

LIVE + LEARN

HANDBOOK +
DIARY
2017/2018

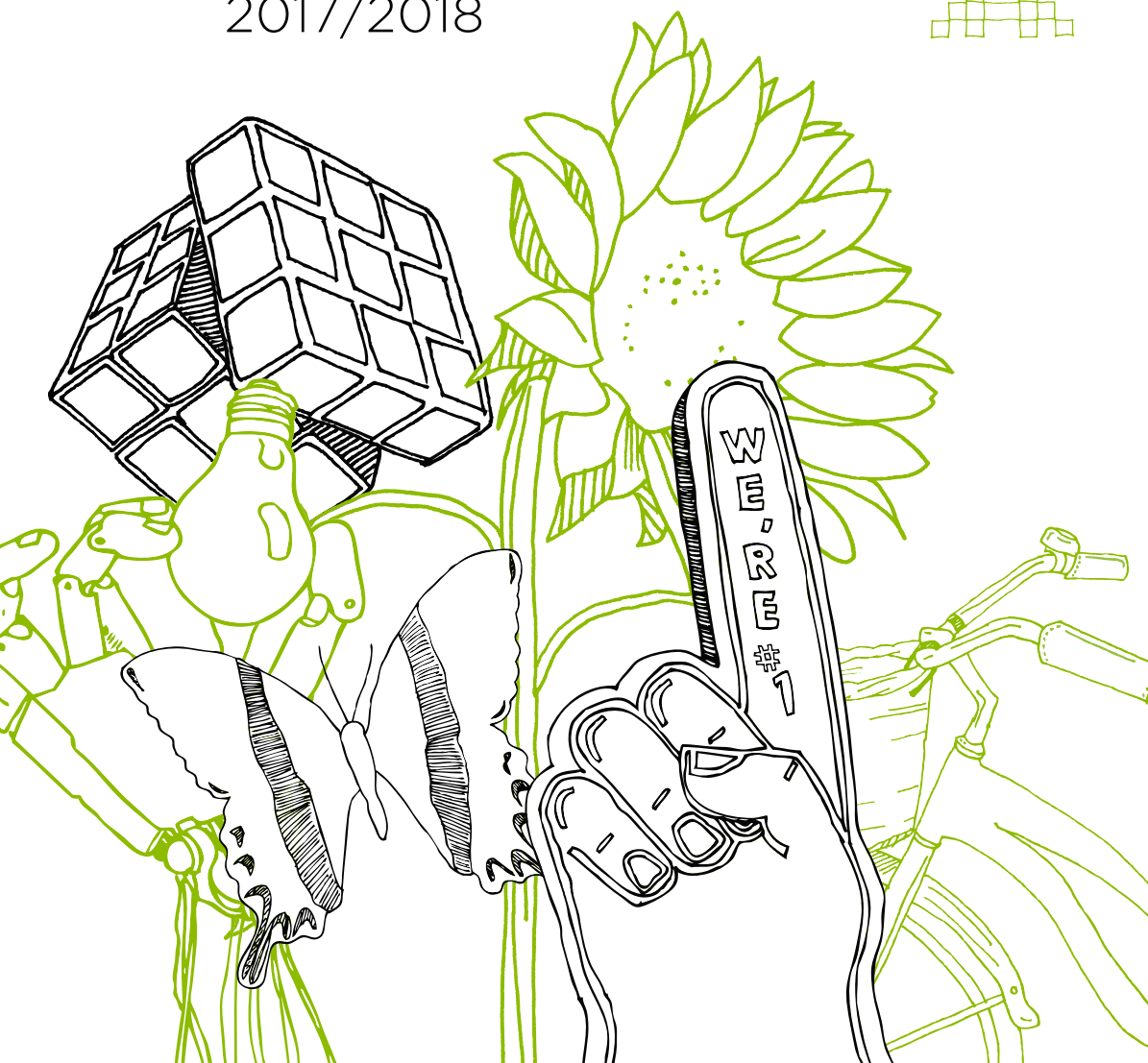
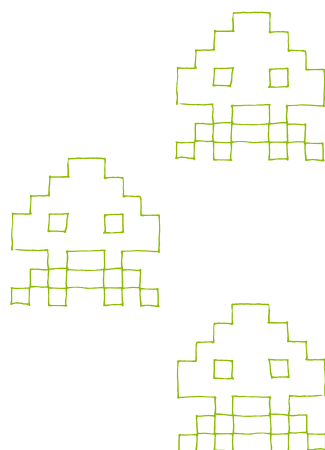
 **itb**
Institute of Technology
Blanchardstown
Institiúid Teicneolaíochta
Baile Bhlainséir

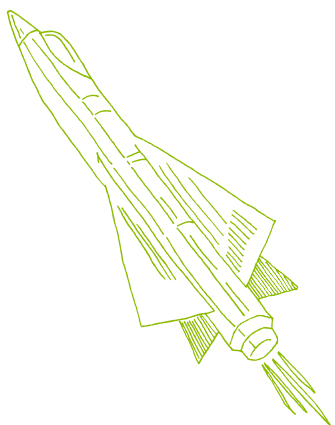
DIARY + HANDBOOK

As well as this diary to keep you up to date with day to day life here at ITB, we've included a handbook specially designed to fill you in on all the information you'll need about campus life and the various amenities, services and supports available. And, of course, if there's anything else you need to know the Student Services Team and Student Information Desk (SID) will always be happy to help.

LIVE + LEARN

HANDBOOK +
DIARY
2017/2018





LIVE + LEARN

CALENDAR +
DIARY
2017/2018

CONTENTS

DATES + DETAILS

Student Calendar	p. 5
List of Policies	p. 7

Diary 2017/2018

p. 12

YOU + US

Personal Details	p. 119
Map of Campus	p. 120
	p. 121

DAYS + TIMES

p. 122

ROAD + RAIL

p. 122

PEOPLE + PLACES

School of Business	p. 124
School of Informatics and Engineering	p. 125
School of Humanities	p. 126

LIBRARY + IT

p. 127

Library Facilities	p. 127
Group Study and Individual Study Areas	p. 127
Student Information Desk	p. 127
SID Staff & Contact Numbers	p. 127
Student ID Cards	p. 127
Notification of Term-time Address	p. 127
Lost Property	p. 127
Computer Facilities	p. 128
Pre-Registration Network logon	p. 128
Post Registration Network logon	p. 128
Self Service Password Facility	p. 129
Wireless Network	p. 129
Virtual Learning Environment	p. 129
Printing and Photocopying	p. 130
Time-Table Portal	p. 130
Computer Services Helpdesk	p. 130
ITB Intranet	p. 130
Student Portal	p. 130
Student E-mail	p. 130
Internet Access	p. 130
Social Network Access	p. 131
Toolbox & Component Kits for Engineering Programmes	p. 131

CONTACTS + NUMBERS

p. 132

DATES + DETAILS

STUDENT CALENDAR

All dates are provisional and subject to change at the discretion of the Institute.

Any changes will be reflected on the Institute website.

FULL-TIME AND PART-TIME COURSES

Date	Event
Semester 1 – Autumn 2017	
06/09/17	Start of Winter Semester Classes commence for all Full-time 1st year students
11/09/17	Classes resume for all other Full-time students
18/09/17	Registration and Start of Part-time Courses
30/10/17	Bank Holiday
30/10/17 - 03/11/17	Student Project / Reading Week
10/11/17	Conferring
18/12/17 - 03/01/18	Revision Week and Christmas Break
04/01/18 - 12/01/18	Winter Semester Examinations
Semester 2 – Spring 2018	
22/01/18	Start of Spring Semester Classes commence for all Full-time and Part-time students
19/03/18	Bank Holiday
26/03/18 - 06/04/18	Easter Break / Student Project / Reading Week
30/04/18 - 04/05/18	Revision Week
08/05/18 - 16/05/18	Spring Semester Examinations
04/06/18	Bank Holiday
13/06/18 - 20/06/18	Exam Reviews/Discussion/Review Recheck Applications (Check website for closing dates)
Autumn Examinations 2018	
20/08/18 - 24/08/18	Winter Semester Repeat Examinations*
27/08/18 - 31/08/18	Spring Semester Repeat Examinations*

*Where a module runs in the winter and spring semester, the repeat examination may be scheduled once only, in week 1 of the repeat examinations.

**Repeat practical exams take place the first week in September.

ACADEMIC CALENDAR FOR THE APPRENTICE COURSES

Date**Event**

Term 1

25/09/17 Start of 10 & 11 Week blocks

01/12/17 End of 10 Week blocks

08/12/17 End of 11 Week blocks

19/12/17 Exam Board Meeting

Term 2

02/01/18 Start of 10 & 11 Week blocks

09/03/18 End of 10 Week blocks

16/03/18 End of 11 Week blocks

06/04/18 Exam Board Meeting

Term 3

03/04/18 Start of 10 & 11 Week blocks

08/06/18 End of 10 Week blocks

15/06/18 End of 11 Week blocks

19/06/18 Exam Board Meeting

LIST OF POLICIES

How to access policies/documents

Go to ITB home page, select Intranet, select Document Management System on bottom right hand corner of screen, type in key word example student charter and this will bring you into the relevant policy/document. Below is a list of useful policy documents for ITB students.

It is the students' responsibility to read and familiarise themselves with these documents as they are part of the student charter for all Students attending ITB.

Student Services	DMS Ref
Appropriate behaviour charter	4RHR03
Student Charter – Explains the Rights & Obligations of Students	3SS03
Disciplinary procedures	3SS04
Policy on sexual harassment and bullying of students in the Institute	3SS05
ITB Students' Union Clubs and Societies	3SS07
Student Appeal Procedure – Use this if you have a grievance in relation to any aspect of Institute administration & operation	3SS09
Students' Union, Clubs and Societies – Formation and Financial Management Regulations	3SS10
Use of student lockers	3SS25
Examination accommodations for students – Use if you have a special requirement to enable you to sit your exams	4RSS02
Guidelines on note taking	4RSS04
Disciplinary Procedure for Phase 4 and 6 Apprentices	3SS06
Policy relating to approval of students for participation in environments with children or vulnerable adults – (Garda Vetting policy) If your course requires Garda Vetting, read this policy.	2MP24
Child Protection and Welfare Policy	2MP32

Exams	DMS Ref
Examination student information – Information for students about the Institute's exam procedures	3AS04
Examination regulations	3AS05
Academic programme assessment policy and procedure - Explains the marking system and how end of year grade and overall award is calculated.	3AS06
Institute policy on plagiarism in assignments and examinations – Explains plagiarism, how to avoid it and consequences if plagiarism occurs	3AS08
Examination Script Inspection and Result, Recheck and Appeals Procedure	3AS10
Application form to view examination scripts. <i>ONLINE</i>	4FAS02
Application form for examination recheck/review. <i>ONLINE</i>	4FAS03
Application form to appeal the outcome of an examination recheck/review. <i>ONLINE</i>	4FAS04
Application form to postpone consideration of assessment results/ Deferral form – Use if you need to defer an exam or continuous assessment or project	4FAS20
Application to retain Honours award classification - use if you have a GPA of 2.5 or higher but have failed a module in your award year.	4FAS24
Application Form for Embedded (Exit) Award	4FAS23

Admissions	DMS Ref
Exemptions from modules based on prior certified or experiential learning	3AD06
Academic Programme Fees	3AD12
Application for withdrawal from course or module	4FSS01
Application to repeat a year or module UNDER REVIEW	4FSS02
Application for exemption from modules based on prior certified or experiential learning	4FAD02
Application for progression with less than 60 credits and/or GPA of less than 2.0 ONLINE APPLICATION	4FAD11
Application to transfer to a different course of study	4FAD21
Application form for Garda Vetting	4FAD22

Postgraduate Study	DMS Ref
Application for Admission to Postgraduate Degree Programme	4FAD06
Research ethics and code of good research practice – Ethical issues to be aware of when conducting research	3RD01
Health and Safety, Library, IT, Quality Assurance	DMS Ref
Fire drills and evacuation of buildings	3HS15
Library usage policy	3LB01
IT Acceptable usage policy	3IT13



ACADEMIC CALENDAR

SEPTEMBER 2017 – AUGUST 2018

SEPTEMBER 2017

M	T	W	T	F	S	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2017

M	T	W	T	F	S	S
					01	
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2017

M	T	W	T	F	S	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2017

M	T	W	T	F	S	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2018

M	T	W	T	F	S	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2018

M	T	W	T	F	S	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2018

M	T	W	T	F	S	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2018

M	T	W	T	F	S	S
					01	
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2018

M	T	W	T	F	S	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2018

M	T	W	T	F	S	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2018

M	T	W	T	F	S	S
					01	
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2018

M	T	W	T	F	S	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST / SEPTEMBER

28 Monday

29 Tuesday

30 Wednesday

Friday 01

**RETURNING STUDENTS WHO PASSED
ALL THEIR EXAMS SHOULD REGISTER
ONLINE NOW - WWW.ITB.IE/
CURRENTSTUDENTS**

Saturday / Sunday **02 / 03**

Notes

[illegible]

SEPTEMBER

04 Monday

05 Tuesday

06 Wednesday

Thursday 07

ASK QUESTIONS - FIND STUFF OUT

Friday 08

**QUESTIONS ABOUT ITB?
SEE THE ITB STUDENT HUB
[HTTP://ITBSTUDENTHUB.IE](http://itbstudenthub.ie)**

Saturday / Sunday **09 / 10**

Notes

[illegible]

SEPTEMBER

11 Monday

12 Tuesday

13 Wednesday

DIFFICULTY REMEMBERING
PASSWORDS? REGISTER FOR
OUR SELF SERVICE PASSWORD
FACILITY NOW.

Thursday 14

Friday 15

HAVE YOU REGISTERED FOR
YOUR ELECTIVE MODULE?
DON'T MISS THE DEADLINE.

Saturday / Sunday 16 / 17

Notes

SEPTEMBER

18 Monday

FRESHERS WEEK

TAKE PART!
JOIN A CLUB/SOCIETY

19 Tuesday

PART-TIME STUDENTS?
VISIT THE LIBRARY TO LEARN
ABOUT OUR ONLINE SERVICES!

20 Wednesday

Thursday **21**Friday **22**

**FAILED MODULES? ATTEND
THE INFORMATION SESSION.
CHECK WEBSITE FOR DETAILS.**

CHECK EXAMS PAGE ON THE WEBSITE FOR IMPORTANT DEADLINES

Saturday / Sunday **23 / 24**

Notes

[illegible]

SEPTEMBER

25 Monday

26 Tuesday

27 Wednesday

Thursday 28

Friday 29

Saturday / Sunday 30 / 01

Notes

OCTOBER

02 Monday

CHECK THE WEBSITE FOR
CLOSING DATES FOR SPORTS
SCHOLARSHIPS APPLICATIONS.

