1999-9

1999 - 2000 : Student Information and Diary

Dublin Institute of Technology

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A BRIEF INTRODUCTION TO DIT

The Dublin Institute of Technology is a comprehensive higher educational institution providing full-time and part-time programmes in technical, technological and business education at undergraduate and postgraduate levels. It is closely involved with the latest developments in technology in all areas, while maintaining a continuing commitment to industrial, economic and cultural development.

Established under the DIT Act 1992, the Institute has been operating since 1 January 1993 as an independent entity with its own Governing Body. It is in the process of re-organisation from a College-based to a Faculty-based structure.

Its main centres are: DIT Adelaide Road (Applied Arts); DIT Aungier Street (Business, Applied Arts); DIT Bolton Street (Engineering, Built Environment); DIT Cathal Brugha Street (Tourism and Food); DIT Kevin Street (Science, Engineering); DIT Mountjoy Square (Applied Arts, Business); and DIT Rathmines (Applied Arts).

Today DIT has an enrolment of nearly 10,000 whole-time, third-level students, pursuing some 85 different programmes at certificate, diploma, degree and postgraduate levels, as well as another 8,000 part-time day and/or evening students and 4,000 apprentices, giving a grand total of 22,000 students – the largest enrolment of any higher education institution in the State. There are also a number of EU exchange students.

In addition to its teaching programmes, the Institute is involved in research and development activities and has established a number of centres and projects in areas such as: Avionics, Building Information, Chemical Process and Product Development, Consultancy and Research for the Built Environment, Digital Media/Visual Computing, Environmental Health, Food Product Development, Furniture, Industrial Control, Logistics and Transport, Maintenance, Micro Systems Development, Optoelectronics and Optical Communications, Pedagogy/Social Sciences, Project Development, Radiation Science, Timber Development, and Tourism Research.

The staff of the Institute provide consultative and advisory services relating to their specialised fields, both in Ireland and internationally, through direct links and links which have been developed through EU and other international programmes.

THE MISSION OF DIT

The Dublin Institute of Technology is a comprehensive higher educational institution, fulfilling a national and international role in providing full-time and part-time educational programmes across the whole spectrum of higher education. It aims to
achieve this in an innovative, responsive, caring and flexible learning environment. It is committed to providing access to students of all ages and backgrounds and to achieving quality and excellence in all aspects of its work. This commitment extends to the provision of teaching, research, product development and consultancy services for industry and society while continuing to have regard to the technological, commercial, social and cultural needs of the community it serves.

DUBLIN CITY – OUR CAMPUS

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

Dublin, with its large full-time third level student population, is a lively and vibrant city with excellent services and amenities to make your time as a student an enjoyable and fulfilling experience. The Phoenix Park, the Dublin Mountains, the canals, St. Stephen’s Green, Temple Bar, the many shops, restaurants, pubs, clubs, concert halls, art galleries, theatres, cinemas, Croke Park and Lansdowne Road are just some of the obvious attractions of our capital city.
SENIOR DIT STAFF

DIRECTORATE
President: Brendan Goldsmith, BSc, MSc, DPhil
Secretary: Robert J. Lawlor, BA, MBA, FIHCI
Academic Affairs: David Gillingham, BSc, DMS, DPhil
External Affairs: Declan Glynn, BSc, PhD, MBA
Finance: Ray Wills, MSc, FCIMA, MIMC
Applied Arts: Ellen Hazelkorn, BA, PhD
Built Environment: John Ratcliffe, BSc, MA, FRICS
Business: Paul J. Sullivan, BA, MA
Engineering: Francis M. Brennan, MA(hcDubl), DipEE, CEng, EurEng, FIEE, FIE
Science: Matthew Hussey, BE, MS, PhD, CPhys, FinstP, CEng, FIEE, MIEI
Tourism and Food: Michael Mulvey, DipHtlMgmt, BA, MSc

SENIOR STAFF
Eibhlis Farrell, BMus, MMus, PhD, FRSA
Francis McMahon, BComm, MBA, FIHCl
Michael Murphy, DipEng, MSc, CEng, MIMechE
J. Kieran Taaffe, BSc, MSc, CPhys, MInstP, MBA, HDipEd, DipProd, Barrister-at-Law
Gerald Walker, BA, MRP, HDipEd, MIPI

ADMINISTRATION – CENTRAL OFFICE
Academic Registrar: Thomas Duff, BSc, CEng, MLitt.
Industrial Liaison Officer: Rea O'Neill, MA, MSc, MInstP
Finance Officer: Craig Larner, BSc, CA
Personnel Officer: David Spring, DipPersonnelMgmt
Co-ordinating and Services Officer: Michael Marnane, BComm
Community Education Links Co-ordinator: Eileen Fitzpatrick, MA, DCG
Public Relations Officer: Thomas Cooke, PhD
Staff Development Officer: Sally-Anne Fisher, BA, Dip EIA Mgmt, DipPR, MPRII
Admissions Officer: Phil Kenna, DipPerMgmt
Student Services Officer: Vincent O'Hora
Student Counsellor: Diarmuid Hegarty
Senior Chaplain: Susan Lindsay, BA, DipPsych, PhD
Buildings Officer: Fr. Michael Martin, OFM
Head of Library Services: Peter Heaslip, DipArch, MRIAI
Head of Computer Services: Paul Sheehan, BA, PgD
Head of Graduate Studies and Research: Conor Cahill, BSc
Bob Kavanagh, BSc, MSc
FACULTY OF APPLIED ARTS

Director: Ellen Hazelkorn, BA, PhD
Faculty Administrator: Margo Fitzpatrick

School of Conservatory of Music and Drama
Head: Eibhlís Farrell, BMus, MMus, PhD, FRSA

School of Art, Design and Printing
Head: John O'Connor, BDesign, MA

School of Social Science and Legal Studies
Head: Vacant

School of Languages and Intercultural Studies
Acting Head: Hélène Conway, MPhil

School of Media
Head: Frank Lane, APsSI, BA, DipApplPsych

FACULTY OF THE BUILT ENVIRONMENT

Director: John Ratcliffe, BSc, MA, FRICS
Faculty Administrator: Damian Gallanagh
Industrial Liaison Officer: Patrick J. McCormack, PhD

School of Architecture
Head: James Horan, DipArch, MRIAI

School of Real Estate
Acting Head: Thomas Dunne, FRICS

School of Environmental Planning and Management
Head: Vacant

School of Construction
Head: Joseph Bernie, IEng (CEI), MInstGTechE
FACULTY OF BUSINESS

Director: Paul J. Sullivan, BA, MA
Faculty Administrator: Thérèse Grogan
Enterprise Officer: John Staunton, BA, MMII

School of Management
Head: Robert Burns, BSc, MSc

School of Commerce
Head: Vacant

School of Marketing
Head: Kate Úi Ghallachóir, BSocSc, MBA

School of Retail and Services
Head: Patrick J. O’Neill, BComm

Graduate Business School
Head: Vacant

FACULTY OF ENGINEERING

Director: Francis M. Brennan, MA(hcDubl), DipEE, CEng, EurIng, FIEE, FIEI
Faculty Administrator: Brendan Ruddy, BComm, DipPerMgmt, ACA
Industrial Liaison Officer: Patrick J. McCormack, PhD

