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Foreword

Dear Student

Welcome to D.I.T. To help you settle in and enjoy your student life, this booklet offers you general information which we hope you will find useful. Other information sources which you may find helpful are:

- the D.I.T

Student Handbook
- Edit

Your time in third-level education brings you many opportunities to take responsibility for yourself and your own learning. We hope that you will enjoy, and meet this challenge by participating as fully as you can in college life.

Wishing you every success........
Welcome to the Faculty of Applied Arts at the Dublin Institute of Technology. It provides a wide and unique range of innovative, multi-disciplinary and professional-level education and research programmes across the creative and performing arts, social sciences, languages and legal studies. Over the years, it has acquired a strong reputation and list of achievements:

- pioneer in early child care and institutional care education
- nationally established reputation in music performance and education
- leader in film, journalism, broadcasting, photography and multimedia
  - second largest art and design school in the state
  - long tradition in applied language teaching
  - one of the largest providers of legal studies education

The Faculty houses news-rooms, television studios, recording and radio broadcasting facilities, editing, dedicated multimedia, computer graphics, art & design and music technology laboratories. There are a number of specialised research and development centres: the Social Science Centre, the Digital Media Centre, the Media Production Unit, the National Centre for Education and Training for the Printing and Graphic Communications Industry, and a dedicated Photographic Centre in Temple Bar.

The organisation of D.I.T. is currently undergoing change. It is moving from six third-level Colleges to one based on the Faculties of Applied Arts, Built Environment, Business, Engineering, Science, and Tourism and Food. In Rathmines House you will find the School of Social Sciences along with the Environmental Resource Management Course, which is part of the Faculty of Built Environment.

Students are welcome to avail of all services and facilities located within DIT.
General Office
Adelaide Road

Location
1st Floor

Opening Hours
Monday to Friday, 9:00 - 12:30 and 14:00 - 17.00

Services
Administrative and payment of grants, General information, Accounts, Registrations

Telephone
402-3552/3553/3554

Personnel
Ms. Lisa Malloy, Senior Staff Officer
Ms. Linda Boyd, Assistant Staff Officer
Ms. Laura Masterson, Clerical Officer
Ms. Laura Wadding, Clerical Officer

Registration//Examinations

All registrations take place in Adelaide Road. Student ID Cards will be issued immediately after registration. Higher Education Grants - when your grants become available, notices will be displayed in all centres. Exams - please consult the notice boards which will advertise closing dates and exam criteria.

Building Layout

Ground Floor
Porters Office, Cardphone

1st Floor
Piano Rooms

2nd Floor
Music Technology

Toilets

Female
1st Floor

Male
2nd Floor

Porters

Mr. Pat Healy
Mr. Gerry McDonnell

Head Porter 402-3650
School Secretary’s Office
Rathmines House

Location
Ground Floor

Opening Hours
Monday to Friday, 9:30 - 12:00 and 14:30 - 16.30

Services
Administrative, General information, Accounts, Registrations

Telephone
402-4364

Personnel
Ms. Maureen Holland, School Secretary
Ms. Myra Keane

Registration/Examinations

You will be advised of the centre in which Registration takes place.; Student ID Cards will be issued immediately after registration. Higher Education Grants -when your grants become available, notices will be displayed in all centres. Exams - please consult the notice boards which will advertise closing dates and exam criteria.

Building Layout

Ground Floor (A) Porters Office, Classrooms, Music/Drama Rooms, Staff Rooms, Male Toilet, Public Telephone, Staff Room

1st Floor (B) Computer Lecture Room/Open Access, Classrooms, Staff Rooms, Common Room, Female Toilet

2nd Floor (C) Classrooms, Counsellor, First Aid, Social Science Centre, Soft Drink Vending Machine, Photocopier, Male Toilet, Student Lockers

3rd Floor (D) Library, Female Toilet

Porters
Mr. John Butler
Mr. Stephen Lyons

Porter 402-3450
Chatham Row

Office

Location: Ground Floor
Opening Hours: 10.00-12.00 & 14.30-16.30
Services: Administration, General Information

Personnel: Michelle Wheland

Porters: William Doonan
          John Binions

Rathmines Road

Faculty Office

Faculty Director: Dr. Ellen Hazelkorn

Location: Ground Floor
Opening Hours: 9.30-12.30 & 14.00-16.30
Telephone: 402-3475
Personnel: Deirdre Corcoran
          Karen White
          Anna Moody

