

**SECTION B**

**STUDENT RIGHTS &  
RESPONSIBILITIES**



## SECTION B - STUDENT RIGHTS AND RESPONSIBILITIES

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# INTRODUCTION TO STUDENT RIGHTS & RESPONSIBILITIES AND OTHER REGULATIONS

This section sets out your rights and responsibilities as a student of the Institute. Other documents, guidelines or regulations issued subsequent to this publication shall take precedence. You are expected to conduct yourself in an appropriate and responsible manner, to comply with Institute regulations on academic conduct and general discipline.

Any Student who acts contrary to the standards of conduct set out in our Student Rights and Responsibilities shall be investigated for alleged breach of the regulations and sanctions may be imposed accordingly.

## I. OVERVIEW

The Institute has established policies and procedures that comprise the Student Rights and Responsibilities (discipline and conduct) to both promote the Institute mission and protect the rights of Students, faculty, staff and contractors of the Institute.

Student Rights and Responsibilities and other regulations are available to read in the Student Handbook in hardcopy format or softcopy format online at <http://www.ittralee.ie/en/pdf/RightsandResponsibilities.pdf> include detail earlier in handbook as to what RR.B stands for.

All policies and procedures are available to read online and can be accessed at the following link: <http://www.ittralee.ie/en/InformationAbout/QualityAssurance/>

What follows in this student handbook contains a summary and general guidelines around these policies and procedures.

**If there are any instances of ambiguity the published policies and procedures at the above link take precedent.**

## II. SCOPE

The Student Rights and Responsibilities and other regulations apply to all students registered in the Institute, including Student Organisations (e.g., Club or Society), Student on Work Placement. Any person who formally registers for a full-time or part-time undergraduate or postgraduate course of study is considered to be a student of the Institute. All registered students have accepted and are bound to abide by the rights and responsibilities and by such other regulations as are made from time to time.

## III. GOVERNING BODY AND ACADEMIC COUNCIL

The policies and business of the Institute are overseen by a statutory Governing Body appointed by the Minister for Education and Skills. The Governing Body members represent the Institute, the State, staff, students, the community and businesses. It meets regularly to ensure that the Institute is participating in standards development and strategic development.

The Academic Council is appointed by the Governing Body to assist in the planning, co-ordination, and development of third level standards and activities. The Council meets several times a semester to discuss academic related developments or issues. Members of the Academic Council sit on committees associated with exams, exam infringements and disciplinary matters. Students are represented via the Students' Union on both the Academic Council and the Governing Body.

## IV. PROGRAMME REGULATIONS

Regulations relating specifically to your programme of study are provided separately through your academic department. The procedures and regulations published in this handbook refer to matters of a general nature that apply across the Institute as a whole.

# 1. ADMISSION AND REGISTRATION

## 1.1 - COMPLIANCE TO THE STUDENT RIGHTS AND RESPONSIBILITIES

These Rights and Responsibilities (including explanatory memoranda) apply to all registered students of the Institute of Technology, Tralee. By registering, you are deemed to have accepted that you are bound by the Institutes Rights and Responsibilities. Other documents, guidelines or regulations issued subsequent to this publication shall take precedence.

## 1.2 - THE FOLLOWING ARE REGISTERED STUDENTS OF THE INSTITUTE:

Students pursuing full-time or part-time approved courses offered or collaboratively delivered by the Institute, post-graduate research students, or students on Erasmus programmes who have fulfilled the requirements for valid registration (see RR.B.1.3 Valid Registration).

- I. An undergraduate student is a student who is attempting to gain a major academic higher certificate or bachelor qualification.
- II. A post-graduate student is a person who already has an undergraduate degree and who is attempting to gain a higher academic degree, such as higher diploma, masters or doctoral degree.
- III. An Erasmus Student is a student participating in a European Community Action Scheme for the Mobility of University Students, spending between three and twelve months studying at the Institute of Technology, Tralee as part of their course.

A student shall remain a registered student of the Institute from the date of registration to 31 May of the following year (or until the official date of completion of work placement). If a student withdraws or defers before this date, they are not considered as registered students.

### 1.2.1 - REPEAT STUDENT REGISTRATION

#### (A) REPEAT EXAMS ONLY

Students registered to 'repeat examination only' have been granted permission to repeat any outstanding examination(s) (as per examination transcript) without attending classes, and are liable for Repeat Examination fees only (see RR.B.1.6.3) Students 'repeating exams only' are not permitted to attend classes or undertake continuous assessment exams. Students, will, however, have access to the library and computer lab facilities and may also access Blackboard.

#### (B) REPEAT AND ATTEND STUDENT REGISTRATION

Repeat and Attend students are required to repeat specified modules, and must attend class, complete all assessments and re-sit the relevant examinations in order to successfully complete that stage of their programme. Students registering to repeat and attend are liable for fees (see RR.B.1.6.3 (b) Repeat and Attend Fees), and are charged on a pro-rata basis for the repeat modules. They enjoy the same access to Institute facilities as full time students. Students who have paid to repeat and attend are registered as full-time students.

#### (C) DEFERRED EXAMINATION REGISTRATION

Students who have been granted a deferral in an examination (See RR.B.1.8.4 Deferring an examination(s) – single module/exam/assessment) must register to take the examination as instructed by the Examinations Office.

### 1.3 - VALID REGISTRATION

Valid registration consists of the following steps for all students:

- a. register on the relevant programme/module
- b. submit all required documentation (See RR.B.1.4 Required Registration Documents)
- c. pay all fees by the date and time indicated by the Institute.

Permission for late registration is granted only in exceptional circumstances. If the registration requirements are not completed by the date and time specified, IT Tralee is entitled to assume that the applicant has withdrawn their application for that programme/module and thereby forfeits all rights to a place on that programme/ module. The right to the place on the programme/ module, having lapsed, cannot be reinstated except in exceptional circumstances.

### 1.4 - REQUIRED ADMISSIONS REGISTRATION DOCUMENTS

A number of programmes have specific activities that require evidence of the student's ability to participate in their programme. Applicants to the Institute are advised of such requirements prior to registration. Applicants will receive the relevant forms (either in paper format or online) to be completed prior to registration. Applicants failing to provide or submit the necessary forms with the Institute will be unable to register and commence their programme.

#### 1.4.1 - PHYSICAL ABILITY TO PARTICIPATE IN A SPECIFIED PROGRAMME.

Applicants for specific programmes which involve moderately strenuous activities are required to have a valid certification of physical fitness ability received from a registered medical doctor. The relevant form for completion by your doctor will be supplied by the Admissions Office prior to registration.

#### 1.4.2 - PROCEDURE AND RESPONSIBILITIES RELATING TO THE VETTING OF STUDENTS FOR PLACEMENT IN ENVIRONMENTS WITH CHILDREN OR VULNERABLE ADULTS

The National Vetting Bureau (Children and Vulnerable persons) Acts 2012-2016, makes it mandatory for students working with children or vulnerable adults to be vetted by the Garda Síochána National Vetting Bureau.

The Institute of Technology, Tralee (IT, Tralee) offers a number of educational and training programmes that require students to undertake placements, with external agencies, which will bring them into contact with children and vulnerable adults and in which they will assume positions of trust. To ensure the protection of the public, and justify public trust and confidence, IT, Tralee is committed to ensuring that only suitable candidates are allowed to undertake these programmes.

IT, Tralee shall not permit any person to undertake relevant work placement or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. The Institute completes the Garda Vetting process via the National Vetting Bureau, to assess the suitability of such applicants

The Institute of Technology Tralee require students on a number of designated programmes to be vetted by the National Vetting Bureau of An Garda Síochána.

Details of the relevant programmes and more information on the procedure are available online <http://www.ittralee.ie/en/InformationAbout/GardaVetting/>

To ensure the protection of the public and justify public trust and confidence, the Institute reserves the right to refuse admission or de-register students who have not satisfactorily completed or are unable to satisfactorily complete the Institute's vetting process.

### 1.4.3 - GARDA VETTING APPLICATION FORM

New students and students transferring from other HEIs will be requested to complete the National Vetting Bureau application if they are registered on programmes where there is mandatory Garda Vetting. Students are invited to complete on-line vetting and must include any civil or criminal convictions and cases pending. Omissions or any false statements of misrepresentation will be deemed a serious matter by the Institute and may lead to deregistration. If there are discrepancies between the Garda Vetting report and the applicant's self-declaration, the authorised signatory will contact the applicant to review the disclosures.

#### Statutory Declaration Form

As part of the Registration process, each student is required to complete a Statutory Declaration form. The Statutory Declaration Form states that the student will inform the Institute of any information relevant to their application or their continued term of study at the Institute. Any offence and/or convictions arising after the student has been registered in the programme of study must be disclosed to the Institute immediately.

The Institute Vetting Committee has the right to revisit the status of any student in light of any additional information received by the Institute, after the individual has completed registration.

The Institute Vetting Committee also reserves the right to request a student cohort or individual student to re-apply to the National Vetting Bureau process for Disclosure, at any time, during their course of studies at the Institute. If the Institute's Vetting Committee deems the student unsuitable for working with children or vulnerable adults, the student will be de-registered from their course of studies.

### 1.4.4 - INSTITUTE VETTING COMMITTEE (IVC) MEMBERSHIP

The Institute Vetting Committee will meet a number of times during the academic year to review disclosures where issues have arisen either via a self- declaration or via a National Vetting Bureau report

The Institute Vetting Committee Membership is as follows:

- Head of School of Science or nominee (Chairperson);
- Heads of Department in which the student is registered;
- A lecturer from each Department which delivers the programme in which the student is registered;
- Liaison Person for Garda Vetting (Admissions Officer)
- President of Students' Union or nominee;
- A representative from an external authority/body may also be a member of the committee. This person will be nominated by the Chair of the Institute Vetting Committee and may be involved in the Risk Assessment if such is required.

The quorum for the Institute Vetting Committee is four.

### FUNCTIONS

The role of the Institute Vetting Committee shall be to review all disclosures which have been provided by the National Vetting Bureau after the student has completed the vetting process. The Institute Vetting Committee will rank the convictions as being of either a minor or major status.

Convictions of a minor nature do not warrant serious sanction/ de-registration from the programme. All minor offences will be dealt with at Departmental level. The student is invited to meet with the relevant Head of Department, Placement Coordinator and the Liaison Person for Garda Vetting, to discuss details of the convictions and the actions to be taken going forward. They will also be advised of the supports that are available in the College.

The Institute Vetting Committee may deem convictions to be of a major/serious nature. In relation to convictions of a major/serious status, the nature of which could potentially indicate a serious risk to children and vulnerable adults or other members of the public, the student will be required to meet with the Liaison Officer, Class Tutor, and Head of Department and advised that owing to the nature of their conviction(s) that a number of different options are possible, up to and including de-registering the student, on the recommendation of the Institute Vetting Committee.

Following the meeting the student will be advised in writing of the Institute's decision. The student may, within two weeks of the date of the letter, make an appeal to the Registrar to have their case reviewed by an Appeal Committee on Garda Vetting, comprising of the Registrar, two Heads of School/Centre, and a Student Counsellor appointed by the Academic Council. The GCVU Information Evaluation Team will complete a confidential report, documenting the outcome of the meeting.

The Institute procedure for vetting students for placement in environments with children and vulnerable adults is available at <http://www.ittralee.ie/en/InformationAbout/GardaVetting/>

#### 1.4.5 - CHILD PROTECTION POLICY

Applicants for programmes which involve a work placement in environments with children are required to comply with the Institute's Child Protection Policy (see e-learning Blackboard)

As a requirement to participate in and be graded in work placement, students must sign the Child Protection Declaration Form from the Institute's Child Protection Policy.

### 1.5 - REGISTRATION OF RESIDENCE OR HOME & TERM ADDRESS

All students must register their home and term address with the Academic Affairs Office. Any change in either the home or the term address must be notified to the office within ten days of such a change taking place. All correspondence is directed to the home address held on our Student Database.

### 1.6 - FEES

Fees for courses are set each year by the Higher Education Authority (HEA).

The Registration process is incomplete until all relevant fees are paid in full. All tuition fees and Student Contribution Charges outlined by the Institute must be paid prior to registration or at a time specified by the Institute. At the time of registration, students who have not paid all their fees will have a 'provisional registration' status allocated to them.

#### 1.6.1 - STAGED PAYMENT OF FEES

The Institute operates a Staged Payment of Fees option for students who are unable to pay the full amount of the fees due in advance. The following is the process:

- Students must apply by completing the 'Staged Payment of Fees' application form available to download from [www.ittralee.ie/registration](http://www.ittralee.ie/registration).
- The completed and signed form must be submitted to the Finance Office before the deadline given. This document will become the Staged Payment of Fees Agreement between the student and the Institute.
- The Institute sets out fixed dates for the staged payments. Students must arrange payment on or before the date(s) specified. Students cannot set up their own Staged Payment of Fees option.
- Withdrawal of services (see Section RR.B.1.6.6) will be implemented where a scheduled payment is not met.
- Stage payment options are only available to repeat students who are repeating 15 or more credits per semester.

### 1.6.2 - FEES FOR ADDITIONAL MODULES

If a student is registered on a full programme consisting of 60 credits, and requests permission to take additional module(s), the student may be liable for the tuition fee element for the additional module(s). The Student Contribution fee is included in the original amount paid.

### 1.6.3 - REPEAT STUDENTS FEES

#### A) REPEAT EXAMS ONLY FEE AND REGISTRATION

Students must complete their 'Repeat Exams Registration' Form and submit with payment, before the exam entry deadline as advised by the Examinations Officer. Students repeating exams only are not permitted to attend classes or undertake Continuous Assessment exams.