03 Tuesday

04 Wednesday

YOUR MOODLE/LOGIN PASSWORD
WILL EXPIRE EVERY 100 DAYS

Friday 06

Saturday / Sunday **07 / 08**

Notes

[illegible]

OCTOBER

09 Monday

10 Tuesday

STARTING ASSIGNMENTS?
SEE THE LIBRARY'S MOODLE PAGE FOR HELP:
[HTTP://MOODLE.ITB.IE/COURSE/VIEW.PHP?ID=996](http://moodle.itb.ie/course/view.php?id=996)

11 Wednesday

Thursday 12

Friday 13

REMINDER 1ST HALF OF
COURSE FEES OVERDUE! THIS ISSUE
NEEDS TO BE RESOLVED NOW.

Saturday / Sunday 14 / 15

Notes

OCTOBER

16 Monday

17 Tuesday

18 Wednesday

Thursday **19**

Friday **20**

***CHECK FACEBOOK/WEBSITE FOR
LIBRARY OPENING HOURS***

Saturday / Sunday **21 / 22**

Notes

OCT

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

OCTOBER

23 Monday

STUDYING SPORTS MANAGEMENT,
HORTICULTURE OR HUMANITIES?
ENSURE YOU HAVE MADE YOUR
GARDA VETTING APPLICATION
TODAY.

24 Tuesday

25 Wednesday

Thursday 26

Friday 27

Saturday / Sunday 28 / 29

Notes

OCTOBER / NOVEMBER

30 Monday

BANK HOLIDAY

MID-TERM BREAK:
CATCH UP ON READING & PROJECTS

31 Tuesday

CLOSING DATE FOR APPLICATIONS
FOR SPORTS SCHOLARSHIPS

1ST HALF OF COURSE FEES OVERDUE!
COMPUTER ACCESS WILL BE REMOVED
UNTIL THIS ISSUE IS RESOLVED.

01 Wednesday

NOV

W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Friday **03**

Saturday / Sunday **04 / 05**

Notes

[illegible]

NOVEMBER

06 Monday

07 Tuesday

08 Wednesday

NEED HELP REFERENCING?
SEE THE LIBRARY'S MOODLE PAGE:
[HTTP://MOODLE.ITB.IE/COURSE/VIEW.PHP?ID=996](http://moodle.itb.ie/course/view.php?id=996)

Thursday 09

Friday 10

GRADUATION -
A DAY TO CELEBRATE!

GRADUATION BALL

Saturday / Sunday 11 / 12

Notes

NOVEMBER

13 Monday

14 Tuesday

15 Wednesday

Thursday 16

Friday 17

MISS YOUR GRADUATION?
COLLECT YOUR PARCHMENT FROM
THE EXAMS OFFICE ASAP.

Saturday / Sunday 18 / 19

Notes

NOVEMBER

20 Monday

21 Tuesday

22 Wednesday

Thursday **23**

Friday **24**

Saturday / Sunday **25 / 26**

Notes

NOVEMBER

27 Monday

28 Tuesday

29 Wednesday

Thursday 30

MISS YOUR GRADUATION?
COLLECT YOUR PARCHMENT FROM
THE EXAMS OFFICE ASAP.

Friday 01

REMEMBER! RE-SET YOUR
PASSWORD - REGISTER
FOR OUR SELF SERVICE
PASSWORD FACILITY
NOW".

Saturday / Sunday 02 / 03

Notes

DECEMBER

04 Monday

05 Tuesday

06 Wednesday

Thursday 07

Friday 08

Saturday / Sunday 09 / 10

Notes

DECEMBER

11 Monday

NEED TO DOWNLOAD PAST EXAM
PAPERS? SEE THE ITB STUDENT HUB
[HTTP://ITBSTUDENTHUB.IE](http://itbstudenthub.ie)

12 Tuesday

13 Wednesday

Thursday 14

Friday 15

Saturday / Sunday 16 / 17

Notes

DECEMBER

18 Monday

REVISE - REVISE - REVISE

19 Tuesday

20 Wednesday

Friday **22**

Saturday / Sunday **23 / 24**

Notes

[illegible]

DECEMBER

25 Monday

CHRISTMAS HOLS -
ENJOY THE BREAK!

26 Tuesday

27 Wednesday

Friday **29**

Saturday / Sunday **30 / 31**

Notes

[illegible]

JANUARY

01 Monday

CHECK OUT EXAMS REGS!

DON'T FORGET YOUR STUDENT
ID CARD FOR YOUR EXAMS

02 Tuesday

REVISE - REVISE - REVISE

03 Wednesday

REVISE - REVISE - REVISE

JANUARY

Thursday 04

EXAMS!!!!
GOOD LUCK

Friday 05

Saturday / Sunday **06 / 07**

Notes

[illegible]

JAN

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

JANUARY

08 Monday

EXAMS!!!!

09 Tuesday

10 Wednesday

Thursday 11

Friday 12

Saturday / Sunday 13 / 14

Notes

JANUARY

15 Monday

RETURN THOSE LIBRARY BOOKS!!

16 Tuesday

17 Wednesday

Thursday 18

Friday 19

Saturday / Sunday 20 / 21

Notes

JANUARY

22 Monday

START OF SPRING SEMESTER

23 Tuesday

24 Wednesday

Thursday 25

Friday 26

Saturday / Sunday 27 / 28

Notes

JANUARY

29 Monday

30 Tuesday

31 Wednesday

2ND HALF OF COURSE FEES
ARE DUE! COMPUTER ACCESS
WILL BE REMOVED UNTIL THIS
ISSUE IS RESOLVED.

YOUR MOODLE/LOGIN PASSWORD
WILL EXPIRE EVERY 100 DAYS.

Thursday 01

Friday 02

HAVE YOU RREGISTERED FOR YOUR
ELECTIVE MODULES?

DON'T MISS THE DEADLINE!

Saturday / Sunday 03 / 04

Notes

FEB

T F S S | M T W T F S S | M T W T F S S | M T W T F S S | M T W
01 02 03 04 | 05 06 07 08 09 10 11 | 12 13 14 15 16 17 18 | 19 20 21 22 23 24 25 | 26 27 28

FEBRUARY

05 Monday

06 Tuesday

07 Wednesday

Thursday 08

Friday 09

Saturday / Sunday 10 / 11

Notes

FEBRUARY

12 Monday

13 Tuesday

14 Wednesday

VALENTINE'S DAY
ON CAMPUS

Thursday 15

STARTING ASSIGNMENTS?
SEE THE LIBRARY'S MOODLE PAGE FOR HELP:
[HTTP://MOODLE.ITB.IE/COURSE/VIEW.PHP?ID=996](http://moodle.itb.ie/course/view.php?id=996)

Friday 16

Saturday / Sunday 17 / 18

Notes

FEB

T F S S | M T W T F S S | M T W T F S S | M T W T F S S | M T W
01 02 03 04 | 05 06 07 08 09 10 11 | 12 13 14 15 16 17 18 | 19 20 21 22 23 24 25 | 26 27 28

FEBRUARY

19 Monday

20 Tuesday

21 Wednesday

Thursday **22**

Friday **23**

Saturday / Sunday **24 / 25**

Notes

FEBRUARY

26 Monday

27 Tuesday

28 Wednesday

Friday 02

Saturday / Sunday **03 / 04**

Notes

[illegible]

MARCH

05 Monday

06 Tuesday

07 Wednesday

NEED HELP REFERENCING?
SEE THE LIBRARY'S MOODLE PAGE.
[HTTP://MOODLE.ITB.IE/COURSE/
VIEW.PHP?ID=996](http://moodle.itb.ie/course/view.php?id=996)

Friday 09

Saturday / Sunday **10 / 11**

Notes

[illegible]

MARCH

12 Monday

13 Tuesday

14 Wednesday

Friday 16

Saturday / Sunday **17 / 18**

Notes

[illegible]

MARCH

19 Monday

A DAY OFF - EXCELLENT!

20 Tuesday

21 Wednesday

CHECK FACEBOOK/WEBSITE
FOR LIBRARY OPENING HOURS

Thursday **22**

Friday **23**

Saturday / Sunday **24 / 25**

Notes

MARCH

26 Monday

EASTER BREAK

27 Tuesday

28 Wednesday

Friday **30**

Saturday / Sunday **31 / 01**

Notes

[illegible]

APRIL

02 Monday

REMEMBER!
RE-SET YOUR PASSWORD

03 Tuesday

04 Wednesday

Thursday 05

COMPLETING YOUR AWARD?
CHECK WEBSITE FOR ADD-ON
PROGRESSION OPTIONS

Friday 06

Saturday / Sunday 07 / 08

Notes

APRIL

09 Monday

10 Tuesday

11 Wednesday

Thursday 12

Friday 13

Saturday / Sunday 14 / 15

Notes

APRIL

16 Monday

17 Tuesday

18 Wednesday

Friday **20**

Saturday / Sunday **21 / 22**

Notes

[illegible]

APRIL

23 Monday

24 Tuesday

25 Wednesday

Friday **27**

Saturday / Sunday **28 / 29**

Notes

[illegible]

APRIL / MAY

30 Monday

REVISE – REVISE – REVISE

01 Tuesday

FINAL YEAR STUDENTS, REMEMBER TO REMOVE ANY EMAIL FORWARDING THAT YOU HAVE SETUP AND MAKE COPIES OF ANY FILES STORED ON YOUR ONEDRIVE OR OTHER OFFICE 365 APPLICATIONS AS YOUR COLLEGE ACCOUNT WILL BE PERMANENTLY DELETED SHORTLY AFTER YOUR COURSE COMPLETION.

02 Wednesday

Friday 04

CHECK OUT EXAM REGS!

DON'T FORGET YOUR STUDENT ID CARD FOR YOUR EXAMS

Saturday / Sunday **05 / 06**

Notes

[illegible]

MAY

07 Monday

A DAY OFF - EXCELLENT!

08 Tuesday

EXAMS!!! GOOD LUCK

09 Wednesday

Friday **11**

Saturday / Sunday **12 / 13**

[illegible]

MAY

14 Monday

EXAMS!!!

15 Tuesday

16 Wednesday

Thursday 17

Friday 18

REMEMBER TO RETURN
THOSE LIBRARY BOOKS

Saturday / Sunday 19 / 20

Notes

MAY

21 Monday

22 Tuesday

23 Wednesday

Thursday **24**

Friday **25**

Saturday / Sunday **26 / 27**

Notes

MAY

28 Monday

29 Tuesday

30 Wednesday

Thursday 31

Friday 01

Saturday / Sunday 02 / 03

Notes

JUNE

04 Monday

A DAY OFF - EXCELLENT!
BANK HOLIDAY

05 Tuesday

06 Wednesday

Thursday 07

Friday 08

Saturday / Sunday 09 / 10

Notes

JUNE

11 Monday

CHECK FACEBOOK/WEBSITE FOR
LIBRARY SUMMER OPENING HOURS

12 Tuesday

13 Wednesday

TIME TO GET FEEDBACK/ADVICE
FROM YOUR LECTURERS.
APPLY ONLINE TO VIEW SCRIPTS
OR FOR REVIEW/RECHECK
(CHECK EXAMS PAGE ON WEBSITE
FOR CLOSING DATE)

**TIME TO GET FEEDBACK/ADVICE
FROM YOUR LECTURERS.
APPLY ONLINE TO VIEW SCRIPTS
OR FOR REVIEW/RECHECK**

Friday **15**

**TIME TO GET FEEDBACK/ADVICE
FROM YOUR LECTURERS.
APPLY ONLINE FOR
REVIEW/RECHECK**

Saturday / Sunday **16 / 17**

Notes

[illegible]

JUNE

18 Monday

TIME TO GET FEEDBACK/ADVICE
FROM YOUR LECTURERS.
APPLY ONLINE FOR
REVIEW/RECHECK

19 Tuesday

20 Wednesday

NEED TO REPEAT?
APPLY ONLINE NOW!

Friday **22**

Saturday / Sunday **23 / 24**

Notes

[illegible]

JUNE

25 Monday

26 Tuesday

27 Wednesday

Friday **29**

**REMINDER - NEED TO REPEAT?
FEE CHARGED FOR LATE
APPLICATIONS. SO APPLY
ONLINE NOW!**

Saturday / Sunday **30/ 01**

Notes

[illegible]

JULY

02 Monday

03 Tuesday

04 Wednesday

Thursday 05

Friday 06

Saturday / Sunday 07 / 08

Notes

M

16

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17

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18

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31

JULY

09 Monday

10 Tuesday

11 Wednesday

Friday **13**

Saturday / Sunday **14 / 15**

Notes

[illegible]

JULY

16 Monday

17 Tuesday

18 Wednesday

Friday **20**

Saturday / Sunday **21 / 22**

Notes

[illegible]

JULY

23 Monday

24 Tuesday

25 Wednesday

Thursday **26**

Friday **27**

Saturday / Sunday **28 / 29**

Notes

JULY / AUGUST

30 Monday

31 Tuesday

01 Wednesday

Thursday 02

Friday 03

Saturday / Sunday 04 / 05

Notes

AUGUST

06 Monday

BANK HOLIDAY

07 Tuesday

08 Wednesday

Thursday 09

Friday 10

DON'T FORGET YOUR STUDENT
ID CARD FOR YOUR REPEAT EXAMS

Saturday / Sunday 11 / 12

Notes

AUGUST

13 Monday

CHECK OUT EXAM REGS!

14 Tuesday

15 Wednesday

Thursday **16**Friday **17**

Saturday / Sunday **18 / 19**

Notes

[illegible]

AUGUST

20 Monday

WINTER REPEAT EXAMS!!!

21 Tuesday

22 Wednesday

Thursday **23**

Friday **24**

Saturday / Sunday **25 / 26**

Notes

AUGUST

27 Monday

SPRING REPEAT EXAMS!!!

28 Tuesday

29 Wednesday

Thursday **30**Friday **31**

**RETURNING STUDENTS WHO PASSED ALL
THEIR EXAMS SHOULD REGISTER ONLINE
NOW WWW.ITB.IE/CURRENTSTUDENTS**

Saturday / Sunday **01 / 02**

Notes

[illegible]

YOU + US



Name.....
.....

