network links between DIT sites is scheduled for completion in 2009.

2. Increase wireless facilities throughout DIT.
3. Upgrades to the DIT data centre which forms the centre of the improved DIT network.

Core HR/Payroll Application

A complete upgrade of the Core HR Application Suite (Personnel, Pensions, Time and Attendance, Budget and Payroll) is being undertaken. This project is a collaboration between DIT's Human Resources, Finance and Information Services Departments.

Support Centre

W: <http://dit.ie/is>
 E: support@dit.ie
 P: 01-402 3123

Information Services Management Team

Chief Information Services Officer
 David Scott

Head of Computer Services
 Conor Cahill

Information Systems Manager
 Paul Reardon

Network Manager
 Dearbhla O'Reilly

IT Support Manager
 Bridget Gleeson

IT Support Manager
 Eoin Dunne

<http://dit.ie/is>
support@dit.ie

Directorate of Research and Enterprise (DRE)

DRE Organisation and Units

The Directorate of Research and Enterprise is responsible for the development and sustainability of DIT's research and scholarship activities. Led by Professor Ellen Hazelkorn, who is also Dean of the Graduate Research School, the DRE provides staff with a range of services including:

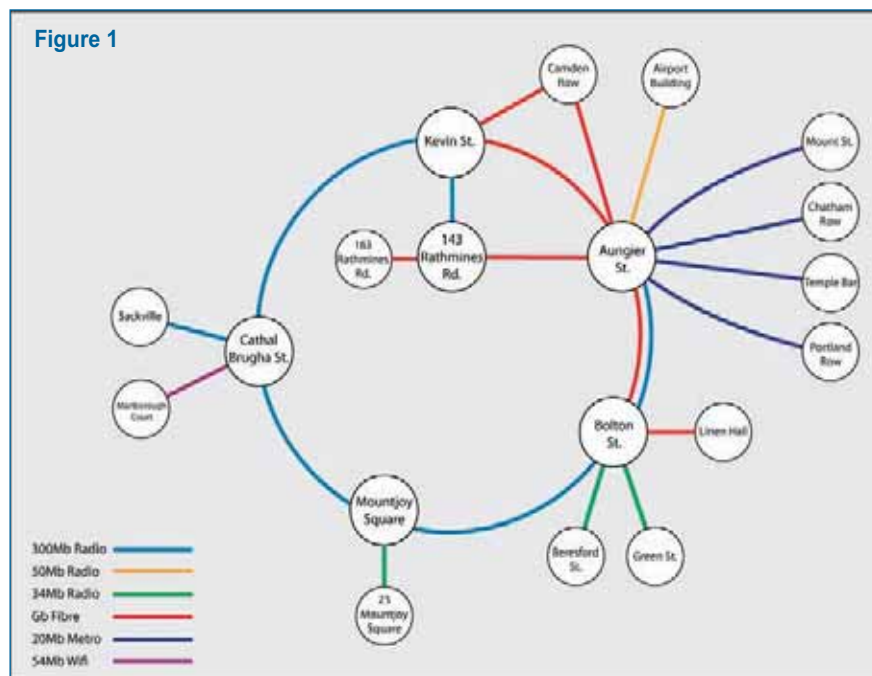
- identification of funding opportunities
- research development and management
- financial and budgeting advice
- marketing of research strengths
- research training and professional development,
- commercialisation of research
- graduate research management.

Research Support

The DRE is committed to developing and supporting research of intellectual and strategic importance under the following research themes:

- Creative Arts and Media
- Food and Health Sciences
- New Materials and Technologies
- Information and Communication Technologies
- Social Economic and Business Development

Strong emphasis is placed on collaborative research within designated research institutes and centres.



The Directorate of Research and Enterprise provides a comprehensive one-stop-shop for all research and enterprise-related activities. All the information you need is available on the DRE's website (www.dit.ie/researchandenterprise) including contact details and support available.

Upcoming events, funding opportunities and news are also highlighted in its online newsletter *Eureka* (<http://www.dit.ie/researchandenterprise/eureka/>). Research News, published twice annually, highlights DIT's research and scholarly activity and is circulated to professional bodies, funding organisations, academics and businesses.