#### B) REPEAT AND ATTEND STUDENT FEES

Students may complete on-line registration for Repeat and attend examinations and submit with payment of their student contribution fee and tuition fee in advance of attending classes. Students are not permitted to attend class until their fees payment is complete. If a student is required to repeat and attend modules from both semesters, they may register for either one or both semesters on the agreed date, and the payment should reflect the registration status. Students will not be allowed to progress to the second semester if payment remains incomplete for the first semester.

### 1.6.4 - FEES FOR ACCS (ACCUMULATION OF CREDITS AND CERTIFICATION OF SUBJECTS) APPLICANTS

Applications for ACCs are made to the Admissions Office. Applicants who wish to undertake their course of study via the ACCs process must pay their student contribution fee and tuition fee in advance. These applicants are not permitted to receive their student t-card, attend class or sit exams if their fee payment is incomplete. Fees are charged on a pro-rata basis.

### 1.6.5 - FEES FOR POSTGRADUATE STUDENTS

A student who is offered a place on a postgraduate programme is required to register online and pay an initial deposit of their postgraduate fee to secure the offer. The balance of the postgraduate fees must be paid in full at registration or within 30 days of commencement. The Grants Office section of the Institute's Finance Department is responsible for securing payment of the fees and charges promptly and in full, and for initiating recovery action if this fails. The Institute reserves the right to cancel a programme where the programme has received either insufficient numbers or insufficient fees/funds to run the programme. A refund of the deposit will be made on a pro-rata basis where the programme is not viable. For a refund of fees following commencement of the programme the rules for withdrawal of whole-time students apply (see RR.B. 1.6.7 and RR.B. 1.6.8)

### 1.6.6 - OUTSTANDING/UNPAID FEES (TUITION FEE AND/OR STUDENT CONTRIBUTION CHARGE)

Students with fees outstanding will be unable to:

- Access facilities such as: student computer networks, email, blackboard, printing, photocopying, and library. Access to other specialised facilities and services may also be denied;
- View their examination results online or receive end of academic year transcript of results,
- Register for the next academic year,
- Register for repeat examinations
- Graduate or receive their academic parchment if they are in the final year of the programme until all outstanding fees are paid in full.



Students with unpaid fees should contact the Grants/Finance Office.  
(Ext 5656 or 066 714 5656, grants@ittralee.ie)

If a student should choose to withdraw or defer from a programme in an academic year, without completing payment of fees due, the student will not be allowed to register on a subsequent year, without completing payment for the outstanding amount previously owed.

If a student is withdrawn for poor academic performance, unsatisfactory attendance or non-attendance, the student will remain liable for any outstanding or unpaid fees until the fee is paid in full.

A student who is granted a deferral for all or part of an academic year (see 1.8.3 Seeking a Deferral for all of part of an academic year), will remain liable for any outstanding or unpaid fees until they are paid in full.

### 1.6.7 - FEES RESPONSIBILITIES STUDENT WITHDRAWAL

Certain unplanned events may contribute to a student seeking a withdrawal from their programme of study. In such circumstances students are asked to initially meet with the Class Tutor/Head of Department who will explain options which the student may take.

Students must then meet with the Registrar's representative (Admissions Officer) where the functional and financial implications of their intention are discussed, and the appropriate paperwork completed.

It is the responsibility of the student to complete the appropriate process when seeking a withdrawal from their programme of study.

A student may apply to withdraw from their course by notifying the Admissions Officer in writing (see Section 1.9), after completing the formal exit award with the Class Tutor or Head of Department. Students remain liable for fees up to the date that they officially withdraw from the Institute. Students must complete and sign an official Withdrawal/Exit Form. Students must also return their Student t-Card. For fee purposes, the date of withdrawal will be considered as that date that the application form is completed and ready for processing by the Admissions Officer.

### 1.6.8 - FEES LIABILITIES

#### A. RR.B.1.9 OR RR.B.1.8) STUDENT WITHDRAWAL OR STUDENT DEFERRAL Please Read Carefully

Students will be refunded Student Contribution Charge (SCC) and Tuition fees as follows:  
(WHERE APPLICABLE)

- Withdraw before the 30th September: Refund All fees/All SCC\*
- Withdraw before the 31st October: Refund 90% fees/90% SCC\*
- Withdraw before the 31st of January: Refund 50% fees/50% SCC\*
- Withdraw after the 1st of February: No Refund Fees or SCC

Note: If a withdrawn or deferred student returns to IT Tralee or any third level college subsequently, he/she may be liable for both Tuition Fees and Student Contribution Charge.

Note: If there are extenuating circumstances, requests for refunds of fees will be reviewed by the Office of the Vice President Academic Affairs and Registrar on an individual basis.

Note: If you are in receipt of a SUSI grant, there may be a reduced payment if/when you return to third level, as they will have already paid a portion of your student contribution fee and maintenance fee.

## 1.7 - STUDENT T-CARD

As part of the registration process, students are issued with a T-Card/Smart Card which has a multifunctional role. The card is also the official student identification card, and should be kept in the student's possession at all times. It will be needed for use of library facilities and Computer Services Helpdesk facilities, printing and photocopying. When availing of any of the Academic Affairs or Student Services - e.g. getting forms signed and stamped, using health service etc., the T-Card will have to be presented.

This T-Card must be stored carefully at all times, as a fee is charged for its replacement. It must be produced on demand by the student, if requested by an Officer of the Institute, or other person authorised by the President or the Secretary/Financial Controller. Admission to Institute premises and/or facilities (e.g. library, laboratories) may be refused to a student or guest student who does not have their Student T-Card in their possession.

### 1.7.1 - REPLACEMENT OF T-CARD

A fee will be charged for the issue of a replacement T-Card. (See RR.B.5 Fees & fines for amount applicable). The replacement t-card overrides any previous t-card details such as swipe-in (class attendance), printing/photocopying top-up credit (if applicable.)

### 1.7.2 - REFUND OF T-CARD 'TOP-UP'

A fee will be charged for refund of T-Card 'top-up' funds. (See RR.B.5 Fees & Fines for amount applicable).

**1.7.3** - Students must carry their T-Card at all times, while using any of the Institute's facilities or services.

**1.7.4** - Students must use the T-Card to record attendance at Scheduled Classes.

## 1.8 - DEFERRALS

Deferral refers to a student temporarily leaving or postponing their programme of study or any element of it. Certain unplanned events may contribute to a student seeking a deferral from their programme of study. In such circumstances students are asked to initially meet with the Class Tutor/Head of Department who will explain options which the student may take. Students must then meet with the Registrar's representative (Admissions Officer) where the functional and financial implications of their intentions are discussed and appropriate paperwork completed.

It is the responsibility of the student to complete the appropriate process when seeking a deferral from their programme of study.

Nursing Students requesting a deferral should refer to the Nursing Course documents for complete guidelines as there is a maximum time in which all Nursing Programmes must be completed.

Deferral of a programme 1st Semester (September to December) will not be granted after 31st October.

Deferral of a programme 2nd Semester (January to May) will not be granted after 31st March.

### 1.8.1 - DEFERRAL OF INSTITUTE ENTRY – 1ST YEAR COURSE VIA CAO ENTRY

Applicants offered a place on a course in August / September of any year may apply for deferral of entry to their course from September of that year to September of the following year. The applicant must not accept the offer through the CAO. The applicant must apply to the Academic Affairs Office, IT Tralee, requesting a deferral of entry by the date and time specified in the Letter of Offer (i.e. the CAO date of acceptance).

Deferral should be sought only in exceptional circumstances e.g. for acute family, financial, personal or medical problems or for an opportunity to undertake significant work experience in Ireland or abroad in an area clearly related to the course. Requests for deferral should be accompanied by all relevant documentation. Deferral is valid for one year only.

An applicant to whom a deferral is granted must re-apply for the course through the CAO by 1st February of the following year placing the course for which deferral has been granted as the first and only choice on the CAO Application Form, otherwise the deferral lapses. Offers to CAO deferred applicants will be made in early July by CAO, and will be contacted by the ITT in mid-July with registration instructions. Please see CAO guidelines at [www.CAO.ie](http://www.CAO.ie)

### 1.8.2 - DEFERRAL OF INSTITUTE ENTRY (CONTINUING AND DIRECT APPLICATION STUDENTS)

Applicants offered a place on a course in August/ September of any year may apply for deferral of entry to their course from September of that year to September of the following year. The applicant must apply to the Academic Affairs Office, IT Tralee, requesting a deferral of entry by the date and time specified in the Letter of Offer.

Deferral should be sought only in exceptional circumstances, e.g. for acute family, financial, personal or medical problems or for an opportunity to undertake significant work experience in Ireland or abroad in an area clearly related to the course. Requests for deferral should be accompanied by all relevant documentation. All Deferred applicants will be written to, in July by the Admissions Office to complete registration for the next relevant semester/year. The Deferral is relevant for one year only.

### 1.8.3 - SEEKING A DEFERRAL FOR ALL OR PART OF AN ACADEMIC YEAR

Registered students can apply for a deferral in their programme of study due to mitigating circumstances where they are unable to continue their studies on one or more of the following grounds:

- Medical: applicant must provide valid medical certificate received from a registered doctor/consultant or professional.
- Financial - Severe Financial Hardship: Students may request information from the many services available to them in relation to financial assistance and financial advice while a student. It is only when all avenues of financial support have been considered that a student should apply to defer based on financial hardship.
- Personal: Bereavement of close family members such as parents or siblings or guardians or other traumatic event that has caused serious emotional, physical or mental difficulties to the individual and to their studies.

#### Before requesting a deferral, a student should:

- Discuss the circumstances and options available with the programme co-coordinator or Head of Department
- Familiarise themselves with the Student Support Services network and make contact if the services can be of help in the situation;
- Review Fee implications (See RR.B.1.6.8 (b));
- Meet with the Admissions Officer where the functional and financial implications of the request for deferral are discussed and appropriate paperwork completed.

### **Application for Deferral for all OR part of an academic year:**

Completed application forms together with evidence or supporting documentation of the circumstance(s) for which a deferral in being sought must be submitted to the Admissions Officer.

- Deferral of a programme in the first Semester (September to December) will not be granted after 31 October in year of application.
- Deferral of a programme in the second Semester (January to May) will not be granted after 1st February in year of application.

Please see RR.B.1.6.8 Fees Liabilities for details of fee liabilities for student deferral.

It is the responsibility of the student to follow the appropriate process when seeking deferral from their programme of study.

A student who is granted a Deferral in their course will forfeit any unratified results achieved in that Academic Year.

Where a student is granted a deferral for the first semester of an add-on programme, they must re-apply for the programme by 1st April (for Semester 1) or by 1st December (for Semester 2) of the following year placing the course for which deferral has been granted as the first and only choice on the Application Form, otherwise the deferral lapses.

On ab-initio or continuing programmes, a student to whom deferral was granted will be offered a place on the programme in the following academic year. The applicant must register within the specified time, otherwise the deferral lapses.

### **Nursing Programme Deferral**

Nursing Students requesting a deferral should contact their Head of Department as there is a maximum time in which all Nursing Programmes must be completed. Students are advised before applying for a deferral that places on nursing programmes are limited and there will most likely be financial implications and fees to be paid on return if the place on the programme is available.

### **1.8.4 - DEFERRING AN EXAMINATION(S) – SINGLE MODULE/EXAM/ASSESSMENT**

Please refer to RR.B.2.4.7 Extenuating Circumstances. If the request for deferral is granted, the student will be able to take the examination as a first attempt at the next available sitting. (Please see R.R 2.4.7)

## **1.9 - WITHDRAWAL OF WHOLE-TIME THIRD LEVEL STUDENTS**

Withdrawal refers to leaving the programme of studies and forfeiting all rights to

1. A place on the programme,
2. A refund of fees (see RR.B.1.6.7 Fees Responsibilities Student Withdrawal),
3. Participating in examinations,
4. Participating in repeat examinations,
5. Return to resume the programme (conditions may apply. Please contact Admissions Officer)

- 1.9.1** - A student may apply to withdraw from a course after meeting with the Class Tutor or Head of Department (RR1.6.7) by requesting a Withdrawal Form from the Admissions Office, completing and submitting to this office for processing. If withdrawal is granted, the student is recorded as withdrawn. Once a withdrawal has been granted:
- A. The student forfeits their place on the course of study and must return the Student T-Card to the Admissions Officer Office. (See RR.B.1.6.7 and RR.B.1.6.8 for Fees Responsibilities and Fees Liabilities - Student Withdrawal.)
  - B. Where a withdrawn student has not completed all of the assessment elements of a module(s), the existing result(s) will be removed from the withdrawn students' academic record and will not be considered by the Examinations Board. As a result, no examination result(s) will be issued for that module(s).
  - C. Students who have been granted a withdrawal from the course in their 1st year of study, and who subsequently wishes to recommence this course or any other HEI (Higher Education Institute) course must re-apply in the normal manner, i.e. through the CAO before the 1st of February in the year that they wish to re-enter.
  - D. A student in the second or subsequent years of their course of study, who has been granted a withdrawal, must re-apply for permission to resume their course of study to the relevant Head of Department. Each application will be considered on its merits. Students may be required to attend for interview. Eligible applicants will receive an invite from the Admissions Office to re-register on the programme.
- 1.9.2** - If a student leaves a course without permission, or if permission, when sought, is not granted, the student concerned may forfeit the right of consideration for re-entry to that course or to any other Institute. The student may be liable for fees.
- 1.9.3** - A student who is absent from
- A. Some or all classes for five days or more in total, without an acceptable explanation in writing, in the period of five weeks immediately following the first day of the course, shall be deemed not to have validly commenced his/ her course, and shall be deemed to have withdrawn from their course.
  - B. Some or all of their classes, without an acceptable explanation in writing, for ten days or more in total, the provisions as set down in RR.B.2.2.2 shall apply.
- 1.9.4** - Where the Institute deems a student to have withdrawn from the Institute, the student shall be notified by the Admissions Officer at their home address and will have ten days from the date of issue of the notification to submit an appeal, in writing, with the Admissions Officer.
- 1.9.5** - A student who is deemed to have withdrawn from their course will forfeit:
- All claims of a place on their programme
  - Use of Institute facilities
  - Return of partial fees (if applicable)
  - Any scholarship/bursary
  - Equipment or financial grant arising from being a registered student of the Institute
  - All unratified result(s).

