



Bachelor of Engineering
in
Structural Engineering (Honours)

DT024

Student Handbook
September 2016

School of Civil & Structural Engineering
College of Engineering & Built Environment
Dublin Institute of Technology, Bolton Street



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Welcome

On behalf of my colleagues in the School of Civil and Structural Engineering I would like to welcome you to the world of Structural Engineering. Our mission is to help you become the best engineer you can be. DIT has a proud tradition of teaching Civil and Structural Engineering, and we continuously strive to maintain the highest standards in engineering education. Your programme of study leads to the Bachelor of Engineering Honours (Structural Engineering) degree, awarded by DIT. The degree is accredited by Engineers Ireland as meeting the education standard required for an Honours Bachelor Degree (Level 8), or Chartered Engineer.

All our programmes are delivered in modular format which will make your study period here more focused and manageable. Classes are small enough to allow for regular interaction between students and staff. Please do not hesitate to talk to any staff member if you have any questions or problems. Full contact details for all staff are available on the notice boards at Room 239.

I hope that you will enjoy your time here and that you will become involved with the many events and activities taking place throughout the year. You are most welcome to DIT and I wish you every success.

Una Beagon MEng PGDip CEng MICE MIStructE MIEI

Assistant Head of School & Chairperson of the Programme Committee

Contact details: Room 240, Phone: (01) 402 3638, e-mail: una.beagon@dit.ie



About DIT

With a history stretching back over one hundred and twenty years, Dublin Institute of Technology has been recognised as a pioneer in technological higher education: the Institute's alumni have played important roles in technical and scientific innovation, economic and social development and culture and education both in Ireland and internationally. We nurture innovation and creativity across and between disciplines and have been committed to making education accessible to people from diverse backgrounds since our inception.

Dublin Institute of Technology provides a lively environment for interaction among students and between students and colleagues. Our aim is to provide the best educational experience for each and every one of our students. Dublin Institute of Technology students participate in a wide array of extra-curricular activities, societies and clubs. Located at the heart of the social, cultural and business life of Ireland's capital city, Dublin Institute of Technology provides rich opportunities for intellectual and personal development. Our graduates demonstrate the confidence, interpersonal skills and the commitment to innovation crucial to their professional and personal lives.

Extensive information about all aspects of DIT is available on the website: www.dit.ie. There are many useful links on the home page such as “[Information for current students](#)”, [Student e-mail](#), [Webcourses](#) (for online course materials), and “[Staff contacts](#)”.

Programme details

Staff details

Note: Full contact details of all staff are available [here](#) on the DIT website

Programme management

| | | Phone | e-mail |
|------------------|--------------------------|----------|---------------------|
| Mr. John Turner | Head of School | 402 3654 | john.turner@dit.ie |
| Ms. Una Beagon | Assistant Head of School | 402 3638 | una.beagon@dit.ie |
| Dr. Niall Holmes | Assistant Head of School | 402 4039 | niall.holmes@dit.ie |

