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Student Regulations : 1994

Dublin Institute of Technology

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DUBLIN INSTITUTE
of TECHNOLOGY

Institiúid Teicneolaíochta Bhaile Átha Cliath

Student Regulations

DECEMBER 1994

DUBLIN INSTITUTE OF TECHNOLOGY

STUDENT REGULATIONS

GENERAL REGULATIONS

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

REGISTRATION

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

REGISTRATION (contd.)

8. The onus is on the student to notify change of address or place of employment as appropriate, to the Secretary / Registrar immediately.
9. A relevant Director, subject to the approval of the Dublin Institute of Technology and the Academic Council, may change any course and any or all of the examination regulations, and the relevant students shall be given due notice of any such change.
10. A Director may change the day and time of any class and may cancel classes where the enrolment or attendance is considered inadequate. If for some reason a lecturer cannot attend, classes may be cancelled without notice.
11. No exchange of classes may be made after enrolment without the written consent of the relevant Director.
12. **Overseas Students** : Overseas students are required to hold the Leaving Certificate of the Department of Education or the General Certificate of Education Ordinary Level in six subjects including English and Mathematics or an equivalent qualification. Applicants for professional or degree level courses are also required to have a minimum of two GCE Advanced Level subjects or equivalent.

It may be requested that applications be accompanied by a letter of recommendation from the diplomatic representative of the country of origin in Ireland, or, where there is no such representative, from the Ministry of Education in the country of origin.

No application will be accepted from overseas applicants for admission to part-time day or evening courses unless they are resident in the country.

STUDENT DISCIPLINE

1. Students are expected to participate in the Institute activities in a manner conducive to establishing a sound educational atmosphere.
2. Any student engaging in or causing disruption of a legitimate Institute activity may be suspended from the Institute.
3. Students must at all times obey the lawful instructions of lecturers and other members of the Institute staff who are responsible for the maintenance of good order.
4. Misconduct in any of the Premises or Grounds comprising the Institute may lead to suspension by the Director of the student or students concerned.
5. Students are liable for the cost of repair or replacement of Institute property maliciously or negligently damaged by them.
6. Students are not allowed to smoke in the Institute except in areas designated for smoking.
7. The Dublin Institute of Technology reserves the right to expel at any time any student whose conduct is in serious breach of the regulations.

8. Only Institute societies and clubs may advertise in the Institute. Students may only display posters and notices on the designated notice boards with the permission of the relevant College Secretary / Registrar.
9. Student groups wishing to hold meetings in the Institute should make application in advance and receive the permission of the relevant Secretary / Registrar before such meetings take place.
- 10 a. Alcoholic drink may not be brought into the building or grounds of the Institute without the prior permission of the relevant Director.
- 10 b. Drugs, other than those medically prescribed for the bearers personal use, may not be brought into the buildings or grounds of the Institute.
- 11 a. The Institute does not accept any responsibility for loss or damage to student property.
- 11 b. Students are forbidden to park cars/ bicycles/ motor cycles except in such places as they are authorised to do so from time to time. Use of parking areas is at the sole risk of the user in all respects and neither the Institute, its servants or agents accept liability for any loss, damage or injury to persons, vehicles, accessories or contents however caused.
12. The Secretary / Registrar must be consulted in advance if Institute Organisations or Student Unions propose to arrange parades, collections, demonstrations or any other activities of this kind, using the name of the Dublin Institute of Technology. Approval is given on the understanding that relevant bye-laws and such conditions as are set down by the Institute are understood and will be observed. Notice to the appropriate public authorities, where required, should be arranged well in advance.

Individual students participating in the name of the Institute in any activity outside the Institute remain subject to the general regulation that students conduct shall not bring the Institute into disrepute.

13. An appeal by a student against a decision on disciplinary matters may be made by the student through the relevant Director's office to the Disciplinary Appeals Board of the Institute; the Board shall comprise a membership as follows.
 - (i) Chairman of the Institute or a member acting on the Governing Body and nominated by the Chairman;
 - (ii) The Secretary of the Institute;
 - (iii) A Director nominated by the President;
 - (iv) A Student Representative nominated by the President.

ATTENDANCE

1. A full attendance at classes in all subjects of the course is expected, a minimum attendance of 75% in all subjects of the course is required.
2. Students who fail to comply with this requirement without satisfactory explanation to the relevant Director will be refused permission to sit Institute examinations, and endorsement of their entries for external examinations will similarly be refused.

ATTENDANCE (contd.)

3. The Dublin Institute of Technology may expel any student without refund of fees, for irregular or unpunctual attendance. Three successive absences or unsatisfactory attendance from any class may lead to suspension from the entire course, unless a satisfactory written explanation is submitted to the relevant Director.
4. Students must provide themselves with such books, instruments and equipment (including special clothing) as their classes may, in the opinion of the Institute, require. Safety precautions, and other such regulations as the work of the Institute may require, must be observed as prescribed.
5. Students are required to keep such notebooks and record books, and to undertake and submit by the dates specified such course work and assignments as specified by members of the teaching staff. Failure in this respect may lead to suspension or expulsion.
6. Apprentices should note that details of employment and the attendance of all apprentices enrolled in release courses are made available to the relevant authority and employer.

SEXUAL HARASSMENT

Sexual Harassment, including any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to create a sexually intimidating, hostile or offensive working, educational or social environment, is forbidden.

Essential features in this area are that the behaviour is unwanted by the recipient and would be regarded as sexual harassment by any reasonable person.

DATA PROTECTION

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

PHOTOCOPYING AND COPYRIGHT

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

COMPUTER PROGRAMMES/ USAGE OF COMPUTER RESOURCES

All users of the Institute's computing equipment must strictly observe the requirements of all "site licences" and any other regulations regarding the use and / or copying of computer programmes. Failure to comply may expose the person to civil liability and to the Institute's disciplinary procedures.

Users must not physically damage or deface any computer, ancillary equipment, documentation or related materials.

[AS AMENDED BY GOVERNING BODY - DECEMBER 1994]