## 2. ACADEMIC CONDUCT

All students are expected to approach their academic work with honesty and integrity. Students must comply with their academic programme requirements including satisfactory attendance, participation and they must undertake their academic work, study and research responsibly in a manner that is expected of a student in higher education.

### 2.1 - ACADEMIC INTEGRITY

Academic integrity is an essential component of third level education. All students must follow principles of intellectual honesty and standards to earn their qualification.

Whether an undergraduate or post-graduate student, all examinable elements (e.g. continuous assessment (CA), project work, reports, dissertation, thesis, etc.) must be the student's own work. It is accepted that in the production of assignments, students will use textbooks, journals, material accessed from the Internet, or other sources. Students must reference and acknowledge correctly by following standard referencing practice. Students must indicate when any material used is being quoted directly and citing the source. Students must acknowledge also the influence or inspiration of other sources even when they are not being quoted directly. The assignment bibliography should incorporate reference to all other people's works and ideas using the standard referencing practice. Failure to comply with this standard may constitute an act of plagiarism.

Prior to submission of any work that contributes to the students grades, the onus is on the student to ensure they have complied with QA procedure A5.25a Guide to Citations Referencing and Avoiding Plagiarism, which is available through the library website and at <http://www.ittralee.ie/en/InformationAbout/QualityAssurance/>

#### 2.1.1 - PLAGIARISM

Plagiarism, as that term is understood and applied by the Institute, is the presentation of the work of another (or of others) as one's own work, without acknowledgement, in order to gain academic credit. Plagiarism also includes the recycled presentation of one's own work previously submitted for academic credit and/or award. It applies to text, graphics, tables, formulae, code or any representation of ideas in print, electronic or any other media.

Plagiarism can of course result from a deliberate decision to cheat, but it can also occur through carelessness, without any fraudulent intent. It is crucially important for students to familiarise themselves with correct referencing practices and the nature and boundaries of plagiarism. "I did not intend to plagiarise" is not an acceptable excuse. Plagiarism is regarded as a disciplinary matter.

#### 2.1.2 - FABRICATION

Fabrication is defined as the falsification of data or information in any formal academic exercise. This includes making up data to back up arguments or inventing quotations. Data falsification is where false claims are made about research performed, including selective submitting of results to exclude inconvenient data and/or generating bogus data. Fabrication is a serious academic offence.

#### 2.1.3 - COLLUSION

Collusion is the presentation by a student of an assignment as their own, which is in fact the result in whole, or in part of unauthorised collaboration with another person or persons. All students involved in alleged collusion will be subject to investigation. This includes students willingly supplying unauthorised material (colluders) in the act of academic misconduct.

### 2.1.4 - AVOIDING PLAGIARISM

It is important to understand that plagiarism can take on several different forms. It may involve the whole or part of your work (essay, project etc.). Part plagiarism may vary from copying passages from other sources without citation to situations where you do cite your sources, don't copy the wording directly but rely too heavily on the way the original sources are written when writing your own work. Plagiarism may also involve the use of false or misleading citations. While citations and references, which are poorly or improperly written, may not necessarily imply plagiarism, if the reader is unable to locate the sources as a result, then the possibility of plagiarism occurs. It is the duty of the student to avoid such suspicions by observing agreed citation and referencing conventions.

The different forms in which plagiarism occurs are described below. It is essential to avoid such practices when presenting your academic work for assessment or publication.

- **Verbatim Copying without Citations**

At the most dishonest end of the spectrum this involves presenting a complete work (essay, project, software code etc.) written by another party as your own work. Otherwise, it may involve partial copying, the inclusion of passages or elements copied directly from other sources without any indication that this has been done. This partial copying may vary in its level of dishonesty from one sentence being copied from another source to large parts of the work being copied from one or more sources.

- **Verbatim Copying with Citations**

Even if the appropriate citations are included to show the sources of the ideas or information presented, verbatim copying is dishonest unless it is made clear which sentences or passages have been quoted and from where. While excessive use of quotations properly indicated is not dishonest, it is likely to be poor academic practice in that it amounts to having others write your work to a large extent.

- **Excessive Reliance on Wording and Structure of Sources with Citations**

Even if all sources are appropriately cited, it is dishonest to rely too heavily on the way sources are written when writing your own work. Taking sentences and passages from cited sources and then slightly altering the wording is not academically honest in that it is assumed that in your work the ideas you have taken from elsewhere have been filtered through your understanding and then expressed in your words. Such heavy reliance on the way sources are written still amounts to stealing the writing style of others and stealing the way they expressed their ideas. To avoid being guilty of this kind of plagiarism, one should not begin by copying and pasting sentences and passages from other sources into one's own work but by summarising in your own words the ideas you want to derive from those sources. A low match score on turn it in does not necessarily indicate that the work is free of this kind of plagiarism.

- **Excessive Reliance on Wording and Structure of Sources without Citations**

This involves greater dishonesty than doing so with citations, as above. Not only are you presenting the way the work is written as your own when it is largely the writing of others but you are also presenting the ideas or information taken from other sources as your own without giving any credit to the original authors.

- **False or Misleading Citations**

It is obviously dishonest to include citations which are not real (i.e. they are made up) and it is also dishonest to cite sources which are not the actual source from which the ideas or information was drawn. A variation on this involves including citations which are only very loosely connected with what you have written. This may be done to lend a false sense of academic authority to your writing. Normally sources cited should have focused specifically on the topic being discussed and not simply made some passing comment or allusion to the matter in the context of a work which has a different focus. It is also crucial that citations and references are properly written so that the reader can access the original sources.

In particular, it is not acceptable to cite a book or lengthy report without including the page number or numbers if the relevant idea or information is only in a specific passage or section of the book. If the contents of the book or report as a whole is being drawn on or referred to, then page numbers will not be necessary. The same applies to the citation of websites; the specific page or pages within the website from which the idea or information was drawn must be shown unless the whole site is relevant.

#### • Recycling Own Work

Self-plagiarism is also dishonest. You should treat your own previous work like the work of another and cite it in a similar way. It is academically dishonest to repeatedly present the same research, ideas or arguments in different works without alerting the reader to the fact that you are drawing on your own previous work. Students must treat academic work they have presented for assessment purposes as if it were published work. If a prior presentation (e.g. an essay or project) is drawn on in the course of writing a subsequent work, another essay or project etc., then the prior work must be properly cited in the same way as if it were the work of another.

#### • Referencing

*"Giving credit to the original author by citing sources is the only way to use other people's work without plagiarising"* (iParadigms, 2014). It is therefore extremely important to always provide references for your work, whether this is a thesis, essay, or report, etc. Referencing helps to show that you have researched your topic in detail and are aware of key sources (Davis and Plaice, 2011, pp.148-149).

According to Cottrell (2008, p.130) there are 5 main reasons for providing references:

1. It is a courtesy to acknowledge the person whose ideas you have used or referred to.
2. It makes it clear that you are not trying to claim someone else's work is your own (which is plagiarism).
3. Referencing your source helps your readers find the original texts if they need to check them.
4. If you need to check something later it will be easy to find it again.
5. People will have more confidence in the points that you make if they know where your information comes from, while thoroughness in referencing suggests that you have checked your facts.

#### How to Cite and Reference in Your Work

**Citing:** where you refer to the source you are using within the text of your essay.

**Reference List:** this is the detailed list of sources that you have specifically referred to or cited in the text. It is included at the end of your document. The Reference List is organised in alphabetical order by author surname.

You could also sometimes be asked to produce a Bibliography which is a list of everything you have read while researching for your assignment.

Please refer to both the Library's 'Brief Guide to Citations and Referencing' and the Library website for further detail and examples and QA procedure A5.25a Guide to Citations Referencing and Avoiding Plagiarism, at <http://www.ittralee.ie/en/InformationAbout/QualityAssurance/>



### 2.1.5 - DEALING WITH ACADEMIC DISHONESTY OR OTHER ACADEMIC OFFENSE(S) OR MISCONDUCT.

All suspected cases of plagiarism will be dealt with through the Institute's Anti- Plagiarism Policy and Procedures.

EARC will investigate documented instances of alleged plagiarism, fabrication, collusion and other breaches of academic integrity notified to the Office of the Vice President Academic Affairs and Registrar. After a full investigation by the EARC, the student may be disqualified, expelled or other sanction imposed as deemed appropriate by the Committee.

Until the allegation of academic misconduct (plagiarism, fabrication, collusion or other breaches of academic integrity) against the student/graduate has been proven, all parties associated with the issue and subsequent investigation are required to observe confidentiality. A breach of confidentiality in relation to these matters will be regarded as a serious matter.

## 2.2 - ATTENDANCE AND CLASS PARTICIPATION

Students are required to pursue a course of study by attendance at and participation in classes, lectures, tutorials, practicals, workshop classes, drawing classes and project work or any academic work assigned to you as part of the programme, as timetabled by the Institute. Students will be required to access textbooks and other materials as stipulated by the lecturers from time to time. A registered student who is repeating and attending one or more modules is also governed by these regulations

### 2.2.1 - RECORDING OF ATTENDANCE

Student attendance is monitored using electronic recording of attendance. Students are required to record their attendance at every scheduled or timetabled class/ lectures/tutorials/practical's, etc. by 'swiping-in' using their T-Card (Student Card). Card Readers are situated at the entrance of each room.

In the event that the electronic swipe-in system or card-reader is unavailable for whatever reason, an alternative attendance recording method will be implemented. Failure to comply with the recording of attendance may lead to withdrawal and other sanctions. (See RR.B.1.9 WITHDRAWAL OF WHOLE-TIME THIRD LEVEL STUDENTS).

### 2.2.2 - UNSATISFACTORY ATTENDANCE OR PERFORMANCE

Where the Institute decides that a student's attendance or standard of performance is unsatisfactory, the student shall be informed in writing and the student shall be given an opportunity to explain their unsatisfactory attendance or performance. The Institute may apply one or more of the following:

- permit the student to rectify their unsatisfactory attendance or performance
- refuse permission for the student to enter or sit examinations
- withhold the results of some or all examinations taken, including continuous assessment results, from the purview of the appropriate Examination Board
- require the student to repeat one or more modules in the following Academic
- Year deem the student to have withdrawn from the Institute. (See Sections RR.B.1.9.4 and RR.B.1.9.5)

## 2.3 - CONTINUOUS ASSESSMENT

In many modules, a proportion of the final grade achieved is allocated based on the grades awarded for Continuous Assessment (CA). CA's are more likely to be formative and learner-involved as students learn by working throughout the module. CA's can take the form of any daily work (e.g. essays, quizzes, presentation and participation in class), projects/term papers, thesis, dissertation or practical work (e.g. laboratory work, fieldwork, clinical procedures, drawing practice) or any other form of examinable work. Students can monitor their learning experience, performance and progress in the module(s) during the academic year by reflecting on their CA grades.

The examination processes normally consist of both continuous assessment and formal end-of-semester, term/year examinations. However, some modules may be assessed by continuous assessment only. This is governed by the Approved Course Schedule for the course. Students should acquaint themselves with the requirements for assessment by consulting the module descriptors and assessment strategies described therein. The library of module descriptors is available on the web ([www.ittralee.ie](http://www.ittralee.ie), select your programme and select 'View Course Modules') Marks/grades awarded for continuous assessments are provisional.

**2.3.1(a)** - Continuous Assessment (CA) work can comprise of in-class examinations, essays, homework projects or reports. It is structured to assist and direct students in their study programmes. It should be used by students to help them identify their academic strengths and weaknesses and the areas where they must take remedial action.

**2.3.1 (b)** - Each student shall present the work on the date and in the specified or required format. Work for continuous assessment records will not be accepted from a student for grading after the due date except in exceptional circumstances. In some programmes, especially for practical work, a minimum attendance regulation may also apply.

**2.3.2 (a)** - Students are given their grades for continuous assessment work during the academic year. Where a student has not performed a satisfactory proportion of continuous assessment work, or whose continuous assessment marks are such that a pass in the examination module as a whole is unlikely, the student should take appropriate action, where feasible, before the final examination. For example, a student could seek advice on study skills, time management or talk to their lecturer about their individual performance.

**2.3.2 (b)** - A viva voce is an oral examination where an examiner will ask questions of the student being examined (e.g., project presentation, CA alternative repeat strategy.) The student will answer the question in such a way as to demonstrate their knowledge of the module. In exceptional circumstances, an Intern or extern examiner may decide to hold a viva voce examination on any piece of continuous assessment or other examination and the mark for the viva voce will be the mark for that continuous assessment element.

**2.3.3 (c)** - Students must retain portfolios of continuous assessment work and any other assessment material returned to them by their lecturers for presentation to Intern and/ or Extern Examiners, if and when required.