Year Tutors

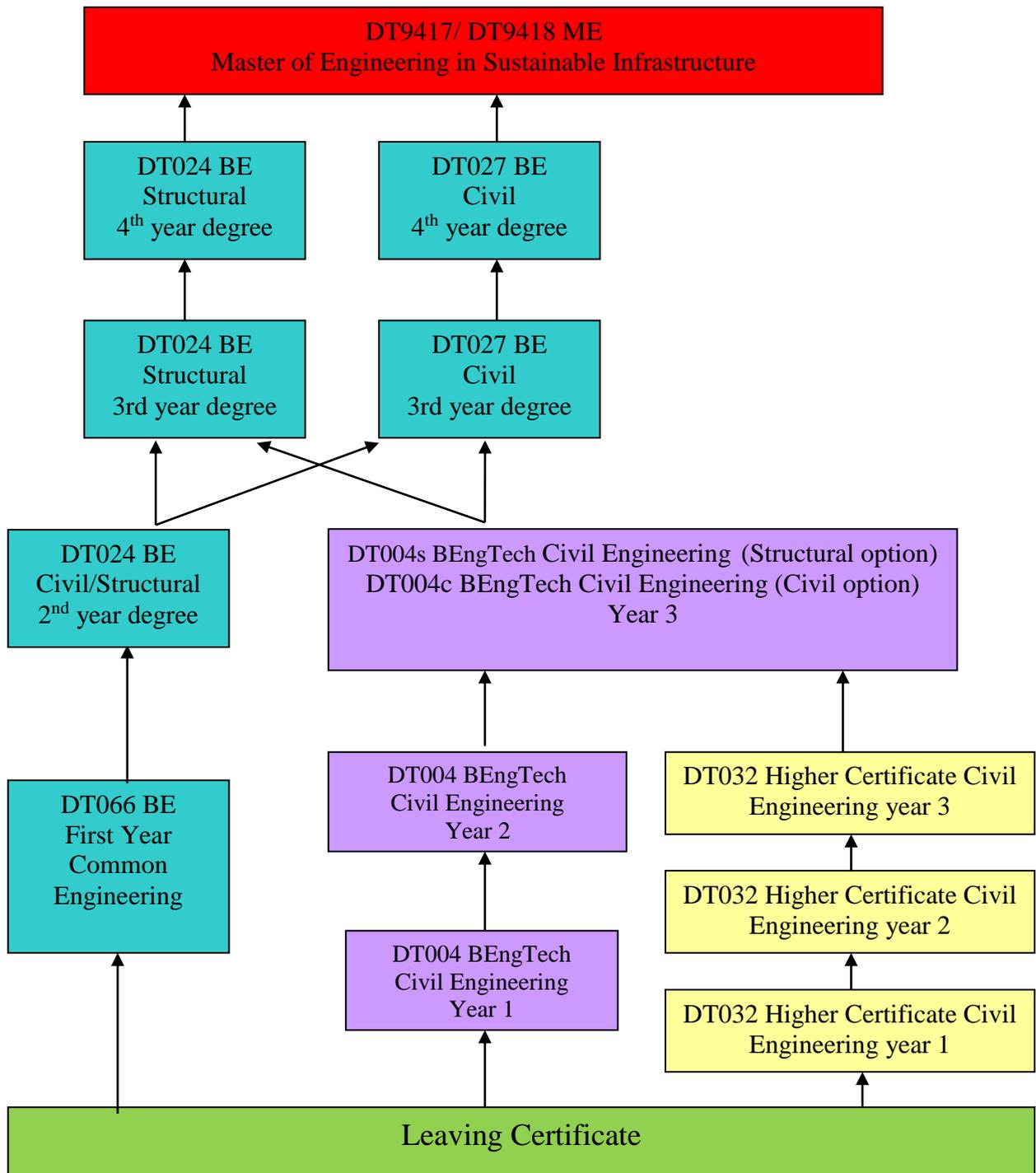
| | Stage / Year | Phone | e-mail |
|---------------------|--------------|----------|------------------------|
| Dr. Ahmed Nasr | 2 | 402 3933 | ahmed.nasr@dit.ie |
| Ms. Margaret Rogers | 3 | 402 3889 | margaret.rogers@dit.ie |
| Ms. Dervilla Niall | 4 | 402 4043 | dervilla.niall@dit.ie |

Teaching Staff

| | Modules |
|-------------------------|---|
| Dr. Michael Carr | <ul style="list-style-type: none"> ▪ Engineering Mathematics |
| Dr. Lorraine D’Arcy | <ul style="list-style-type: none"> ▪ Environmental Engineering ▪ Concrete Technology |
| Dr. Breiffni Fitzgerald | <ul style="list-style-type: none"> ▪ Geotechnical Engineering ▪ Structural Analysis ▪ Final Year Projects |
| Dr. Aimee Byrne | <ul style="list-style-type: none"> ▪ Structural Mechanics ▪ Final Year Projects ▪ Mechanics of Materials |
| Mr .Eamonn Maguire | <ul style="list-style-type: none"> ▪ Professional Development |
| Dr. Seán Ó Hógáin | <ul style="list-style-type: none"> ▪ Environmental Engineering |
| Ms. Margaret Rogers | <ul style="list-style-type: none"> ▪ Structural Analysis ▪ Design of Structures Steel ▪ Structural Design Steel and Concrete ▪ Final Year Project ▪ Civil Engineering Scheme |
| Dr. Martin Rogers | <ul style="list-style-type: none"> ▪ Construction Management and Economics ▪ Highway Engineering |
| Ms Caitriona Quinn | <ul style="list-style-type: none"> ▪ Fluid Mechanics |
| Ms Maeve Fitzgerald | <ul style="list-style-type: none"> ▪ Engineering Mathematics |
| Mr Garrett Keane | <ul style="list-style-type: none"> ▪ Professional Development ▪ Fluid Mechanics ▪ Engineering Surveying |
| Dr John O Donnell | <ul style="list-style-type: none"> ▪ Structural Analysis ▪ Structural Design Project |
| Dr. Bernard Enright | <ul style="list-style-type: none"> ▪ Mechanics of Materials ▪ Structural Analysis |
| Mr. Henry Mullen | <ul style="list-style-type: none"> ▪ Final Year Project ▪ Design of Structures Concrete ▪ Building Technology |
| Ms Dervilla Niall | <ul style="list-style-type: none"> ▪ Scheme Design ▪ Design of Structures Concrete ▪ Mechanics of Materials |

Programme structure within Civil and Structural Engineering

The overall structure and progression paths between the level 7 programmes (DT004 and DT032), level 8 (DT024 and DT027) and Level 9 (DT9417/DT9418) are shown below.



Aims and Objectives of the Programme

The aim of the programme is primarily to produce high quality graduates who have detailed knowledge of scientific principles and engineering practice and an understanding of the industrial and business environment in which the professional engineer will operate.