School of Civil and Building Services Engineering
Head: Oliver McNulty, CEng, FIEI, ARTCS, MIStructE

School of Mechanical and Transport Engineering
Head: Vacant

School of Manufacturing Systems and Processes
Head: Vacant

School of Electrical and Control Engineering
Head: Jonathan Fisher, BA, BAI, HDipEd, PhD, CEng, MIEI

School of Electronic and Communications Engineering
Head: Vacant
FACULTY OF SCIENCE

Director: Matthew Hussey, BE, MS, PhD, CPhys, FInstP, CEng, FIEE, MIEI
Faculty Administrator: Thomas Foley
Industrial Liaison Officer: Peter Kavanagh, PhD

School of Biological Sciences
Head: Bríd Ann Ryan BSc, MSc, C Biol, MIBiol, DipIndMicrob

School of Chemistry
Head: Noel Russell, BA(Mod), PhD, HDipEd, CChem, FRSC

School of Physics
Head: Vincent Toal, MSc, PhD

School of Mathematical Sciences
Head: John M. Golden, BSc, MSc, PhD

School of Computing
Head: Vacant

FACULTY OF TOURISM AND FOOD

Director: Michael Mulvey, DipHtlMgmt, BA, MSc
Faculty Administrator: Patrick Clifford, BBs
Industrial Liaison Officer: Bernadette McLaughlin, MSc, BSc(Mgmt), HDipHtl & CatMgmt, MIHCI

School of Tourism and Hospitality Management
Head: Noel O’Connor, BSc(Mgt), HDipEd, MA

School of Culinary Arts and Food Technology
Head: Joseph A. Hegarty, DipHtlMgmt, MEd, FIHCI

School of Food Science and Environmental Health
Head: Marlene Proctor, MSc, PhD, MI FST, MIHCI
OFFERS AND ACCEPTANCE OF PLACES

• Offers of places are issued by CAO in respect of entry to 1st year of all courses in the CAO Handbook. These offers are issued in a series of rounds:

Round 0: Usually issued in mid-August and includes offers to those applicants who have already been assessed and are not awaiting the results of school-leaving examinations in the current year. Deferred entries from the previous year are also included in this round.

Round 1: Issued approximately 1 week after the issue of Leaving Certificate results. The vast majority of applicants are included in this round.

Round 2: Issued approximately 14 days after Round 1 to fill any remaining vacant places after Round 0 and Round 1.

Further offers are then issued on a daily basis as required.

• Applicants who have the appropriate points can receive two offers in each Round – one for a Degree course and one for a Certificate/Diploma course. Only one offer can be accepted in each Round.

• An applicant may hold only one acceptance at a time. Acceptance of an offer cancels any earlier acceptance on either list.

• An applicant cannot be considered further for any course lower than the one offered, but will still be considered for a course higher than the one offered if a place becomes available and he/she is eligible.

• It is not necessary to accept an offer in order to be considered for a higher preference if it becomes available later. Having accepted an offer, an applicant is not obliged to accept a subsequent offer.

• In order to accept an offer, an applicant must make a payment through a bank and advise CAO of the acceptance. The CAO offer notice carries full instructions for applicants and these should be read carefully.

• Decisions regarding the selection of non-standard applicants (e.g. mature, overseas, etc.) are made by DIT Academic Staff and not CAO.

Any enquiries at the offer stage should be addressed to the DIT Admissions Office (Tel: 01 – 402 3445), quoting Application Number. Enquiries relating to registration should be directed to the Registration Office in the appropriate DIT centre. Successful candidates can expect to hear from the Institute within ten days of the latest date for acceptance of an offer.
DEFERRED ENTRY

A facility to defer entry for one year is available at present. In order to avail of the facility, an applicant must first be offered a place on a DIT course and then take the following steps:

1. The successful applicant should not accept the place offered or make any payment.
2. He/she must apply in writing to the Admissions Officer, Dublin Institute of Technology, 30 Upper Pembroke Street, Dublin 2, requesting deferral and giving the reason.
3. The written request must be received in the Admissions Office not later than two days before the closing date for acceptance of places in the particular offer round and must have the offer notice attached.

If the request for deferral is granted the applicant will be advised in writing and a place on the course involved will be reserved for him/her for the following year.

If the request is not granted, the applicant will be notified in writing and may then accept the original offer for the current year.

Applicants who are granted deferral will be required to comply with certain procedures for taking up the reserved place including the submission of an application form to CAO for the deferred course in the following year. Such procedures will be advised to the applicant in writing by the Admissions Officer before 15 January of the following year.

RE-ADMISSION

Applicants who have unsuccessfully attended a DIT course may not re-enter the same course save in exceptional circumstances. Such applicants must, in the first instance, contact the Admissions Officer at 30 Upper Pembroke Street, Dublin 2 and obtain a re-admission application form. Completed forms should be returned to the Admissions Office not later that 31 March each year.
COLLEGE SURVIVAL TIPS
by Susan Lindsay, Head of DIT Counselling Service

Among some of the concerns facing new students are making new friends, coping with what seems an insurmountable workload, managing time and coping with the pressure of what your parents and other relatives might expect of you now that you are a student in college.

The following suggestions might be of some help to you. But do remember that there are resources and services from which you can receive help if you experience any difficulties in the coming year.

Academic

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

- If moving in to a new flat, it is wise to have at least 4 weeks rent in cash to put down as a deposit.
- Some landlords may insist on references so have a few ready.
- Before signing anything, read the terms carefully. If you are unsure of anything, contact Threshold (Housing Advice and Research Centre) at Tel: 01- 872 6311, your Students’ Union, or Student Services Office.

Social

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

- If you are invited to a social event then do make an effort to attend that event, even if you feel that it might be boring or that you won’t know anyone there.

If you opt out then you miss out. The first few months are very important socially and it is the best time to form friendships. It is these friendships which will help you survive the ‘rough spots’ in college.

Personal

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

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

The four great robbers of time
1. Laziness: “I don’t feel like doing it right now”
2. Sidetracks: “I’ll wash my hair and then I’ll begin working”
3. Procrastination: “Sure, I’ll do it later”
4. Daydreaming: “Some day, I’ll amaze them”

Keep in mind the following advice
• Old habits die hard. Be determined. It will carry you through rough spots.
• Practise new habits and persevere.

Where does all the time go?
For 1 to 2 weeks, keep a diary of how you actually spend your time. You may have more time than you realise.

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

Listening versus Hearing

Listening is the first step in note-taking. In order to take good notes you have to be a good listener. Merely hearing all the words is not enough.