The Research Support Unit

(www.dit.ie/researchandenterprise/researchsupportunit/) provides staff with pre-award and post-award support including proposal writing assistance, identification of funding opportunities, research finance administration and information about making an application to the ethics committee. The RSU has a special unit dedicated to European research activities and also delivers a research support training programme to research and research support staff throughout the year. The RSU website contains all the information you will need and contact details for all staff involved in these activities.

The Graduate Research School Office (GRS) (www.dit.ie/graduateresearchschool) manages DIT's structured PhD programme which delivers research training and professional transferable skills to graduate research students. The office also

manages registration, thesis submission, examinations and graduations for graduate students. The GRS website contains all the information you will need including forms, regulations, procedures, opportunities and contact information for any queries you may have in relation to postgraduate research and supervision of graduate students.

Enterprise Support

The Enterprise team advises on and supports and manages the process of research commercialisation, contract research and industry engagement, including IP, licensing, consultancy, continuing professional development and training.

- **Hothouse** (www.dit.ie/Hothouse) is DIT's award winning Innovation and Technology Transfer Centre. The Hothouse team helps staff and students to identify, protect and commercialise intellectual property. Hothouse can also help staff set up a campus or spin-out company or form a joint venture.
- **The Professional Development Services** (www.dit.ie/pds) team helps DIT staff to develop and deliver CPD training courses for industry and the professions. It acts as a professional conduit between the two sectors enabling industry to access the wealth of expertise existing in Dublin Institute of Technology.

Directorate of Research and Enterprise
143 – 149 Rathmines Rd,
Rathmines, Dublin 6
T: 402 3370
F: 403 3393
W: www.dit.ie/researchandenterprise

The Graduate Research School Office

Aims and Services

The Graduate Research School Office provides a one-stop shop for graduate research education and postgraduate research students across DIT, from registration to graduation. Key services include:

- Doctoral Programme Management;
- Facilitation of Postdoctoral and Doctoral Recruitment;
- Graduate Student Application and Registration;
- Advice on International Qualifications Equivalencies;
- Advice on Guidelines on Postgraduate Studies Regulations by Research;
- Annual Evaluations, Transfer and Confirmation Examinations;
- MPhil and PhD Theses Submission and Examination;
- Arnold Graves Postdoctoral Research Administration

Key Contacts

Graduate Research School Office

143-149 Rathmines Road
Dublin 6

T: 01 4023374

F: 01 4023393

E: graduateresearchschool@dit.ie

W: www.dit.ie/graduateresearchschool

Dr. Mary McNamara

Head of Graduate Research Programmes

T: +353 1 402 4781

E: mary.mcnamara@dit.ie

Gerolmina Di Nardo
Graduate Research School Office
Coordinator
T: +353 1 402 3374
E: gerolmina.dinardo@dit.ie

Raffaella Salvante
Research Administrator
T: +353 1 402 7529
E: Raffaella.salvante@dit.ie

Mieke Vandewalle
Research Administrator
T: +3453 1 402 7515
E: mieke.vandewalle@dit.ie

Records Management (including Freedom of Information and Data Protection)

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

Contact Details

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

Records Management

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

Increasing public accountability, most notably under the Freedom of Information Acts, 1997 and 2003, under which DIT is a prescribed body, requires a more formal approach to the management of records.

The Records Manger can assist each area within DIT in developing and implementing a system for the management of records from origination through to maintenance and disposal.

Freedom of Information

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

- for access to DIT records retrospectively to the date the Act was implemented, i.e. 21 April 1998;
- for access to records that contain personal information about them irrespective of when created;
- for access to their own personnel records created since 21 April 1995;
- to have made known to them the reasons for decisions made by DIT that have materially affected them. This right is retrospective to 1 October 2001.

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

How to deal with FOI requests:

- If you are contacted by an individual wishing to make a request under FOI,

please refer the individual to the Records Management Office.

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

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

Data Protection

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

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

Oifig na Gaeilge

Bunaíodh Oifig na Gaeilge i 2006 chun an Ghaeilge a chur chun cinn i ngach slí ar fud na hInstitiúide. An Ghaeilge a bheith lárnach i saol na hInstitiúide an fhís agus an dúshlán atá romhainn amach.