DIT will seek to realise these aims by:

- Promoting in the students both the exercising of engineering skills and a desire for utilisation of technology in professional practice.
- Developing in them the ability to be creative, to think logically, to read critically, to communicate clearly and to arrive at optimum solutions to complex engineering problems.
- Educating the students in the fundamentals of scientific methods through analysis and application of engineering principles, which will enable future graduates to cope with current demands and future changes in technology
- Assisting the students in achieving their full potential both as technologists and as members of society and to contribute as professionals to the well-being of society
- Enabling the students to adapt and continue with self-education through practice as professional engineers and /or post graduate studies
- Informing the students of the significant scientific, technological, economic and cultural factors that will effect the future engineer in modern society, including the necessity to support sustainable technology and development
- Providing a deep seated learning environment for students
- Producing graduates who will exercise engineering skills in a scientific and reflective way, which will enable them to perform to a high level of expertise in modern industry
- Enabling students to attain skills which will allow them address the challenges of lifelong learning, thus overcoming the problems associated with the short life cycle of modern engineering information

The programme has the following core objectives:

- a) To convey a knowledge and understanding of the essentials which underpin the structural engineering discipline. These include:
 - Imparting a deep understanding of the scientific and mathematical principles which underpin structural engineering
 - Developing an understanding of current structural engineering systems via a thorough study of relevant theory and practice

- b) To develop a variety of skills which are relevant to structural engineering. These include:
 - The utilisation of AutoCAD and other graphical packages to produce engineering drawings
 - The demonstration of high levels of competency in problem solving, analysis and decision making;
 - The effective implementation of standard project management techniques
 - The successful application of engineering analysis, synthesis and evaluation to structural engineering problems of both a technical and managerial nature;
 - Having the ability to evaluate engineering problems in a critical manner and to bring them to a successful conclusion within time and cost constraints while being conscious of ethical, health and safety matters and appropriate national and international directives;
 - Having the ability to fulfil an appropriate role as graduate structural engineer in construction or commercial environments
 - Possessing the skills to work in the various design and construction teams that will constitute their working environment;
 - Developing an appreciation of the benefits and demands of teamwork, through project and laboratory assignments;
 - The evaluation, in critical terms, of projects in terms of their sustainability;

- c) To convey the transferable skills required in order to operate successfully within a modern developmental environment. These include:
 - Having the ability, in a professional context, to communicate effectively in oral, graphical and written form
 - Recognising the importance of Continuing Professional Development and lifelong learning to the graduate engineer in order to meet the engineering responsibility requirements of the Institution of Engineers of Ireland and other professional learned bodies;
 - Developing an understanding of the critical role of the engineer within management structures, finance and industrial relations within organisations



Class timetables

The academic calendar for the current year is available at:

<http://www.dit.ie/academicaffairsandregistrar/calendar/>

The academic year is divided into two semesters. Each semester has 12 lecture weeks, a review week, usually half-way through the semester, and 2 weeks for examinations. The first semester starts in mid-September and finishes with examinations in January. The second semester starts in late January / early February and finishes with examinations in May.

Current class timetables are available on the web at:

<https://www.dit.ie/timetables/> User Name “students”, Password “timetables”

Note that the week numbers in the timetable are 3-15 for Semester 1 and 22-36 for Semester 2.



Structure of the Programme - Schedule of Modules

Full details of the content of each module in the programme, and lists of recommended textbooks and other reading material are available in the Programme Document which is available on Webcourses under the “Programme Information” link :

<http://webcourses.dit.ie/>

You will be able to login to Webcourses as soon as you have registered and have a student number.

The programme is normally taken over three years of fulltime study, upon successful completion of DT066, First Year Engineering. It also provides a route for students with a Bachelor of Engineering Technology degree to pursue their studies to honours degree level. The pathways for progression between level 7, level 8 and Level 9 programmes are shown in the diagram on page 6.

Each year of fulltime study equates to a stage. The modules are weighted according to the European Credit Transfer System (ECTS). Modules are normally divided into 5 or 10 credits. Each credit equates to a minimum of 25 hours of student effort. Each stage comprises 60 credits. The curriculum is constituted as shown on the following pages. Students also undertake a final-year project which is a very important part of the programme. It is important to note that importance attached to laboratory work, project work and continuous assessments in each module and how the total assessment marks for each module are distributed between the different components.

Year 1

Year one is considered under programme code DT066 and is therefore not described within this programme document.