A DOZEN 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 (they like to see them in exams)
5. Use your own words when summarizing 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 (it breaks concentration) or sit near disinterested friends (apathy can be contagious)
9. If the lecture is too fast, capture fragments, leave blank spaces and put it all together later
10. Pay close attention to end of lecture – some lecturers cram a lot of material in the last 5-10 minutes
11. Don’t give up if the lecturer is too fast (some is better than none)
12. After each lecture remain seated and fill in any gaps in your notes (ice cold notes can be frustrating)
13. Every evening before you settle down to study, pick up some notes and recite them aloud (when possible). Short, fast and frequent reviews stick in your brain.
INSTITUTE FACILITIES

DIT Library and Information Services
There are six constituent libraries within the DIT and you are invited to use any or all of them. The Libraries are located at Aungier Street, Bolton Street, Cathal Brugha Street, Kevin Street, Mountjoy Square and Rathmines House. Your DIT ID card also serves as your Library card. Hours of opening vary from Library to Library and according to the time of year. Please check the notices at each Library for further information or check the DIT Library Web site at www.dit.ie/library.

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

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

Your Library and Information Service will be a valuable resource for you during your years with DIT. Please feel free to visit any of the Libraries and remember that the Library staff are always willing to help you if you are unsure of where to find the information you want.
Computing Facilities
Each of the major DIT centres has an extensive range of computing facilities available to provide "hands on" experience for the students based there. Many of the students are scheduled for practical classes as part of their programme but access to the facilities may also be available at other times by arrangement.

The DIT Computer Centre provides a central computing service to the centres of the Institute. This service covers both academic and administrative requirements at staff and student levels. The centres are linked together in a Metropolitan Area Network (MAN) in which the Computer Centre forms the hub. MAN integrates extensive PC, fileserver and workstation Local Area Networks at each site with the central computing system and also provides access to external Wide Area Networks via INTERNET and to Public Packet Switched services, thus providing wider national and international links.

DIT Restaurants
Each of the major DIT centres has restaurant facilities which provide lunches and teas, as well as morning and afternoon snacks at reasonable prices.
STUDENT SERVICES
DIT COUNSELLING SERVICE

Head of Counselling: Susan Lindsay, BA, DipPsych, PhD
DIT Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2.
Tel: 01 – 402 3443 / 402 3352 Fax: 01- 402 3399

The DIT counselling service is available to all DIT students. It is staffed by six counselling psychologists with an office in each of the six DIT centres. The counselling service aims to help students to identify and solve any difficulties or worries, large or small, that might affect academic and/or personal development. Basically the counselling service provides a safe, supportive place where you can come and talk about any issue that might be troubling you.

Some of the issues that a student might talk to a counsellor about would include personal/social issues, such as relationship difficulties, managing stress, financial worries, academic problems e.g. concentration problems, test anxiety, etc. You can also come and talk to a counsellor in total confidence about eating disorders, bereavement, sexual identity, alcohol issues, etc.

It is however very important to seek help early when difficulties arise, rather than letting them build up over time so that you don’t end up like a walking time bomb, ready to explode around examination time! Recognising that you need to talk to someone is not a sign of weakness, nor is it abnormal to go to a counsellor for help, it is just an indication that you have become aware of a need to gain another perspective, and that a counsellor can help you to help yourself.

Besides individual counselling the service offers a variety of other services which 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 in college can be very different to the demands which you faced in school so developing more sophisticated learning skills is the key to success in college. Students may avail of individual help in this area or participate in any of the workshops that are offered throughout the year.

Testing Services:
The counselling service can also administer a wide range of standardised tests including evaluation of study habits and learning approaches, personality and ability tests. So if you would like a little more information about yourself, then the counselling service staff would be glad to assist you.

Stress Management:
Feeling stressed out and over anxious is a very common experience for many students. The counselling service offers
stress management training which will equip you with the kind of
skills and strategies which will help to diffuse that stress.

How do you arrange to meet a counsellor?
While the counselling service is based in Fitzwilliam House, there
is also an office in every centre, Monday to Friday (please check
schedule for details of locations and times). Students can make an
appointment by phoning 402 3352, or by contacting the
counsellor directly in the college.

Schedule of Counselling Service

DIT Mountjoy Square
Counsellor: Barbara Hannigan
Room: 327
Time: Monday – Friday, 9 – 5
Phone: 402 4120

DIT Bolton Street
Counsellor: Aileen Hendrick
Room: 326 (just down from library)
Time: Monday – Friday, 9 – 5
Phone: 402 3680

DIT Cathal Brugha Street
Counsellor: Catherine Bolger
Room: 31
Time: Monday, Tuesday, Wednesday, Friday, 10 – 6
Phone: 402 4343

DIT Kevin Street
Counsellor: John Broderick
Room: 58, Placement Office (just before back door)
Time: Monday – Friday, 9 – 5
Phone: 402 4664

DIT Aungier Street
Counsellor: Donna Good
Room: A204, Health Centre
Time: Monday – Friday, 10 – 6
Phone: 402 3052

DIT Rathmines
Counsellor: Catherine Bolger
Room: C9
Time: Tuesday and Thursday, 10 – 6
Phone: 402 3546

DIT Pembroke Street
Counsellor: Susan Lindsay
Room: 06
Time: Monday to Friday, 9 – 5
Phone: 402 3352

*Please note that some times may change. Please check noticeboard for update.*
DIT CHAPLAINCY SERVICE

Head of the Chaplaincy Service: Michael Martin O.F.M.
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2
Ph. (01) 402 3000/402 3307
Fax: (01) 402 3399

The DIT Chaplaincy is an inter-faith ecumenical service. The service is staffed by men and women from different Christian traditions and offers a welcome to all the students and staff of the Institute. The service aims to provide support and care for the personal, social and spiritual lives of students and staff and to contribute to a sense of community in the Institute.

The Chaplaincy is a full-time professional confidential service. There is a Chaplain available in each of the DIT centres and you are welcome to call at any time. The Chaplain is there to listen and to offer assistance in the resolution of any difficulties you may encounter during your time in college. For those who are searching out a personally relevant spirituality the Chaplain will provide personal support and guidance. The Chaplain can also help you to access the network of student support services in the Institute.

You will find opportunities at the Chaplaincy to get involved in some very worthwhile social justice issues or community building projects. You might like to spend some time working with other students in a peer support group, assisting children in local disadvantaged schools, or contributing to one of the many other projects supported by the Chaplaincy. The Chaplaincy also supports the Community Links Programme of the Institute which runs a wide range of projects promoting access to the Institute for local disadvantaged groups in the Community.

Maybe you would like some quiet time away from it all. If so the Chaplains offer times of reflection and meditation and even retreat week-ends that might be just what you’re looking for. Keep an eye on the Chaplains’ notice-board for details.