Porters: John Maher  402-3451
          John Burke

Building Layout

Lr Ground Floor: Canteen, Student Lockers, Male & Female Toilets

Ground Floor: Porter's Desk, Faculty Office, Director's Office, Room 11 Theatre, Drama Rooms, Costume Room, Audio Visual Room

1st Floor: Class Rooms
DIT,
South Side Student Health Centre, Aungier Street
Room A203 Second Floor
Telephone 402 3051
Monday-Friday 9.30-17.30

Doctor Surgery Times

| Monday & Tuesday | 9.30 - 11.30 | Wednesday | 14.30-16.30 
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>10.30 - 12.30</td>
<td>Friday</td>
<td>12.00-14.00</td>
</tr>
</tbody>
</table>

Doctors - Dr. Brendan Clune, Dr. Mary Jones, Dr. Donal Buckley, Dr. Noelle Casey
Nurses - Deirdre Adamson, Barbara O'Connell (Mon-Fri 9.00-17.00 by appointment)
Secretary - Bette Anne Fryar

In the health centre we look after all of the southside DIT students including Rathmines, Kevin Street, Aungier Street and the Conservatory of Music and Drama, hence it is a busy centre. An appointment system is in operation. These can be arranged by calling the secretary. Emergency cases will be given priority.

For medical certificates, please contact the health centre at the time of illness as retrospective certificates cannot be issued.

Issues commonly dealt with include:
General Medical Care, Health Promotion, Minor Illnesses, Medical Conditions - Diabetes, Asthma, Epilepsy, etc, Advise on Healthy Diet & Lifestyle, Stop Smoking Workshops, Sports Injuries, Contraception, Travel Advice, Wound dressings, Antenatal Care, Cervical Smears, Pregnancy Testing, General Health Concerns.

All consultations are strictly confidential. These services are available for students only during term time between the hours stated above. Outside of these hours students are required to make their own arrangements and in an emergency contact the nearest casualty department.
Location Rathmines House
          3rd Floor (D)

Opening hours*

Term
Mon - Thur  9.30 - 21.00
Fri       9.30 - 17.00
Sat       9.30-13.00
(these hours are subject to change, see library notice boards for details)

Telephone  402 3461
E-Mail      rmhlibrary@dit.ie

The library plays an important part in the educational role of the Institute and provides a comprehensive range of reader services to meet your information needs.

**Services**

The library stock includes nearly 2,000 CDs and several hundred videos, these may not be borrowed by students, but facilities are available to listen to them in the library's listening room. The Listening Room is for use by all students. There are 3 Apple Macintosh computers with word processing capabilities, 3 keyboards, 4 sound systems and 2 TV/Videos.

Personnel

- Ann Wrigley, Faculty Librarian
- Aoife O'Brien, Librarian
- Aidan McCarthy, Senior Library Assistant
- Gerardine English, Library Assistant

Your college ID card also serves as your library card. Please make sure that you attend a guided tour of the library, which is arranged for you by your course tutor. Please feel welcome to come to the library at any time whether for browsing or quiet study. Remember, the library staff are always willing to help you find the information you want.
DIT Careers and Appointments Service

DIT Careers and Appointments Service is staffed by six professional career counsellors and two administrative staff. The service offers a variety of services to students:

**Careers Library** - located in DIT Fitzwilliam House, 30 Upper Pembroke Street. This library is open 9.30am-1pm and 2pm-5pm Monday - Friday and no appointment is necessary. The library contains a vast array of information on employers, postgraduate study, preparing for employment, summer work etc.

**Careers Seminars** - a number of careers seminars and workshops are held throughout the year on areas such as CV preparation, interview skills etc.

**Employers** - Employer presentations are held between October and January for final year students. In addition, job vacancies are notified to students through the DIT Careers web-site: [www.dit.ie/admin/careers/jobscene.html](http://www.dit.ie/admin/careers/jobscene.html)

**One to One guidance interviews** - Students who would like to discuss personal career issues with their Careers Adviser should make an appointment by contacting the appropriate person below, or by making an appointment directly through the Students Union.