Year 2

| STAGE 2 | Lecture hours | Lab/tut. hours | Contact hours | Self-study hours | Total hours | ECTS |
|----------------------------|---------------|----------------|---------------|------------------|-------------|-----------|
| Engineering Mathematics 21 | 36 | | 36 | 64 | 100 | 5 |
| Professional development 2 | 36 | 12 | 48 | 52 | 100 | 5 |
| Fluid Mechanics 22 | 48 | 12 | 60 | 40 | 100 | 5 |
| Engineering Analysis 21 | 24 | 30 | 54 | 46 | 100 | 5 |
| Structural Analysis 22 | 24 | 12 | 36 | 64 | 100 | 5 |
| Mechanics of Materials 21 | 36 | 20 | 56 | 44 | 100 | 5 |
| Mechanics of Materials 22 | 36 | 20 | 56 | 44 | 100 | 5 |
| Concrete Technology 21 | 24 | 8 | 32 | 68 | 100 | 5 |
| Construction Technology 22 | | 72 | 72 | 28 | 100 | 5 |
| Surveying 21 | 12 | 24 | 36 | 68 | 100 | 5 |
| Surveying 22 | 12 | 24 | 36 | 68 | 100 | 5 |
| Engineering Mathematics 22 | 36 | | 36 | 64 | 100 | 5 |
| TOTALS | 324 | 234 | 558 | 642 | 1200 | 60 |

Note: All of the above modules are delivered over one semester

Year 3

| STAGE 3 | Lecture hours | Lab/tut. hours | Contact hours | Self-study hours | Total hours | ECTS |
|---------------------------------|---------------|----------------|---------------|------------------|-------------|-----------|
| Engineering Mathematics 3 | 48 | 12 | 60 | 40 | 100 | 5 |
| Professional Development 3 | 36 | | 36 | 64 | 100 | 5 |
| Environmental Engineering 3 | 48 | 12 | 60 | 40 | 100 | 5 |
| Structural Analysis 31 | 24 | 20 | 44 | 56 | 100 | 5 |
| Structural Analysis 32 | 24 | 20 | 44 | 54 | 100 | 5 |
| Mechanics of Materials 31 | 36 | 8 | 42 | 58 | 100 | 5 |
| Mechanics of Materials 32 | 36 | 8 | 42 | 58 | 100 | 5 |
| Design of Structures Steel 3 | 24 | 12 | 36 | 64 | 100 | 5 |
| Design of Structures Concrete 3 | 24 | 12 | 36 | 64 | 100 | 5 |
| Geotechnical Engineering 31 | 36 | 12 | 48 | 52 | 100 | 5 |
| Geotechnical Engineering 32 | 36 | 12 | 48 | 52 | 100 | 5 |
| Design Project 3 | 12 | 24 | 36 | 64 | 100 | 5 |
| TOTALS | 384 | 152 | 536 | 664 | 1200 | 60 |

Note: All of the above modules are delivered over one semester

Year 4

| STAGE 4 | Lecture hours | Lab/tut. Hours | Contact hours | Self-study hours | Total hours | ECTS |
|--|---------------|----------------|---------------|------------------|-------------|-----------|
| Engineering Mathematics 41 | 36 | 6 | 42 | 58 | 100 | 5 |
| Construction Management and Economics 42 | 48 | | 48 | 52 | 100 | 5 |
| Highway Engineering 42 | 48 | | 48 | 52 | 100 | 5 |
| Structural Analysis 41 | 24 | 24 | 48 | 52 | 100 | 5 |
| Mechanics of Materials 41 | 36 | 6 | 42 | 58 | 100 | 5 |
| Design of Structures Steel 4 | 24 | | 24 | 76 | 100 | 5 |
| Design of Structures Concrete 4 | 24 | | 24 | 76 | 100 | 5 |
| Scheme Design 4 | | 36 | 36 | 164 | 200 | 10 |
| Final Year Project 4 | | 36 | 36 | 264 | 300 | 15 |
| TOTALS | 228 | 270 | 498 | 702 | 1200 | 60 |

Note: All of the above modules are delivered over one semester, except Scheme Design & the final year project

Module Schedule - Assessment Marks

| Year 2 | ECTS | Examination Marks | Assessment Marks | Total Marks |
|----------------------------|-----------|-------------------|------------------|-------------|
| Engineering Mathematics 21 | 5 | 70 | 30 | 100 |
| Professional development 2 | 5 | 80 | 20 | 100 |
| Fluid Mechanics 22 | 5 | 80 | 20 | 100 |
| Engineering Analysis 21 | 5 | 80 | 20 | 100 |
| Structural Analysis 22 | 5 | 100 | | 100 |
| Mechanics of Materials 21 | 5 | 70 | 30 | 100 |
| Mechanics of Materials 22 | 5 | 70 | 30 | 100 |
| Concrete Technology 21 | 5 | 80 | 20 | 100 |
| Construction Technology 22 | 5 | | 100 | 100 |
| Surveying 21 | 5 | 80 | 20 | 100 |
| Surveying 22 | 5 | 80 | 20 | 100 |
| Engineering Mathematics 22 | 5 | 70 | 30 | 100 |
| TOTALS | 60 | 860 | 340 | 1200 |