**CONTINUOUS ASSESSMENT RESULTS ISSUED TO THE STUDENT ARE PROVISIONAL UNTIL THEY HAVE BEEN RATIFIED BY THE ACADEMIC COUNCIL**

## 2.4 - EXAMINATION REGULATIONS

Examinations provide the opportunity for candidates to demonstrate what they have learned in their programme. Examination regulations are fundamental in ensuring that all candidates can complete their examinations in an ordered and composed environment. Students must comply with the Regulations. The Institute's Examination Regulations are available on Blackboard and are posted outside Examination Centers. Any alleged violation(s) of the regulations are a serious matter and will be investigated accordingly.

### 2.4.1 - EXAMINATION ENTRY

**2.4.1(A)** - All students who are duly registered and who are in good financial standing with the Institute will be registered automatically for all first sittings of examinations.

#### **2.4.1(B) - REPEAT EXAMINATION ENTRY (SEE ALSO RR.B.1.5.3)**

Students cannot be entered for repeat examinations unless their repeat examination registration is complete and the fee is paid (if applicable) by the deadline specified by the Examinations Office. Students must register online for the Autumn Examination session.

#### **2.4.1(C) - EXAM MODULE DISCREPANCIES AND CORRECTION**

The Examinations Office will email each student details of module registration. On receipt of same, the onus is on the student to notify the Examinations Officer, by e-mail on or before the date specified, of any discrepancies. The student should retain a copy of such notification. Notification of discrepancies after the specified date will be subject to an administration charge (see RR.B.5, Fees and Fines).

### 2.4.2 - EXAMINATION TIMETABLES

Examination Timetables and other relevant information are available at <https://examtimes.ittralee.ie>. Timetables are subject to change particularly in relation to dates, times and venues. It is the responsibility of each examination candidate to check their timetable regularly in the event of changes after initial release.

### 2.4.3 - EXAMINATIONS VENUE RULES

Candidates are students presenting for examinations and have agreed to and accept the rules and responsibilities governing academic discipline and standards.

- A. Candidates must present themselves at the examination room at least thirty minutes before the start of their first examination and at least fifteen minutes before the start of subsequent examinations. Doors to the exam rooms will be closed 5 minutes prior to the commencement of each exam. Students who arrive at exam rooms after this time will not be allowed into the exam room until after the exam has commenced. No additional time will be granted to students at the end of the exam.
- B. In exceptional circumstances a candidate may be admitted to the examination after the examination papers have been distributed and the examination has commenced.
- C. Candidates may leave an Exam Centre once the Attendance Roll for all candidates in the Exam Centre has been signed and at least one hour has elapsed. Any candidate who is obliged to leave an exam centre temporarily must attract the attention of the invigilator. If the invigilator is satisfied that the grounds to leave are legitimate, he/she will arrange for the candidate to be accompanied. Any time absent from the examination centre will be specified on a candidate's examination script. In addition, any candidate who leaves the exam centre prior to the last 15 minutes of an exam will have his/ her time of departure noted on their script.
- D. It is the responsibility of the candidate to ensure they park their vehicle so as not to cause an obstruction or in a manner which may require a candidate to leave the examination session/examination hall. If a candidate is required by the Garda, or Officer of the Institute to leave the exam hall in order to move the vehicle, such

candidate will not be allowed to return to the exam hall.

- E. A candidate must sit in the place assigned to him/her for the duration of the examination, unless otherwise directed by the supervisor.
- F. Candidates must have their Student T-Card with them and present it for all Examinations. They must place the t-card at the top right-hand side of their assigned desk. Candidates will not be admitted to an exam centre without a valid t-card (or in special circumstances a valid drivers licence or passport.)
- G. A candidate must obey all instructions given by the Examination Co-ordinator and/ or Invigilator. The EARC (Section B 2.6) will be convened to investigate any instances of non-compliance and the Committee may make reasonable inferences in relation to the non-compliance with the instructions given by the Examination Co-Ordinator and/or Invigilator.
- H. Candidates will be supplied with answer books, graph paper and mathematical tables. However, they must supply their own pens, pencils, drawing instruments, erasing fluids, etc.
- I. Candidates are not permitted to bring unauthorised supplies or personal property into the examination hall. The Institute does not accept any responsibility for loss of student personal property left outside of the exam venue. Any personal property belonging to the student when left outside the examination venue will be confiscated by Institute staff or contracted official (e.g. Security Guard) if such property is causing a disturbance of any type (e.g. mobile phone or any device activating a sound such as an alarm, incoming call, incoming text, etc.).
- J. A candidate who has a query on an Exam Paper should complete the Examination Paper Query Form. The form will be provided to the candidate on request by an invigilator during the exam. Once the form is complete, it must be handed to the invigilator before leaving the exam centre. The completed form will be brought to the attention of the internal examiner.

#### 2.4.4 - CONDUCT DURING EXAMINATIONS

During an examination session, a candidate may not:

- A. Bring with him/her into the Examination Hall or Practical Area, nor have on him/her, nor within their reach, any book, paper, memoranda, or notes, other than those provided by the supervisor.
- B. Bring with him/her into the examination hall jackets, bags, pencil cases, glasses case, sweets or drinks other than bottled water/soft drink not exceeding 500ml. Responsibility for the safety of these items rests with the candidate.
- C. Bring with him/her into the Examination Hall or Practical Area, nor have on him/her, nor within his/ her reach a watch. To be in possession of any type of watch in an exam centre is a breach of exam regulations and a fine of €50 will apply.
- D. Bring with him/her into the Examination Hall or Practical Area, nor have on him/her, nor within his/ her reach, any electronic devices such as mobile phones, smart phone, iPhone, iPod or any other media player or device with storage capacity. Mobile phones left outside of the examination hall must be powered/turned off (including alarms etc.) Mobile phones that are confiscated in the examination hall or mobile phones confiscated due to causing a disturbance outside of the examination hall will be removed to the Examinations Office. Students/candidates may have to wait a week to collect these and will face a fine of a minimum of €50.00. The Examinations Officer has the authority to refer the matter for investigation to the EARC. An Institute Official has the right to review text messages and other content which appear to be relevant to the investigation based on section 2A (1) (d) of the

Data Protection Acts 1988 and 2003. (Students will be advised when they can collect their phones/other media device accordingly. Where the item remains uncollected for a period of more than 90 days from the date it was first confiscated it will either be destroyed or donated to a charity at the Institute's discretion.)

- E. Bring with him/her into the Examination Hall or Practical Area, nor have on him/her, nor within his/ her reach, any device, which has an inherent storage capacity or provides access to stored information. An Institute Official has the right to review content that appears to be relevant to the investigation based on section 2A (1) (d) of the Data Protection Acts 1988 and 2003.
- F. Any student for whom English is not their first language may use paper bi-lingual dictionary (word for word format only). Conditions apply - further information can be obtained from the Examinations Officer.
- G. Aid or attempt to aid another candidate/person.
- H. Impersonate another student or allow themselves to be impersonated by another individual for the examination.
- I. Obtain or attempt to obtain aid from another candidate/person.
- J. Communicate or attempt to communicate with another candidate/person.
- K. View or attempt to view another candidates answer book during the examination.
- L. Write on any mathematical table or other tables provided during the examination, calculators or calculator covers, mathematical or drawing instruments, or on any part of the person or furniture.
- M. Write anything not relevant to the subject matter of the examination in his/ her answer book.
- N. Remove any leaves from their answer book.
- O. Remove from the examination centre any books, papers, mathematical tables or other materials supplied by the examination invigilator/co-ordinator.
- P. Bring with him/her a USB key into a lab practical exam (if a USB key is required, then this will be issued by the exam invigilator/co-ordinator to the student prior to the commencement of the exam).
- Q. Store exam related material in any drive other than the drive specified by the invigilator/examiner.
- R. Behave so as to disturb other candidates/person.
- S. Borrow drawing, writing or other materials during the examination.
- T. Leave the examination hall/building and return during the examination period unless the examination Supervisor is satisfied that the need to leave the examination session is genuine (e.g. illness, urgent need to use the toilet). A candidate who leaves or is required to leave the examination hall/ examination building, and is unsupervised may not re-enter the exam hall. The only exception to this is in the event of an emergency evacuation of the examination hall for health and safety reasons

#### 2.4.5 - BREACH OF EXAMINATION REGULATIONS

Breach of examination regulations is a serious matter. Breaches of regulations which are

of an academic nature will be investigated by the Examinations and Assessments Review Committee (EARC). (See RR.B.2.6 for Membership and Role and Function). Breaches of regulations which are of a non-academic nature will be investigated by the Institute Disciplinary Committee (IDC). (See RR.B.3.3 for Membership and Role and Function.)

#### 2.4.6 - DISQUALIFIED CANDIDATE

Any candidate who violates the examination rules and regulations may be disqualified or any other sanction as deemed appropriate be imposed by the appropriate committee. The following apply to disqualified candidates:

- All examination results presented to the Board by a disqualified candidate are declared null and void.
- A disqualified candidate may not present before the Examinations and Assessments Review Committee again for a period of one year.
- A disqualified candidate at the award stage of a course is not eligible for an award higher than a Pass Classification.

#### 2.4.7 - EXTENUATING CIRCUMSTANCES

- A. Where serious difficulties arise which affect the attendance or performance of a candidate in an examination (e.g. illness, an accident), the candidate should submit details, on the 'Special Circumstances Form' to the Examinations Officer within 3 days of the examination for consideration. Communications received regarding absence from examination(s) will be reviewed by Examinations Board and deliberated on by the Examinations Board.
- B. A Candidate may not communicate with a lecturer relating to an examination once the formal semester examinations have commenced and until the results have been published. If a student wishes to inform the Institute of any extenuating circumstances which affected their performance during an examination they should communicate directly with the examinations office within 3 days of the examination in question as per (a) above. Inappropriate communication by students to Lecturers in relation to examinations may be referred to the Examinations and Assessments Review Committee (EARC).

#### 2.4.8 - VIVA VOCE EXAMINATION

An Intern or Extern Examiner may hold a viva voce examination (see RR.B. 2.3.2(b) for definition) on any paper in any written or practical Examination. The mark for this viva voce examination may be recorded by the Board of Examiners as the mark assigned for that paper.

#### 2.4.9 - NUMBER OF ATTEMPTS

A student who has not passed examination module(s) may be permitted or required to resit the examination up to a maximum number (normally 3) of attempts in that module.

- A. A candidate shall not have more than four consecutive examination sessions to pass an examination module based on the syllabus module material examined at the first Examination Session which the Institute deems the candidate eligible to sit. Subsequent attempts at passing the examination module shall be on the basis of the current syllabi. Where a module is no longer available, the Institute shall determine comparable modules which the candidate shall be required to take.
- B. Number of attempts (Clinical Placement - Nursing Students). Nursing students are required to undertake clinical placement at each stage of their programme. A nursing student may have a maximum of 2 attempts (first initial attempt, plus one repeat attempt) in total to pass each Developing Competence in Nursing Practice (DCNP) module. Failure at the 2nd attempt (repeat attempt) will result in deregistration from the programme.

**2.4.10** - Repeat Examinations for modules on Programmes delivered on a cyclical basis are only available at the Autumn Session in an Academic Year when the module is not being delivered.

## **2.5 - AWARDS AND RESULTS**

Boards of Examiners are convened following each examination session to consider the results of each student who has formally entered for the examination. Results are issued following a meeting of a Board of Examiners and remain provisional until approved/ ratified by the Academic Council. When necessary, the Examinations and Assessments Review Committee (EARC) will also be convened to consider requests for recheck/ review of examination results, and to investigate alleged examination infringements.

The Board of Examiners and the EARC will allow for full and frank discussion of all borderline cases before a final decision is made. A borderline case is defined to be any candidate presenting for an award whose overall percentage grade is within 1 percentage point of the threshold of an award classification. In addition, EARC may adjust marks/ grades and/or the overall award granted to a student by the Board of Examiners, having reviewed the profile of results subsequent to any broadsheet amendments.

### **2.5.1 - ISSUE OF EXAMINATION RESULTS**

The Board of Examiners, or when appropriate, the Examinations and Assessment Review Committee (EARC), shall determine an overall result for each candidate. This is the only legally determined result of the Examination. Results approved by the Examination Board will be available online on the Institute's student intranet (i.e. Self Service Banner.) The date of online publication will be regarded as the official date of results. After final approval of both semester examination results by Academic Council, students will be provided with an individual Online Statement of Examination Results. A student requesting additional copies of their academic transcript will be charged an administration fee (See RR.B.5, Fees and Fines).

**2.5.2** - To assist students in evaluating their performance, an online statement of Examination Results will be issued to students. The module results specified in the Statement of Results are indicative of performance. They are not determined formally by the Board. Statements of Results will not be issued until all outstanding fees are paid and any 'Holds' have been lifted (a hold may be applied if Garda Vetting, disciplinary procedures etc. are pending).

### **2.5.3 - VIEW SCRIPT**

A candidate may request to view their own examination script and related examination material, as appropriate, for formal examinations organised by the Examinations Office. The candidate must submit their request in writing to the Examinations Officer. The candidate, when viewing the requested material, may be accompanied by a nominee of their choice. The Examinations Officer or their nominee will be in attendance for the viewing. The candidate may not copy or attempt to copy in any way the material nor may write on the script. The facility is to VIEW only and not anything else.