Tá an Ghaeilge agus an dátheangachas á spreagadh agus á neartú againn trí dheiseanna foghlamtha agus úsáidte Gaeilge a fhorbairt agus a chur ar fáil don bhfoireann agus do mhic léinn; Scéim Acht na dTeangacha na hInstitiúide a ullmhú agus tacaíocht a chur ar fáil do rannóga agus scoileanna chun seirbhísí dhátheangacha a chur i bhfeidhm; seirbhísí aistriúcháin; Scéim Cónaithe Gaeilge na mac léinn a eagrú; tacaíocht a chur ar fáil do mhic leinn agus baill foirne ag staidéar an Ghaeilge san Institiúid; tacaíocht a chur ar fáil don gCumann Gaelach agus do chumainn eile chun an Ghaeilge a spreagadh i measc mac léinn na hInstitiúide chomh maith le himeachtaí cultúrtha, acadúla agus sóisialta a reachtáil d'fhoireann agus do mhic léinn na hInstitiúide.

Bí i dteagmháil linn má tá aon tuairimí nó moltaí agat maidir le cur chun cinn na Gaeilge san Institiúid. Tá muid ag súil go mór le cloisteáil uait

Seoladh:

Siobhán Nic Gaoithín, Oifig na Gaeilge
Institiúid Teicneolaíochta Bhaile Átha Cliath
143-149 Bóthar Ráth Maonais Íochtarach
Ráth Maonais, Baile Átha Cliath 6
Fón +353 1 402 7505
+353 87 9807288

Ríomhphost: gaeilge@dit.ie/

siobhan.nicgaoithin@dit.ie

Suíomh Idirlín: www.dit.ie/gaeilge

Oifig na Gaeilge:

Oifig na Gaeilge, DIT's Irish language office was established in 2006 and is responsible for the promotion of the Irish language in every way possible in DIT. Our vision and challenge is for the Irish language to be central to life in the Institute.

Oifig na Gaeilge's functions include developing and providing opportunities for staff and students to learn and use Irish; preparing DIT's Official Languages Act Scheme and assisting departments and schools in developing bilingual service provision; translation services; organising DIT's Irish Language Student Residency Scheme; supporting students and staff already studying Irish in DIT; supporting an Cumann Gaelach and helping other student societies to promote the Irish language as well as organising Irish language cultural, academic and social events for staff and students.

Please contact Oifig na Gaeilge if you have any suggestions on promoting the Irish language in DIT. We look forward to hearing from you.

Address:

Siobhán Nic Gaoithín,
Oifig na Gaeilge, DIT
143-149 Lower Rathmines Road
Dublin 6

T +353 1 402 7505

+353 87 9807288

E: gaeilge@dit.ie/

siobhan.nicgaoithin@dit.ie

W: www.dit.ie/gaeilge

Section 4 Student Services

DIT Student Sports, Recreation and Support Services

143-149 Rathmines Road,
Dublin 6.

*Student Sports, Recreation and
Support Manager*

Ms Deirdre Corcoran

T: 402 3394

E: deirdre.corcoran@dit.ie

Finance Assistant

Mr Michael Flaherty

T: 402 7513

E: Michael.Flaherty@dit.ie

Secretary

Ms Noreen Phillips

T: 402 3394

F: 402 3449

E: student.services@dit.ie

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

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

The DIT Community Links Programme

www.dit.ie/communitylinks.ie

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

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

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

Contact: Dr. Tommy Cooke – 01 402 7621.

DIT Access Service

Aim:

Ensure wider participation and equality of outcome in higher education by promoting

access to higher education and facilitating access students' participation and progression in DIT, through partnership with staff and students, education providers and communities.

Achieving this aim:

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

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

1. Enhance communication and collaboration between the DIT Access Service, DIT staff, students, schools, communities, education providers and corporate and voluntary sectors
2. Expand pre-entry programme at second level, develop a new primary school programme and liaise with the youth and community sector to raise awareness and facilitate access to third level education for under-represented groups
3. Expand current and develop new access entry routes to DIT to increase the number of students in higher education and DIT from underrepresented groups
4. Further develop a student-centred support service that will empower

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

5. Build the capacity of the DIT Access Service to support further development and expansion
6. Contribute to and learn from new knowledge and best practice in Access.