### Faculty

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Adviser</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Arts</td>
<td>Aisling McHugh</td>
<td>402 7501</td>
<td><a href="mailto:aisling.mchugh@dit.ie">aisling.mchugh@dit.ie</a></td>
</tr>
<tr>
<td>Built Environment</td>
<td>Rhona Sherry</td>
<td>402 7500</td>
<td><a href="mailto:rhona.sherry@dit.ie">rhona.sherry@dit.ie</a></td>
</tr>
<tr>
<td>Business</td>
<td>Carol Kelehan</td>
<td>402 7503</td>
<td><a href="mailto:carol.kelehan@dit.ie">carol.kelehan@dit.ie</a></td>
</tr>
<tr>
<td>Engineering</td>
<td><strong>Eileen Fitzpatrick</strong>$^*$</td>
<td>402 3351</td>
<td><a href="mailto:eileen.fitzpatrick@dit.ie">eileen.fitzpatrick@dit.ie</a></td>
</tr>
<tr>
<td>Science</td>
<td>Christiane Brennan</td>
<td>402 7504</td>
<td><a href="mailto:christiane.brennan@dit.ie">christiane.brennan@dit.ie</a></td>
</tr>
<tr>
<td>Tourism &amp; Food</td>
<td>Jill Barrett</td>
<td>402 7502</td>
<td><a href="mailto:jill.barrett@dit.ie">jill.barrett@dit.ie</a></td>
</tr>
<tr>
<td>* Head</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Office Administrators:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Daly</td>
<td>402 3441</td>
<td><a href="mailto:margaret.daly@dit.ie">margaret.daly@dit.ie</a></td>
</tr>
<tr>
<td>Louise Dunphy</td>
<td>402 3408</td>
<td><a href="mailto:louise.dunphy@dit.ie">louise.dunphy@dit.ie</a></td>
</tr>
<tr>
<td>Fax</td>
<td>402 3390</td>
<td></td>
</tr>
</tbody>
</table>

Website: [www.dit.ie/admin/careers](http://www.dit.ie/admin/careers)
Sports

In addition to each DIT centre having its own clubs with their own identity and funding, there are also a number of DIT clubs, the membership of which is drawn from several DIT centres. These include: DIT G.A.A. club, DIT Swimming Club, etc. Every student of each DIT college has the right to be a member of any DIT club. DIT has a Swimming Pool and Gymnasium in Kevin Street which is available for approximately 14 hours per day to all students. Contact Cyril Hardy (402 4635).

Sports Officer (Aungier Street)

Situated in Room: C001
Telephone: 402 3042
Contact: Mr. Herbert McClelland

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

Students Service

Location: D.I.T. Central Office
Services: The D.I.T. Student Services Office administers a wide range of services in all of D.I.T. centres, including student welfare and health services, accommodation, personal accident insurance and clubs & societies. These services are described fully in the D.I.T. Student Information Handbook.

Telephone: 402 3394
Personnel: Mr. Diarmuid Hegarty, Student Services Administrator
Student Disability

Location: D.I.T. Central Office
Services: The Disability Liaison Officer provides on-going support to students with disabilities regarding facilities and examinations. Please contact the Disability Liaison Officer for further details.
Telephone: 402 3412
Personnel: Linda Maguire, Disability Liaison Officer

Schools of the Faculty of Applied Arts

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

School of Social Sciences - Rathmines House
Head of School Ms. Noirin Hayes
Assistant Head Ms. Kathleen Kennedy
School Secretary Ms. Maureen Holland
Telephone 402 3464

Conservatory of Music & Drama - Rathmines Rd/
Adelaide Rd/Chatham Row
Head of School Dr. Eibhlis Farrell
School Secretary Ms. Mary O'Dea
Telephone 402 3568
Chaplain

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

Personnel:
Rev. John Stephens
Location: DIT Rathmines
For more details check notice boards.

Student Counsellor

Location: 2nd Floor (Room C) - Rathmines House
Appointment: Students can make an appointment by phoning 402-3352.