Student number

Address.....
.....
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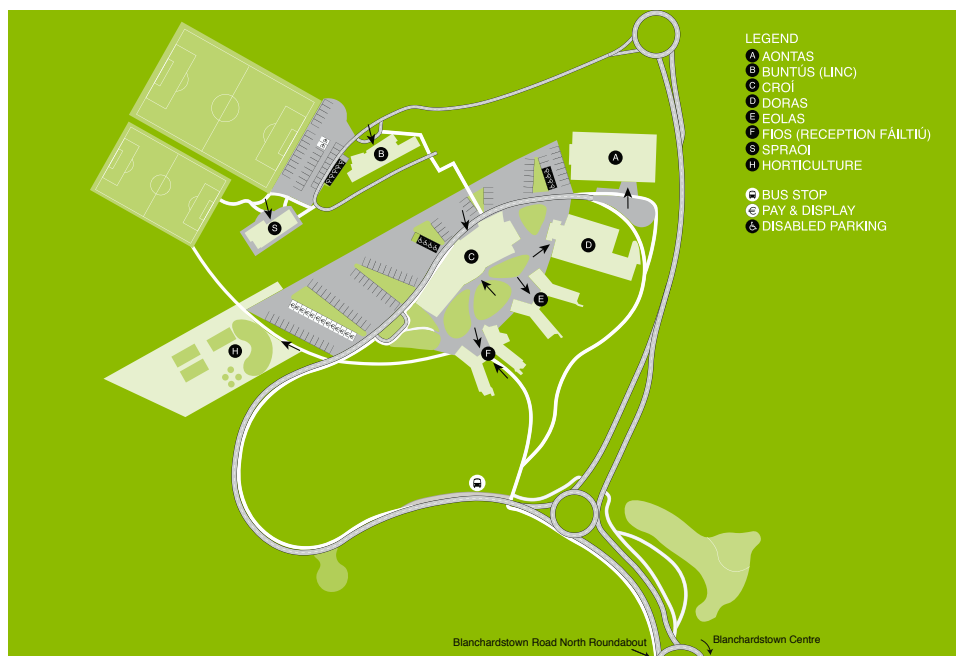
Mobile

Email.....

Course

In case of emergency.....
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Blood group.....



A: Aontas	Teaching/Administration Building, Admissions Office, Exams Office, National Learning Network Office, Counsellors Office and Group Study Area.
B: Linc: Buntús	Learning and Innovation Centre, LinCup canteen.
C: Croí	Multi-Purpose Building including Sports Hall, Student Common Room, Restaurant, Students' Union Office, Student Services Office, Careers Office, Medical Centre, Shower facilities, Bank and ATM.
D: Doras	Teaching Building, Shower facilities and Caretakers Office.
E: Eolas	Teaching Building and School Secretaries' Office.
F: Fios	Reception, Library, SID Desk, Administration Building and Security Office.
S: Spraoi	Gym, Changing Rooms and Academic Teaching Space.
H: Horticulture	Potting Shed, Welfare Facilities, Stores, Polytunnels and Geodomes.

DAYS + TIMES

The normal campus opening hours at ITB are as follows:

During Semester

Mon to Fri: 08.00 – 21.30

Sat: 09.00 – 15.00

Outside Semester

Mon to Fri: 09.00 – 17.30

Library Opening Hours

Mon to Thurs: 09.15 – 20.00

Fri: 09.15 – 17.00

Academic Administration Office Room A60

(Admissions, Registration, Fees & Grants)

Mon to Fri: 11.30 – 12.30 & 14.30 – 15.30

Email: registration@itb.ie

Departmental Secretaries

The School Office is located in room E016, Block E. A student's first port of call for School related queries is the Departmental Secretary.

Mon - Fri, 11.30 - 12.30 & 14.30 - 15.30.

ROAD + RAIL

Shuttle Bus Service

A shuttle bus service is currently in operation between the Coolmine Train Station – Blanchardstown Centre – National Aquatic Centre – ITB. The timetable, price and route map are available on the ITB website.

A number of Dublin bus routes serve the Blanchardstown area.

Information and details on all of these routes can be obtained from the Dublin Bus website: www.dublinbus.ie. In addition, a number of private operators run services in the area.

Express Bus currently run a route from city centre to the Ballycoolin Industrial Estate, Dublin 15.

Check www.expressbus.ie for details.

By Road: Travelling northbound on the N3 take the second slip road for the Blanchardstown Town Centre. Cross the N3 overpass, go straight through and travel along this road about a mile to the next roundabout which is the entrance to the ITB campus.

By Rail: Iarnród Éireann's Western Suburban Rail service links the Blanchardstown area with the DART and other mainline rail services at Connolly Station. The train stations closest to ITB are:

Castleknock (located at Laurel Lodge, Castleknock)

Clonsilla (close to the Church of Ireland, Portersgate)

Coolmine (on the Carpenterstown Road).

MAP OF THE LOCAL AREA



PEOPLE + PLACES

School of Business

Assumpta Harvey,
Head of School of Business

Fiona Malone,
Head of Department of Business

Caroline Reid, *Administrator*
Phone: (01) 885 1024
E-mail: caroline.reid@itb.ie

Maureen Lawless, *Departmental Secretary*
Phone: (01) 885 1543
E-mail: maureen.lawless@itb.ie

Fiona Wickham, *Administrator
for Part-time Students*
Student Information Desk (SID)
Library, F Block, 1st floor.
4pm to 8pm Mon - Thurs (term-time only)
Phone: (01) 885 1100
Email: fiona.wickham@itb.ie



Assumpta Harvey



Fiona Malone



Caroline Reid



Maureen Lawless



Fiona Wickham

School of Informatics and Engineering

Anthony Keane,
Head of School of Informatics and Engineering

Brian Nolan,
Head of Department of Informatics

Richard Gallery,
Head of Department of Engineering

Loretta Martin, *Administrator*
Phone: (01) 885 1081
E-mail: loretta.martin@itb.ie

Linda Fitzpatrick, *Departmental Secretary*
Room E016, Block E
Phone: (01) 885 1549
E-mail: linda.fitzpatrick@itb.ie



Anthony Keane



Brian Nolan



Richard Gallery



Loretta Martin



Linda Fitzpatrick

School of Humanities

Pat O'Connor,
Head of School of Humanities

Cormac Doran,
Head of Department of Humanities



Pat O'Connor

Olive McGivern, *Administrator*
Phone: (01) 885 1061
E-mail: olive.mcgivern@itb.ie



Cormac Doran

Maureen Lawless, *Departmental Secretary*
Room E016, Block E
Phone: (01) 885 1543
E-mail: maureen.lawless@itb.ie



Olive McGivern



Maureen Lawless

LIBRARY + IT

LIBRARY FACILITIES

Our fully resourced, purpose-built library in Block F plays a core role in academic life by supporting our educational and research activities and providing a comprehensive information service.

The library is open 09.15 – 20.00 Monday to Thursday and 09.15 – 17.00 on Fridays – check the library website and Facebook page for further details. Your Student ID card is required to borrow books and other library material.
<http://www.blanchlib.itb.ie/>
<http://www.facebook.com/itbdublinlibrary>
<http://www.itblibrary.blogspot.ie/>

GROUP STUDY AND INDIVIDUAL STUDY AREAS

There are open access study areas located in blocks A and D. F208 and F209 are available for study (when not time-tabled) until closing time each evening.

STUDENT INFORMATION DESK (SID)

The Student Information Desk, or SID located in the library (1st floor, F block), is open to all students from 9.15am – 5pm, Monday to Friday. The aim of SID is to provide a one-stop-shop for student administrative queries. Currently, SID stamps all forms and issues letters for all registered students and assists with queries regarding exams, Student Services, wireless access, password re-set etc. Your Student ID Card will be required. Visit the Student Hub on <http://itbstudenthub.ie>. SID staff are available also by:

Phone: (01) 8851592 or (01) 885 1590
 E-mail: sid@itb.ie

SID STAFF & CONTACT NUMBERS

William O'Reilly	(01) 885 1335
Sabine Maher	(01) 885 1145
Kathleen Dunne	(01) 885 1508
Helen McCole	(01) 885 1145

Students can access Frequently Asked Questions and commonly used forms on the SID webpage:
<http://www.itb.ie/CurrentStudents/sid.html>

IDENTIFICATION CARDS

Your ITB student ID card is issued at Registration and must be produced on request to any ITB Officer or other person authorised by ITB to request it. Your ID card is valid for the duration of your course. You must have your ID card with you to gain entrance to examination venues. You can get a replacement ID card online for a fee of €10.00. Your ID card remains the property of ITB and must be returned if you withdraw from your course.

NOTIFICATION OF TERM-TIME ADDRESS

Each student must provide the college with a term-time address. This can be done at the time of registration. Immediate notification of any change of address (either permanent home address or term residence) during the academic year must also be given to the Student Information Desk, as all correspondence will be sent to this address.

LOST PROPERTY

The SID desk provides a lost and found service which is located in the Library Block F.

COMPUTER FACILITIES

Computers have become an essential tool in every field of study as well as in all modern technical positions, and so access to computer facilities makes sense for all students, not just those undertaking specialist computing courses. Literacy in computing has become a fundamental requirement of the workplace in the same way as reading, writing and numeracy would have been a generation ago. We want all our students to grow in competence and confidence with computers, regardless of the course of study being followed (reference document 3IT13). In general, no prior knowledge of computing is assumed or required. We hope to be able to offer all incoming students an introductory course in the use of computers and an introduction to our networking facilities.

PRE-REGISTRATION NETWORK LOGON

Before officially registering for your course and obtaining your official student ID number you can log onto college PCs to use PC applications, access the Internet and other ITB public network file shares e.g. Student Share by using the following generic account:

Username: PreReg
Password: RegisterITB
Log onto: CAMPUS

This account will be operational until the completion of registration.

POST REGISTRATION NETWORK LOGON

After registering for your course and obtaining your official student ID card. You can log onto college PCs with your individual account to obtain full services including an individual student mailbox and a network folder (x drive). Initially, to log on, your username is your student ID number and the password is the last 8 digits of your username preceded by the word "Pass" (please note, this password is case sensitive and the P must be uppercase). For example, a student whose ID number is B00001234

Username: B00001234
Password: Pass00001234
Log onto: CAMPUS

Upon initial successful logon the student is prompted to change their password immediately.

Passwords authenticate the identity of the authorised user, therefore the authorised user will be held responsible for misuse of the account if the password is given to anyone else. With this in mind always ensure that when you are finished with a PC or workstation that you log out.

Passwords expire every 100 days. You MUST change your password before it expires. Passwords have a minimum length of 8 characters, comprising of at least one capital letter, one lower case letter and one number. You are not allowed to set the password to your student number or to use your name as a password. Passwords can be changed before they expire when logged

onto a college PC. Passwords can also be changed by producing your Student ID card at the helpdesk during its opening times and also at the SID desk. Once your identity is validated the Technical officer on duty will change your password. Password queries cannot be handled over the phone as identity cannot be validated without a picture ID on the Student ID card. Students may manage their own password changes and reset their own password by registering on the "Self Service Password Facility". Attempts to obtain another users password will be met with disciplinary action.

SELF SERVICE PASSWORD FACILITY

It's a good idea to use this so you can reset your password if necessary. This facility is available to students irrespective of whether they are located within the campus or are external to the Institute with access to the Internet. It will enable you to reset forgotten passwords or to change a password before it expires. To use this, you must initially enrol onto the Password Recovery Service and complete the Registration process to activate your account – full details are available from the ITB intranet. You can also reset your password by using the SMS Password Recovery service. Charges will apply. Details of this are available under 'Current Students' on the ITB website.

WIRELESS NETWORK

A wireless network, accessible from all buildings within the campus, provides a connection to the Internet for staff and students. Individuals must have a valid, active student/staff account in order to log onto ITB's Wireless Networks. Please note that students will not be provided with equipment or technical support in relation to this activity, other than instructions as to how to use the service. Connections to this facility are subject to the terms and conditions of the computer acceptable usage policy. (Reference document 4ITF02).

VIRTUAL LEARNING ENVIRONMENT

The Moodle virtual learning environment application is available from <http://moodle.itb.ie>. This portal is used by academic staff to provide course content and course notes to students and is accessible from inside or outside the Institute. Students using ITB Moodle for the first time must logon from within the ITB campus to create a valid Moodle student account.

- For the username field, students should enter their student number
- For the password field, students should enter their ITB network password.

Once you have logged on to Moodle from within the ITB campus, you may access Moodle from outside ITB e.g. at home, in work etc.

Students must use the same password for Moodle as their ITB network password. ITB advises that all students make use of the self-service password facility (described above) which allows end-users to reset forgotten

passwords or to change their passwords before expiration. Students can also have Moodle/Log in passwords reset at the Library/SID desk.

Access to Moodle courses is controlled by an enrolment key, which will be given to you by the lecturer in charge of a particular module. Students experiencing issues with the Moodle application should contact the helpdesk facility. For problems with an individual Moodle course, please contact your lecturer.

PRINTING AND PHOTOCOPYING

Network printers are available for student use in computer laboratories, the group study area and the library. A4 prints are subject to a charge of 6c per black & white sheet and 18c per sheet for colour output. Students are required to add funds to their account via the portal <http://www.itb.ie/cashless/>. Accounts are topped-up using a Laser or credit card. Additional information is available at the SID/Library desk.

TIMETABLE PORTAL

A link to the timetable system is available from the "Current Students" page of the ITB website. Logon instructions are available on the Current Students section of the Internet. You can also use this facility to find a free room for study purposes.

COMPUTER SERVICES HELPDESK

A technician is present in the library during term-time: Monday to Friday 10.30 - 11.00, 14.00 - 14.30, 17.30 - 18.00 (16.30 - 17.00 on Friday).

ITB INTRANET

The ITB intranet is available to all staff and students and is a valuable source of information on all aspects of ITB life. To access the student information on the site, click on the current students tab on the ITB home page or go to <http://Elan: 8888>. There are a number of sections of interest designed specifically for students:

- DMS (ITB's Policies, Procedures and Records)
- Student Services
- ITB Library
- Useful Contacts
- Student Newsletter
- Past Exam Papers
- Student Health Centre
- Student Clubs and Societies
- ITB Fitness Centre

STUDENT PORTAL

Students can access their X drive and ITB's Intranet from home via the service portal. <https://portal.itb.ie>.

STUDENT E-MAIL

Registered ITB students are provided with individual e-mail accounts. Students are advised to check their email account frequently, as e-mail remains the most common form of communication with Institute staff. Please read the Institute's Acceptable Usage policy (3IT13) which applies to both staff and students.