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

For further information:

Access Officer

Julie Bernard

T: 7601

E: julie.bernard@dit.ie

Administrator

Sinead McEntee

T: 7604

E: sinead.mcentee@dit.ie

Pre-entry project officer

Kieran Houlihan

T: 7625

E: Kieran.Houlihan@dit.ie

Edel Travers

T: 7605

E: edel.travers@dit.ie

Post-entry project officers

Grainne Burke

T: 7606

E: grainne.burke@dit.ie

John Delap

T: 7622

E: john.delap@dit.ie

Susan Hawkins

T: 7608

E: susan.hawkins@dit.ie

Nicola Phelan

T: 7607

E: nicola.phelan@dit.ie

The Digital Community Programme

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

The Digital Community Programme has brought computer labs into 25 Dublin Inner City Flat Complexes, and continues to train the residents of these communities in skills that will help them to bridge the Digital Divide in the future. The Programme trains residents in basic computer courses and gives them the skills, through our train the trainer course, to pass their new learning on to their neighbours and friends.

Courses include Comic Creation, Clay Animation and a range of formal courses which are accredited through DIT and Microsoft. The programme also provides Technical Support for Hardware and Software in all the centres.

Ballymun Music Programme

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

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

At second level the Programme provides support to the Ballymun Trinity Comprehensive school in preparation for Junior and Leaving Certificate Music and maintains a scholarship programme in

conjunction with the D.I.T. Conservatory of Music and Drama for exceptionally talented children.

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

Dublin Inner-city Schools Computerisation Project (DISC)

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

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

Mature Student Access Programme DT522A

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

The Mature Student Access Programme is a one year course at DIT. It is designed for Mature Students from areas and communities where there is not a strong tradition of participation in third level education. Having successfully completed

the one year course participants are then eligible to enter undergraduate courses at DIT.

Programme for Students Learning With Communities (SLWC)

Catherine Bates/Elena Gamble
01 402 7616
www.communitylinks.ie/slwc

Students Learning With Communities involves students working on projects with community groups and organisations, using their subject skills to benefit these groups, and to gain credits as part of their coursework. These real-life projects are designed by lecturers and community partners to meet the needs of students and those of the community.

Student Retention Office

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

Doubts About Your Course?

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

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

DIT is currently conducting research into:

- How your experience as a student in DIT can be improved.
- The reasons why students choose to leave their course.
- Initiatives to keep students on track.

The purpose is to find out how these issues might be addressed and to apply the right strategies to enhance the student experience. The important thing is that you do let us know if you are having difficulties, no matter how small or unimportant they may seem to you. We