The counselling service is there to support students; to help you adjust to the new surroundings of third-level college, to cope with worries about academic issues, to discuss financial and other practical concerns, and also to provide an opportunity to explore personal or social issues that may cause you concern. In addition to individual counselling, a variety of workshops / training seminars in such areas as: study skills, time management, note-taking, and exam preparation are available. Please note that there is a student counsellor in each of the D.I.T. Colleges. Please consult the D.I.T. Student Handbook for further information.
<table>
<thead>
<tr>
<th><strong>Swimming Pool:</strong></th>
<th>Public Pool beside Rathmines House College Pool in DIT Kevin Street</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Banks:</strong></td>
<td>AIB (Banklink) beside the Swan Centre Bank of Ireland (Pass) 175 Lr Rathmines</td>
</tr>
<tr>
<td><strong>Post Office:</strong></td>
<td>Lr Rathmines Rd (one bus stop before Rathmines House, after The Coal Porter Pub)</td>
</tr>
<tr>
<td><strong>Shopping Centre:</strong></td>
<td>Swan Centre (5 minutes walk from Rathmines House)</td>
</tr>
<tr>
<td><strong>Health Food Shop:</strong></td>
<td>Hopsack Health Store (Swan Centre)</td>
</tr>
<tr>
<td><strong>Garda Station:</strong></td>
<td>Lr Rathmines Rd near Rathgar Rd</td>
</tr>
<tr>
<td><strong>Public Library:</strong></td>
<td>Next to Rathmines Road building</td>
</tr>
</tbody>
</table>

**Bookshop telephone numbers**
(for general and academic books)

Alan Hanna, Rathmines Rd, Dublin 6
Alan Hanna's, Kevin St, Dublin 8, 475-1766
Easons, 40 Lr O'Connell St, Dublin 1, 873-3811
Fred Hanna's, 27-29 Nassau St, Dublin 2, 677-1255
Hodges Figgis, 56-58 Dawson St, Dublin 2, 677-4754
Waterstones, 7 Dawson St, Dublin 2, 679-1415
The Students’ Union is your representative body within the College. The officers are elected by students...for students. They will provide you with all the above services and tell you about your rights as a student.

<table>
<thead>
<tr>
<th>Location</th>
<th>Lower Ground Floor (staircase in foyer opposite main entrance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Common Room, Pool Tables, Video Games &amp; T.V. – all Cablelink channels. P.A. equipment is available for all Clubs and Societies events.</td>
</tr>
</tbody>
</table>
| Personnel      | Sarah McGovern  
Sarah McGovern  
Colm Jordan  
Vivienne Byrne  
DITSU Overall President  
DITSU Site President  
Union Manager |
| Telephone      | 475 1873 / 402 3110 |
| Fax            | 475 1873 |
Bus/Rail Routes

Buses to Rathmines Rd (from College Green) 14, 15, 15A, 15B, 47, 83
From Sandymount Dart station to Rathmines 18
Buses to Adelaide Rd 14, 15, 15A, 15B, 47
Buses to Harcourt Street 14, 14A, 15, 15A, 15B, 47, 47A, 47B, 48A
Buses to Stephens Green 10, 11, 11A, 13, 46A, 46B
Buses to Dame Street 77, 150

The nearest Dart Station is Tara Street Station. The nearest mainline train station is Connolly for northbound routes and Heuston Station for southbound routes.

Telephone Numbers:
Dublin Bus 873-4222
Irish Rail (lárnród Éireann) 836-6222
Bus Éireann 836-6111

Web site(for timetables)
www.irishrail.ie
www.irishrail.ie
www.buseireann.ie
Computers/
Open Access Rooms

Location: B16 (Rathmines House)

Opening Hours: Please check the notice boards as to when the room is available for student use. The room is open from 8.00 until 18.00 Monday-Thursday and 8.00 to 17.00 on Friday (unless otherwise indicated)

Facilities
This room is available to you if you wish to carry out computer assessments, type projects etc. which are related to your course. There is a laser printer available, students need to supply their own A4 paper. Please note that eating & drinking is strictly forbidden in the computer rooms as equipment may become damaged. There are 18 PC’s each with Microsoft Office, SPSS, and Internet Browsing Software.

Help/Assistance:
If you experience any difficulties with your computer, the printers or software, staff are available to assist you. Please contact the technician located in room B1 or check with the Porter.

Personnel:
Mr. Philip Cahill
Key Events

Health Fair
DIT Arts Exhibition
Film & Broadcasting Exhibition
Radio Week
Faculty Forum on Media
NUJ/DIT Joint Media Forum
International Multi Media Forum
Concerts
DIT Sports Day
Speech & Drama Students - Showcase

Please check the notice boards for other events and information

Disclaimer

While the Faculty has made every effort to ensure the information in this booklet is current, we do not accept responsibility for any errors. Please check the notice boards for any changes during the year.
Session 1999/2000
Non-Semesterised Courses