INTERNET ACCESS

Access to the Internet is provided to support genuine educational and research goals. Incidental personal use is not prohibited,

but should be kept to a minimum. It is the responsibility of each individual to comply with the Institute policies governing information security and appropriate use of computer resources. The Institute logs all activity on its Internet proxy servers and has the right to monitor Internet use. Suspected misuse is subject to investigation and may result in disciplinary action, including verbal warnings, restriction of services available or, in cases of gross misuse, dismissal or expulsion. When a student accesses the Internet an electronic fingerprint is recorded. Students are advised that clear or un-encrypted e-mail can be viewed or accessed by un-authorised individuals who monitor Internet traffic.

The Institute is committed to protecting its information assets and the Institute network. Examples of inappropriate and unacceptable use of Internet access are listed in the IT Acceptable Usage policy (reference document 3IT13).

SOCIAL NETWORK ACCESS

Access to Social Networks is unavailable from student labs and the library. Social Media sites are accessible via the wireless network.

TOOLBOX & COMPONENT KITS FOR ENGINEERING PROGRAMMES

A toolbox with component kits relevant to the Engineering Programmes' Year 1 of study are available for purchase in the on-campus shop located in C block. Any additional electronic components that may be required will be provided during your course.

Further directions to be provided by the module lecturers and laboratory/ workshop supervisors.

CONTACTS + NUMBERS

USEFUL CONTACT INFORMATION

Institute of Technology Blanchardstown

Switchboard	(01) 885 1000
Academic Administration and Student Affairs Manager (<i>Bob Ó Mhurchú</i>)	(01) 885 1041
Access Officer (<i>Adrienne Harding</i>)	(01) 885 1015
Student Services Officer (<i>Sinead Dunne</i>)	(01) 885 1014
Student Services (<i>Patricia Doyle</i>)	(01) 885 1356
Nurse (<i>Margaret Rushe</i>)	(01) 885 1105
Counsellor (<i>Sandra Carroll</i>)	(01) 885 1321
Niteline (term-time 9pm-2.30am)	1800 793 793
Careers Development Manager (<i>Maria Brown</i>)	(01) 885 1025
Sports Development Officer (<i>Ronan Keaskin</i>)	(01) 885 1153
Students' Union President (<i>Conor Dempsey</i>)	(01) 885 1101
School of Business Administrator (<i>Caroline Reid</i>)	(01) 885 1024
School of Humanities Administrator (<i>Olive McGivern</i>)	(01) 885 1061
School of Business and Humanities Secretary (<i>Maureen Lawless</i>)	(01) 885 1543
School of Informatics and Engineering Administrator (<i>Loretta Martin</i>)	(01) 885 1081
School of Informatics and Engineering Secretary (<i>Linda Fitzpatrick</i>)	(01) 885 1549
Part-Time Administrator (<i>Fiona Wickham</i>) (term time 4pm - 8pm)	(01) 8851100

Admissions, Registration (<i>Noeleen Johnson</i>)	(01) 885 1133
Fees and Grants (<i>Brid O'Neill</i>)	(01) 885 1044
Library	(01) 885 1047
Student Information Desk (SID)	(01) 885 1592
Reception	(01) 885 1009
Security	(01) 885 1099
National Learning Network	(01) 885 1384

ITB Medical Contacts

Dr. Anas Mansour, Medical Centre, Main Street, Blanchardstown	(01) 821 7365
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Blanchardstown Community Services

Roselawn Health Centre	(01) 6464500
Corduff Health Centre (HSE)	(01) 821 1131
Free Legal Advice Centre (Snugborough Road)	1890 350 250
Citizens Information Centre (Snugborough Road)	076 107 5040
Connolly Memorial Hospital Blanchardstown	(01) 646 5000
Garda Station Blanchardstown	(01) 666 7000
Garda Confidential Line – Freephone	1800 666 111

Banks and Building Societies

Allied Irish Bank (Westend Retail Park, ITB Branch)	(01) 821 2566
Campus Bank, C Block, Student Officer	(01) 811 1130
Bank of Ireland (Main Street, Blanchardstown)	(01) 821 3588
Ulster Bank (Blanchardstown Main Street)	(01) 820 0102

National Organisations

AIDS/DRUGS/ALCOHOL Helpline (Dublin)	1800 459 459
Al Anon	(01) 873 2699
Alcoholics Anonymous	(01) 842 0700
An Oige	(01) 830 4555
Asthma Association of Ireland	(01) 817 8886
AWARE Helpline:	(01) 661 7211 1800 804 848
Hospice Foundation – Bereavement Counselling	(01) 679 3188
Bodywhys (Anorexia and Bulimia Helpline) Lo-call No.	1890 200 444
Cherish/One Family Lo-call No.	1890 662 212
CURA	1850 622 626
DOCHAS (Support Service for bereaved/suicide) <i>(Fr. Dan Joe O'Mahony)</i>	(01) 820 0915
SUICIDE OR SURVIVE (SOS)	1890 577 577
Pieta House (Preventing Self-Harm and Suicide)	1800 247 247
HSE National Drug Treatment Centre	(01) 648 8600
HIV Ireland	(01) 873 3799
Dyslexia Association of Ireland	(01) 877 6001
Gamblers Anonymous	(01) 872 1133
Gay Switchboard	(01) 872 1055
Headsup or Text "Headsup" to	(01) 205 7326 50424
Irish Family Planning Association (Pregnancy Helpline)	1850 495 051
Lesbian Line Support Service	(01) 872 9911

Jigsaw Dublin 15 (Free and confidential mental health support for young people aged 12-25)	(01) 890 5810
Poisons Information Centre (Beaumont Hospital)	(01) 809 2566
Dublin Rape Crisis Centre National 24 hour helpline	1800 778 888
Samaritans / 1 Life Suicide helpline (24/7)	116 – 123
Parents Alone Support Service (PASS)	(01) 864 1964
Society of St Vincent De Paul	(01) 855 0022
Tropical Medical Bureau (Blanchardstown)	(01) 820 8233
Union of Students in Ireland	(01) 709 9300
Victim Support at Court	(01) 872 6785
Crime Victim Helpline	116006
Well Woman Centre	(01) 872 8051
Women's Aid Helpline Freephone	1800 341 900
Connect (Counselling for victims of abuse)	1800 477 477 (01) 865 7400
National Counselling Service	1800 235 234 1800 234 110
Suicide Aware	1800 201 890
Rainbows (A peer-support programme to assist children, youth and adults who are grieving a death, separation or other painful transition in their family)	(01) 473 4175

Narcotics Anonymous	(01) 672 8000
Parentline (Support, guidance and information on all aspects of being a parent)	(01) 873 3500 1890 927 277
Money Advice & Budgeting Services (MABS)	0761 07 2000
Dublin Bus	(01) 873 4222
Irish Rail	(01) 8366222
Express Bus (ITB Shuttle Bus Service Provider)	(01) 822 1122

HELLO + WELCOME

So college life starts here – and here's to making the most of it with the help of the information and advice contained in this handbook and diary. The handbook is designed to fill you in on all the information you'll need about campus life and the various amenities, services and supports that are available to you. The diary contains useful numbers, your academic calendar, list of policies and – of course – a diary to keep you up-to-date with your life from day to day! Other relevant information for students can be obtained from our website www.itb.ie or from our intranet which is accessible from all computers on the ITB internal network and, naturally, the Student Services Team and Student Information Desk (SID) will always be happy to help.

And remember, whatever you do here at ITB you're not just getting a qualification – you're getting an education. Enjoy!

Dr. Diarmuid O'Callaghan
President

DIA DUIT + FÁILTE ROMHAT

Bhuel! Tosaíonn saol an choláiste anseo – agus tá súil againn go ndéanfaidh tú an méid is fear de le cúnamh ón eolas agus ón gcomhairle atá sa lámhleabhar agus dialann seo. Cuireadh an lámhleabhar seo le chéile chun gach eolas a thabhairt duit maidir le saol an champais agus na taitneamhachtaí, seirbhísí agus tacaíochtaí éagsúla atá ar fail duitse. Laistigh den dialann tá uimhreacha úsáideacha, d'fhéilire acadúil, liosta polasaithe agus – ar ndóigh – do dhialann chun tú a choimeád suas chun dáta le do shaol ó lá go lá! Is féidir teacht ar eolas ábhartha eile do mhicléinn ar ár suíomh idirlín www.itb.ie nó ó ár n-inlíon atá roctain ar ó gach ríomhaire ar líonra inmheánach an ITB chomh maith le Seirbhísí na Mac Léinn ar ndóigh. Beidh áthas ar an Deasc Eolais Foirne agus Mac Léinn (SID) cabhrú leat uair ar bith.

Agus cuimhnigh, cuma cad atá ar siúl agat anseo ag ITB ní h'amháin go bhfuil cáilíocht á fháil agat – tá oideachas á fháil agat.

Bain taitneamh as!

Dr. Diarmuid Ó Ceallacháin
Uachtarán



Join us on Facebook
www.facebook.com/itbdublin



Follow us on Twitter
twitter.com/itbdublin

CONTENTS

SERVICES + FACILITIES	p. 6
SERVICES + SUPPORTS	p. 10
RIGHTS + REPRESENTATION	p. 19
JOIN + ENJOY	p. 22
POLICIES + PROCEDURES	p. 26
FINANCE + EXAMINATIONS	p. 29

RECENT UPDATES

NEW**ITB STUDENT SERVICES APP**

Quick link to most frequently used links e.g. registration, fees, exams, moodle and student email.

For android devices go to Google play store to download or for Apple devices download from the iTunes store.

NEW**ONLINE BOOKING SYSTEM
FOR STUDENT SERVICES
OFFICE**

[http://www.itb.ie/CurrentStudents/
student support](http://www.itb.ie/CurrentStudents/student support)



WELCOME

CONNECTED VOICES IN LEARNING

HERE WE COME

Here we come, from all directions
like leaves on the wind in autumn
lone motes 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.

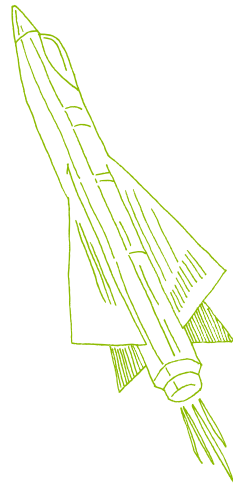
Or maybe we've once been told
that we're simply the wrong sex,
the wrong religion, too old,
the wrong colour, not fit enough,
disabled in some way that didn't make
the grade before.
Maybe school just never felt right,
maybe this is our second try,
maybe that's keeping us back all
the time
holding us 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 us, just ask.
The best of you always do.

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.

*CDM Year 1 in conjunction with
Colm Keegan*



SERVICES + FACILITIES

CAMPUS FACILITIES

Information relating to regulations, policies and procedures contained throughout this handbook is constantly updated on the ITB Intranet, under the Document Management System (DMS). It is your responsibility to familiarise yourself with relevant regulations and policies on the DMS, and review it on a regular basis for updates.

THE CAMPUS

ITB is one of the most advanced third level institutions in the country and is fully equipped with computer and electronic laboratories, lecture theatres with the latest audio-visual equipment and learning aids, fully equipped workshops, library, restaurant and students' union area. Naturally ITB is designed with accessibility in mind and we're always happy to discuss the individual requirements of any student with special access, mobility or other needs.

STUDY FACILITIES

Induction and briefing sessions will be held in the first few weeks of Semester 1 to introduce you to ITB facilities and you can always ask academic, library or technical staff for assistance at any time throughout the year. In addition to the study facilities in the library, there are several additional areas on

campus for group or Individual study. Anyone requiring unsupervised access to specialist areas needs approval from their Head of Department.

ACCESS TO BUILDINGS

Access to buildings on the Campus is generally from 8am to 9.30pm weekdays and from 9am to 3pm Saturdays. There is no access on Holiday weekends. Students are requested to cooperate with Security and Caretakers during lockup.

RESTAURANT

A fully equipped restaurant serves a variety of hot and cold meals and refreshments during term-time Monday to Friday with a more limited service on Saturdays. There's also a canteen (LINCup) located in the LINC. There are vending machines in the restaurant and Group Study area (Block A). **(Food and drink is prohibited in classrooms and laboratories at all times but may be consumed in the Group Study area in Block A).**

BANKING SERVICES AND SHOP

There is an ATM at Block C as well as an on-campus banking service with a designated bank Student Officer available to advise students regarding personal financial matters and the benefits of the 'third level student package' on offer. A shop providing stationery, snacks, confectionery and soft drinks is open from Monday to Friday during term time.

CIÚNAS – A QUIET SPACE

Room C106 is open throughout the day and offers a space for reflection or prayer or just a quiet place to escape from the commotion of college for a while. This is not a place for study. While this space will be generally available to all, it will be made available to groups for ceremonial occasions, special feast days or religious festivals. Limited bookings will be possible for such events throughout the year, once submitted and agreed in advance. Submissions must be made by interested groups to the Students' Union by 31st October and the bookings will be published on the ITB Website in November.

STUDENT LOCKERS

Student Lockers are located in public areas throughout the Campus and are available on a first-come first served basis from early September. There is no charge for the use of lockers. Each student must provide their own lock (available from the Campus shop or elsewhere). Lockers must be cleared out after the May exams. Any contents remaining will be disposed of.

HEALTH, SAFETY AND SECURITY

ITB is committed to maximising environmental health and safety for all staff, students and visitors.

Fire and Emergency Drills

Evacuation drills are carried out periodically on Campus. Emergency Exits in all buildings are clearly marked with a green "running man". These exits have either a push bar or magnetic lock which will automatically release in the event of fire alarm activation.

Emergency Evacuation

The fire alarm is a continuous high-pitched ringing tone. On hearing the evacuation alarm:

- Leave the room immediately.
- The last person to leave a room should close the door behind him/ her if it is safe to do so. Do not lock the door and do not return for personal belongings.
- Leave the building by the nearest emergency exit (note that this may not be the exit you normally use for access).
- Proceed to the assembly point in the car park at the bottom of the steps up to the Linc building.
- Do not enter or re-enter a building when you see the flashing sounder/ beacon going off until authorised to do so by the Estates Manager or his authorised representative.
- Cooperate with Caretakers and Security and follow their instructions during alarm activation. Failure to comply with evacuation procedures is a disciplinary offence (reference document 3HS15).

Designated Areas

Do not enter any designated area without the required personal protective equipment.

Reporting Accidents

All accidents or incidents must be reported to the Student Health Centre or any member of staff. An accident form must be filled out for all accidents, incidences and near-misses (reference document 4FHS01).