| Year 3 | ECTS | Examination Marks | Assessment Marks | Total Marks |
|---------------------------------|-----------|-------------------|------------------|-------------|
| Engineering Mathematics 3 | 5 | 80 | 20 | 100 |
| Professional Development 3 | 5 | 80 | 20 | 100 |
| Environmental Engineering 3 | 5 | 70 | 30 | 100 |
| Structural Analysis 31 | 5 | 80 | 20 | 100 |
| Structural Analysis 32 | 5 | 80 | 20 | 100 |
| Mechanics of Materials 31 | 5 | 70 | 30 | 100 |
| Mechanics of Materials 32 | 5 | 70 | 30 | 100 |
| Design of Structures Steel 3 | 5 | 80 | 20 | 100 |
| Design of Structures Concrete 3 | 5 | 90 | 10 | 100 |
| Geotechnical Engineering 31 | 5 | 100 | | 100 |
| Geotechnical Engineering 32 | 5 | 80 | 20 | 100 |
| Project 3 | 5 | | 100 | 100 |
| TOTALS | 60 | 880 | 320 | 1200 |

| Year 4 | ECTS | Examination Marks | Assessment Marks | Total Marks |
|--|-------------|--------------------------|-------------------------|--------------------|
| Engineering Mathematics 41 | 5 | 100 | | 100 |
| Construction Management and Economics 42 | 5 | 100 | | 100 |
| Highway Engineering 42 | 5 | 100 | | 100 |
| Structural Analysis 41 | 5 | 80 | 20 | 100 |
| Mechanics of Materials 41 | 5 | 90 | 10 | 100 |
| Design of Structures Steel 4 | 5 | 100 | | 100 |
| Design of Structures Concrete 4 | 5 | 100 | | 100 |
| Scheme Design 4 | 10 | 50 | 50 | 100 |
| Project 4 | 15 | | 100 | 100 |
| TOTALS | 60 | 720 | 180 | 900 |

Examination and assessment regulations - Frequently Asked Questions

Questions and answers are provided for guidance only.

See [here](#) which includes a link to the General Assessment Regulations for more details on these points or other approved D.I.T documentation for definitive answers to questions you may have.

Do I need to do anything in order to sit exams?

All students must register for the examinations early in each semester. This provides the examinations office with exact numbers and the examination schedule can then be prepared. Students who have registered for the exams will be sent exam numbers and timetables. If you do not register for the examinations before the published deadline, you may be asked to pay a late entry fee.

Who sets and marks the exams?

The lecturer(s) who teach on the programme normally sets and marks the exam. If there are two or more lecturers for a subject, the paper is jointly set and corrected by both lecturers. The external examiner/s approves the questions set and reviews the marks awarded. The course work and projects are also scrutinized by the external examiner/s.

What standard is required to pass exams?

Normally this is 40% but not all these marks come from the end of term exam. A significant proportion comes from course work assignments. Remember 40% is the minimum requirement to progress from one stage to the next; it is unwise to aim for just the minimum. Remember, with good course work assignments marks you go into the final exam with a head start.

Can I repeat written exams?

Yes. If you do not pass the semester 1 or/and semester 2 examination there is a supplemental (repeat) examination in late August / early September. Modules still not passed may be repeated the following summer, but normally you can only have three repeat attempts for any module. In some circumstances a student may be required to repeat the complete stage of a course.

Can I repeat assignments (coursework) or projects?

Yes. If you do not pass a module, you will be told which elements you need to repeat (i.e. exams and or elements of coursework). Normally, each element can be repeated as described above for exams.

Do I need to pass both exams and coursework separately?

Where a subject consists of several elements, normally no specified pass thresholds shall apply in relation to any individual element. **However, you should check the details of any required thresholds by reviewing the module descriptors.** This generally means however, that the overall average mark for the module that determines whether you pass or fail.

Can I get into the next stage and carry a failed module and repeat it later?

The Progression and Award Board may at its discretion allow a student to “carry” up to 10 ECTS credits (i.e. typically two modules) into the next stage and repeat those modules in the next stage.

What happens if I cannot sit an exam due to illness or similar circumstances?

You should contact the Exams Office immediately. You will have to sit the repeat examination but it will not be considered as a repeat attempt. A medical certificate must be presented before the module/progression & award board meets. If you miss an examination without valid reason, you forfeit one of the four attempts to complete it. In the final year of a course this may affect your final qualification.

Can I defer sitting an exam?

If you are aware in advance of an examination that you will be unable to sit it, you should seek a deferral from your Head of School. If there are grounds, the examination will be deferred until the next opportunity (usually the Autumn examinations). Deferral should be requested at least one month in advance of the examinations. Deferrals requested after this time will only be considered in exceptional circumstances.

What if something happens which affects my exam performance?

If due to personal or other difficulties, you feel that your performance in an assessment (exam or coursework) was adversely affected you can submit a Personal Circumstances Form (available from the Exams Office and online [here](#)). In the case of course work, the deadline for submitting the form is normally the same as the scheduled hand-in date for the assignment. In the case of exams, the form should be submitted not later than two days after the last exam taken.

How do I get my exam results?

Notification regarding release dates for exam results will be published to the website in advance of results being issued, this information will also be distributed via our social media sites ([twitter](#)/[facebook](#)) and by e-mail from each of the Colleges.