You will find the home addresses and telephone numbers as well as College telephone numbers for each of the Chaplains below. We look forward to meeting you during your time in College.
FULL-TIME CHAPLAINS

DIT Bolton Street
Helen Lane, 65 Iona Road, Glasnevin, Dublin 9  Tel: 402 3639
Home Tel: 830 5640
Martin Dolan, The Presbytery, Francis Street,
Dublin 8  Tel: 402 3618
Home Tel: 454 4861

DIT Kevin Street
Margaret Buckley, 50 Laurleen Estate,
Stillorgan, Co. Dublin  Tel: 402 4567
Mobile: 087 2257743
Melvyn Mullins, St. Audoen’s, High Street,
Dublin 8  Tel: 402 4568
Home Tel: 677 7480

DIT Mountjoy Square
Vera Magee, 27 Grange Park Grove, Raheny,
Dublin 5  Tel: 402 4112
Home Tel: 848 0232

DIT Cathal Brugha Street
Margaret McDermott, 130 Upper Glenageary
Road, Dun Laoghaire, Co. Dublin.  Tel: 402 4308
Home Tel: 285 7389

DIT Aungier Street
Mary Flanagan, 14 Heather Lawn, Marlay Wood,
Dublin 16  Tel: 402 3050
Home Tel: 494 2324

* DIT Rathmines House  Tel: 402 3000

* DIT Adelaide Road  Tel: 402 3000

*Contact the Head of the Chaplaincy Service

PART-TIME CHAPLAINS

John Stephens, 32 South Hill, Dublin 6  Home 497 4103
Willi Stewart, 96 Lower Drumcondra Road,
Dublin 9  Home 830 0935
Keith McCrory, 214 Beech Park, Lucan,
Co. Dublin  Home 628 2534

“You can do everything better when the Source of your life comes together with your living of it”
DIT STUDENT SERVICES OFFICE

Student Services Administrator: Diarmuid Hegarty
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.
Tel: 01-402 3394
Fax: 01-402 3449

The DIT Student Services Office is located at the Institute headquarters at the above address. It administers a wide range of services in all of the DIT centres and oversees the distribution and expenditure of the Student Services Fund. This fund is created from the Student Services Fee paid by each student of the Institute and is used to provide finance for welfare and medical services, clubs and societies and the Students’ Union.

DIT Student Accommodation Service

The Student Accommodation Service is an information service provided by the Student Services Office in co-operation with the Students’ Union. A list is produced showing available living accommodation, both self-catering and lodgings, including details of location, number of places, charges, etc. This list may be obtained from the Registration Office or the Students’ Union at each centre, or from the central Student Services Office.

The selection of the accommodation, and the terms of agreement or contract, is entirely a matter between the individual student and the householder or owner.

The Institute does not at present have on-campus accommodation. It should also be noted that self-catering accommodation in Dublin is becoming very scarce and expensive. The DIT's Accommodation List includes a substantial number of lodgings ("digs") which students might consider, particularly in first year.
HEALTH SERVICES FOR DIT STUDENTS

The following services are available for DIT Whole-time students, on presentation of a current DIT Student Card, between the hours of 9.30 a.m. and 5.30 p.m. on Mondays to Fridays during term time.

1. Health centres are located in Aungier Street for the South city DIT centres (Aungier Street, Kevin Street, Adelaide Road/Chatham Row and Rathmines) and in Bolton Street for the North city DIT centres (Bolton Street/Linenhall, Cathal Brugha Street and Mountjoy Square). The Health centres are staffed by Nurses whose primary function is to provide a phone-in or drop-in service for general health and advice on all aspects of medical care. Consultation with a Doctor in the Health Centre may be arranged, strictly by appointment, with the Nurse. Emergencies will be given priority. To avail of this free and totally confidential service, your Student ID card must always be produced. Students may choose to see a male or a female doctor.

2. If the Doctor advises consultation with a specialist physician, a scheme is available to provide assistance with the cost of such consultation.

3. Assistance with the cost of routine Dental and Ophthalmic treatment by practitioners suggested by the Institute may be available to needy students. Usually between 50% and 90% of the cost can be provided, up to certain specified limits. Contact the Health Centre or the Students' Union for information and application forms.

Please note:

Students should enquire from their local Health Board as to their eligibility for a Medical Card, and, if eligible, should take steps to obtain one. A summary of entitlements for Medical Card holders is given on page 24.

Students suffering from chronic conditions such as asthma, diabetes, epilepsy, etc. should make themselves known to the nurses in the relevant Health Centre.
Health Centre Staff:

DIT Aungier Street 402 3051

**Doctors:**
Dr. Brendan Clune
Dr. Mary Jones
Dr. Donal Buckley

**Nurses:**
Deirdre Adamson
Barbara O'Connell

**Receptionist:**
Bette-Ann Fryar

DIT Bolton Street 402 3614

**Doctors:**
Dr. Eugene O'Connor
Dr. Antoinetta Robinson

**Nurses:**
Grainne Lynch
(vacancy)

**Receptionist:**
(vacancy)

Some centres also have on-site First Aid facilities during normal lecture hours. This service is provided in association with the Order of Malta Ambulance Corps.

Personal Accident Insurance Scheme

**Summary of Cover**

All DIT Wholetime Students are covered by a Personal Accident Insurance Scheme. Cover is world wide and operates 24 hours per day, 52 weeks of the year, irrespective of whether the accident occurs on campus or otherwise.

Benefits under the scheme resulting from Bodily Injury, arising from an accident, include:

1. **Death**
   £5,000

2. **Permanent total loss of sight in one or both eyes, loss of one or two limbs**
   £100,000

3. **Permanent total disablement (other than loss of sight in one or both eyes or loss of limb)**
   £100,000

4. **Permanent partial disablement**
   Reduced proportionate benefits

5. **Medical expenses in respect of an accident covered under 1 to 4 (subject to £50 claims excess)**
   £50,000

6. **All other medical expenses arising from bodily injury, including emergency dental treatment (subject to £50 claims excess)**
   £5,000
Exclusions
As with all insurance policies, there are some exclusions. Cover does not operate in respect of accident or injury arising directly or indirectly from:
A. Suicide or attempted suicide or self injury.
B. Aviation (other than as a passenger) or flying in any aircraft owned by or leased to the insured.
C. Active service in any of the armed forces of any nation.
D. Declared or undeclared war or any act thereof.
E. Sickness not directly resulting from bodily injury.
F. Infection with any form of HIV or AIDS related condition.
G. Motor or motorcycle racing or horse racing.

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

A BRIEF SUMMARY OF THE STATE HEALTH SERVICES
Everyone resident in Ireland has either Category 1 or Category 2 eligibility for the health services.

Category 1:
People in Category 1 receive a medical card from their local health board. There is a means test for this card. If your family circumstances come within the means test guidelines, you are entitled to all the benefits available to Category 1, which include:
- general practitioner services
- prescribed drugs and medicines
- all in-patient (in public wards only) and out-patient public hospital services
- dental, ophthalmic and aural services and appliances
- maternity services

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

Category 2:
People in Category 2 do not hold medical cards, but are entitled to in-patient (in public wards only) and out-patient services in public hospitals, subject to certain charges. Dental and routine ophthalmic and aural services are excluded. There may also be a partial refund of expenditure on the cost of prescribed drugs and medicines over a specified amount (currently £90) every three months.
DIT Student Assistance Fund
The Student Assistance Fund may provide limited support for whole-time DIT students who are experiencing temporary or unforeseen difficulties due to a major change of circumstances, by making grants of monies having regard to the individual's needs. The Fund can only deal with cases of extreme hardship, and applies to students who have already spent at least one year in college. Students will normally be referred to the fund by DIT Student Counsellors, Chaplains, Course Tutors or Students' Union Welfare Officers.
The Fund is administered by the Student Services Administrator.