Security

While ITB will take every reasonable precaution, you must take care of your own health and safety. Please don't leave valuables unattended in classrooms/ laboratories or on view in your car as we do not accept liability for loss of or damage to your possessions. In the event of a robbery or any suspicious activity please report it to Security.

ITB Security/Caretaking staff monitor and enforce regulations pertaining to Security and Health and Safety issues on campus.

Students should respect their authority at all times and follow instructions given by them on the above issues. Always carry your ITB Student/Staff ID Card. All ITB staff and representatives have the right to ask you for your student/staff ID card at any time.

If you feel uncomfortable walking to your car late at night the security officer will watch you on the monitor to see you get there safely. ITB Security can be contacted at (01) 885 1099. Phone Security if you observe any suspicious activity on Campus.

PUBLIC TRANSPORT AND SHUTTLE BUS

A number of bus routes operate close to ITB. In addition, a shuttle bus connects ITB with the bus hub at the Blanchardstown Centre and with Coolmine Train Station. Check the ITB website for more details.

PARKING AT ITB

Car: Parking spaces are available on Campus for staff, students and visitors. Parking is by Permit or Pay & Display only. Check the ITB website for how to obtain a Parking Permit and the cost. Pay & Display spaces cost €1 per hour or €5 per day – coins only. Disabled parking spaces (three locations) are available for drivers and vehicles displaying an authorised Disabled Parking Permit. Permits are not required for disabled parking.

Motorcycles: Must park at the designated parking area located at D Block. Lockers for motorcycle helmets are available in the Block C Drying rooms and must be cleared daily.

Bicycle: Bicycle parking stands are located at various locations on campus. Most buildings have shower facilities and Drying Rooms are located in Block C. Bring your own padlock for mesh lockers in the Drying Room.

DRIVING ON CAMPUS

Obey the rules of the road when driving on campus. Report any dangerous driving to Security at (01) 8851099 or to a caretaker. Dangerous driving is not tolerated at ITB and may result in disciplinary proceedings, or in vehicles being denied access to the campus.

SMOKING

Smoking on Campus is restricted to the designated smoking area at the rear of Block C.

ALCOHOL

The consumption of alcohol is not permitted on Campus.

THE ENVIRONMENT

We would ask you to support our commitment to protecting the environment by:

- Being environmentally responsible, both on and off campus.
- Conserving natural resources by reusing and recycling material.
- Ensuring the responsible use of energy throughout our campus.
- Participating in efforts to improve local environmental protection.
- Using the bins provided for waste recycling.

THE ITB LOGO

During your time at ITB part of your studies and continuous assessment work may involve creating leaflets and other mock up documents about ITB. The use of the ITB logo is strictly reserved for official use by ITB staff only, in line with official guidelines. In order to protect its integrity, the ITB logo cannot be used by students without approval in advance from the ITB Marketing department (marketing@itb.ie) in conjunction with your lecturer.

SERVICES + SUPPORTS

WELCOME FROM THE STUDENT SERVICES OFFICE

Operating under the umbrella of the Registrar’s Office we work with lecturers and tutors in supporting students throughout ITB. That means we’re here to help you – so feel free to talk to us on (01) 885 1028.

WELFARE SERVICES ON CAMPUS

As well as looking after your academic welfare ITB is committed to providing caring support and assistance with your personal, medical and counselling needs and – of course – equal opportunity for all students. Take a bit of time to familiarise yourself with The Student Charter and Policies (Diary page 7) for more information about your rights and obligations.



Student Services Team

STUDENT SERVICES OFFICE

Located on first floor Block C

Part of our commitment to equal opportunity for students means meeting any special needs that might cause difficulty with the presentation of lectures. This could include the provision of special equipment where budgets permit and we will liaise with and take advice from appropriate external groups such as Health Boards or other national bodies as appropriate.



*Sinead Dunne,
Student Services Officer.*

If you think we could help you please get in touch as soon as possible with your Tutor, Head of School or Student Services, (01) 885 1028 as special arrangements can be made at examination time as long as enough notice is given and you register with the student services office.

DISABILITY FUND

Full-time students with special needs may be eligible for funding for specific supports including transport costs, study skills, academic support, equipment and software. If you think you might be eligible please contact the Student Services Officer as soon as you register in college, you can make an appointment on our webpage - <http://www.itb.ie/CurrentStudents/studentssupport>. Funding is determined by the Higher Education Authority (HEA) and your application, supported by appropriate documentation and/or assessments, must be made by mid-October.

The Disability Act 2005 sets out to make significant improvements to the everyday lives of people with disabilities. It forms part of the Government's National Disability Strategy, which also includes the Employment Equality Act, 1998, the Equal Status Act, 2000, the Equality Act, 2004, the Education for Persons with Special Educational Needs Act, 2004 and the Comhairle (Amendment) Bill, 2004. In short, the Act places a number of statutory obligations on public bodies (which include Higher Education Institutions) to:

- Make public buildings accessible to people with disabilities.
- Make public services and information accessible to people with disabilities.
- Be pro-active in employing people with disabilities. It also provides for:
 - (a) Individual assessment of need and related 'service statements'.

- (b) Sectoral plans in key service areas.
- (c) Restrictions on genetic testing.
- (d) The establishment of a Centre for Excellence in Universal Design.

How is disability defined under the Act?

The definition of disability used in the Disability Act is quite restrictive:

"... 'disability', in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment..."

In other words, a person must have a significant on-going difficulty in the area of communication, learning or mobility. If you have any queries in regard to disability please contact the Student Services Office at (01) 885 1028.

STUDENT ASSISTANCE FUND

Administered by the Student Services Office, this fund is provided by the HEA to assist full-time students experiencing financial hardship by contributing towards costs of accommodation, transport, materials, books and childcare.

Funding may be made available after a confidential interview and subject to approval at a Student Assistance Fund meeting. Application forms are available to download from the website www.itb.ie. All relevant back up documentation must

be submitted with the application form otherwise the form will be returned to you and this will cause delays in your application for funding. You must check the ITB website at all times for updates on information regarding closing dates and funding available.

For information on funding available at third level, please check the website www.studentfinance.ie, an initiative of the Higher Education Authority (HEA).

HARDSHIP FUND

A small emergency fund is available for students who run into short-term financial difficulty. If you need to, you can find out more from the Student Services Office (01) 885 1014 but remember students are expected to pay the money back as soon as things improve so that other students can benefit.

NATIONAL LEARNING NETWORK

Located in Block A

The National Learning Network Service works in close collaboration with the Student Services Office. Its purpose is to provide a high quality academic support service to all ITB students. Becoming a successful student is not just about performing well in exams. A number of important skills are involved. Our academic support service aims to help you fulfil your potential as a student, by allowing you to explore and develop your academic skills. We offer confidential, one-to-one and group advice on effective study

strategies, essay writing, critical thinking, revision tips, learning styles, self-esteem, stress management, building friendships, self-advocacy, organisation, maintaining attention and concentration. These sessions are facilitated by a psychologist. From our recent survey we saw that almost 150 students made an appointment during the academic year and 97% of the students we surveyed would recommend the service to a friend!

The service also offers specialised support for students with mental health conditions, learning disabilities, neurological conditions and/or other disabilities. If you are concerned that you may have a learning disability, you can contact the service for a consultation. In certain cases, it may be possible for the psychologist to facilitate an assessment of your difficulties.

In your first year, you will complete a profiling questionnaire during orientation. This is designed to allow you to gain an insight into your learning strengths and weaknesses. You can contact the service if you wish to discuss the results of this questionnaire.

To make an appointment,
E-mail: studentsupport@nln.ie
Text: 086 041 5332
or call: (01) 885 1384

with a list of times you are free in your student timetable. The service can be busy during the year, so book in early!

COUNSELLING SERVICE

Located in room A2, Block A and C114, Block C

College life for most students is a challenging and enjoyable experience. From time to time, you may need to access the Counselling Service for a variety of reasons: academic, personal, familial and mental health and well-being issues. Counselling provides a safe and supportive environment to discuss and explore these issues. Some concerns can be addressed in a single session, while others may require additional time and effort. The Counselling Service is a confidential, professional and free service available to all students.

The Counselling Service is open during office hours Monday to Friday by appointment. An additional Sessional Counsellor is available during term time. To make an appointment please contact us. Appointments are allocated on a first come first served basis. There may be waiting times during busy periods. Please check our website for updates.

Out-Of-Hours Listening Support:

Niteline

Niteline is a student phone and listening service offering support and information to students who need a listening ear for whatever reason. It offers confidential, anonymous, non-directive and non-judgemental listening to all ITB students every night during term from 9pm – 2.30am.

Freephone: 1800-793 793

Niteline.ie/onlinelistening.php

Student Counsellor: Sandra Carroll

Room A2, Block A

Phone: (01) 8851321

E-mail: counsellor@itb.ie



*Sandra Carroll,
Student Counsellor*

Sessional Counsellor: Room C114, Block C (Term-time)

Phone: (01) 8851129

E-mail: counsellor@itb.ie

See the “Campus and Student Life” section of the ITB website for further information.



NiteLine

**“HELP WILL ALWAYS BE GIVEN AT ITB
TO THOSE WHO ASK FOR IT.”**

A dark blue silhouette of a hand holding a smartphone. The phone's screen is light grey and displays the freephone number.

FREEPHONE:
1800 793 793

A dark blue silhouette of an open laptop. The screen is light grey and displays the instant messaging website.

INSTANT MESSAGING:
WWW.NITELINE.IE

**OPEN EVERY NIGHT OF TERM
FROM 9PM - 2:30AM**

STUDENT HEALTH CENTRE

Located first floor, Block C

The student health service provides professional health care and advice to all registered students at ITB. The service is nurse led, with doctors' appointments available on campus twice a week, during the academic year. Consultations with the Doctor are by prior arrangement with the Nurse. We encourage a proactive approach to health and wellbeing; with emphasis on preventative medicine and healthy lifestyles through a range of educational and informative activities. The nurse is always willing to assist students with any of their queries so please ask if there is something you would like to know more about.

Students with a chronic condition, disorder or disability which may require specific support or monitoring are advised to make themselves known to the nurse as soon as possible after registration so appropriate care can be planned. This service is envisaged as an addition to the students' own family doctor or specialist medical services.

All services in the student health centre are free of charge and totally confidential. No information will be divulged to any third party without the prior consent of the student. Your medical notes will remain in the student health department and do not form any part of your academic file.

Institute Nurse: Margaret Rushe

Email: margaret.rushe@itb.ie

Phone: (01) 885 1105



*Margaret Rushe,
Institute Nurse*

CAREERS SERVICE

Located on first floor, Block C – Room C112

The Careers Service is committed to supporting students and graduates with their career planning.

To help students to develop their professional skills the service offers a range of initiatives which include:

- Preparation of a CV and Cover Letter, individual and group
- CV Clinics
- Workshops on Interview Skills and Job Search Strategies
- Mock Interviews
- Employer visits and class presentations
- One-to-one career coaching and drop in service
- Advertising job opportunities – internships, graduate programmes, volunteering
- Placement support
- Careers Fairs
- Postgraduate course information
- Careers Information on Facebook and Twitter.

We encourage students to come and talk to us about their future plans. Planning your career is a process that we can assist you with either individually or by attending class presentations and workshops.

General careers information, graduate and job opportunities will be posted on a regular basis on Facebook, Twitter and the Jobs Board in the main Library.

Drop In Service:

Tuesday & Wednesday
10.00am – 12.30 pm.

Individual Student Appointments:

Appointments may be arranged online: <http://www.itb.ie/currentstudents/careersservice.html>

Careers Development Manager:

Maria Brown

Phone: (01) 8851025

Email: maria.brown@itb.ie

www.facebook.com/itbcareers



*Maria Brown,
Careers Development
Manager*

Susan Califf

Placement Support

Phone: (01) 8851194

Email: susan.califf@itb.ie

SPORT AT ITB

Sporting Facilities

Along with a FIFA approved all-weather pitch, a sand based GAA pitch and a multi-purpose sports hall ITB has its own Sports Pavilion, located in Spraoi building, that incorporates changing facilities, athletic therapy clinic and a state of the art equipped fitness suite. All ITB Sports Facilities are free for students. Sports Campus Ireland is located less than a kilometre from the campus for all other sport's needs. The Sports Development Office works closely with students to determine particular sporting interests and strengths. A comprehensive sports programme has been developed which includes on-campus non-competitive physical activity programmes along with participation in appropriate higher education competitions and leagues.

To book any of our sports facilities search online at <https://www.bookapitch.com/>



Sports Scholarships

ITB rewards students who have outstanding sporting ability. Students who are selected for the scholarships can benefit from an excellent financial package as well as additional support services. Application forms and further details can be found at www.itb.ie. Currently we have a total of 30 students in receipt of an ITB Sports Scholarship. See website for closing dates for applications.

Sports Officer: Ronan Keaskin

Phone: (01) 885 1153

E-mail: ronan.keaskin@itb.ie



*Ronan Keaskin, Sports
Development Officer*

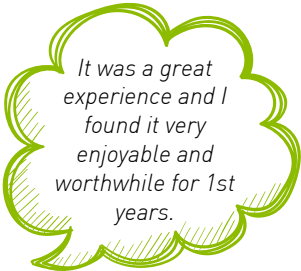
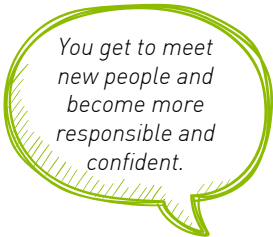
PEER MENTORING

ITB offers the Peer Mentoring Programme to all first year students, so from the moment they step on campus they have a peer support system in place. It gives both senior and first year students an opportunity to get involved and get connected to the college in a fun and engaging way. First years are paired with senior student mentors from the same course of study, who then share advice and tips about college life during social, interactive 1 hour mentoring sessions. Mentoring sessions have different themes, ranging for example from support services to time management/goal setting to exam tips and grading systems. Prizes, guest speakers, games and food are all part of the experience as well!

Most importantly though, the sessions allow first year students to ask a variety of questions about their course and settling into ITB to their senior student mentors, who have once been in their shoes. While for mentors, it is an excellent way to develop and strengthen their leadership, problem solving, organisational and teamwork skills.

Take advantage and get involved today. The Peer Mentoring Programme Team looks forward to welcoming you in September 2017! For more information, visit www.itb.ie/mentoring

What previous students have said about the programme:



RIGHTS + REPRESENTATION

STUDENTS' REPRESENTATION

Under the Regional Technical Colleges (Amendment) Act 1999, students have a statutory right to representation on ITB's Governing Body and Academic Council and are also represented on course boards. ITB fosters an environment in which students' views are invited and considered, and feedback from students is a feature of our quality control and quality assurance processes.