Students can access results once released by clicking [here](#) and logging on with their student number and six digit password.

Students can also download the DIT Student Services App from the [Google Play Store](#)/[Apple Store](#). Once downloaded students can use this Self-Service app to access Exam Results/Select Modules and Register for their DIT programme on an annual basis.

Can I ask for a recheck of an exam?

Yes. If you have any questions about your results, you should first contact the relevant lecturer who will show you how the marks were awarded in that module. You may also ask to discuss your results with the Head of School. You may make a formal request for a recheck, but you must submit the relevant form (available [here](#)) within three working days of the publication of the results. A recheck essentially involves making sure that no errors were made in assessing your work.

Can I appeal the result of an exam?

Yes, but the appeal form must be lodged within seven working days of the publication of the results and the appeal must be based on specific grounds (refer to the General Assessment Regulations booklet).

What is meant by compensation in exams?

Compensation is the process by which a student, who fails to meet the requirements for credit in a specific module, is nevertheless recommended for credit award on the grounds that the failure is offset by a good performance in other modules in their programme of study. The Progression and Award Board may at its discretion allow compensation in modules up to a maximum total of 15 ECTS credits. If a student has a mark of not less than 35% in a module, and has marks above 40% in other modules with a “surplus” of at least twice the deficiency, then the Board may decide to allow compensation.

What is the “free fail” rule?

The Progression and Award Board has discretion in exceptional circumstances to record a pass and award credit for a single failed module achieving a mark of not less than 30%, provided the student has sufficient “surplus” in other modules.

What is a module board?

The purpose of the Module Board is to review the marks allocated to each candidate whose performance in a module has been assessed and to adopt a single grade or mark for that module. In addition, in the case of a failure by a candidate to achieve a pass in any module, the Board will agree and specify any re-assessment that might be required. Module Boards meet in the weeks immediately after each set of examinations (i.e. January, June and September). No decisions are taken by the Module Board in relation to compensation – this is the function of the Progression and Award Board. In practice, this means that no decisions on compensation can be taken in January after Semester 1 – these decisions must wait until June (or September).

What is a progression & award board?

The purpose of the Progression and Award Board is to review the overall performance of each student and to make a decision on progression at each intermediate stage of the programme of study. At the final stage of the programme (i.e. after Stage 4), this Board makes a determination as to whether an award will be made and the classification of such an award. Progression and Award Boards meet in June and September, after all Module Boards have finished.

What is an external examiner?

Every programme has two external examiners who are appointed for a three year period. The external examiners are normally; a senior academic from another institution and a Structural Engineer from industry. Their role is to monitor the examinations for fairness and academic standard. The external examiners read and approve the examination papers, may read some or all of the examination scripts, course work, attends module/progression & award boards and generally monitors standards and reports formally on their findings.

Is continuous assessment (coursework) compulsory?

The end of year marks for certain subjects are made up of a combination of coursework and examination, the exact combination of each being specified in the approved course document. You will automatically lose marks due to non-submission of projects or other coursework.

What happens if I am late submitting material for continuous assessment?

It depends on the lecturer. On some modules there is an automatic penalty (prescribed loss of marks) based on how late you are in submitting your work. On other courses, the lecturer has discretion in applying this. You should clarify the position with each lecturer.

Are course work assignments important?

Course work assignments are a very important part of the course. They give both you and the lecturer feedback as to how you are progressing on an ongoing basis. Good course work/assignment marks will give a good contribution to the overall mark. This depends on the weight percentage of the course work assignments.

Other questions

Can I contact a lecturer outside lecture hours?

You can approach lecturers at any time or make contact by telephone or e-mail, but bear in mind that they may not be able to talk there and then. A time and place can be arranged and lecturers are very accommodating in this respect.



What do I do if I am falling behind?

If you are having difficulty with any module or module component it is best to tell the lecturer, sometimes these problems may be overcome with extra tutorials. It is important to not let the problem persist. You can also contact the Year Tutor or the Student Support Officer with any problem.

What do I do if I have problems at home that are affecting my studies?

If you are having any problems of a personal nature, talk to someone. Contact the Counselling service, the Chaplaincy service or the Students' Union since they are trained and ready to help you.

Recognition of the programme by appropriate professional bodies

The Bachelor of Engineering (Honours) in Structural Engineering degree is accredited by Engineers Ireland as meeting the education standard required for a Bachelor of Engineering Honours (Level 8).

Programme management

Under the DIT Quality Assurance Procedure, every programme is overseen by several committees. The most important of these are:

Programme Committee: Made up of key staff, plus student representatives, and is obliged to meet at least once per semester. Handles key issues in the running and development of the programme.

Programme Team: All teaching staff on the programme.

Also, certain people are given specific responsibilities:

Year Tutor: This staff member is the primary contact point between the staff and students, and is usually a member of staff lecturing on the programme. Any issues which the class or individuals have in relation to the programme should first be brought to the attention of the Year Tutor.