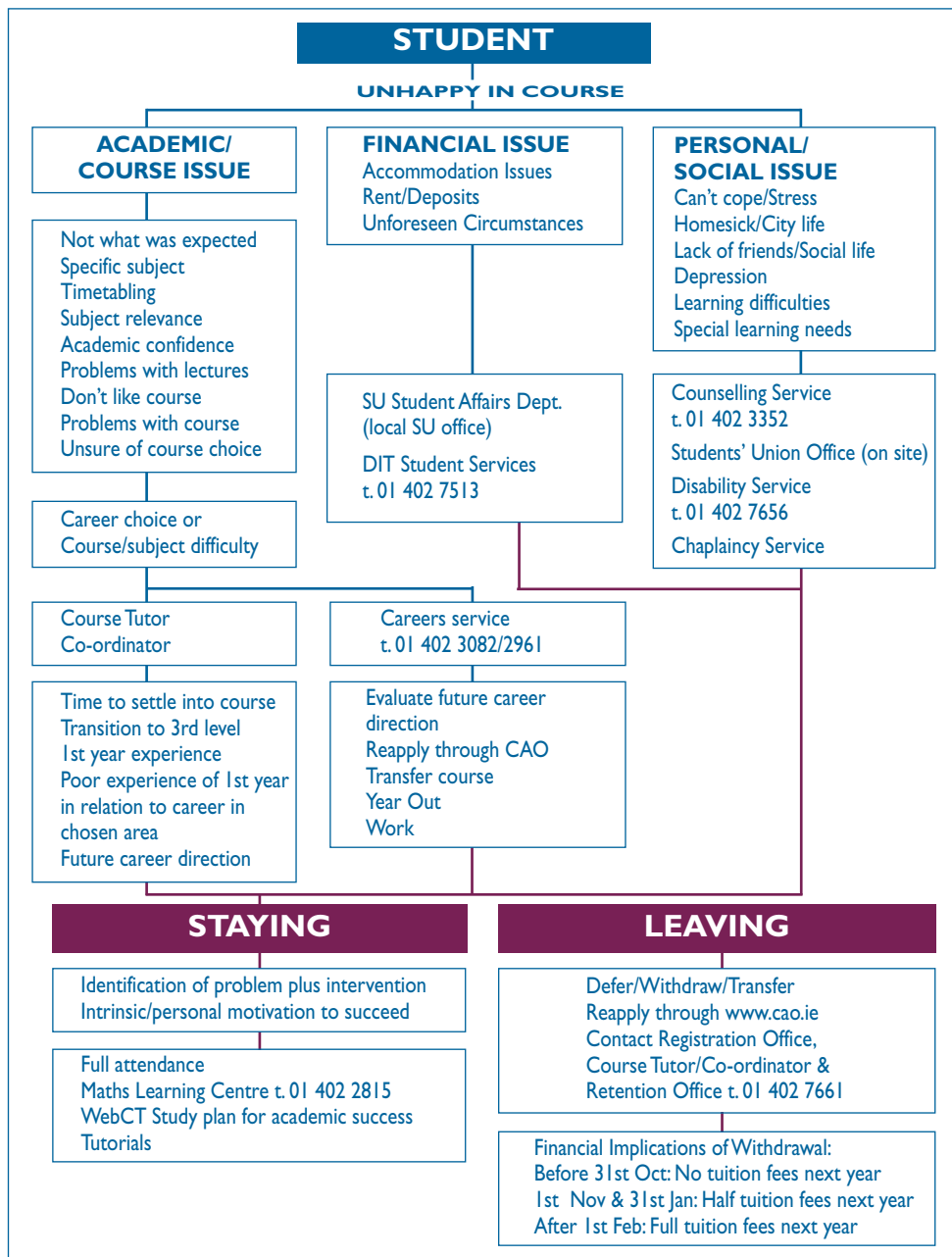
are here to help you on this exciting and often challenging journey through academic life and will support you throughout your time with us.

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

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

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

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



Counselling Service

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

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

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

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

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

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

Learning Skills Services

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

Assessment Services

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

Special Skills Training Courses

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

DIT Counselling Service Schedule

For appointments, either contact the secretary to the service directly or email us at counsellingservices@dit.ie and we will allocate an appointment with the first available counsellor.

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

Locations of Offices

Northside Counselling Unit

Location

DIT Linenhall Lodge,
Room 3, Mon-Fri
T: 402 3680

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

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

Southside Counselling Unit

Location

DIT Aungier Street,
Room 2041, Mon-Fri
T: 402 3052

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

Room 2042, Mon-Fri
T: 402 7020

Disability and Dyslexia Advice and Support Service (DDAS)

The DDAS is committed to helping students with disabilities achieve their academic goals. The Service is also developing a service for staff with disabilities.

If you are aware of a student with a physical, sensory or learning disability, medical or mental health condition that impacts upon their learning, or if you require information or support on issues related to disability, please contact the service.

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

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

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

please do contact the service and we can discuss ways in which DIT can support you.

Disability Liaison Officer (Acting)

Ms Olive O'Connor

T: 402 7656

F: 402 7669

E: olive.oconnor@dit.ie

Project and Development Officer

Ms Suzanne Duhan

T: 402 7681

F: 402 7669

E: suzanne.duhan@dit.ie

Learning Support

Students with a disability or specific learning difficulty (including dyslexia) may require support whilst studying at DIT. This can take various forms depending upon the requirements of the individual.