1999

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Wed 1st</td>
<td>Commencement of Session.</td>
</tr>
<tr>
<td></td>
<td>Mon 6th</td>
<td>Interviews and enrolments for part-time and evening courses commence.</td>
</tr>
<tr>
<td></td>
<td>Mon 20th</td>
<td>Commencement of part-time courses in Music &amp; Drama.</td>
</tr>
<tr>
<td>December</td>
<td>Fri 17th</td>
<td>1st Year courses commence with induction programme.</td>
</tr>
<tr>
<td></td>
<td>Sat 18th</td>
<td>Part-time day and evening courses commence.</td>
</tr>
</tbody>
</table>

2000

<table>
<thead>
<tr>
<th>Term 2</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Mon 10th</td>
<td>Classes resume.</td>
</tr>
<tr>
<td>April</td>
<td>Fri 14th</td>
<td>Final class meetings of second term.</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tue 2nd</td>
<td>Classes resume.</td>
</tr>
<tr>
<td>May</td>
<td>Fri 5th</td>
<td>Final class meetings of third term.</td>
</tr>
<tr>
<td></td>
<td>Mon 8th</td>
<td>Examinations commence.</td>
</tr>
</tbody>
</table>

Semesterised Courses

1999

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Wed 15th</td>
<td>1st Year students induction programme.</td>
</tr>
<tr>
<td></td>
<td>Mon 20th</td>
<td>Teaching semester commences.</td>
</tr>
<tr>
<td>January</td>
<td>Mon 10th</td>
<td>Study/Revision Week.</td>
</tr>
<tr>
<td></td>
<td>Mon 17th</td>
<td>Examinations commence.</td>
</tr>
</tbody>
</table>

2000

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Mon 31st</td>
<td>Teaching semester commences.</td>
</tr>
<tr>
<td>May</td>
<td>Fri 12th</td>
<td>Final class meetings of semester.</td>
</tr>
<tr>
<td></td>
<td>Mon 15th</td>
<td>Study/Revision Week.</td>
</tr>
<tr>
<td></td>
<td>Mon 22nd</td>
<td>Examinations commence.</td>
</tr>
</tbody>
</table>

Classes are not scheduled on public holidays during the session (viz. 25th Oct, 17th Mar, 1st May, 5th Jun). Classes are not scheduled from Mon 20th Dec to Fri 7th Jan inclusive or from Mon 17th Apr to Fri 28th Apr inclusive.
Diploma in Environmental Resources Management

Detailed information on the management of this course is given in the Diploma in Environmental Resources Management Course Handbook 1999 – 2000.

Registrations and examinations will be administered from Bolton Street where the 'General Office of the Faculty of Built Environment is located. You will be notified of closing dates and other examination criteria on notice boards in Rathmines House. Please consult these regularly and frequently.

You will be advised of the centre in which your registration is to take place.

Library, Studio and Computing Facilities.

As well as using the library in Rathmines House you will find an extensive collection of books relevant to your course in the Library, Bolton Street. Studio facilities for first and second years as well as related computing facilities are on the first floor Rathmines House. These facilities are available on an open access basis outside of scheduled class times. Students are asked to provide their own A4 paper for use in the printers. Special quality papers are available for printing finished colour work on the inkjet printers where you are required to do this. See your class lecturer the course tutor, Dónal Storey, for these.

Eating and drinking is particularly forbidden in the studio and computer rooms. You should not attempt to use any equipment, including computers, in the studio area unless you have received instruction on its use.

Diploma in Environmental Resources Management Student Handbook 1999 – 2000

For other details regarding the management, facilities and structure of this course please see the student handbook.
1. DIT Mountjoy Square, Dublin 1
   Tel 01 402-3000
   Fax 01 402-4299

2. DIT Bolton Street, Dublin 1
   Tel 01 402-3000
   Fax 01 402-3999

3. DIT Cathal Brugha Street, Dublin 1
   Tel 01 402-3000
   Fax 01 402-4499

4. DIT Aungier Street, Dublin 2
   Tel 01 402-3000
   Fax 01 402-3003

5. DIT Kevin Street, Dublin 8
   Tel 01 402-3000
   Fax 01 402-4999

6. Dublin Institute of Technology
   Fitzwilliam House
   30 Upper Pembroke St., Dublin 2
   Tel 01 402-3000
   Fax 01 402-3399

7. DIT Adelaide Rd, Dublin 2
   Tel 01 402-3000
   Fax 01 402-3555

8. DIT Rathmines House, Dublin 6
   Tel 01 402-3000
   Fax 01 402-3499