Student Representative: Every class should elect a student representative. Communication between staff and students is considerably easier once there is a known contact point for each body (i.e. Year Tutor and Class Representative). Also, under the quality assurance procedures, student representatives must sit on the programme committee.

Feedback

As part of the quality assurance procedure, students will be asked, towards the end of the year, to complete student survey questionnaires (Q6 forms) for each subject they study. These forms are handed to the lecturer in question, who summarises these forms and submits this summary to the programme coordinator. Q6 forms are anonymous, and are retained by the lecturer. They are part of the overall Quality Assurance procedures for each programme.

Guidance to students

Third level academic skills

Many students will confront some difficulty while they are in third level education. There is however, a well developed infrastructure for helping students within the Institute and it is important to remember that you should never be afraid to ask for help when you need it. Good study skills will allow you to learn material thoroughly. You should learn how to organize and plan your time. Start by working out how much time you have and then plan a realistic schedule. Don't leave practical work assignments to the last minute. This is a recipe for disaster and put you under a lot of unnecessary pressure. Get assignments done early and out of the way. If you come across material that you don't understand make a note of it and ask your lecturer/tutor to explain it to you. If you have difficulty concentrating when reading get in the habit of asking yourself questions about the text. Turning the headings into questions will help your concentration.

Time Management

Your success or failure in college largely depends upon how you use your time. Therefore time management is an excellent skill to master. Study notes soon after lectures as it aids retention. When an assignment is long and seems overwhelming, divide it into smaller units that you can work on immediately. Plan your time into blocks – 50 minutes studying and 10 minutes break. Study your most difficult or most tedious when you are at your best. Start jobs ahead of time. This avoids discovering that you cannot produce a 1500 essay in three hours the evening before it is due. Don't jump from subject to subject. Make a list of things that need to be done and give some priority over others. Try to achieve your high priority goals every week.

Making the most of lectures

You should be aware that information will be presented to you in a number of ways. These include:

- Lecture notes written on by the lecturer on the board/projector
- Things said by the lecturer
- Handouts provided by the lecturer or provided on webcourses
- Course textbooks

- References to other reading (books, journals, magazines, websites etc)

Even with all these sources of information, the lecture is still a very important learning forum – it is here where you learn what the lecturer wants you to know, and what specific areas of the subject you should concentrate on. This is why you should always attend lectures and take proper notes during lectures.

Tips and Tactics For Note Taking

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

Preparing for exams

Although the content of each exam is obviously not known to you in advance, you can get a good idea of what to expect by reading past papers. If you prepare properly, you should certainly have at least a reasonable idea of what your examination might look like.



You should read past examination papers, which are available on the library intranet, and attempt to answer exam questions. Your lecturer will be able to work through questions with you. Closer to the time, you should attempt to answer questions in realistic conditions – no books, strictly allotted time etc.

Once you have finished each major topic in the course, you should look at some past questions, to get a feel for the style and depth of questions asked. Remember though, any part of the course as published on the syllabus is examinable, and past papers are not a guide to what may be on your paper!

Exam tips and techniques

Reading the Paper

You should always allow time at the start of the exam to thoroughly read the questions on the paper, and the instructions at the top of the page. Make sure you are aware of the following:

- Do I have the correct exam paper? (several groups may be in the same room)
- How long is the exam?
- How many questions are on the paper?
- How many questions must I answer?
- If there are sections, do I have to answer a minimum number from each section?
- Are there any compulsory questions?
- Do all questions carry the same number of marks?
- How much time do I have for each question? = (duration of exam – review time at start and end) / (no. of questions)

Reading Questions

When you look at an exam question, you should always do several things:

Make sure you know how many parts there are to a question and how much is going for each part (If part (a) is worth 2 marks, and part (b) is worth 18, you obviously need to spend most of your time on part (b)!).

Make sure you look carefully at the words used in the question – define, explain, illustrate, work out, summarise, list and so on, and make sure you know what is required for each one. For example, list means just that – make a list of the items requested, while explain would require that you explain each one in detail, and discuss would require that you explain and compare them.

Student Support Services

There are many support services in the DIT for students. Detailed information can be obtained at <http://www.dit.ie/campuslife/>. The following are web links and telephone numbers for some useful services:

| | Websites | Telephone |
|---|---|---------------------------------------|
| Health Care Linenhall 9:00 to 12:30 1:30 to 4:00 p.m. | http://www.dit.ie/campuslife/studenthealthservice/ | 402 3614 |
| Student Counselling | http://www.dit.ie/campuslife/counselling/ 014023352/ or text to 0860820543 or email gabby.lynch@dit.ie | 402 3352 Or text to 086 0820543 |
| Chaplaincy: Alan Hilliard Rm 254 | http://chaplaincy.dit.ie/ | 402 3639 087-7477110 |
| Disability Liaison Officer | http://www.dit.ie/campuslife/disability/ | 402 7681 |
| Assistance Fund | http://www.dit.ie/campuslife/studentsupport/studentfinancialsupport/ | |
| Child Care Support Fund | http://www.dit.ie/campuslife/studentsupport/childcaresupportfund/ | |
| Mature students | http://www.dit.ie/campuslife/studentsupport/childcaresupportfund/ | |
| Sports | http://www.ditsports.ie/ | |
| Societies | http://www.dit.ie/societies/ | |

Health and Safety

For details on policies and procedures, refer to the DIT Safety Statement, available at <http://www.dit.ie/healthsafety/>. Your compliance with the rules of the Institute together with a common sense approach to your activities within the Institute will ensure your safety.