Examples include:

- Sign Language Interpreting
- Reading support for visually impaired students
- Alternative format facilitator
- Extra subject specific tuition for students with disabilities
- Electronic Note taker, for students who are deaf and are not able to hear lectures
- Academic/Personal assistant

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

Students may also make regular appointments with the LSO for specialist

tuition in exam revision and answering exam questions; essay writing at 3rd level; spelling, grammar and punctuation; mindmapping and memory; study skills and time management.

Learning Support Officer- DIT Bolton St

Anne Nolan

T: 4027681

M: Tel: 086 887 7676

E: anne.nolan@dit.ie

Learning Support Officer – DIT Aungier St

Ms Jennifer McConnell

T: 402 3167

M: 086 1633313

E: jennifer.mcconnell@dit.ie

Learning Support Officer- Across Campus (based in Mountjoy Sq)

TBA

Assistive Technology Service

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

Students requiring assistive technology for their individual use can apply for funding to the 'National Access Office Fund for Students with Disabilities'. Applications should be made through the DIT DDAS.

For further information please contact:

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

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

Funding

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

How do I Apply?

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

Disability Advisory System

Disability Advisors are appointed to support the work of the Disability Service. 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 Service, they play a key role in the provision of suitable support, such as extra tutorials etc.

There are 8 Disability Advisors assigned across all DIT Faculties:

DIT Aungier Street

Faculty of Business:
Mr Sean Byrne
T: 402 3204 E: sean.byrne@dit.ie
Faculty of Applied Arts: Vacant

DIT Bolton Street

Faculty of Engineering:
Mr John Lawlor
T: 402 3627 E: john.lawlor@dit.ie
Faculty of the Built Environment :
Bernadette Solon
T: 402 3938 E: Bernadette.solon@dit.ie

DIT Cathal Brugha Street

Faculty of Tourism and Food:
Mr Michael Griffin
T: 402 3537 E: michael.griffin@dit.ie

DIT Mountjoy Square

Faculty of Applied Arts: vacant

DIT Kevin Street

Faculty of Science:
June Barrett
T: 01 4024660. E: june.barrett@dit.ie
Faculty of Engineering:
Mr Keith Sunderland
T: 402 4882 E: keith.sunderland@dit.ie

The Admissions Office

Where are we?

The **Admissions Office** is located at:
143 - 149 Lower Rathmines Road,
Dublin 6

You can contact us at:

Tel: 01 402 3445
Tel: 01 402 3302 (Advanced Entry queries)
Fax: 01 402 3392
Email: admissions@dit.ie
(general queries)
advancedentry@dit.ie
(Advanced Entry queries)
parttime@dit.ie
(Part-time queries)

Who are we?

Admissions Officer
Frank Costello
Ext: 3304

School Liaison Officer
Joseph O'Sullivan
Ext: 3486

Mature Student Recruitment Officer
Cathy McCartney
Ext: 3439

Miriam Jennings
Ext: 3301

Matthew Lysaght
Ext: 3302

Michelle Crowe
Ext: 3300

Pamela Butler
Ext: 3303

Why are we here?

The Admissions Office is responsible for the intake of undergraduate students – approximately 4,000 each year.

What do we do?

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

- Schools Liaison – this involves careers exhibitions, school visits, open days and meetings with Guidance Counsellors and parents.
- Promotion – the Admissions Office is responsible for the production of the full-time prospectus, part-time course directory, the apprentice handbook and a variety of other literature and posters. Other promotional activities include open days, web site, radio programmes and advertising.
- CAO Liaison – includes providing assessment information to CAO, control of the number of offers issued during August/September, processing acceptance data, providing data for CAO Handbook, attending CAO meetings.
- DIT Liaison – involves close working relationship with Information Services, Registrations offices, Faculty Administrators and Directors to ensure places are filled quickly and fairly, and that correct course information is provided to applicants.
- Non-Standard Applicants – The majority of those entering undergraduate programmes each year are school-leaving students and these are known as standard applicants. However, the Admissions Office is also responsible for processing applications from a variety of non-standard applicants. These would include students with disabilities, mature applicants, EU applicants, FETAC students, previous graduates and students from disadvantaged backgrounds.
- International Students – The International Students Office is responsible for the recruitment of international students (non – EU) for undergraduate and postgraduate programmes.
- European Student Officer – is responsible for the coordination of incoming and outgoing students on European Exchange Programmes such as ERASMUS.
- Management Information – The Admissions Office provides a wide range of statistical analysis for the President, Governing Body, the Directorate, Academic Council, Faculty Administrators and a variety of committees including those involved with mature students, students with disabilities and students from disadvantaged backgrounds.
- Public Information – The Admissions Office is required to respond to a large volume of telephone enquiries, letters, faxes and e-mails from applicants regarding application procedures, programme information and offers/acceptances.