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

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

STUDENTS WITH DISABILITIES
DIT endeavours to ensure that students with disabilities should not encounter any unnecessary obstacles and wishes to be able to make appropriate provision for them in good time. Such students should notify the Disability Liaison Officer and their Faculty Director early in the academic year to discuss particular needs, as well as notifying the relevant Exams Office well in advance if they have any special requirements.

Further information from:
Disability Liaison Officer:
Linda Maguire,
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.
Tel: 01 402 3412  Fax: 01 402 3449
DIT CAREERS AND APPOINTMENTS SERVICE

Careers and Appointments Officer: Eileen Fitzpatrick, MA, DCG
DIT Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2.
Tel: 01-402 3441/3408
Fax: 01-402 3390

DIT Careers and Appointments Service

In their final year in DIT students are faced with a number of important decisions. The options include going on to further study, seeking employment or taking a year out. The Careers and Appointments Service provides students with information on higher education courses, employers of graduates and job vacancies in Ireland and overseas. The Careers Library is located at the above address in Upper Pembroke Street, and it holds a large amount of information on video and CD Rom. Free copies of careers leaflets, employer reference books and job application help-packs are available for students.

Opening hours are:
Monday – Friday, 9.30 am – 12.30 pm and 2.00 pm – 4.30 pm.

Employers contact the Careers and Appointments Service about job vacancies and these are notified to recent graduates and students. Arrangements are made for final year students to meet employers who recruit from DIT on an annual basis. Students who would like to discuss personal career issues with a Careers Adviser should make an appointment by phoning one of the above numbers.
STUDENT LIFE

Clubs and Societies

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

Sport and Recreation in DIT

Despite the present scarcity of sporting facilities in the Institute, each DIT centre has a Sports Council which organises a wide variety of sports, including all of the popular team sports, such as Football (Gaelic, Soccer and Rugby), Hurling, Camogie, Hockey, Basketball and Volleyball, as well as Swimming, Athletics, Boxing, various forms of Martial Arts, Canoeing, Orienteering, Badminton, Aerobics and Yoga, and many more. Students are encouraged to participate in these activities either on a competitive or recreational basis.

In addition, the DIT Sports Committee, which comprises representatives of all the centres, organises the following Clubs which are open to all DIT students:


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

<table>
<thead>
<tr>
<th>Centre</th>
<th>Contact</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIT Bolton Street</td>
<td>Michael Whelan, Sports Officer</td>
<td>402 4009</td>
</tr>
<tr>
<td>DIT Kevin Street</td>
<td>Seamus Byrne, Sports Officer</td>
<td>402 4634</td>
</tr>
<tr>
<td>DIT Aungier Street</td>
<td>Herbert McClelland, Sports and Recreation Organiser</td>
<td>402 3042</td>
</tr>
<tr>
<td>DIT Cathal Brugha Street</td>
<td>(vacancy), Sports and Recreation Organiser</td>
<td>402 4341</td>
</tr>
<tr>
<td>DIT Mountjoy Square</td>
<td>Niamh O'Callaghan, Sports and Recreation Organiser</td>
<td>402 4153</td>
</tr>
</tbody>
</table>
Cultural and Social activities

Non-sporting activities are also fully catered for in DIT. Each centre has a Cultural and Social Council which organises a wide variety of clubs and societies (see the list below). Many of these groups are related to specific courses, and provide an extra dimension to the academic content of these courses. Students are strongly encouraged to participate in these activities both from the social as well as the educational point of view.

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

An Arts Officer, based in the DIT central offices, and supported by the DIT Cultural and Social Committee, is available to work with all clubs and societies. He co-ordinates the activities of non-sporting clubs and societies throughout the Institute, and organises DIT-wide events throughout the year.

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

Advertising
American
Amnesty
International
Architectural
Auctioneering
Biomedical
Building Maintenance
Comhaltas Ceoltóirí
Challenging Times
Chess
Choir
Christian
Commerce
Communications
Computer
Construction
Economics
Cumann Gaelach

Debating
Drama
Ecology
Engineers
Enterprise
Environmental
Health
Film
Folk Group
Food Science
French
Games and Role-playing
German
Geo-Surveying
Guitar
Irish Art and Culture
Jazz and Blues
Journalism
Law
Leisure Management
Marketing
Motor Industry
Management
Music
Optics
Photographic
Political
Printing
Public Relations
Science and Technology
Science Fiction
Social Action
St. Vincent de Paul
Transport
Travel and Tourism
Women’s Group.

Further information is available from

Lorcan McGrane, Arts Officer, DIT Fitzwilliam House,
30 Upper Pembroke Street, Dublin 2
Tel. 01 402 3424 or 087 224 5508
Student Activities

The Student Services Office is involved in administering the funding of the Students’ Union as well as the sports, cultural and social clubs and societies in the DIT colleges.

STUDENTS’ UNION

The DIT Students’ Union (DITSU) is the largest students’ union in the country and is the representative body for all students of the Institute. All students become members of the Students’ Union upon registration to the Institute.

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

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

Aside from the representation on all aspects of student life, the Students’ Union operates numerous other services at very competitiveness prices – SU Shops at each DIT centre, photocopying, USIT cards, bus tickets, fax service, pool tables, jukebox, video games, etc. DITSU also organises social events throughout the year – Freshers Weeks, lunch time gigs, class parties, regular theme Discos/Balls and RAG Weeks. Each local union produces a local publication in order to report on all information and activities across DIT.

Most importantly the Students’ Union officers and staff provide advice on many issues such as accommodation, finance and welfare. The Students’ Union works closely with the Institute’s Student Services Office and the Counselling Service.

The DIT Students’ Union Officers for 1998/99 are:

Overall President: Ross O’Daly Tel: 086 2355575 or 01 200 9960

Aungier Street
Site President Dan Pender Tel: 086 8338575 or 01 402 3112

Deputy/Welfare Joanne Quirke

Bolton Street
Site President Joe Nulty Tel: 086 8338576 or 01 402 3619

Deputy / Welfare Bernie O’Reilly
Cathal Brugha Street
Site President Kenneth Vaughan Tel: 086 8338577 or 01 402 4370
Deputy/Welfare Michelle McAuley

Kevin Street
Site President Sarah McGovern Tel: 086 8338574 or 01 402 4641
Deputy/Welfare Sarah Gardiner

Mountjoy Square
Site President Michael Shannon Tel: 086 8338578 or 01 402 4110
Deputy/Welfare David Wyatt
INTERNATIONAL DIMENSION

Participation in International Student Programmes:

The Institute participates in the SOCRATES and Leonardo programmes funded by the European Union.