Student Safety in Laboratories

The laboratory rules are enforced to ensure your safety when undertaking laboratory activities. The rules also govern general student conduct in laboratories.

General Rules of Conduct in Laboratories:

1. You are expected to arrive on time and not depart before the end of a laboratory.
2. You must not enter or leave a lab unless you have permission from a technician or lecturer.
3. You are expected to comply with instructions, written or oral, that the laboratory instructor gives you during the course of the laboratory session.
4. For some labs you will be instructed to wear eye protection and white coats, and these must be worn at all times in the lab.
5. You should behave in an orderly fashion at all times in the lab and not act in a way that might constitute a danger to yourself or others.
6. All accidents must be reported to a staff member immediately.
7. You must not remove equipment from any lab without permission.
8. Eating, smoking and drinking in the laboratories are forbidden.



Library

There are seven libraries within the Institute. Civil and Structural Engineering books and journals are in the library in Bolton Street, but there are other libraries located at Aungier Street, Cathal Brugha Street, Kevin Street, Mount Street, Mountjoy Square and Rathmines Road. Hours of opening vary between libraries and according to the time of year. During term most of the libraries are open from 0930 to 2130 Mondays to Thursdays, 0930 to 1730 on Fridays and from 1000 to 1700 on Saturdays. Please refer to the notices at each library for further details. Also check the library web site for regular opening times and 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>. Registered students may borrow from any of the libraries. Books and journal articles not in the DIT Library can be requested via the inter-library loan service. The DIT libraries provide study spaces, networked PCs, 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. videos, DVDs, maps and music. Many electronic resources can be accessed from any networked PC. Photocopiers and printers are also available.

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 find the information you need. They can be contacted in person, by phone and by e-mail. Please refer to [library site information](#) for further details.

Computer Labs

You have access to the main computer laboratories in the college (Rooms 380, 390) which are equipped with modern PCs running Windows XP and a range of appropriate software, including MS Office and a range of software development tools and other packages. You are free to use the facilities in these labs, subject to availability. Classes timetabled in the labs have priority over other students. You must abide by the regulations governing the use of computer facilities.

Plagiarism

Plagiarism (i.e. copying coursework from other students or other sources) is not acceptable under any circumstances. Students found guilty of plagiarism may face serious disciplinary action from the college. Students suspected of plagiarism may be subjected to an oral examination at any time, as permitted by the general assessment regulations of the DIT.

Any assignment is expected to be your own work. Any form of copying, or unauthorised use of material, is expressly forbidden. Such actions give you an unfair advantage at the expense of your classmates, and will be dealt with severely. Examples of plagiarism include:

- Direct “lifting” of material from textbooks, the internet or other sources and presenting it as your own.
- Copying material – text, calculations, drawings etc. from other students, or from other sources such as books etc.

Remember, lecturers will be experienced enough to recognise examples of material which has been plagiarised.

Any material which is taken from another source must be referenced with a footnote or endnote, which cites the publication, date and author. Any text which is quoted verbatim should be placed within quotes and referenced. It is totally unacceptable to “lift” material from books, the web, the work of other students without due acknowledgement.

If you are writing an essay-type assignment, or doing a large scale project, it is of course acceptable to incorporate relevant examples of journal papers, code, etc. provided it is fully referenced. A good test would be to ask yourself the question “If this part of the work is not mine, is this made clear, and is the source of the work clearly mentioned?”

Note: Working together on assignments is a useful learning exercise and may be encouraged by lecturers for certain kinds of work. The above note regarding plagiarism is not intended to in any way discourage collaboration. However, where assignments are graded individually, it is essential that any work handed up can be clearly identified as the student’s own effort.



Facilities and General info

College Opening Hours

The college is open until 10.00 pm Mondays through Thursdays, and until 5.30 pm on Fridays. The college is also open on Saturday mornings, and all day Saturdays close to examinations. Parking is available outside the college at metered spaces, which are pay-and-display until 7 pm. The Parnell car park is also convenient for students and is open until 12.30 am. Students can avail of reduced-rate parking on presentation of a student ID. The college car park is not generally available to students.

Restaurant Facilities

The College restaurant is open until 7 pm during term, and serves hot food until this time. Tea, coffee, drinks and a range of snacks are also available from the student's union shop on the ground floor, and from the coffee dock outside the restaurant, which is open until 9pm.