Requests to view documentation (outlined in RR.B. 2.5.3 View Scripts) for modules:

- which are being considered by the Examination and Assessment Review Committee as part of a recheck/ review procedure;
- in which the overall grade/result has yet to be determined by the Examination Board;

will not be processed until the Examination and Assessment Review Committee has made its final determination.

An administration fee, per module, will be charged for the processing of the above requests. (See RR.B.5, Fees/Fines)

### 2.5.4 - STAFF/STUDENT MEETINGS

Following the issue of results, lecturers involved in the specific assessment will be available to students (as specified by the Examinations Officer) for feedback on the result achieved. Students must adhere to the guidelines issued by the examinations office with reference to the specified time in which such a meeting will take place. Such consultations aim to give formative feedback to students, in particular to those who may need to repeat.

## 2.6 - EXAMINATIONS AND ASSESSMENTS REVIEW COMMITTEE

### 2.6.1 - MEMBERSHIP

The Examinations and Assessments Review Committee consists of:

- The Vice President of Academic Affairs and Registrar or nominee (Chairperson)
- Head of School (Nominated by the Chairperson)
- Head of Department (nominated by the Chairperson)

*Head of School/Head of Department may not be from the same School.*

- Three elected academic staff members of the Academic Council

*The quorum shall be four and must include at least one academic staff representative.*

The Vice President Academic Affairs and Registrar may co-opt:

- Additional persons onto the Committee to ensure both genders are represented;
- Additional persons from other third level institutions or other external bodies where additional expertise is required.

Students' Union representative may attend in an observer capacity and only at the Review/Recheck EARC meetings.



### 2.6.2 - FUNCTIONS

The role of the EARC is to consider/investigate and decide upon matters of an academic nature, including:

- A. requests for recheck/review of examination results;
- B. alleged examination infringements;
- C. alleged academic dishonesty including plagiarism.

In investigating the matters in 2.6.2, the EARC has the role and function of an Examination Board.

When dealing with matters relating to (2.6.2 (a)) review or recheck of examination results, the decision of the EARC is final and the matter will be given no further consideration by any other Institute committee. In dealing with the other matters (2.6.2 (b) or 2.6.2 (c)), the decision of the EARC may be appealed by the student to the Examinations and Assessments Appeals Committee (EAAC). (See Section 2.9.3)

### 2.6.3 - DECISIONS

All decisions of the Examinations and Assessments Review Committee (EARC) shall be by majority vote. In the event of a tie, the Chairperson shall have a casting vote.

## 2.7 - RECHECK OR REVIEW OF PROVISIONAL EXAMINATION RESULT(S)

### 2.7.1 - REQUEST FOR RECHECK AND/OR REVIEW

A candidate may request a recheck or review of provisional examination results issued by the Board of Examiners. However, examination results, which have been deliberated upon by the Examination and Assessment Review Committee (EARC) or Examination Assessment Appeals Committee (EAAC), may not be the subject of a review or recheck. A candidate may request a recheck or review of marks for one or more examination modules in accordance with the procedures in this section. A request for a recheck or review must be received by the Examinations Officer, on the Examination Recheck/Review Request Form E1, signed by the candidate, by the date specified by the Examinations Office. Details/deadlines are available on Blackboard at <https://online.ittralee.ie/> or on the homepage of <https://ssb.ancheim.ie/ittralee/>. It shall be the responsibility of the student to ascertain their result.

A request for a recheck must be accompanied by the appropriate fee (per module). A request for a review must be accompanied by the appropriate fee (per module) (See RR.B.5 for fee applicable). In the event of a revision of a mark/grade and/or overall result as a result of a recheck or review, the appropriate fee will be refunded.

### 2.7.2 - RECHECK AND REVIEW

- A recheck consists of a check of the recording and compilation of marks.
- A review consists of a re-consideration of the decision by the Examination Board in view of additional information provided by the candidate.
- A recheck or review may cause a mark/grade and/or overall result to be increased, decreased or remain unchanged.

### 2.7.3 - GROUNDS FOR RE-CHECK

A recheck will be carried out where the provisions of RR.B. 2.7.1 above have been complied with.

### 2.7.4 - GROUNDS FOR REVIEW

The completed Examination Recheck/Review Request Form E1 must clearly identify the student's t-number, programme of study and module title for which a review is sought, specify the grounds for which the review is sought, and must contain all the information which the candidate requires to be taken into account in the review.

The grounds for review must be specified under one or more of the following headings, which in the opinion of the candidate, is valid:

- A. Where the candidate claims the examination regulations or procedures of the Institute have not been properly implemented or
- B. There is a significant variation between the candidate's performance in the written examination compared to
  - their continuous assessment in the specified module and/or
  - their performance in other modules in that examination session (normally, this would be not less than 20% of the maximum marks or the equivalent alphabetical grade) or
- C. Compassionate circumstances related to the candidate's examination situation of which the Board of Examiners were unaware (Ref RR.B.2.4.7). A rationale must be provided as to why the Special Circumstances Form was not forwarded to the Examination Board for consideration.

Where a request for a review is not granted, a recheck of the relevant module(s) will be carried out if requested by the candidate, where the provisions of RR.B.2.7.1 have been complied with.

If during the formal examination period a candidate deems that their performance, in the formal written end of semester/end of year examinations, organised by the Examinations Officer, has been affected due to extenuating circumstances e.g. illness, then the candidate must submit in writing and using the Special Circumstances Form, to the Examinations Officer, the circumstances in relation to same, within three working days of their final written examinations.

Please note that reviews will only be considered where the EARC is satisfied that the nature of the compassionate circumstances is such that it was reasonable for the student not to have notified the relevant Examination Board.

### 2.7.5 - THE EXAMINATIONS AND ASSESSMENTS REVIEW COMMITTEE

The Examinations and Assessments Review Committee may, having considered the issues, decide to:

- Reject the request for a review,  
or
- Uphold the request for review and carry out the review.

The Examinations and Assessments Review Committee shall decide, having considered the evidence presented to it, the outcome of the review.

The candidate shall be notified of the outcome of the review.

### 2.7.5 - STATUS OF RESULTS

Normally, reviews/rechecks will be decided upon by the Examinations and Assessments Review Committee prior to the adoption of results by the Academic Council of the Institute.

If, as a result of a review/recheck, an amendment is recommended by the Examinations and Assessments Review Committee to the provisional examination results, such amended results will be submitted to Academic Council for endorsement. Where a decision of an Examinations and Assessments Review Committee is such that a final result for the candidate will not be available by the date of adoption of results by the Institute, the provisional results will be issued to the candidate and will be submitted to the next scheduled meeting of the Academic Council for endorsement.

## 2.8 - EXAMINATION INFRINGEMENT(S) AND ACADEMIC MISCONDUCT

### 2.8.1 - PROCEDURE

When dealing with alleged examination infringements or alleged academic misconduct including suspected plagiarism, the student shall be requested to attend a meeting of the EARC and shall:

- be given at least one weeks' notice in writing from the date of issue of the notice;
- be advised of the alleged examination infringement(s);
- be provided with a copy of the reports on the alleged infringements which are held by the EARC.
- be entitled to be accompanied at the meeting by a person of their choice,
- who may be a Students' Union representative or a Solicitor.

EARC shall investigate the alleged infringement(s), including an assessment of evidence presented to it in person or in writing.

EARC shall offer an opportunity to the student to hear the evidence against him/her and to speak on their own behalf. The student may nominate their accompanying attendee to speak on their behalf. In the event that the student does not attend the meeting, EARC shall proceed based on the documented evidence available to it. EARC shall be entitled to seek additional information if deemed appropriate.

The Vice President Academic Affairs and Registrar may seek expert advice, if required, from an Institute staff member, External Examiner or a staff member of another Institution. If EARC is investigating an alleged incident that potentially involves more than one student, the Chair of the EARC may decide to hear the case on a collective or individual basis.

**2.8.2** - The investigative process in the event that EARC decides on the requirement for an external investigation in the case of a third party award or a non-delegated award.

- A. EARC will be convened. Membership will be as per See RR.B.2.6.1 of the Student Handbook.
- B. The EARC will delegate to a three-person External Panel, the investigation of the complaint. The membership of the three-person External Panel comprising of experts proposed in consultation with QQI or other relevant awarding body.
- C. The Terms of Reference for the External Panel are:
  - To review relevant documentation;
  - Interview such persons as are deemed to be relevant;
  - Reach conclusion(s) in relation to the documented allegation(s);
  - Make recommendations;
  - Write and issue a report to the EARC within four working weeks of receipt of the documentation. The panel may seek additional time from the Chairperson of the EARC where it deems it necessary.
- D. The EARC will re-convene on receipt of the report of the External Panel. The Chairperson of the EARC will forward the report to the graduate and the awarding authority.

## 2.9 - ACADEMIC APPEALS

**2.9.1** - A student may appeal a decision affecting him/her made by an Examinations and Assessments Review Committee or Vice President of Academic Affairs and Registrar of the Institute in relation to examination infringements and academic misconduct.

### 2.9.2 - VALIDITY OF APPEALS

In order for an appeal to be considered, the process to be followed by the student is as follows:

- The student's appeal, in the form of a letter, is to be received by the President not later than the date specified in the letter notifying the student of the decision of an Examinations and Assessments Review Committee;
- Be accompanied by the appropriate fee (details available at <http://online.ittralee.ie/> under the heading Academic Affairs and Support Services icon "Examinations");
- Clearly specify the grounds for appeal. The only valid grounds for appeal are that the EARC did not follow Institute procedures or that there are exceptional documented circumstances of which EARC was unaware. A rationale must be provided as to why EARC was not made aware of these circumstances;
- Include all documentation that the student wishes to have taken into account.

The documentation submitted by the student in relation to the appeal will be considered by the Chairperson of the EAAC and a member of the Institute Executive, nominated by the Chairperson, to determine if the grounds are sufficient to refer the matter to the Examinations and Assessment Appeals Committee (EAAC) for its consideration.

**2.9.3 - Examinations and Assessments Appeals Committee (EAAC) Membership** The Institute shall establish an Examinations and Assessments Appeals Committee (EAAC) to decide upon appeals received. The EAAC consists of:

- President (Chairperson) or nominee;
- Two members of Institute's Executive nominated by the President;
- Three elected Academic Staff members of the Academic Council;
- The President may co-opt to the Committee:
- Additional persons to ensure both genders are represented;
- Additional persons from other third level institutions or external bodies where additional expertise is required;
- A person previously involved in the matter under consideration shall not sit on the committee.

A quorum for a valid meeting of the EAAC shall be 4 persons and must include an academic staff member. Members should declare a potential conflict of interest to the President in advance of an EAAC meeting and will not participate if deemed appropriate by the President. The President of the Students' Union may attend in an observers capacity and will not have a vote.

#### **2.9.4 - FUNCTIONS**

The role of the Examinations and Assessments Appeals Committee (EAAC) shall be to:

- Consider the relevant report of the Examinations and Assessments Review Committee or other relevant documentation;
- Make a decision in relation to the appeal.

The EAAC may invite the appellant to attend the EAAC meeting. The appellant may be accompanied by a person of their choice, who may be a Students' Union representative or a solicitor. The appellant and/or their nominee may address the Committee on the circumstances of their appeal. The EAAC may also seek further information or advice from such persons as it considers necessary, including persons from other Institutes or external bodies or a solicitor. They may invite such persons to attend and address the EAAC. The EAAC shall, having considered the circumstances, decide the outcome of the appeal. The appellant shall be informed in writing of the outcome by the President.

#### **2.9.5 - DECISIONS**

All decisions of an Examinations and Assessments Appeals Committee (EAAC) shall be by majority vote.

In the event of a tie, the Chairperson shall have a casting vote. No further appeal will lie within the Institute in respect of the circumstances of the appeal. Where appropriate, the Vice President Academic Affairs and Registrar shall notify the Academic Council of the outcome of the appeal.

#### **2.10 - PRIZES**

Prizes may be awarded by the Institute to acknowledge academic achievement.

#### **2.11 - CONFERRING**

An Autumn Conferring Ceremony is held for Graduates of the Institute. Additional conferring ceremonies and prize giving ceremonies are held as required during the year.

Students who are being conferred are expected to be appropriately dressed, and to wear academic dress, where required. Academic Dress consisting of a gown, epitogue or hood (and mortar board for female graduates) is worn by graduands at the Autumn Conferring Ceremony.

## 3. GENERAL DISCIPLINE

### 3.1 - GENERAL CONDUCT & DISCIPLINE

Students must obey all lawful instructions of the President and Staff of the Institute or Contractors operating on behalf of the Institute. Failure to comply with such instructions can result in disciplinary action. Students must behave in a responsible manner, having due consideration for persons and property of the Institute and in the surrounding community.

General conduct and discipline applies equally to individual Students and Student Organisations. The rules apply to all student conduct or discipline whether a student is on or off campus, and whether engaged in a placement or study abroad.

The Institutes General Conduct & Discipline procedure should be read broadly and is not designed to define non-academic misconduct in exhaustive terms. The Vice President Academic Affairs and Registrar or designee is the final authority in defining and interpreting the procedure. The Institute reserves the right to amend the General Conduct and Discipline procedure at any time.

### 3.2 - APPROPRIATE CONDUCT

**3.2.1** - The Institute requires that students conduct themselves in an appropriate and reasonable manner at all times.

- A. Students must be respectful towards staff, contractors and fellow students across the Institute's diverse community.
- B. Harassment and/or discrimination with respect to gender, marital status, family status, religion, sexual orientation, age, disability, race and/or membership of the Traveller community will not be tolerated. The views, values and beliefs of others are to be respected;
- C. Students must conduct themselves with dignity, honesty and integrity;
- D. Student must respect local residents and other members of the general public. In addition, no damage or injury should be caused to any person or property in the community (On or off campus).
- E. Student interactions and communications in any form with staff, contractors or students, either verbal or written must be respectful.