How can we help?

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

International Student Office

Where are we?

The International Student Office is located at: 143 - 149 Lower Rathmines Road, Dublin 6

You can contact us at:

Tel: 01 402 3435 / 7501 / 3438

Fax: 01 402 7533

Email: international@dit.ie

Who are we?

Head of International Affairs

Dr. Robert Flood

Ext: 3411

International Student Officer

Ann Flynn

Ext: 7527

Assistant International Officer (Acting)

Patricia Heuston

Ext: 3438

European Student Officer

Claire Doran

Ext: 3404

Administrative Support

Andrea Ryan

Ext: 3351

Sarah Woods

Ext: 7501

DIT's International Student Office provides information, advice and assistance to all international students, including Erasmus students, from the time of their initial enquiry and throughout their studies with DIT. The staff at the International Student

Office is available to meet with students at the International Student Office from Monday to Friday from 10.00 a.m. to 12.00 p.m. and from 2.00 p.m. to 4.00 p.m.

Students may also contact the International Student Office through email at international@dit.ie

The International Student Office also has the following responsibilities:

- Processing applications from international (non-EU) applicants
- Providing Induction Programmes to new international students
- Liaising with Overseas Agents, Embassies, Government Departments, Enterprise Ireland, International Education Board of Ireland, and other relevant bodies in relation to DIT's International Student activities
- Liaising with the Department of Foreign Affairs and the Department of Justice, Equality and Law reform in relation to applications for international student visas
- Providing supporting documentation for non-EU students applying for/renewing their student visa, applying for a bank account, applying for private medical insurance claims, applying for a PPS number, and registering with the Garda National Immigration Bureau
- Establishing and managing records and compiling data for internal and external reports, including the Department of Education and Science's Internationalisation Register
- Producing promotional materials,

including website, to attract high calibre international students to the Institute

- Liaising with and providing services to overseas educational agents in relation to the recruitment of international students
- Administering all European Programmes in terms of the EU's Lifelong Learning Programme
- Ensuring that the Institute complies with the HEA's financial and academic regulations and commitments under the European Charter for Student Exchanges, including mobility grants, bilateral agreements, learning agreements, transcripts and ECTS credits
- Participating in Student Higher Education Fair internationally and nationally

Postgraduate Admissions Office

Aims and objectives

The aim of the Postgraduate Admissions Office is to recruit and admit all postgraduate students for both postgraduate taught programmes and research. We aim to recruit postgraduate students of an exceptional standard in order to maintain the high quality of postgraduate masters and research graduates.

Key Services to Staff

- Recruitment and admissions to all DIT postgraduate programmes (courses and research)
- Advice on marketing of postgraduate opportunities in the Institute
- Advice on international qualifications and equivalencies
- Facilitation of the further development of postgraduate courses and MA qualifiers

Key Contacts

Postgraduate Admissions Office
143-149, Rathmines Road
Dublin 6
T: 402 3434
F: 402 3431
E: postgraduate@dit.ie

Head of Admissions
Frank Costello
T: 402 3304

E: frank.costello@dit.ie
Co-ordinator of Postgraduate Taught Programmes
Gráinne Hurley
T: 402 7518
E: grainne.hurley@dit.ie
Administrative Staff
Sandrine Lefebvre
T: 402 7523
E: Sandrine.lefebvre@dit.ie
Caoimhe Mulhall
T: 402 3375
E: caoimhe.mulhall@dit.ie
Kinga Byrne
T: 402 7534
E: kinga.byrne@dit.ie



Dublin Institute of Technology
14 Upper Mount Street, Dublin 2
Tel: 353 1 402 3000
Fax: 353 1 676 7243
E-mail: staff.training@dit.ie