These programmes fund a range of specific activities which allow Irish students to spend time in a European or Eastern country in an academic or in some cases an industrial environment. For further details on participation, please contact the Heads of individual Departments or the European Affairs Officer:

Maire Kennedy,
European Affairs Officer,
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.
Tel: 01 - 402 3341
Fax: 01 - 402 3393

CULTURAL AFFAIRS

DIT endeavours to ensure that education embraces the full life, including the visual, creative and performing arts, athletics and sport, clubs and societies, community service, and the whole range of activities that makes life worth living. A developing programme of planned and spontaneous activities including exhibitions, lectures, debates, dramatic and music performances, films and other projects reflect the broad range of interests. The Social and Cultural Committee encourages and supports activities, providing an important cultural focus for DIT and the wider community.

The DIT Choir and DIT Symphony Orchestra are open to all students and staff of the Institute. Anyone interested in participating in these two ensembles, which will perform a series of concerts during the year, should contact Dr. Eibhlis Farrell, Head of the Conservatory of Music and Drama at Tel: 01 - 402 3568.

Throughout the academic year, major concert performances and exhibitions are held. An exhibition of graduate work from the School and Art, Design and Printing will be held in Arnotts Department Store, Henry Street, Dublin 1 from Tuesday 22 September to Saturday 3 October, 1998.

A major concert performance of the opera L'Enfant et les Sortileges by Ravel is planned, in consultation with Dr. Bernadette Greevy, Artist-in-Residence, for February 1999 in the National Concert Hall.
Plans to celebrate the Millennium are being developed – ideas are welcome. Please contact Dr. Ellen Hazelkorn, Director, Faculty of Applied Arts, details below.

A prominent place is given in DIT's educational and research programmes to the creative arts and humanities. A broad range of innovative, multi-disciplinary and professional-level programmes is offered at undergraduate and postgraduate level, in related fields of film, broadcasting, audio, fine art, music and composition, photography, journalism and publishing, animation and computer imaging, multimedia, architectural and interior design, product and graphic design, holography, robotics, laser technology, language and literature etc. Students are encouraged to achieve the highest artistic and intellectual standard possible; over the years, graduates have contributed significantly to the growth of the cultural industry in Ireland, winning prizes in both national and international competitions.

For further information, please contact

Dr. Ellen Hazelkorn,
Director, Faculty of Applied Arts,
DIT Rathmines Rd, Dublin 6.
Tel: 01 - 402 3000 / Fax: 01 - 402 3487
Email: facultyarts@dit.ie
DIT ALUMNI ASSOCIATION

DIT Alumni Officer: Grainne O'Reilly,
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.
Tel: 01 - 402 3435
Fax: 01 - 402 3393
e-mail: goreilly@dit.ie

The DIT Alumni Association, established in July 1997, unites all former students (alumni) of the Institute, enabling them to catch up with old friends from home and abroad, as well as making new friendships with other alumni.

An Taoiseach, Bertie Ahern, TD, launched the Alumni Association as its first alumnus. The Association also encourages the integration of alumni with industry through social and professional events, while keeping them in touch with the Institute and its development.

In addition, the Association has developed a number of exciting benefits that you can receive as soon as you join on your graduation.

Membership benefits
- DIT Alumni Association Newsletter, The Network
- Speaker Evenings
- Reunions
- The Graduate List on the Web
- Library Access
- DIT Affinity Credit Card
- DIT Alumni Association Web site
- Health Insurance Cover
- Alumni Tracking Assistance
- Invitations to Social Events
## Non-Semesterised Courses

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>September</strong></td>
<td>Tuesday 1st</td>
<td>Commencement of Session</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td>Monday 7th</td>
<td>Interviews and enrolments for part-time and evening courses commence</td>
<td>Final class meetings of second term</td>
</tr>
<tr>
<td></td>
<td>Monday 14th</td>
<td>Commencement of part-time courses in Music and Drama</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td>Monday 21st</td>
<td>1st Year courses commence with the induction programme</td>
<td>Final class meetings of third term</td>
</tr>
<tr>
<td></td>
<td>Friday 18th</td>
<td>Second and subsequent years of all Wholetime courses commence</td>
<td>Examinations commence</td>
</tr>
<tr>
<td></td>
<td>Saturday 19th</td>
<td>Part-time day and evening courses commence</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>1999</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td>Monday 11th</td>
<td>Classes resume</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td>Friday 26th</td>
<td>Final class meetings of second term</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>Monday 12th</td>
<td>Classes resume</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td>Friday 7th</td>
<td>Final class meetings of third term</td>
</tr>
<tr>
<td></td>
<td>Monday 10th</td>
<td>Examinations commence</td>
</tr>
</tbody>
</table>

## Semesterised Courses

<table>
<thead>
<tr>
<th>1998/99</th>
<th>Semester 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong></td>
<td>Wednesday 16th</td>
<td>1st Year students induction programme</td>
</tr>
<tr>
<td></td>
<td>Monday 21st</td>
<td>Teaching semester commences</td>
</tr>
<tr>
<td>January</td>
<td>Monday 11th</td>
<td>Study/Revision Week.</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>January</td>
<td>Monday 18th</td>
<td>Examinations commence</td>
</tr>
</tbody>
</table>

**1999**

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Monday 1st</th>
<th>Teaching semester commences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 1st</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday 14th</td>
<td></td>
<td>Final class meetings of semester</td>
</tr>
<tr>
<td>Monday 17th</td>
<td></td>
<td>Study/revision week.</td>
</tr>
<tr>
<td>Monday 24th</td>
<td></td>
<td>Examinations commence.</td>
</tr>
</tbody>
</table>

- **Classes are not scheduled on public holidays during the session** (viz. 26th October; 17th March; 3rd May; 7th June).
- **Classes are not scheduled from Monday 21st December to Friday 8th January inclusive or from Monday 29th March to Friday 9th April inclusive.**

**CLASS SCHEDULES**

Day classes will normally be held during the period 9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m. each week-day. Evening classes will normally be held from 7.00 p.m. to 10.00 p.m. except where otherwise arranged.
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.
8. The onus is on the student to notify change of address or place of employment as appropriate, to the Faculty Administrator immediately.

9. Academic Council may approve changes to courses and to assessment regulations, including examination regulations, which will come into effect in the following academic year. The relevant students will be given notice of any such changes.

10. A Director, or his/her designate, may change the day and time of any class and may cancel classes where the enrolment 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. The onus is on the student to notify the Faculty Administrator immediately in writing in the event of their withdrawing from the course for any reason. A student’s future entitlement to the free fees may be jeopardised if he/she fails to do so.

OVERSEAS STUDENTS

1. Admissions criteria are set out by course. EU students who hold equivalent qualifications are considered on an equal basis to Irish students.

2. Other foreign students must present suitable qualifications which the Institute judges to be equivalent to the required Irish qualifications.