Any Student who acts contrary to the standards set out above shall be in breach of the regulations.

Alleged breaches will be examined by the Academic Administration and Student Affairs Manager who may refer the matter for further investigation to the IDC (See RR.B.3.3 Institute Disciplinary Committee.)

### 3.3 - INSTITUTE DISCIPLINARY COMMITTEE

The role of the Institute Disciplinary Committee (IDC) is to investigate alleged breaches of discipline of a non-academic nature by students, and to decide penalties to be imposed where appropriate.

#### 3.3.1 - MEMBERSHIP OF THE IDC

- Vice President Academic Affairs and Registrar or nominee (Chairperson);
- Head of School/Head of Department/Head of Function (nominated by the President);
- Member of academic staff (nominated by the President);
- Member of Administration/support staff (nominated by the Vice President Academic Affairs and Registrar);
- President of Students' Union or nominee who shall be one of the two Vice Presidents;
- The President may co-opt:
- Additional persons onto the Committee to ensure both genders are represented;
- Additional persons from other third level institutions or other external bodies where additional expertise is required.

#### 3.3.2 - FUNCTIONS

The role of the IDC is to investigate alleged breaches of discipline of a non-academic nature by students, and to decide penalties to be imposed, where appropriate. The decisions of the IDC may only be altered on appeal by the student to the Institute Disciplinary Appeals Committee.

#### 3.3.3 - DECISIONS

All decisions of the IDC shall be by a majority vote. In the event of a tie, the Chairperson shall have a casting vote. The Students' Union member shall not participate in the vote. The decision will be communicated to the student within a reasonable timeframe as agreed by both parties.

#### 3.3.4 - PROCEDURES

The IDC in carrying out its investigation shall request the student to attend a meeting of the IDC and the student shall:

- Be given at least one weeks' notice in writing from the date of issue of the notice;
- Be advised of the alleged breach of discipline;
- Be provided with a copy of the reports on the alleged breach(es) which are held by the IDC;
- Be entitled to be accompanied at the meeting by a person of their choice, who may be a Solicitor. A quorum for a valid meeting of the IDC shall be three members of the Committee.

IDC shall investigate the alleged infringement(s), including an assessment of evidence presented to it in person or in writing. IDC shall offer an opportunity to the student to hear the evidence against him/her and to speak on their own behalf. The student may nominate their accompanying attendee to speak on their behalf.

In the event that the student does not attend the meeting, IDC shall proceed on the basis of the evidence available to it. IDC shall be entitled to seek additional information if deemed appropriate.

If the IDC is investigating an alleged incident that potentially involves more than one student, the Chair of the IDC may decide to hear the case on a collective or individual basis.

- 3.3.5** - After full investigation by the Institute Disciplinary Committee, a student may be expelled, suspended, or given a lesser sanction for one or more of the following reasons which are Institute related, or for other reasons:
- A. Unauthorised entry to computer systems;
  - B. Unauthorised interference with computer operating software;
  - C. Using someone else's student username, password, or other student login credentials with or without their consent;
  - D. Giving their student username, password(s) or other student login credentials to someone else or being otherwise careless with any of them;
  - E. Impersonating another individual or allowing themselves to be impersonated;
  - F. Theft or non-accidental damage to any furniture, equipment or books of the Institute. The cost of replacement/repair shall be borne by the student(s) concerned;
  - G. Deliberate obstruction or disruption of the Institute administrative function including failure to comply with valid instructions of Institute staff, contractors or designated authorities.
  - H. Deliberate obstruction or disruption of classes, practicals, workshops, etc.
  - I. Infringement of the Institute equality policy by deliberate harassment of other members of the Institute.
  - J. Tampering with the picture or any of the information printed or encoded on the T-Card in any way, including the replication of any said information.
  - K. Sending messages (email, SMS, social media, etc.) which are inappropriate, abusive or a nuisance or otherwise distressing;
  - L. Careless/dangerous driving on Institute grounds;
  - M. Electronic recording (capturing by audio, image, video) of lectures without the Lecturers consent is prohibited;
  - N. Recording (electronic or digital) conversations (capturing by audio, image, video) without consent of all parties present at the time of capture is prohibited;
  - O. Online posting of any media content (e.g. images, and/or video(s) and/or audio) recorded on Institute grounds without the Institute's permission is strictly forbidden.
  - P. Gambling and/or the playing of cards or games of chance for money which are prohibited in the Institute's buildings or grounds;
  - Q. The consumption of alcohol in the Institute's buildings or grounds which is prohibited except where the President or Vice President Academic Affairs and Registrar has given permission. (e.g. for a social function organised by an Institute Club or Society).



**3.3.6** - After full investigation by the Institute Disciplinary Committee, a student may be expelled, suspended, or given a lesser sanction for one or more of the following reasons related to the public image of the Institute, or other similar reasons:

- Physical abuse of persons;
- Inappropriate communication;
- Unlawful possession of an offensive weapon(s);
- Unlawful possession of drugs or narcotics;
- Unlawful possession or use of dangerous chemicals or explosives;
- Abuse of alcohol;
- Damage to property, including student accommodation;
- Deliberate harassment of others.

(These sanctions will also apply where a student has been convicted by a Court of Law)

**3.3.7** - Appropriate fines and/or sanctions (See RR.B.5, Fees and Fines) may be imposed on a student for the following:

- A. Failure to carry Student t-card on your persons whilst on Institute Grounds or representing the institute at events on/off campus.
- B. Parking of cars, motorcycle and pedal cycles on Institute grounds in places other than authorised zones.
- C. Breaking the speed limit of 15km/h on Institute grounds.
- D. Careless/dangerous driving on Institute grounds.
- E. Littering the buildings or grounds of the Institute.
- F. Consumption of food or beverage in lecture rooms, laboratories, workshops, and library.
- G. Chewing gum is specifically prohibited throughout the Institute buildings.
- H. Smoking (including the use of/vaping e-cigarettes) in any of the Institute buildings other than the designated smoking areas. Smoking in any public building is in contravention of the Public Health Tobacco Act 2002, Section 47 (as amended) and the Tobacco Smoking (Prohibition) Regulations 2003. Under the provisions of that legislation, a fine of up to €3000 may be imposed on a student found in breach of its provision.
- I. Removal of furniture from designated areas.
- J. Mobile phones must not be switched-on in classrooms unless express permission to use them has been authorised by the lecturer (eg. Class related activity), laboratories, workshops or in the library and are strictly forbidden in examination centres.

Where the fine is not paid within 10 days of it being imposed, the matter may be referred to the Institute Disciplinary Committee.

### 3.4 - INSTITUTE DISCIPLINARY APPEALS COMMITTEE (IDAC)

A decision of the Institute Disciplinary Committee (IDC) may be appealed to the IDAC. The IDAC will also consider any appeals arising from the Complaints Procedures: Staff and Students. The IDAC Appeal Form E4 is to be received by the President no later than the date specified in the letter notifying the original decision;

- Be accompanied by the appropriate fee (see RR.B.5 for fees applicable);
- Clearly specify the grounds for appeal;
- Include all documentation that the student wishes to be taken into account.

The documentation submitted will be considered by the Chairperson of the Governing Body (or nominee) and the President (or nominee) to determine if the grounds are sufficient to refer the matter to the Institute Disciplinary Appeals Committee for its consideration.

The only valid grounds for appeal are that the original Committee did not follow Institute procedures or that there are exceptional documented circumstances of which the Institute was unaware.

Requests for an appeal deemed to have met the criteria will be forwarded to the IDAC for consideration.

#### 3.4.1 - MEMBERSHIP

The membership of the IDAC is as follows:

- President (Convenor) or nominee;
- Chairman of the Governing Body, or nominee (Chair);
- Two Executive members nominated by the President;
- President of the Students' Union or nominee;
- One Academic Staff Member (nominated by the President);
- One administration/support staff member (nominated by the VP Academic Affairs and Registrar);
- The President may co-opt:
- Additional persons onto the Committee to ensure both genders are represented;
- Additional persons from other third level institutions or other external bodies where additional expertise is required.

A person previously involved in the matter under consideration shall not sit on the committee. A quorum for a valid meeting of the IDAC shall be four persons.

The student will be given one week's notice in writing of the date of the meeting of the IDAC and may attend such meetings accompanied by a person of their choice, who may be a solicitor.

There is no further appeal process within the Institute

### 3.5 - HEALTH AND SAFETY

Students must observe the health, safety and hygiene rules in force within the Institute. They shall carefully observe and comply with any special requirements for the use of certain machines and materials. Refusal to do so may result in refusal of admittance a student to any class.

Students shall wear appropriate personal protective equipment/clothing for practical laboratory and workshop classes as directed by the Institute, Head of School or Department or Lecturer.

Students shall wear such safety and/or hygiene clothing, shields, goggles and hairnets as directed by the Head of School or Department or Lecturer in charge of a class. Students shall comply with all hygiene requirements where dealing with food or other biological materials. Students shall not engage in dangerous practices in any class. Failure to observe these regulations may result in refusal to admit a student into a class, or to suspension from a class.

Should an accident occur within the grounds or premises of the Institute, the student shall complete an Accident/Incident Report Form available from the Health and Safety Office and School Administrators and submit to the Health and Safety Office and Head of School within one week of the accident. This provision also applies where the student is representing the Institute at other venues, or where the student is required by the Institute to be present at other venues. Breaches of Health and Safety may be referred to the IDC for investigation.

### 3.6 - FIRE SAFETY

In the event of a fire or other emergency, all students shall obey the instructions of the staff or contractors of the Institute. Students must participate in fire drills which are organised. A fine will be imposed for inappropriate activation of the fire alarm and for the inappropriate use of fire extinguishers. A fine will also be imposed for inappropriate activation of the emergency exit door alarms (see RR.B.5 for fines applicable).

### 3.7 - OUTSIDE ORGANISATIONS

External Groups or organisations may be permitted in exceptional circumstances to address students in designated areas only during the following times: 10.55am - 11.10am, 1.10pm - 1.50pm, or 3.55pm - 4.10pm.

Written permission of the Vice President of Academic Affairs and Registrar or the President of the Institute is required. Application for such permission must be made in writing at least ten days before the date of the address.

### 3.8 - RESPONSIBILITY

The Institute cannot accept any responsibility for injury to students resulting from careless conduct, neglect or disregard of regulations on the part of the student. The Institute is not responsible for the loss of or damage to the property of any student on Institute premises, grounds or elsewhere.

Students are expected to behave inside and outside the Institute in an appropriate manner and to avoid all behavior which would reflect adversely on the Institute.

## 4. SPECIAL REGULATIONS

### 4.1 - LIBRARY REGULATIONS

The following may use the Institute Library:

- Registered students of the Institute;
- Graduates of the Institute (with permission of the Institute Librarian);
- Other persons (with permission of the Institute Librarian) living in the region served by the Institute may be admitted to occasional use of the library. Such persons will normally be in industry, commerce or education.

All users of the Institute Library shall take care to ensure that an appropriate atmosphere of study is maintained in the Institute Library. The library operates a noise zoning system and signs and rules for each area are clearly displayed throughout the libraries. The majority of the areas within the library are Silent Zones and strict silence must be observed in these areas.

All students must carry their T-Cards with them when using the Library and produce it when requested by the Library staff. Users of the Institute Library shall treat all learning materials with due respect and care and shall not destroy, deface, mark or damage any such material.

Any user who wilfully causes such destruction or damage can be fined and/or excluded from use of the library for a specified period. All damage must be made good as far as possible before user's privileges are restored.

Any user who activates the Book Alarm System in the Institute Library may be subject to the appropriate fine (See RR.B.5, Fees and Fines) or suspension from the library or Institute.

Users may borrow certain books and reports on the production of their valid Student T-Card.

Material to be borrowed must be checked out by the Library Staff, or by the users themselves through the Library's Self Issue stations. Removal of material from the Library without it being checked out is a very serious violation of Library Regulations. So also is any attempt to bypass the Book Alarm System. Users of the Institute Library shall obey the instructions of the Institute Librarian or Library staff.

Library materials may be photocopied only if such photocopying does not violate copyright laws.

Food may not be brought into or consumed in the Library. Drinks, including water in bottles, and teas and coffees in reusable covered containers, can be consumed in the library. Please note that disposable tea or coffee cups cannot be used. Mobile phones may not be used in the library and should be switched to silent in the library (see RR.B.3.3.8). A fine (See RR.B.5, Fees and Fines) may be imposed for breaches of these regulations. Seats may not be reserved in the Library. Any student library account that has outstanding fines of €10 or more will have their Computer and Library Account suspended. Students violating these regulations may be excluded from use of the facilities of the Institute by the Vice President Academic Affairs and Registrar or referred to the Institute Disciplinary Committee.

## 4.2 - COMPUTER SERVICES

The Computer Services Department is responsible for the maintenance and development of Institute IT facilities including general computing facilities for staff and students, data and phone networks, e-mail facilities and MIS systems.

Access and use of Institute computing systems and services is denied as outlined below for violation of the regulations. It applies equally to all users of Institute owned and operated information systems and equipment whether on or off campus.

### Computer Services Regulations

The following may use the Institute computer facilities and equipment:

- Registered students of the Institute
- Others from time to time, as approved by the IT Manager

### 4.2.1 - VIOLATIONS OF THE INSTITUTE'S COMPUTER FACILITIES AND/OR EQUIPMENT REGULATIONS

Violations of computer facilities and/or equipment regulations are categorised into low, medium or high with appropriate penalties for each category. Additional information on breach of these regulations are to be found in Section RR.B.5 Fees and Fines.