At ITB's discretion, the student representative body is funded partly from the student contribution charge. Funds provided in this way are intended for the benefit of the student body as a whole and are to be spent in providing various agreed social, recreational and welfare facilities.

STUDENTS' UNION

Welcome to all from the Students' Union and here's hoping you enjoy your time here! The Students' Union is a representative body democratically elected by the student body each year in March to provide representation and support for all students at both academic and non-academic level.

All students are automatically members of the union as we're here for your benefit and to act on your behalf. Feel free to approach us at any time, about

any issue. And, of course, the strength of any Students' Union is dependent upon its membership, so please get involved as much as you can.

Any questions? Contact any of the Union's Officers on (01) 885 1101.



*Students' Union President/
Education Officer,
Conor Dempsey*



*Entertainments Officer,
Ryan Nolan*



*Students' Union Vice
President/Welfare Officer,
Hayley Keogh*



*Clubs and Societies
Officer, Conor Redmond*

Students' Union President/Education Officer, Conor Dempsey

The President of the Union represents the view of the Union and the students of the college as well as overseeing Union operations and helping to plan activities for the year. It's a full-time position and Conor is also an automatic member of the Academic Council, SU

Finance Committee and Governing Body among others. As Education Officer he also provides information for students and assists with problems, complaints or grievances they have relating to their studies. Email studentpresident@itb.ie or phone (01) 885 1101.

Students' Union Vice President/Welfare Officer, Hayley Keogh

The Welfare Officer covers a wide range of issues that affect the welfare of students, such as financial assistance, health, disability, childcare, accommodation, employment, safety and safe sex. This involves regular attendance at meetings of various student services committees such as Health and Wellbeing Committee and Diversity Committee, whilst regularly liaising with service providers. Hayley is in charge of making sure each class has an elected male and female class representative and that monthly meetings are organised so that students have the opportunity to air any issues they have. Hayley is responsible for representing student welfare concerns both locally to ITB and nationally to USI.

Entertainments Officer, Ryan Nolan

The Entertainments Officer is responsible for organising and co-ordinating the social events for the student body.

The social side is hugely important for student life, and Ryan is responsible for organising such events as Freshers' week, Rag week and many other regular socials throughout the year.

Clubs and Societies Officer, Conor Redmond

The Clubs and Societies Officer is responsible for overseeing all the clubs and societies in ITB, getting students actively involved and offering help to students who want to set up new clubs or societies. Joining a club or society is the best way to make new friends at college, across class boundaries, and gives you the opportunity to represent the college at intervarsity level with many of the sporting clubs. A clubs and societies day will be held in September.

STUDENT FORUM – HAVE YOUR SAY

Students' Union Officers and Class Representatives are invited to attend a "Student Forum" a few weeks into each semester. The purpose is to raise any issues related to academic support, i.e. issues relating to Library, SID, Technical Support, Estates, Admissions, Exams and Student Services.

The aim is to provide a direct feedback mechanism on academic support services to relevant line managers of the Institute, and to provide an open forum for discussion. For this to be effective, Class Representatives and Students' Union need to gather issues that are common to a group or groups of students and to propose solutions where possible. If you have a particular issue that you would like to raise, inform your Class Representative or a Students'

Union Officer and ensure that they are attending. This is not the forum to bring up academic issues relating specifically to your course – such issues should be raised at course boards.

EQUALITY AND DIVERSITY

ITB welcomes the diversity that characterises its staff, student body and the wider community. We recognise the value of each individual and seek to enable and support them in achieving their potential and in understanding their commitments in the context of equality and diversity. ITB is committed to creating an environment that is respectful, fair and inclusive, and in which our lives can be enriched through our shared experiences. In response to issues around equality and diversity which were being raised in both academic and non-academic areas across the college, a Diversity and Equality working group was established in ITB in 2012. Membership of the group is open to all staff and students in ITB. The Diversity and Equality working group has created a space for diversity and equality related issues to be discussed and to explore solutions to issues that have arisen and are anticipated. On the recommendation of the Diversity and Equality working group, ITB signed the Diversity Charter Ireland in October 2016.

In keeping with the other members who have signed it, we seek to improve diversity and equality competency in our organisation. Signing the Diversity Charter Ireland is one of the steps on a journey to ensure that its principles are embedded across the organisation. The Diversity and Equality working group is also seeking to provide guidance to the organisation around the implementation of the public sector duty. This is the positive duty on public sector bodies to eliminate discrimination, promote equality and protect human rights in their daily work which was introduced in the Irish Human Rights and Equality Commission Act 2014. The Diversity and Equality working group values student input and welcomes new members. If you are interested in joining this group please contact us by email at Diversity@itb.ie or Brid.NiChonaille@itb.ie, on Facebook at <https://www.facebook.com/DiversityITB> or on Twitter @DiversityITB.

FREEDOM OF SPEECH

ITB promotes the campus as an open forum which is conducive to free discussion and encourages students to use the campus media as a tool for civil and respectful dialogue and debate where staff and students alike can voice opinion publicly without fear of censorship or punishment provided that that opinion does not undermine or disrespect others.

JOIN + ENJOY

FRESHERS' WEEK

During September you can join any of the clubs and societies and the Freshers' week is perfect for helping you to figure out which one suits. Of course, if you have a particular interest that's not represented at ITB, you can set up a club or society through the Students' Union. The Students' Union strongly recommend you get involved in clubs, societies or any activities that are run on campus as they are a great way of enhancing your college experience as well as meeting new people and making friends.

Please note: It is essential that any club or society members who wish to book a room for meetings contact the Students' Union.

It is advisable to book as early as possible as rooms are well utilised for teaching/ tutorial purposes. Organisers of any special events should liaise with Ronan Keaskin, Sports Development Officer (01) 885 1153 or be e-mail ronan.keaskin@itb.ie to obtain confirmation before circulating notice of events.

SPORTS CLUBS

With the excellent sports facilities available at ITB, the level of student participation and club membership is increasing each year.

Athletics

- Competed at Indoor and Outdoor Inter-varsities in Dublin.
- Both track and field catered for and train weekly in the new National Indoor Arena.

Swimming

- Swimming Club train twice a week in the National Aquatic Centre.
- Compete at Intervarsity Level.

Basketball – Mens & Ladies

- Competed in Basketball Ireland College League and Intervarsity.
- Scholarship athlete Isaac Westbrooks represented Irish Colleges team.

GAA – Mens

- Senior Men's GAA team competed in the Division 2 league and Trench Cup.
- Fresher's footballers competed in the Division 2 league and championship.
- Men's hurlers competed in the Division 3 league and and won the Corn Na Mc Diarmada.

GAA – Ladies

- Competed in the Division 4 league and reached the Moynihan Championship Final.

Mens Soccer

- 3 Men's teams who competed in the Division 1, 2, & 3 of the CFAI league and cups.
- One team reaching the Cup Final.

Ladies Soccer

- Competed in and won the Division 1 of the league.

Badminton

- Train weekly on the four courts in the ITB Sports Hall.
- Competed and won the Division 1 of Intersivity SSI league.

Boxing

- Boxers train twice weekly in our fully equipped Activity Room.
- Medalled at the Intersivity Competition.

Rugby

- Men's team competed in the Division 3 Colleges League and cup.

Cricket

- Compete in both indoor Intersivity competitions.

Futsal

- Compete in intersivity championship hosted annually by ITB reaching all Ireland Final.
- Inter college leagues run on-campus during both semesters.

Pool

- Compete in the Division 1 league where they reached the finals and the Intersivity's held in Tipperary.



Kickboxing

- Coached by qualified instructors twice weekly on-campus and compete at intervarsity level.

Taekwon-do

- Scholarship Athlete medalled at both Intersarsity competitions this year.

Jiu-Jitsu

- 15 members who train twice a week and compete in external and intersarsity competitions.

Weightlifting

- Newly formed club in 2015 who train twice a week, coached by professional coach from Weightlifting Ireland on-campus.

MMA

- Twelve members who train twice weekly.
- Mix of both male and female participants.

*Other Sports can be catered for by contacting the Sports Office.

Societies

The Harry Potter Society

The Harry Potter society established this club in 2014 and it has created great hype and excitement amongst the ITB students. When they aren't in the lab making potions these guys are training for the University Intersarities.

Computer

The Computer society or "Comsoc" as it is better known around the college is one of the most consistently well run societies in the college. It has regular gaming tournaments both on and off campus. They have a number of popular games online such as "Call of Duty" and are always open to new gaming suggestions each year.

Pool Society

We have pool tables in the Student Common room that the Pool soc use to train with. We have hosted National competitions in the past and this year our members have represented and won both intersarsity and international competitions.

ITB Islamic Society – Isoc

A non-political affiliated society is run by a group of ITB students elected by students annually. Their activities/events are planned for the students/staff of ITB. Isoc presents an authentic image of Islam within the campus. Isoc refers to the Qur'an and the sayings and acts of their messenger Muhammad.

ITB Photography Society – PhotoSoc

A society for anyone interested in Photography from beginners to experienced amateurs we will organise monthly exhibitions and competitions, days out and occasional weekends away.

Colors (LGBT)

The LGBT (Lesbians, Gays, Bisexuals, Tran-sexual) society was only recently re-introduced to ITB and almost straight away was named Best New Club of the Year both within ITB and nationally in its first year. New members are always welcome. For further information, contact Students' Union Clubs & Societies at studentclubs@student.itb.ie.

Sci-Fi Society

A wide variety of sci-fi games are available to students in the society.

Music Society

Very active society. Received large amount of funding from the Students' Union for new equipment. Practice twice a week.

Dance Society

The Dance Society practice twice a week with a certified teacher.

Ethical Hacker Society

Host tournaments here in ITB as well as attend and compete in national competitions.

Engineering Society

Attend national and international seminars and workshops which are vital when trying to keep up with the most current trade trends and networking.

African Society

Run movie days, culture days, African fashion show. Very active with over 30 members.

DJ Society

Want to learn how to be a DJ? The DJ society hold regular sessions in the common room and canteen and also get the opportunity to play at college events in some of Dublin's most popular venues.

Pokemon Society

The Pokemon Society was established in 2016 with the introduction of the hugely popular Pokemon Go App. The society involves members interacting with each other through the popular card game or through other platforms such as the DS and Pokemon Go.

POLICIES + PROCEDURES

Our policy as regards education is clear – to design and deliver education and training that is relevant and responsive to economic and social needs both locally and nationally. The following information is to give you an idea of how ITB came into being, and outlines the academic structure.

LEGAL STATUS OF COURSES

The Regional Technical Colleges (Amendment) Act 1999 was enacted by the Oireachtas in July 1999. This Act puts the Institute of Technology Blanchardstown on the same statutory footing as the twelve other Institutes of Technology already operating under the Regional Technical Colleges Acts 1992 and 1994. The Institute also operates under the Qualifications (Education and Training) Act, 1999 and the Qualification and Quality Assurance (Education and Training) Act 2012. ITB has been awarded Delegation of Authority and as a result has the authority to award qualifications to those completing courses up to Level 9 of the National Framework of Qualifications (NFQ). With regards to Protection for Learners the requirements of Section 43 of the Qualifications (Education and Training) Act, 1999 do not apply to programmes of study offered by the Institute. Notwithstanding this, it is Institute policy to take all reasonable actions to accommodate students to completion on a course following registration.

VALIDATION OF COURSES

Courses and academic standards are validated by the Academic Council with authority delegated from Quality and Qualifications Ireland (QQI – the body with awarding and quality assurance responsibilities previously governed by HETAC).

GOVERNING BODY

The policies and business of ITB are overseen by a statutory Governing Body appointed by the Minister for Education and Skills. The Governing Body has members representing ITB, the State, the community and business and meets regularly to ensure that ITB develops along agreed lines. Students are represented on the Governing Body.

ACADEMIC COUNCIL

The Academic Council is the Statutory Body appointed by the Governing Body under the Regional Technical Colleges Act 1992, to assist in the planning, co-ordination, development and overseeing of ITB's educational work. Among its many roles, it has to protect, maintain and develop the academic standards of the courses and the activities of ITB. The Academic Council advises ITB's Governing Body on all matters relating to the academic standards within ITB. The Academic Council meets regularly to review academic activities. The composition of Academic Council includes representatives of academics, other staff and students.

GARDA VETTING

A number of ITB courses require students to successfully complete placements or projects where they may have unsupervised access to children and/or vulnerable adults. Each student applying for these courses must undergo the ITB Garda Vetting process. To ensure the protection of the public, and to justify public trust and confidence, the Institute is committed to ensuring that only suitable students are allowed to undertake these courses. **All places on these courses are provisional and subject to the student obtaining satisfactory Garda vetting from the Garda Central Vetting Unit.** Without satisfactory Garda vetting, students will be unable to complete their course or receive an award. The current legal minimum age to apply for Garda Vetting is 18 years. In the event of an applicant being between 16 and 18 years of age, written consent is also required from a parent or guardian. Students on courses which require vetting will be advised of the standard process by Institute staff during semester 1. In addition to Garda vetting, a medical assessment and provision of personal references may be required in regard to suitability for placement.

It is the responsibility of each student on a course which requires Garda Vetting to engage with the process and ensure that they have submitted their completed Garda vetting forms to their Course Co-ordinator/Garda Vetting Officers. Failure to do so may cause a delay in receiving Garda vetting.

HOW TO MAKE A COMPLAINT AS A STUDENT

As indicated in our welcome statement we aim to develop, nurture and educate our students to the best of their potential. Despite the various supports and quality control procedures in place, you may come up against a situation where you feel you have been treated unfairly. If you wish to make a complaint, please refer to our website for information on how to proceed. A list of policy documents for ITB students is available on page 7 of the accompanying Diary. It is the students' responsibility to familiarise themselves with these policies.



FINANCE + EXAMINATIONS

The information on fees and grants provided in this section should only be used as an indicator. The Institute website www.itb.ie is updated with new information as it becomes available from the Department of Education and Skills.

FULL-TIME STUDENTS

1. STUDENT CONTRIBUTION

For 2017/2018 a charge of €3,000 was payable by each student to cover student services. Students who qualify for a grant from SUSI/ETB will be exempt from all / part of this charge depending on level of award. Students who are not eligible for a grant and are paying the student contribution fee themselves will be invoiced for the full fee in September. See point 4 for further information on payment options.