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

STUDENT DISCIPLINE

1. Students are expected to participate in the Institute activities in a manner conducive to establishing a sound educational atmosphere.

2. Any student engaging in or causing disruption of a legitimate Institute activity may be suspended, by the Director, from the Institute.

3. Students must at all times obey the lawful instructions of lecturers and other members of the Institute staff who are responsible for the maintenance of good order.

4. Infringement of the Student Regulations, misconduct in any of the premises or grounds comprising the Institute or outside of the premises of the Institute may lead to suspension by the Director of the student or students concerned.
5. Students are liable for the cost of repair or replacement of Institute property maliciously or negligently damaged by them.

6. Students are not allowed to smoke in the Institute except in areas designated for smoking.

7. Mobile phones, personal stereos, etc. must be switched off, and may not be used, within classrooms and examination halls.

8. The President reserves the right to expel at any time any student whose conduct is in serious breach of the regulations.

9. Only Institute societies and clubs may advertise in the Institute. Students may only display posters and notices on the designated notice boards with the permission of the relevant Faculty Administrator.

10. Student groups wishing to hold meetings in the Institute should make application in advance and receive permission of the relevant Faculty Administrator before such meetings take place.

11(a). Alcoholic drink may not be brought into the building or grounds of the Institute without the prior permission of the relevant Director.

11(b). Drugs, other than those medically prescribed for the bearer's personal use, may not be brought into the buildings or grounds of the Institute.

12(a). Items left on Institute property are left entirely at the owner's risk. The Institute accepts no responsibility for any loss, damage to or theft of such items, howsoever caused.

12(b). Students are forbidden to park cars/bicycles/motor cycles except in such places as they are authorised to do so from time to time. Use of parking areas is at the sole risk of the user in all respects and neither the Institute, its servants or agents accept liability for any loss, damage or injury to persons, vehicles, accessories or contents however caused.

13. The Faculty Administrator must be consulted in advance if Institute Organisations or Student Unions propose to arrange parades, collections, demonstrations or any other activities of this kind, using the name of the Dublin Institute of Technology. Approval is given on the understanding that relevant bye-laws and such conditions as are set down by the Institute are understood and will be observed. Notice to the appropriate public authorities, where required, should be arranged well in advance.

Individual students participating in the name of the Institute in any activity outside the Institute remain subject to the general regulation that students conduct shall not bring the Institute into disrepute.
14. An appeal by a student against a decision on disciplinary matters may be made by the student through the Director/Secretary's office to the Disciplinary Appeals Board of the Institute, the Board shall comprise a membership as follows:

(i) Chairman of the Institute or a member acting on the Governing Body and nominated by the Chairman;
(ii) The Director/Secretary of the Institute;
(iii) A Director nominated by the President;
(iv) A Student Representative nominated by the President.

ATTENDANCE

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

SEXUAL HARASSMENT

Students must behave in accordance with the Institute's Policy on Preventing and Dealing with Sexual Harassment (October 1995). Sexual harassment during the course of work, study or any other activity in the Institute will not be tolerated. Other forms of harassment of a sectarian, racial or bullying nature are equally unacceptable.

Essential features in this area are that the behaviour is unwanted by the recipient and would be regarded as 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 (as amended) when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and to the Institute’s disciplinary procedures.

COMPUTER PROGRAMMES/USAGE OF COMPUTER RESOURCES
All users of the Institute's computing equipment must strictly observe the requirements of all “site licenses” 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.

LIBRARY REGULATIONS:
1. All registered staff and students of the Dublin Institute of Technology are entitled to use library services. Other categories of user may be admitted according to the DIT library policy on external readers. The Institute reserves the right to refuse admission to the library.
2. All users must have a current DIT identity card or library card, which must be produced when borrowing library materials, and at any other time on request.
3. The person registered on the ID card or Library card is responsible for all material borrowed on that card. ID cards and Library cards are not transferable. Lost or stolen cards should be reported immediately to the Faculty Office which issued the card.
4. All materials borrowed from the library must be returned by the due date and time. Borrowers with overdue material may not be permitted to borrow additional items, or renew other items, until such time as all overdue items are returned. Fines may be levied on overdue items.
5. Users are liable for the cost of replacement or repair of all material lost, damaged or defaced by them while in their possession or while on loan to them.
6. Unauthorised removal or attempted removal of any item from the library will be regarded by the Institute as a serious offence.
7. Library users must refrain from behaviour which would cause a disturbance to other users. The library is a study area and noise must be kept to a minimum.
8. Smoking, eating and drinking in the library are forbidden, and users should not bring food and/or drink into the library.

9. Mobile phones, personal stereos, etc. must be switched off, and may not be used, within the library.

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

11. Items left on Institute property are left entirely at the owner’s risk. The Institute accepts no responsibility for any loss, damage to or theft of such items, howsoever caused.

12. Breach of these regulations may lead to disciplinary procedures, including those specified in the Institute Student Regulations, being invoked.

13. Library staff are authorised to take appropriate action to ensure that all library users comply with these regulations. Users are required to comply with directions from library staff. Users are required to co-operate fully with any requests made by any member of the library staff to allow the items in the possession of the user to be inspected, and failure to render such co-operation will be regarded as a serious offence.

**ASSESSMENT REGULATIONS:**

The Assessment Regulations, including examination regulations and appeals, are contained in the Institute’s General Assessment Regulations, approved by Academic Council in June 1998.

SAFETY HEALTH AND WELFARE
INFORMATION FOR STUDENTS

DIT is committed to providing a safe and healthy educational and recreational environment for all its undergraduate and postgraduate students. This summarises the essential information students need to know to achieve and operate within that environment. Please take a few moments to read this document carefully. Additional rules and regulations will be provided at School or Departmental level as appropriate. Further information or advice on any aspect of the Institute’s Safety Statement, Safety and Health or Fire Safety matters can be obtained from the Institute’s Safety Officer at Fitzwilliam House.

GENERAL CODES OF PRACTICE
All emergencies: fire, gas leaks, serious injuries, hazardous chemical spills, and other serious potential hazards must be reported immediately to a member of staff, or in their absence to the portering staff.

ALL FIRE ALARMS AND DRILLS MUST BE OBSERVED BY LEAVING THE BUILDING PROMPTLY
All accidents, breakages and dangerous occurrences must be reported to a member of staff as soon as possible. All students must be supervised whilst engaged in educational activities by a member of staff. Working alone is not allowed under any circumstances. Study within buildings occupied by members of staff counts as supervision.

There shall be no misuse of any plant or equipment provided. This includes first aid kits, fire extinguishers, fire exits, fire alarm break glass units or personal protective equipment. Means of escape from buildings (fire doors, corridors and staircases) must never be obstructed or locked shut from the inside. Severe penalties will be imposed if any fire alarm or escape provisions are interfered with.

Smoking is not allowed in any Institute building except for certain designated offices and rooms.