- A. Students will be issued with passwords at the beginning of the academic year. If a student requires a password to be reissued, they should contact the Computer Services Helpdesk and a password can be obtained. However, a fee will incur - see RR.B.5. Issuing of passwords by the Computer Services Helpdesk to any student, will require the student to have their T-Card, otherwise some identification with a picture (e.g. passport, driver's licence) will be required before the password can be given.
- B. All students must carry their T-Card/Smart Card with them when using the computer laboratories and produce them when requested by Institute Staff or any contracted service of the Institute. Failure to produce a valid Student T-Card will lead to your student account being disabled for a period of one week after 6pm. In the event that you need to log a call / issue with the Computer Services Helpdesk in person you will also need to present your T-Card.
- C. Food and beverages may not be brought into or consumed in the Computer Laboratories.
- D. Mobile phones must be switched off/put on silent in the Computer Laboratories (see RR.B.3.3.8)
- E. A fine may be imposed and computer account disabled for a specified period for breaches of these regulations (See RR.B.5, Fees and Fines).
- F. It is an offence to use, access, or store any unlicensed software on any Institute system. It is also an offence to copy or use any licensed software by the Institute, in any way that infringes that licence. Breaches of copyright may result in legal proceedings and in some cases constitute criminal offences. The Institute disclaims all liability in such cases.
- G. Only Institute staff may install or delete software on Institute computers. The installation or playing of games on computers is strictly prohibited, unless approved by the IT Manager and carries a fine, with a more substantial fine being imposed for repeat offences (See RR.B.5, Fees and Fines).
- H. Any student responsible for the installation of a virus/malware on any computer will be liable to severe disciplinary action. Unauthorised entry to computer systems or interference with operating software including introduction of virus / malware onto computer systems, misuse of email or hacking into accounts is a most serious offence (see RR.B.3.3.5 above).

- I. Using transparencies in any LaserJet printer within the Institute is strictly prohibited and carries a fine with repeat offenders being fully liable for the repair of the damaged device. See RR.B.5 and note that the Student T-Card is confiscated and the student computer account is disabled until fine is paid.
- J. Students are required to maintain privacy of their password and not provide their password to any other student or any other person. Sharing your computer account details with anyone has implications for you and the person in receipt of your details by way of a substantial fine for both parties as well as the matter being referred to the Institute Disciplinary Committee. It is also an offence to use another student's account with or without the student's permission.
- K. Students using Computer Laboratories will treat all furniture, equipment, manuals, software, books and materials with due respect and care, and shall not destroy, deface, mark or damage any such material.
- L. Any user who willfully causes such destruction or damage can be fined and/or excluded from use of the computer laboratories for a specified period. All damage must be made good as far as possible before user privileges are restored. Removing any piece of IT equipment from Lecture Theatres, Classrooms or Computer Laboratories is strictly prohibited and is treated as a serious offence that will be investigated by the Disciplinary Committee. Removal of such items will also cause disruption to classes and it will affect other staff and students who use these facilities in carrying out their work.
- M. Places may not be reserved in laboratories. However, class groups may be timetabled for access in non-class periods. Faults, failures or malfunctions observed for any type of computer hardware or software must be reported immediately to the Lecturer or the Computer Services Helpdesk. When accessing remote, web based services provided by the Institute from outside the Campus, the Institute's Computer Laboratory and other acceptable usage regulations remain applicable.
- N. Other policies, manuals and procedures are available at <http://online.ittralee.ie/> under the Admin - Computer Services course which all students have access to. Information in this section is current and any changes will supersede information in this handbook.
- O. Students violating these regulations may be excluded from use of the facilities of the Institute by the IT Manager or referred to the Institute Disciplinary Committee.



### 4.3 - INTERNET USAGE

Access to the Internet is available to students through HEAnet and the Institute and its students are obliged to comply with HEAnet's acceptable user policy (<http://www.heanet.ie/about/aup>).

It is not permitted under this policy for any person to:

- Compromise the privacy of others;
- Destroy the integrity of computer-based information;
- Waste resources;
- Create or transmit defamatory material, unsolicited material, commercial material, discriminatory or illegal material.

It is expressly forbidden to: create access, download or transmit any offensive, indecent or pornographic images, data or other material, or any data capable of being resolved into obscene or indecent images or material. A substantial fine is imposed for breaches of these regulations and the matter is also investigated by the IT Manager and may be referred to the Institute Disciplinary Committee.

The accessing of child pornographic material is a notifiable offence to An Garda Síochána under the Child Trafficking and Pornographic Act 1998 & 2004.

After full investigation by the Institute Disciplinary Committee, a student may be expelled, suspended or given a lesser sanction for breaches of this regulation.

Internet access is controlled and each user is authenticated automatically using their T-number and password on network login.

#### 4.3.1. SOCIAL MEDIA/NETWORKING

The Institute recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, LinkedIn, Snapchat, blogs and wikis. However, students' use of social media can pose risks to the Institute and other student's confidential and proprietary information, and reputation, and can jeopardise compliance with legal obligations. To minimise these risks and to ensure that our IT resources and communications systems are used only for appropriate purposes and in line with the Institute's Internet and Security Acceptable Usage Policy, the Institute expects students to adhere to this policy.

This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Wikipedia, all other social networking sites, and all other internet postings, including blogs.

Social media should never be used in a way that breaches any of the Institute's rules or other policies. For example, students are prohibited from using social media to:

- A. breach our Internet and Security Acceptable Usage Policy;
- B. breach any obligations they may have relating to confidentiality;
- C. defame or disparage the Institute or its partners, suppliers, other students, staff or other stakeholders;
- D. harass or bully staff or other students in any way;
- E. Breach data protection and privacy obligations; or (f) breach any other laws or ethical standards.

Students should never comment on staff of the Institute on social or professional networking sites, as such references can be attributed to the organisation and create legal liability for both the author of the reference and the organisation.

The contents of our IT resources and communications systems are the Institute's property. Therefore, students should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received or printed form, or stored or recorded on our electronic information and communications systems. We reserve the right to monitor, intercept and review, without further notice, student activities using our IT resources and communications systems, including but not limited to social media postings and activities, to the extent reasonably required to ensure that our rules are being complied with and you consent to such monitoring by your use of such resources and systems. Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the Institute.

Students are personally responsible for what they communicate in social media. Students are advised to be vigilant about their publishing and content choices as such postings remain available for others to view (e.g. the Institute, future employers, social acquaintances, An Gardaí)

Breach of the Institute's Internet and Security Acceptable usage Policy may result in disciplinary action up to and including expulsion from the Institute. Any student of the Institute suspected of committing a breach of this policy will be required to co-operate with the Institute's investigation.

#### **4.4 - SPECIALISED FACILITIES AND EQUIPMENT REGULATIONS** *(INCLUDING (BUT NOT LIMITED TO) DESIGN/DRAWING/PROJECT/MULTIMEDIA/ CLINICAL SKILLS/DISABILITY RESOURCE FACILITIES)*

##### **4.4.1 FACILITIES**

Students attending lectures, classes or tutorials in specialised rooms (including science labs, clinical skills labs, multimedia centres, design/drawing/project rooms, engineering workshop rooms):

- must familiarise themselves with the rules and regulations pertaining to the use of that facility and shall take care to ensure that an appropriate atmosphere of study/work is maintained at all times;
- shall treat all furniture and equipment therein with due care. Damage caused willfully or through culpable carelessness may lead to exclusion from future use of the facilities. As far as possible, all damage must be made good before the user privileges are restored.

The following are forbidden in specialised facility Rooms:

- The consumption of food and beverage;
- Dangerous work practices;
- Careless use of equipment or materials;
- Construction of dangerous apparatus or equipment.

Alleged violations of this code will be investigated by Institute Management and may be referred to the Institute Disciplinary Committee.

- 4.4.2** - The facilities may be used (by relevant students) outside of normal class periods only with permission of and in accordance with the instructions of the appropriate college official (e.g. Head of School/Department or their nominee (e.g. lecturer or contractor of the Institute, member of Support Services).



#### 4.5 - CLUBS AND SOCIETIES

Clubs and Societies may be organised by registered students of the Institute. They must operate under the aegis of the Sports Council or of the Societies Council, as appropriate. The establishment of all new Sports Clubs must be approved by the Sports Council of the Institute. The establishment of new Societies must be approved by the Societies Council of the Institute. Clubs and Societies may separately or jointly, organise sporting, social and cultural events. For a Club or Society to function it must have a Captain or Auditor, a Secretary and a Treasurer and at least seven other active members. All accounts are held by the Sports or Societies Council, as appropriate.

All social and sporting events of Institute Clubs and Societies are held by permission of the President or Vice President Academic Affairs and Registrar and under such conditions as may be prescribed. Persons, not being a member of the Institute, may not be invited to take part in, or be present at any meeting or activity of an Institute Club or Society without the prior permission of the Vice President Academic Affairs and Registrar.

All registered students and members of the Institute Staff may be members of Institute Clubs and Societies. Other persons, with the permission of the Vice President Academic Affairs and Registrar, may be nominated and elected to membership of an Institute Club or Society for that academic year.

A Club or Society may not allow its logo to be used to promote a commercial event or venue without the prior written consent of the appropriate officer. Members of Clubs or Societies must seek the permission of an Institute Official (Sports Officer/Societies Officer/ Student Services Officer) if they wish to use the Institute Logo on a promotions poster. It is not permitted to amend in any way the size, colour, font or background of the logo. It is a breach of copyright to do so. Any such breaches will be investigated by the Institute Disciplinary Committee.

General discipline and codes of conduct apply equally to members of Student Organisations including Sports Clubs and Societies. The rules apply to all student conduct or discipline whether a student is on or off campus and continue to apply where an outcome of investigation may be pending.

#### 4.6 - SPORTS FACILITIES AND PLAYING FIELD REGULATIONS

At all times students must obey the lawful instructions of the Sports Officer(s)/GAA Games Development Administrator, Lecturers, Coaches of the Institute or other Institute contracted person.

Any student engaging in foul, dangerous or reckless play or who being a spectator, interferes with play or training shall be suspended from use of the sports facilities for a specified period and shall be personally liable for their actions.

Sports apparatus or equipment may be used only with permission of the Sports Officer(s)/ GAA Games Development Administrator/ Lecturers/ coaches.

Activities in the sports facilities will be in accordance with the timetable issued by the Vice President Academic Affairs and Registrar on the recommendation of the Sports Officer(s).

The following activities are forbidden in the sports facilities:

- Smoking (including the use of e-cigarettes);
- Consumption of food or beverages in any area other than the canteen area;
- Misuse of sports equipment or apparatus;
- The wearing of outdoor shoes in the gymnasium area;
- The bringing of dirt or mud into any of the buildings or facilities from the fields or surrounding area;
- Rough or dangerous play in the pool, gymnasium, fields, showers or locker rooms.

Students must wear footwear and clothing including protective/safety gear which is appropriate to the physical recreation activity being engaged in.

Users of the Kerry Sports Academy and other sports facilities shall treat all furnishings, fittings, apparatus, equipment, floor areas, shower and locker rooms with due respect and care and shall not destroy, deface, mark or otherwise damage any of these. Any student who willfully or through culpable carelessness causes destruction or damage to sports facilities or who behaves dangerously shall be referred to the Institute Discipline Committee. The Code of Conduct laid down in this section shall also apply to members of the Institute when representing the Institute at other venues.

#### **4.7 - ON-CAMPUS SPEED LIMITS AND PARKING REGULATIONS**

The Institute has a strict 15kph speed limit regulation while travelling in any vehicle on the Institute Campus/ Grounds. The penalty for speeding offences on Institute grounds is suspension from the course of study for a period and payment of fine or in serious breaches of the regulation expulsion from your course.

There are designated areas on the Institute's grounds for student parking. Vehicles illegally parked may be clamped or removed and a fee will be imposed.

#### **4.8 - LOAN OF ASSISTIVE TECHNOLOGY**

Students registered with a disability or learning difference may avail of a loan of assistive technology/equipment (AT) through the Access and Disability service of the Institute. The student must be registered with the disability service to avail of a loan. A specific qualifying criteria applies to eligibility for assistive technology.

#### **4.9 - INTELLECTUAL PROPERTY**

Unless agreed otherwise, the Institute retains ownership of all intellectual property developed as a result of Institute based activities.

#### 4.10 - THE OMBUDSMAN

The function of the Ombudsman is to investigate complaints from members of the public who believe that they have been unfairly treated by certain public bodies.

If you feel that you have been unfairly treated or are not satisfied with our decision on your complaint, and there is no further appeal mechanism available to you at the Institute, you may if you wish contact the Office of the Ombudsman. By law, the ombudsman can investigate complaints about any of our administrative actions or procedures as well as delays or inaction in your dealings with you. The ombudsman provides an impartial, independent and free dispute resolution service.

##### MAKING CONTACT

Office of the Ombudsman, 18 Lower Leeson Street, Dublin 2, D02 HE97, Tel: 01 639 5600

Email: [info@ombudsman.ie](mailto:info@ombudsman.ie), [www.ombudsman.ie](http://www.ombudsman.ie)

#### 4.11 - MISCELLANEOUS

The Rights and Responsibilities set out in the Handbook are those approved by the IT Tralee Governing Body. The President or the Vice President Academic Affairs & Registrar will from time to time issue explanatory memoranda in relation to these Regulations.