2. EUROPEAN UNION (EU) FEES

European Union nationals attending full-time undergraduate courses at ITB are normally only required to pay the student contribution as described in 1 above. However, the following EU nationals (depending on the level of their programme) may also be liable for tuition fees –

- EU nationals who are repeating a full year of study,
- EU nationals who have not been resident in an EU member state for 3 of the past 5 years,

- EU nationals who are following a second or subsequent third-level course, depending on the type and duration of the previous course attended.

Information on fees for 2017/2018 is available on the Institute website www.itb.ie/currentstudentst.

The rate of fees is set annually by the Department of Education and Skills.

3. NON-EUROPEAN UNION (NON-EU) FEES

Non-European Union nationals attending full-time undergraduate courses at ITB are normally required to pay an annual fee which is up to €11,420 for the academic year 2017/2018. *Non-European nationals on a student visa are also required to pay the Non-EU rate of fees.*

Any Non-EU national who has been legally resident in an EU member state for at least three of the last five years may qualify to pay fees at the EU rate. It is a requirement that documentary evidence of residency and the duration of residence in the EU member state is provided to qualify for the EU rate of tuition fees.

Refugees with official refugee status (at the time of first registration) are not normally required to pay fees other than the contribution charge. A student in the process of seeking asylum is considered as Non-EU National and is therefore normally required to pay the Non-EU rate of fees.

Further information is available at:
www.susi.ie or www.studentfinance.ie.

4. PAYMENT OF FEES

In order to assist students in paying their fees, the Institute has the following payment options for undergraduate full-time programmes:

Payment Options

Option 1:

- Full Payment – €3000 & Tuition (if applicable) on Registration.

Option 2:

- First Instalment – 50% of fees due on Registration.
- Second Instalment – Remaining 50% of fees due before **31st January 2018**.

Option 3:

If you have applied for a Student Grant through SUSI, you are not required to make payment at this time pending a decision on your application. You are required to submit your SUSI (W...) Reference number when doing your on-line registration.

We advise students to take the necessary steps well in advance of the payment dates to ensure they are able to pay their fees due by the deadlines above. These steps could include applying for a grant before the closing date (www.susi.ie), investigating the possibility of securing a loan from your bank or local credit

union office or contacting The Money Advice and Budgeting Service (MABS) www.mabs.ie. This is a free, confidential service for people in financial difficulty in Ireland.

Non Payment Penalties/Non Submission of SUSI Reference

- **1st Instalment** – Non-compliance will result in loss of Computer Access with effect from 31st October.
- **2nd Instalment** – Non-compliance will result in loss of Computer Access with effect from 1st February.
- **Examination Results will be withheld.**

GRANT SCHEME /GRANT APPLICATIONS 2017/2018

New Applicant:

SUSI (Student Universal Support Ireland) is the single national Awarding Authority for all new student grant applications. Applications for Student Grants are assessed under the criteria set out in the Student Grant Schemes.
<http://www.susi.ie/>

Applications are made online and are subject to supporting documentation. The online application system provides you with a quick, user friendly way to apply for your grant. This website is a comprehensive source of information on the student grant scheme and provides a handy step-by-step guide to eligibility and the grants process.

Renewal Applicant:

If you received a student grant from SUSI in 2016/17, and are continuing your studies on the same course in 2017/18, you will be contacted by SUSI regarding the renewal of your grant. However, please check the SUSI website regularly for updates regarding grant renewals and closing dates: www.susi.ie. If you previously received a student grant from another awarding authority, i.e. Local Authority or ETB (VEC) for any year of your current course and are continuing your studies on the same course in 2017/18 you should contact your original awarding authority regarding the renewal of your grant.

Making an Application:

The SUSI online application system for the 2017/18 academic year opened in April 2017: www.susi.ie

It is the responsibility of the student to ensure that they make their grant application correctly and on time. Please continue to check the SUSI website regularly for closing dates, additional and any updated information.

You do not need to have received an offer of a place in college to apply for a student grant. You should make your application, submit your supporting documentation and confirm your course acceptance later.

BACK TO EDUCATION ALLOWANCE

The Back to Education Allowance (BTEA) allows qualifying persons to return to full-time education on approved courses while continuing to receive income support.

How to Apply: All information in respect of the BTEA is available from the Department of Social Protection at: <http://www.welfare.ie/> – or <http://www.studentfinance.ie/>

Students attending Undergraduate courses who are in receipt of the Back to Education Allowance (BTEA) can apply under the student grant scheme to have their student contribution charge and any tuition fees paid on their behalf. See: www.susi.ie

PART-TIME COURSE FEES

In order to assist students in paying their fees, the following are the payment options for part time programmes:

Payment Options

Option 1:

- Full Payment – The full course fee to be paid prior to course commencement (i.e. published course fee less €250 application deposit).

Option 2:

- First Instalment – 50% of course fee due prior to course commencement.
- Second Instalment – Remaining 50% due before 31st January.

Option 3:

If your employer is paying your fees you must email your Admissions Contact person with details of your Employers name, address and the contact person who should receive the invoice.

Non Payment Penalties

- **1st Instalment** – Non-compliance will result in loss of Computer Access with effect from 31st October.
- **2nd Instalment** – Non-compliance will result in loss of Computer Access with effect from 1st February.
- **Examination Results will be withheld.**

TAX RELIEF ON FEES

Students who pay their own tuition fees or those who have more than one student in their family attending third level and paying their own student contribution fee may be entitled to tax relief. Information on tax relief is available on the following website www.revenue.ie

FEE REFUNDS

Refunds are normally issued in the following circumstances only:

- Where a full-time student pays their student contribution fee and are subsequently awarded a third level grant; in this instance the student contribution fee will be refunded to the level of the grant award received.
- Official withdrawal from course prior to 31st October a full refund of fees paid (less the €250 application deposit for part-time courses).
- Official withdrawal from course between 31st October and 31st January – student is liable for half of the course fee, any payment in excess may be refunded.
- After 31st January no refund will be made.

PROCEDURE TO WITHDRAW FROM COLLEGE

To officially withdraw from the College a student must complete the ITB student Withdrawal Form 4FSS01 and return it with their Student Identification Card to the school office Block E – Room E016. It is recommended that the student make contact with their Course Co-Ordinator/ Head of Department to discuss withdrawal prior to submitting the form.

For fee purposes the date of receipt by the School Office of the written notification will be taken as the date of withdrawal. Depending on the length of time studied there may be fee implications for returning to college in the future. Students should contact the Fees and Grants Office in Block A, room A60 to discuss this further. Official withdrawal forms are available from the Student Information Desk in the Library or on the Institute website under the Current Students link www.itb.ie

Where a student withdraws from a full-time course it is their responsibility to notify their grant awarding authority, i.e: SUSI / ETB. If registered with the Student Services Office, please notify the office immediately of your withdrawal.

PLAGIARISM

Plagiarism is defined as representing someone else's ideas or work as one's own through deliberate actions or through careless thinking and/or methodology. The offence lies not so much in the attitude or

intention of the perpetrator but in the action and in its consequences. Normally, this involves using someone else's work without giving acknowledgement to the source of information. It is also plagiarism to alter the form and context of the work to conceal the source.

It is an accepted practice that all members of the academic community use and build on the work of others in an open and explicit manner and with due acknowledgement. Students are expected to use other people's works and ideas, for example by reference to books, journal articles or use of computer programmes.

However, students must accurately refer to sources of information used. In the case of project work, this would include reference to similar projects undertaken by students in the past.

While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one's own work and the work of others. Particular attention and care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged.

The Institute makes use of plagiarism detection software 'Turnitin', which scans submitted student documents for non-

original work. Once submitted, a student's document is compared against over 150 million student papers, 14 billion web pages and 90,000 journals, periodicals and books. The system is designed to discourage plagiarism and also educate students in the values of correct referencing and citation.

Plagiarism is a serious academic offence that must be avoided by all students. Students found to commit plagiarism (this refers to all assignments and examinations conducted by ITB including continuous assessment examinations, final examinations, aural and oral examinations, and projects submitted as part of course work) are subject to ITB disciplinary procedures (reference document 3AS08). Correct referencing can help prevent charges of plagiarism. You can find more information on the library website: <http://blanchlib.itb.ie>.

GRADING SYSTEMS

Academic Programme Assessment Policy and Procedure

(Reference document 3AS06)

Grade Point Average Calculations

ITB uses an alphabetic grading system, which incorporates a calculation of an overall grade point average (GPA). This alphabetic grading scheme uses a specified number of credits at specific levels per award as its basis. This scheme applies to students following courses on a full-time basis (taking modules

simultaneously with credits valued typically at 30 per semester or 60 per year) and in Accumulation of Credits and Certification of Standards (ACCS) mode (studying modules without restriction on the number of credits taken at one time).

ASSESSMENT AND GRADING INDIVIDUAL SUBJECTS

A grade, representative of the quality of a student's performance in a particular module shall be awarded at the end of each module for which a student is registered. Table 1 lists the grades that can be awarded.

ASSESSMENT OF AGGREGATE PERFORMANCE

The aggregate performance of an individual student is represented by the student's Grade Point Average (GPA) in the examination for each stage or semester of the course followed. In order to determine the GPA for a particular student, the following calculation is carried out. A Grade Point Value is assigned to the alphabetic grade a student has gained for each subject. (See Table 1).

The Grade Point Value is multiplied by the Credits to arrive at a Grade Credit Score for each subject/module. The Grade Credit Scores are then added together and divided by the credits for the stage or semester to arrive at the GPA. Credits gained as a result of being awarded an exemption (X) in a subject/module are not included in the calculation of GPA.

TABLE 1: GRADES TO BE AWARDED TO EACH SUBJECT/MODULE

Grade	Percentage Band	Grade Point Value	Credits Awarded	Indicative Quality of Performance
A	80-100	4.00	Yes	Excellent
B+	70-79	3.50	Yes	Very good
B	60-69	3.00	Yes	Good
B-	55-59	2.75	Yes	Above average
C+	50-54	2.50	Yes	Strong pass
C	40-49	2.00	Yes	Pass
D	35-39	1.50	Yes	Compensatory pass
F	<35	0.00	No	Fail
PS	40+	-	Yes	Pass in pass/fail module (not used in GPA calculation)
FL	<40	-	No	Fail in pass/fail module (not used in GPA calculation)
I			No	Deferral of result/work submission delayed by agreement
X			Yes	Student exempted from the requirements of the module because of previous equivalent learning (not used in GPA calculation)
W				Withdrew
NP				Not present/work not submitted without agreement
WH				Withhold result

AWARD CLASSIFICATIONS

An inherent feature of all modern examination systems allows for minimally acceptable performance in individual subjects/modules to be less than that required for the course as a whole provided that the weaker performance in those subjects/modules is compensated for by superior performance in the remaining subjects/modules.

In the Alphabetic Grading Scheme while a “D” is the minimally acceptable performance in any individual subject/module an average performance at “C” level (GPA of 2.0) over the entire course is required to pass an examination as a whole. Therefore, in general, a “D” grade will need to be compensated for by sufficient grades higher than “C” in individual subjects/ modules.

To be eligible for consideration for an award at Pass classification, a candidate must:

- Satisfy all the examination requirements, credits and other requirements for the course as specified in the Approved Course Schedule; and
- Pass the final examination as a whole, by attaining a GPA of 2.0.

To be eligible for consideration for an award at Merit, Distinction or Honours classification a candidate must:

- Satisfy all examination requirements, credits and other requirements for the course specified in the Approved Course Schedule; and
- Pass the final examination by virtue of passing in each required examination subject or module of the award stage **at the first attempt**; and
- Have attained a GPA in the award stage of the course in accordance with the requirements in Table 2.

TABLE 2: GPA REQUIRED FOR AWARD CLASSIFICATION

GPA Required	Award Classification for Higher Certificate (NQAI Level 6) and Ordinary Bachelor Degree (NQAI Level 7)	Award Classification for Honours Bachelor Degree (NQAI Level 8)	Award Classification for Master’s Degree (Taught) (NQAI Level 9)
2.00	Pass	Pass	Pass
2.50	Merit Grade 2	Second Class Honours, grade 2	Pass
3.00	Merit Grade 1	Second Class Honours, grade 1	Second Class Honours
3.25	Distinction	First Class Honours	First Class Honours
Award Classification for Master’s Degree (Research) (NQAI Level 9)			
The Degree of Master (Research) is of Honours standard and is awarded without classification.			

APPLICATION TO RETAIN HONOURS AWARD CLASSIFICATION

In exceptional circumstances, candidates may apply to have an honours (or merit/distinction) award classification retained under specific conditions (4FAS24). This application may be made where a learner obtains an appropriate GPA for an honours (or merit/distinction) award classification in the first sitting, but does not pass all modules, but meets all of the following criteria:

- Obtained the required GPA for honours (or merit/distinction) classification in the first sitting of all modules. AND
- Obtained an F grade in no more than one module, up to a maximum of 10 credits, in the first sitting of an award year. AND
- Obtained a grade of D or better in the remaining module at the next available opportunity.

These arrangements are on a pilot basis.

BORDERLINE CASES

An examination board may consider as a borderline case, any candidate presenting for an award, whose performance is considered borderline. In general, a GPA may be considered borderline when it is within 0.10 of a pass classification, or 0.04 of a pass with merit, distinction, or honours classification. Such consideration may be given provided the candidate has achieved full credits in all the prescribed modules. Such a candidate may have their classification adjusted at the discretion

of the examination board. An individual module grade adjustment is required to accommodate the mathematical calculation of the award classification to the intended outcome. In semesterised courses, where students having obtained an F grade in a particular module show substantial improvement between semester 1 and semester 2 in modules in similar academic areas within a level, the board may, at their discretion, return a D grade as the semester 1 result. Substantial improvement would generally be considered as improvement by at least three grades (F to C+) between semester 1 and semester 2.

EMBEDDED “EXIT” AWARD

Students wishing to terminate their studies prior to the completion of an entire course may, where a lesser award exists and having successfully completed the requisite number of NFQ level of credits apply for an exit award. For example, a student registered on a level 7 ordinary degree course having successfully completed years 1 and 2 and accumulated 120 credits may wish to apply for an exit award of a NFQ Level 6 Higher Certificate (if available). This is not an option for students who wish to temporarily withdraw from a course and return at a later date. Students who are awarded an exit award may not immediately register (within the next academic year) on any follow-on course to the course for which the exit award has been obtained.