FIRE SAFETY
On hearing the fire alarm bell (a continuous ringing bell or siren) students must:

(1) Leave the building promptly
(2) Report to the designated assembly point

On discovery of any fire students must:

(1) Raise the fire alarm by breaking the nearest break-glass unit (red wall mounted call points)
(2) Leave the building promptly
(3) Inform a member of staff or a porter
Any attempt to extinguish the fire should only be made after the alarm has been raised and if you have been trained in the use of fire extinguishers. All students are asked to familiarise themselves with the location of relevant break-glass units and all exit routes in their most used buildings.

SPORTS SAFETY
Students are advised to receive proper training and instruction before engaging in sporting activities within the Institute.

FIELD COURSES AND FIELD WORK
The planning and supervision of off-site educational activities are carefully planned prior to the event. Students must follow all instructions issued by members of staff.

PERSONAL SECURITY
There is a risk of theft of personal belongings in any city centre site. Students therefore, should be alert to this risk. Bicycles should be left locked in visible, secure public areas.

SCIENCE AND ENGINEERING BASED SCHOOLS AND DEPARTMENTS
The nature of these areas of study brings students into contact with potentially hazardous chemicals, machinery and equipment. Therefore Safety and Health rules in these areas are particularly important to maintain a safe working environment. Students in these areas must:

1. Read all School or Departmental safety manuals as supplied.
2. Carry out all instructions as directed by members of staff.
3. Not interfere or misuse any plant equipment chemicals or materials supplied.
4. Wear eye protection at all times when working in relevant science based labs.
5. Wear lab coats at all times when working in a science based lab.
6. Observe all displayed safety rules.
7. Report all defects in plant equipment and materials to a member of staff.
8. Never dispose of any chemicals unless authorised by a member of staff.
9. Report any symptoms of ill health immediately to a member of staff.

Student Health Centres are located in Bolton Street and Aungier Street
HELPLINES AND USEFUL ADDRESSES

AIDS
• Aids Alliance,
  53 Parnell Square,
  Dublin 1.
  Tel: 873 3799
• Aids Helpline Dublin,
  Dublin 1.
  Tel: 872 4277
• Cairde,
  25 Mary’s Abbey,
  (Off Capel Street),
  Dublin 7.
  Tel: 873 0006

ALCOHOLISM
• Al-Anon,
  5 Capel Street,
  Dublin 1.
  Tel: 873 2699
• Alcoholics Anonymous,
  109 South Circular Road,
  Dublin 8.
  Tel: 453 8998
• Alcoholism Treatment Centre,
  Stanhope Street,
  Dublin 7.
  Tel: 677 3965

DEATH
• Bereavement Counselling Service,
  St. Ann’s Church,
  Dawson Street,
  Dublin 2.
  Tel: 676 7727

DEPARTMENT OF SOCIAL WELFARE
• Information Section,
  Store Street,
  Dublin 1.
  Tel: 874 8444

DEPRESSION
• Aware Help Line,
  St. Patrick’s Hospital,
  James’s Street,
  Dublin 8.
  Tel: 679 1711
• The Samaritans,
  112 Marlborough Street,
  Dublin 1.
  Tel: 872 7700
  CallSave 1850 60 90 90

DRUGS
• Drugs Awareness Programme,
  The Red House,
  Clonliffe College,
  Dublin 3.
  Tel: 836 0011
• Drug Treatment Centre Board,
  Trinity Court,
  30 Pearse Street,
  Dublin 2.
  Tel: 677 1122
• Narcotics Anonymous,
  24 hour helpline
  Tel: 830 0944
FAMILY PLANNING
- Family Planning Services Ltd.,
  67 Pembroke Road,
  Dublin 4.
  Tel: 660 9860

- Irish Family Planning Association,
  5 Cathal Brugha Street,
  Dublin 1.
  Tel: 872 7088
  & 59 Synge Street,
  Dublin 8.
  Tel: 478 0712

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

GAY/LESBIAN
- Gay Switchboard,
  Carmichael House,
  North Brunswick Street,
  Dublin 7.
  Tel: 872 1055

- Lesbian & Gay Federation National
  6 South William Street,
  Dublin 2.
  Tel: 671 0939

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

HEALTH
- Eastern Health Board,
  Information & Advice on Health & Social Services,
  Freephone: 1800 52 05 20

- Genito-Urinary Clinic,
  St James Hospital,
  James Street,
  Dublin 8.
  Tel: 453 7941

- Sexually Transmitted Disease Clinic,
  St. James Hospital,
  James Street,
  Dublin 8.
  Tel: 453 7941
  & Mater Hospital,
  Eccles Street,
  Dublin 7.
  Tel: 830 1122 / 830 8788

PREGNANCY
- National Pregnancy Helpline
  CallSave 1850 49 50 51

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

- Single Parents Support Group,
  Parish Youth Centre,
  Cabra West,
  Dublin 7.
  Tel: 838 2725
• Cura,
30 South Anne Street,
Dublin 2.
Tel: 671 0598

• Dublin Well Woman Centre,
73 Lower Leeson Street,
Dublin 2.
Tel: 661 0086
and
35 Lower Liffey Street,
Dublin 1.
Tel: 872 8051

• Life Pregnancy Care Service,
29 Dame Street,
Dublin 2.
Tel: 679 8989
CallSave 1850 281 281

RAPE
• Rape Crisis Centre,
70 Lower Leeson Street,
Dublin 2.
Tel: 661 4911 (24 hour)
Freephone: 1800 77 88 88

TRAVEL/TRANSPORT
• Bus Eireann,
Busaras,
Store Street,
Dublin 1.
Tel: 836 6111

• Dublin Bus,
59 Upper O'Connell Street,
Dublin 1.
Tel: 873 4222

• Iarnrod Eireann,
Head Office,
Connolly Station,
Dublin 1.
Tel: 836 6222

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

• USIT,
19 Aston Quay,
Dublin 2.
Tel: 679 8833
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The Institute reserves the right to change or modify any information contained in this booklet without prior notice.
1. **DIT Mountjoy Sq, Dublin 1**
   Tel: 01-402 3000 Fax: 01-402 4299

2. **DIT Bolton St, Dublin 1**
   Tel: 01-402 3000 Fax: 01-402 3999

3. **DIT Cathal Brugha St, Dublin 1**
   Tel: 01-402 3000 Fax: 01-402 4499

4. **DIT Aungier St, Dublin 2**
   Tel: 01-402 3000 Fax: 01-402 3003

5. **DIT Kevin St, Dublin 8**
   Tel: 01-402 3000 Fax: 01-402 4999

6. **DIT Adelaide Rd, Dublin 2**
   Tel: 01-402 3000 Fax: 01-478 4738

7. **DIT Rathmines House, Dublin 6**
   Tel: 01-402 3000 Fax: 01-402 3499

8. **Dublin Institute of Technology**
   Fitzwilliam House,
   30 Upper Pembroke St.,
   Dublin 2, Ireland
   Tel: +353-1-402 3000
   Fax: +353-1-402 3399