The Governing Body of the Institute of Technology, Tralee reserves the right to alter or amend these Rights and Responsibilities from time to time to provide for the good management of the Institute.



## 5. FEES AND FINES

The following tables set out the Fees and Fines applicable for the Academic Year 2020/2021. All fees/fines must be paid by 1st June. Examination results and transcripts will be withheld until fees/fines have been paid.

FEE	DESCRIPTION	REF. SECTION	AMOUNT PAYABLE AND CONDITIONS
Administration Fee	T-card	Section 1.7	<p>A €10 fine will be imposed on students who do not collect their T-cards by the specified date.</p> <p><b>Issue of Replacement T-card</b> A fee of €10 applies for replacement of T-card.</p> <p><b>Refund of T-card 'top-up'</b> A fee of €5 applies for refund to T-card 'top-up'</p>
Administration Fee	Withdrawal / Deferral Fees	Section 1.8 and 1.9	<p>Fees for courses, once paid by the individual, are refundable only in accordance with the schedule below.</p> <p>Withdrawal/Deferral granted between the beginning of academic year and 30th of September: Refund full tuition fee, if applicable.</p> <p>Refund full Student Contribution Charge, if applicable</p> <p>Withdrawal /Deferral granted after the 30th of September and before the 31st October 90% tuition fee if applicable and 90 % of Student Contribution Charge, if applicable.</p> <p>Withdrawal /Deferral granted after the 31st October and on or before 31st January 50% of Tuition fees, if applicable and 50% of Student Contribution Charge if applicable</p> <p>Withdrawn/Deferred after 1st February: No refund of fees granted.</p>
Administration Fee	Repeat Examinations Fee	Section 1.6.3 (a) & Section 2.4.1 (b)	<p>Repeat Examination Fee €120 (Non-refundable) Late application fee for repeat examination €20 (in addition to repeat fee)</p>
Administration Fee	Copies of Transcripts	Section 2.5.1	<p>€10 for each additional copy of Transcript of results issued by IT Tralee</p>

Fees and Fines continued.

FEE	DESCRIPTION	REF. SECTION	AMOUNT PAYABLE AND CONDITIONS
Administration Fee	Recheck and Reviews	Section 2.7.1	€20 per module - fee for Recheck €40 per module - Fee for Review (refundable if recheck/review successful)
Administration Fee	Appeals	Section 2.9.2	€60 (refundable if the appeal is successful)
Administration Fee	Course Electives (Relates to Examinations Deadline)	Section 2.4.1 (c)	€60 fee imposed on student for processing module registration details after the date specified by the Examinations Officer.
Administration Fee	Viewing of your own Examination Script and other related examination material	Section 2.5.3	€10 per script/module
Administration Fee	Fee for copying syllabi		€50 (full programme)
Administration Fee	Replacement of parchment		€65
Administration Fee/Fine	Any type of watch, mobile phone or other unapproved electronic device confiscated during an examination session	Section 2.4.3 (i) & 2.4.4 (c)	€50

For repeat offences a heavier fine and/or an alternative sanction may be imposed.

TYPE	DESCRIPTION	REF.SECTION	AMOUNT
Fine	Failure to present T-Card on request by Institute Staff or Contractor	Section 1.7	€20
Fine	Failure to carry T-Card on your persons	Section 3.3.7(a)	€20
Fine	Parking of Cars, motorcycle, and pedal cycles on Institute Grounds in unauthorized places	Section 3.3.7(b)	€10
Fine	Careless/dangerous driving on Institute grounds (further sanctions may also be imposed by the Institute)	Section 3.3.7 (c&d)	€100
Fine	Littering the buildings or grounds of the Institute	Section 3.3.7 (e)	€10
Fine	Consumption of food or beverage in lecture rooms, laboratories, workshops, and library. Chewing gum is specifically prohibited throughout the Institute Buildings	Section 3.3.7(f&g)	€10
Fine	Smoking in any of the buildings of the Institute (further sanctions may be imposed by the Institute)	Section 3.3.7(h)	€10 - €3000
Fine	Removal of furniture from designated areas	Section 3.3.7(i)	€10
Fine	Mobile phones switched on in Lecture rooms/theatres, demonstration laboratories, library, etc.	Section 3.3.7(j)	€10
Fine	Inappropriate activation of the Fire Alarm or Fire Extinguisher.	Section 3.6	€50
Fine	Inappropriate activation of the Emergency Exit door alarm.	Section 3.6	€10

## DISCIPLINARY PROCEDURE

Violations of policy are investigated by the Library Manager and/or Vice President AA & Registrar, subject to the following guidelines:

FEES/FINES PERTAINING TO BREACH OF LIBRARY REGULATIONS			
FEE TYPE	DESCRIPTION	SANCTION	FEE/SANCTION
Overdue main items	Late return of library main collection material	Issue of further material not allowed until all items returned and fines cleared	50c per item per day
Overdue non-return of main item	Library material that is more than 15 days overdue	Suspension of Computer and library account until all items returned and fines cleared	
Overdue counter item	Late return of library counter collection material	Issue of further material not allowed until all items returned and fines cleared	50c per hour
Overdue non-return of counter item	Library - counter material that is more than 3 days overdue	Suspension of computer and library account until all items returned and fines cleared	
Administration Fee	Library material/books not returned		€20 fine will be imposed for any library material not returned or any outstanding unpaid fines by the date of issue of results.
Fines	Mobile phone switched on in library		€10 fine for the use of a mobile phone in the Library
Fines	Activation of Book Alarm System in Institute Library		€10 fine if alarm is set off
Fines	Eating		€10 fine if found eating in the library
Fines	Inappropriate activation of internal library emergency exits doors/door alarms		First offence €20 (second offence €50)

## DISCIPLINARY PROCEDURE

Violations of policy are investigated by the Computer Services Manager and/or Vice President AA & Registrar, subject to the following guidelines:

FEES/FINES PERTAINING TO BREACH OF COMPUTER LABORATORY			
FEE TYPE	DESCRIPTION	SANCTION	FEE/ SANCTION
<b>LOW</b>	Forgotten Passwords	Student pays for password to be reissued. Passwords reissued between 12.00pm and 1.00pm ONLY.	€5
	Failure to produce valid Student T-Card	Disable account for 1 week (after 6pm)	€10
<b>MEDIUM</b>	Eating and Drinking in Computer Labs	Staff member confiscates Student T-Card and account disabled until fine paid. This may apply also if any rubbish (cans, bottles, wrappers, etc.) is found in the vicinity of where the student is sitting. For repeat offences a heavier fine will be imposed.	€10 €40
	Playing of games, IRC	Staff member confiscates Student T-Card and account disabled until fine is paid. For repeat offences a heavier fine will be imposed.	€10 €40
	Installation/Modification of Systems Software	Disable account, IT Manager meets student and may refer issue to the Institute Disciplinary Committee	
<b>HIGH</b>	Use of Transparencies in Printers	Staff or Contractor confiscates student t-Card and account disabled until fine is paid. For repeat offences, student will be liable for the repair to damaged device.	€30 €200+
	Misuse of E-Mail	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee	
	Introduction of virus / malware onto computer systems	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee	
	Tampering with or misuse of IT equipment or any assistive technology	Disable account, CSM meets with student and may refer the Institute Disciplinary Committee. Fine imposed	€100+
	Hacking other accounts	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee	
	Installing Equipment on the ITT Network without permission	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee	
	Logging out of assigned exam account & into another account during computer practical examinations	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee or EARC.	
	Giving your computer login a/c details to others	Disable account for 1 week and fine imposed	
	Use of another student's account	Disable accounts for 1 week and fine imposed as a result of using account knowingly and being in receipt of student's account information	€30
	Accessing or Downloading Pornographic Material	Staff member confiscates Student Smart Card, student pays fine for it's' return. Student account disabled until fine is paid. The matter is also investigated by the IT Manager and may be referred to the Institute Disciplinary Committee. As accessing child pornographic material is a notable offence, all incidents will be notified to the relevant authorities.	€50



## 6. IT TRALEE SERVICES CONTACTS

<b>Admissions Office/Academic Affairs</b>	5638
<b>Examinations Office</b>	5640/5604
<b>Student Support Services Office</b>	1722/5665
<b>ITT Student Health Centre</b>	066 7191679
<b>ITT Chaplain</b>	066 7191674/ 086 8658736
<b>ITT Counsellor</b>	066 7191690/ 086 3049966
<b>Access Officer</b>	1682
<b>Officer for Learning Difference</b>	1678
<b>Careers Officer</b>	1783
<b>Student Services Officer</b>	1722/5665
<b>Springboard/Lifelong Learning</b>	1702
<b>Computer Services Helpdesk</b>	1699
<b>Library Desk</b>	1700
<b>School of Business, Computing &amp; Humanities</b>	1659
<b>School of Science, Technology, Engineering &amp; Mathematics</b>	5606
<b>School of Health &amp; Social Sciences</b>	
• Nursing Office	1695
• Health & Leisure Office	5607
• Social Sciences Office	1655
<b>North Campus/South Campus Office</b>	1685/4138
SU President	083 1156156
SU Vice President Welfare	083 1122737
SU Vice President Education	083 7391829

# STEPS TO TAKE WHEN CONCERNED ABOUT A STUDENTS MENTAL HEALTH



## IT'S AN EMERGENCY

I'm concerned about a fellow student who is experiencing mental or emotional distress and is in need of immediate attention...

### Examples of someone who requires immediate attention:

- A possible or definite overdose  
Call emergency 999 or 112
- Very abusive/threatening or a danger to themselves on-campus - seek help from Security #1676(NC) OR # 4181(SC) and off-campus - contact Tralee Garda Station 066 7102300
- Talking about not being around and/or giving possessions away
- Expressing self-destructive or suicidal ideation, either verbally or in writing
- Expressing feelings of hopelessness
- Behaving in a bizarre manner

### What can I do?

- Try not to act alone. If possible, engage with another person.
- Contact the Student Health Centre or other appropriate service immediately.
- If it is safe to do so, remain with the student until support for you and the student arrives.



## I'M CONCERNED

I'm concerned about a fellow student who: appears withdrawn, low in mood, tearful and worried and is struggling with college...

Be aware of the types of on-campus student services supports available to students. Know about other local community supports available.

If you feel comfortable you could recommend to the student to visit a member of the student services support team or for them to contact their Head of Department, their Class Tutor, the Students' Union, the Student Health Centre or their own GP.

### I tried that

If your suggestion is rejected and you are still concerned, contact any member of the support services yourself to get advice and support of the issue. You can also contact your Head of Department, Class Tutor or a member of the Students' Union for their help and guidance.

Remember that you are not a Counsellor and the best way to help someone that you are concerned about is to refer them to the right support. Keep any communications or conversations about the issue with the individual confidential and mind your own health also.

## CONTACTS:

Student Health Centre (Monday-Friday 9am - 5pm)  
**087 8275982** Ext **1679** Direct **066 7191679**

### Out of hours:

South Doc - After 5pm **1850 335 999**  
Tralee Garda Station **066 7102300**  
Emergency Services **999** or **112**

If you feel you need personal support yourself after the event you could contact  
Student Counsellor: **086 3049966** Ext **1690** Direct **066 7191690**  
Chaplain Office: **086 8658736** Ext **1674** Direct **066 719 1674**

## HERE WE COME

Here we come, from all directions like leaves on the wind in autumn lone notes in the ebb and flow of morning traffic.

Hopping off buses, jumping out of our parents' cars, waving goodbye or just walking.

Some talking to others, most not, this is the first day after all - we don't know anybody and we're trying to play it cool.

Looking around at where we are or staring down, at a map, a timetable, a mobile phone.

Drawn towards the same place with that name we've been savouring, repeating to our parents, our friends, to anyone who'll listen.

This morning, we're going to college.

---

College - Stepping into our tomorrow. Weighed down with back packs, folders, tablets, laptops, pens, coffees, bottled water, for some that's plenty, maybe too much.

For others - that's nothing, because we're carrying something else - anxiety, or something bigger, maybe; the hangover of a one night stand gone wrong, an argument with a cheating lover, a recent death in the family, a problem with drink, or drugs, or both.

Or maybe we've once been told that we're simply the wrong sex, the wrong religion, too old, the wrong colour, not fit enough, disabled in some way that didn't make the grade before.

Maybe school just never felt right, maybe this is our second try, maybe that's keeping us back all the time holding us down, like chains or anchors.

Maybe we're here, but ready to bolt, ready to throw it all away, but we won't, not yet.

In our hearts we've stowed away hope, humanity's oldest motivation, and like flames inside our ribcages we hold our dreams, some almost extinguished, some undiscovered like distant stars, and all we ask from you is that you see this and give us a few things.

Consistency, an environment that cares for our minds, our bodies, our souls, somewhere to make friends.

A system of mentors we can trust to turn up in both senses of the word. To look for what we can't see in ourselves.

Experts who are out there, still learning themselves. Eccentric, stern, passionate, always inspiring us to work harder than we want to - harder than we think we can.

And if you want to know how hard it is for, just ask. The best of you always do.

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Give us these things and we all become part of the plan. A connected part of the whole. Like the intricate parts of a watch but less separate.

So much more than just one cog, more like the people who invented the watch itself, or tracked the sun through the sky, plotted the cosmos or mapped the soft machinery of the human heart.

Here we come, from all directions like leaves on the wind in autumn, students who want to stand as graduates not just of a college but of a way of life, a way of thinking, a way of believing that anyone can be the person they dream of being.







INSTITUTE OF TECHNOLOGY  
**TRALEE**  
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