EXAMPLES OF CALCULATION OF GPA

CALCULATION OF GPA FOR THE AWARD STAGE OF A COURSE STRUCTURED IN SEMESTERS

	(A)	(B)	(C)	(D)
Subject/Module	Credits	Grade	Grade	Grade
		Point Value	Credit Score (AxC=D)	
Semester 1				
Financial Management 1	10	B	3.0	30
Management 1	5	C+	2.5	12.5
Accounting and Audit Control 1	5	D	1.5	7.5
Taxation 1	5	C	2.0	10
Company Law 1	5	A	4.0	20
Total	30			80

Candidate's GPA for Semester 1 = 80/30 = 2.67

Semester 2				
Financial Management 2	10	A	4.0	40
Management 2	5	B+	3.5	17.5
Accounting and Audit Control 2	5	C	2.0	10
Taxation 2	5	B	3.0	15
Company Law 2	5	A	4.0	20
Total	30			102.5

Candidate's GPA for semester 2 = 102.5/30 = 3.42

Candidate's cumulative GPA for Award Stage = (2.67+3.42)/2 = 3.05 Pass with Merit Grade 1

EXAMINATION SYSTEM

Registration at the beginning of the academic year for all students also constitutes entry for semesterised examinations. The examination fee is included in the registration charge, or the course fees paid. Examination students are required to acquaint themselves thoroughly with the examination regulations in this handbook, which will also be posted in examination halls.

ACADEMIC PROGRAMME ASSESSMENT POLICY AND PROCEDURE

Students completing examinations should read the current edition of the Academic Programme Assessment Policy and Procedure document 3AS06, copies of which are available to all students on the Intranet. This explains the Alphabetic Grading System which is used for the majority of ITB exams.

EXAMINATIONS AND ASSESSMENT

In general students are assessed on the basis of both their coursework and projects throughout each semester, and by written examinations at the end of each semester. The relative weighting given to continuous assessment and to terminal examinations varies from subject to subject. Information on each course is available on the Intranet. It is our policy that at the beginning of each academic year, students will be given a written outline of the assessment procedures

to be used for their course. Other requirements regarding class attendance, number and weighting of continuous assessment projects, weighting given to terminal examinations and other relevant information will also be given. This information will be included in the individual course handbooks, which will be distributed at the start of each course.

An electronic copy of the handbook for each semester will be posted on Moodle by the Year Tutor. This outlines the modules and assessments for each semester.

EXAMINATION REGULATIONS

It is your responsibility to check the date, time and venue for each of your examinations. Examination timetables are available well in advance of the examination dates on www.itb.ie/CurrentStudents/exams. Examination regulations are available on the Intranet, within the Document Management System (DMS) (reference document 3AS05). Any student who breaches the Examination Regulations will be reported by the examination invigilators to ITB's Examination Office. Appropriate action will be decided based on the nature of the alleged offence.

EXAMINATION REGULATIONS

(Examination Regulations 3AS05)

The examination regulations in operation at time of print are as follows. Please always refer to the ITB website for most recent version as these regulations are subject to change.

1. All students must formally enter for examinations by paying the prescribed fee. This is done automatically by the examinations office for full-time and part-time registered students. The examination fee is included in the student contribution collected from each student. However, students must individually register for repeat examinations and pay the appropriate fee.
2. It is the responsibility of each student to make themselves aware of the dates, location and times of examinations, including all other assessment components. If the students have any queries regarding any component of the examination process, they should make enquiries to the Examinations Office, or School Administrator. It is the responsibility of the student to establish the outcome of examinations in a timely manner to allow progression to the next stage of the course or to reapply to attend repeat examinations.
3. Students having disabilities that may require special arrangements to be put in place for their examinations should notify their Head of Department and the Student Services Office of their needs at the beginning of each academic year. Should the disability come to light during the academic year, the Head of Department and Student Services Office should be notified as soon as possible. If a student does not notify the Student Services Office in advance it may not be possible to provide any examination accommodations.
4. Students must assemble 15 minutes before the advertised time of the examination (30 minutes before their first examination) but should not enter the examination room until requested to do so.
5. Students must not bring into the examination venue, have in their possession, under their control, or within their reach:
 - (i) Bags of any description
 - (ii) Any books or papers
 - (iii) Electronic device (including iPods, iPads, laptops, earphones etc.).
6. Students may bring into the examination venue pens, pencils, rulers as required for their exam provided that they are in a clear bag.
7. Mobile phones may be brought into the examination venue provided that they are switched off and placed under the desk in a clear plastic bag for the duration of the exam.

8. It will be considered an offence and a disciplinary matter to use or attempt to use a mobile phone, programmable calculator or any other electronic device (including iPods, iPads, laptops, earphones) in the examination venue. Students found to be using or suspected of using mobile phones, programmable calculators or any electronic device will be considered to be in breach of examination regulations and will be subject to disciplinary procedures. The mobile phone, programmable calculators or other electronic device will be confiscated; an Institute official has the right to review any content which appears to be relevant based on section 2A (1)(d) of the Data Protection Acts 1988 and 2003. The mobile phone or electronic device will then be released. This could take a number of days.
9. A student will normally not be admitted to the examination room more than one hour after the start of the examination. Extra time is not allowed, unless arranged in advance with the examinations officer, as part of a special arrangement.
10. Students should seat themselves at the desk indicated by the supervisor or according to the seating plan displayed in the examination hall. Students will only be admitted on the production of a current valid ITB ID card.
11. Students are required to provide themselves with pen, pencils, rulers and similar materials as appropriate.
Students will not normally be permitted to borrow materials from other students.
12. It is the responsibility of the student to ensure that they have been given the correct examination paper. Each student is required to read the instructions on the examination paper before starting the examination.
13. Examination answer books will be provided in the centre. All work should be done on the answer book(s) or other material provided.
14. Students must follow the directions of the invigilators in all matters relevant to the examination. It is the student's responsibility to ensure that they have signed the appropriate attendance sheet for each examination.
15. Students must bring their own calculator, where required, for examinations. Calculators will not be supplied. Calculators used in examinations must be silent, self-powered and non-programmable. Calculators may not be passed from one candidate to another. Instructions for use may not be brought into the examination venue. Candidates must indicate on their answer booklets the make and model of any calculator(s) used in the examination.

16. Mathematical tables, if required, will be supplied.
17. Students must not commence writing until requested to do so.
18. A student must not, while in the examination venue:
 - (i) Use, or attempt to use, any book, memorandum, notes or paper other than the examination paper and such answer books etc. as supplied to them by the invigilator.
 - (ii) Aid, or attempt to aid, another student.
 - (iii) Obtain, or attempt to obtain, aid from another student.
 - (iv) Communicate, or attempt to communicate, in any way, with another student.
19. A student should raise their hand if they wish to attract the attention of the invigilator during the examination.
20. The student's ID number (and all other information requested on the script cover) must be entered on each script. The student's ID number must be clearly entered on all ancillary materials (e.g. graph paper) used.
21. A student must enter on the envelopes and answer books used by them the particulars required as to subject etc.
22. Any additional answer books, squared paper, etc., issued to the student whether used or unused, should be handed up to the invigilator.
23. Students wanting to leave the examination room temporarily may not do so unless accompanied by an invigilator, and may not bring any materials, mobile phones or electronic devices with them. Any time lost during such an absence will not be given to the student at the end of the examination. Students must sign the temporary exit form where the time of exit and return must be recorded.
24. If, after reading the question paper, a student should wish to withdraw from the examination, they may not be allowed to do so until one hour after the start of the examination. In certain circumstances students may be required to remain in the exam venue for the entire duration of the exam. No student may leave within the last fifteen minutes of the examination period.
25. A student must not, on any pretext whatsoever, speak to or have any communication with any other student during the examination. Any such communication will be regarded as a serious breach of the examination regulations. If a student needs to ask a question, the student

should raise their hand and one of the invigilators will attend to the matter.

26. A student must not engage in any behaviour that would be disruptive to the running of the examination or to any other student. A student may be expelled from the centre if their behaviour might jeopardise the successful conduct of the examination.
27. At the end of the examination, a student must remain in their place until an invigilator has collected their script. It is the student's responsibility to ensure that their script is handed to an invigilator.
28. If a student is absent from any examination for any reason, a written explanation must be sent to the School Administrator immediately, together with a medical certificate if the absence was due to illness.
29. Any student considered to be in breach of these regulations may be subject to the Institute's disciplinary procedures.
30. In the event of a breach, or alleged breach, of these examination regulations, the student may, at the invigilator's discretion, be permitted to complete the examination. However, the Institute reserves the right not to return exam results to the exam board meeting following due investigation of the incident.

EXAMINATION TIMETABLES

Examination timetables for all students are published at

www.itb.ie/CurrentStudents/exams.

It is your responsibility to check the published timetable, as this is the only notification of examinations.

SPECIAL NEEDS AND EXAMINATIONS

If you have a disability that may require special arrangements be put in place for your examinations please notify your Head of Department and the Student Services Office at the beginning of each academic year or, if the disability comes to light during the academic year, the Student Services Office should be notified as soon as possible. Special arrangements can be made for students at examination time, provided sufficient notice is given. These arrangements can include the provision of a separate room to take examinations, the availability of an individual to read examination questions, the provision of additional time in which to complete examinations, the provision of a scribe, taping examinations etc.

CALCULATORS FOR USE DURING EXAMINATIONS

Students must use personal non-programmable calculators in the examination venue. Calculators **will not** be supplied to students for examinations. Students should know how to operate their own calculators.

MOBILE PHONES

Mobile phones must be switched off during classes, examinations and in the Library. Mobile phones may be brought into the examination venue provided that they are switched off and placed under the desk in a clear plastic bag for the duration of the exam. The policy in relation to this may change, so make sure to keep up-to-date with examination regulations.

EXAMINATION RESULTS

Examination results will be available via the ITB website after the Examination Board Meetings on or after the dates specified by the examinations office. Exam results are only available online for a short specified period of time, details of which will be on the intranet. In order to view your exam results, you will need your student ID (example B00012345) and your password. This password is the one you created when you used the online registration system to register. Students will receive an email with a password reminder prior to the publication of exam results.

TRANSCRIPTS OF EXAM RESULTS “DIGITAL GRADEMAILERS”

Electronic transcripts of examination results, known as “Digital Grademasters” will be available to all students at the end of the academic year, where all fees are paid in full, at the following link:
<https://edocs.ancheim.ie/itb/>.

It is our policy not to give examination results out over the telephone. Hard copy transcripts of results will no longer be posted to students.

Results achieved since August 2013 are not available from the exams office, but are available at the following link:
<https://edocs.ancheim.ie/itb/>

To access your Digital Grademasters at the link above you will need your student ID number (Bxxxxxxx) and PIN to log in (the same PIN you use to access your exam results).

If you need a copy of results achieved before August 2013 they can be purchased using our online payment system. Note that you cannot access your Digital Grademaster until you have paid any outstanding fees. To pay outstanding fees please use the following link www.itb.ie/Payfeesonline. Please visit the exams page on the ITB website www.itb.ie for up-to-date information.

BRIEFING FOLLOWING PUBLICATION OF RESULTS

ITB has a policy that, in the period following the issuing of provisional results, students should be afforded the opportunity of discussing their results with the appropriate lecturer. The aim of such consultation is to give informal guidance to students regarding future performance and/or to discuss results with a view to providing a briefing on

relative strengths and weaknesses. Students may use this opportunity to consider the need to repeat modules with a grade of D, if their overall GPA is under 2.0. If you wish to discuss your results with your lecturer you can do so by contacting them directly by phone or email. Contact details are available at: <http://www.itb.ie/StaffDirectory/staffdirectory.asp>.

If you wish to view an examination script, please use form 4FAS02, which is available on the Institute's website.

PROCEDURES FOR EXAMINATION SCRIPT INSPECTION AND RESULT RECHECK, REVIEW AND APPEAL

The viewing and review/rechecking of exam scripts takes place in the week that exam results are issued. Deadlines are tight and strictly adhered to. It is important to check the exams page of the ITB website as soon as results are issued as the application forms listed below must all be completed online:

1. Online application to view an exam script (4FAS02).
2. Online application for recheck/review, (4FAS03) and;
3. Online application to appeal the outcome of an examination recheck/review (4FAS04).

There is a charge for 2. and 3. above which is payable online. There is no charge for 1. It is ITB policy to:

- Provide arrangements in relation to examination script viewing, examination mark rechecking, reviewing, and appeals concerning examination matters which ensure that they are dealt with fairly, transparently and in a timely way and which may involve, as necessary, wholly independent persons of appropriate knowledge and experience in the process.
- Consider all requests in relation to examination matters in accordance with the principles of natural and constitutional justice.

DEFINITIONS

- Recheck means the administrative operation of checking and ensuring that all parts of the examination have been properly recorded and that no error occurred in the recording, collating or combining of marks which determined the result. This process is carried out by the internal examiner and the Head of School or Department. Review means the re-consideration in detail of all or part of the existing examination material where feasible by the internal examiners and if appropriate by external examiner(s) and reconsideration of a full set of results. A review will automatically include a

recheck of calculations.

- Appeal means an appeal against the outcome of a recheck or review. An Examination Appeal Board will consider any matter referred to it by the Registrar in relation to any appeal, and an appeal can only be considered after completion of an internal recheck or review. Full details on the procedure to be adhered to, how a student applies for a script inspection, result recheck, review or appeal and the necessary application forms are available on the Intranet (reference document 3AS10).

AUTUMN/REPEAT EXAMINATIONS

If you have to take an examination in the Autumn session you must register online by the published deadline and pay the appropriate fee. The repeat exam fee is currently €100. Only students who have registered to take repeat examinations and paid the appropriate fee by the deadline will be allowed to enter the exam centre. A late application fee of €100 will apply for students who miss the published deadline or have applied by the deadline but have not made full payment. Please check the exams page on the ITB website (www.itb.ie) for up-to-date information. Strictly no cancellations or refunds once application is made.



WORKING TO CREATE A TECHNOLOGICAL UNIVERSITY FOR DUBLIN

ITB is working with our partner institutions DIT and IT Tallaght, to develop Ireland's first Technological University which will make a significant contribution to the social and economic development of the Dublin region. Progress on the alliance is providing a catalyst for the three institutions to re-shape our systems, operations and services so as to better serve the future educational needs of our students and to collaborate more effectively with our partners nationally and internationally. We are now embarking on the development of a Digital Campus which will enable us to further facilitate students by seamlessly connecting services, learning pathways and resources.

The TU4Dublin Alliance has progressed to the final stage of the four-stage application process and we are now focused on meeting the criteria outlined for a successful application.

GOODBYE + THANKS



The contents of this Handbook are for information purposes only and should not be viewed as the basis of a contract between the Institute of Technology Blanchardstown and any student or other person. ITB reserves the right to cancel any course and/or amend courses, fees, regulations or timetables at any time.

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Larry McNutt
Registrar

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