

Institute of Art, Design + Technology,
Dún Laoghaire

Student Handbook 2017



You're here.
You're at iadt,
on the next step
in your journey.

Contents

Welcome to IADT

Welcome / Fáilte	06
IADT + You	08
Faculty Offices + Information Point	10
IADT Staff	11

There for You: Support Services

Student Experience	13
– Student Health Centre	
– Student Counselling Service	
– Careers Centre	
– Access Office	
– Disability Support Service	
– Learning Support Services	
– Assistive Technology	
ERASMUS at IADT	24

Need to Know: Registration, Exams, Fees

Office of Academic + Student Affairs	26
Registration on a Course	26
– Registration	
– Late Registrations	
– Non-payment of Fees	
– Student Cards	
– Change of Address	
Leave of Absence, Deferrals + Withdrawals	28
– Leave of Absence	
– Deferrals	
– Withdrawal from IADT	

Assessment + Examinations 32

- Examination Procedures + Regulations
- Modes of Assessment
- Continuous Assessment
- Written Examinations
- Examination Results
- Guide to Terms used in Transcripts
- Academic Standing/Award Classification
- Progression
- Briefing Following End-of-year Results
- Viewing Examination Scripts
- Repeat Assessments/Exams
- Repeat with Attendance
- Progression with Credit Deficit
- Re-admission

Procedures for an Appeal of Assessment / Examination Results 41

- Student Appeal Process
- Appeal Fees
- Grounds for an Appeal
- Appeals Board

Money Matters 44

- Student Contribution
- Fees
- Grants
- Social Welfare Act
- Tax Relief on Fees

Academic Progression 46

- Conferring

Get Together: Students' Union

Students' Union 48

- Clubs + Societies

Day to Day: Life on Campus

Student Resources + Facilities 52

- Information Services
- Data Protection + Freedom of Information
- Library Services
- Food + Refreshments
- Banking
- Student Lockers
- What's Going On? / Noticeboards
- Lost Property
- Insurance
- Security
- Green Campus

The Nitty Gritty: Regulations + Procedures

Regulations + Procedures 62

- IADT Responsibility
- Student Responsibility
- General Student Regulations

Attendance + Class / Laboratory Participation 66

- Books + Class Materials
- Course Instructions
- Timekeeping
- Class Absences/Medical Certificates
- Mutual Respect
- Online Communications
- Undertaking Work on behalf of a Client
- Title to + Retention of Student Work
- Plagiarism
- Code of Practice for Copyright Work
- Study + Ethics

Health + Safety 74

- Student Responsibility
- Safe Practices When Working With Children + Vulnerable Adults
- Injury to Students
- Good Housekeeping
- Fire Prevention
- Emergency Evacuation Procedures
- Accidents + Incidents
- First Aid

- Use of Machinery + Equipment
- Use of Materials
- Security of Student Work + Belongings
- Alcohol, Drugs + Substance Abuse

IADT Student Disciplinary Procedures 80

- Sanctions for Breach of Regulations
- Financial Standing

Parking Regulations 81

- Parking Permits
- Accessible Spaces

**Getting it Right: How to Make a Complaint
or Make Your Views Known** 82

Welcome to iadt.

Welcome



President

Dr Annie Doona

Thanks for being here

Third level education is exciting and challenging, and at IADT, we want you to make the most of the 2017/2018 year. The enthusiasm and energy our students and staff bring to life here is the heart of our success. So whether you are joining us for the first time – either from within Ireland, or as part of our growing number of international students, including those on an Erasmus European exchange – or are returning, it's good to have you here. Welcome also, to the many mature and part-time students joining us this year.

We are determined that you will leave here fully prepared for a life in the creative, cultural and technological industries. That means more than academic qualifications, it's also about participation in the life of the campus. Please get involved in the social side of IADT, because doing so will positively enrich your time here. There are plenty of ways to participate: through the Governing Body, Course Boards, Academic Council, Student Services and other committees. Many students are active in sporting and social clubs and societies, and involved in community and voluntary activities. Our thriving and active Students' Union contributes greatly to the life of IADT.

This Student Handbook is your guidebook for the year, so be sure to get good use from it! It contains important information about many aspects of life at IADT, and about the range of supports and services available to help you achieve the goals you've set for yourself. You will also be given a Course Handbook with specific information relevant to your studies, and a copy of IADT's Learner Charter. The Learner Charter explains our commitment to you and what we expect from you. It also sets out your rights and responsibilities, both to IADT and to each other. You'll also find plenty of valuable information on iadt.ie.

I wish you every success in your studies. You make IADT what we are, and I hope you have an enjoyable and fulfilling year with us.

Dr Annie Doona
President

Fáilte

Go raibh maith agaibh as bheith anseo

Is iontach agus dúshlánach é an t-oideachas tríú leibhéal, agus teastaíonn uainn ag IADT go mbainfidh sibh leas as an mbliain 2017/2018. Is é croí ár ratha iad an díograis agus an fuinneamh a thugann ár mac léinn don saol anseo. Má tá sibh ag teacht isteach den chéad uair – go himheánach ó Éirinn, nó mar chuid dár líon méadaitheach mac léin idirnáisiúnta, lena n-áirítear iad siúd ar mhalartú Eorpach Erasmus – nó más ag filleadh orainn atá sibh, is mór linn sibh bheith linne. Feartar fáilte freisin roimh an líon mór mac léinn aibí agus páirtaimseartha atá ag teacht chugainne i mbliana.

Táimid cinnte de go bhfágfaidh sibh an áit seo lánulmhaithe don saol sna tionscail chruthaitheacha, cultúrtha agus teicneolaíochta. Ciallaíonn sé sin níos mó ná cáilíochtaí acadúla, baineann sé leis an rannpháirt a ghlactar i saol an champais. Bígí páirteach i saol sóisialta IADT, toisc go saibhreofar bhur n-am linne tríd an méid sin. Is iomaí slí chun bheith rannpháirteach: tríd an gComhlacht Rialachais, na Boird Chúrsa, an Chomhairle Acadúil, Seirbhísí do Mhic Léinn agus coistí eile. Bíonn go leor mac léinn gníomhach sna clubanna agus sna cumainn spórtúla agus sóisialta, agus glacann siad páirt i ngníomhaíochtaí pobail agus deonacha. Rannchuireann ár nAontas Mac Léinn bisiúil go mór leis an saol in IADT.

Is ionann an Lámhleabhar Mac Léinn seo agus bhur dtreoirleabhar don bhliain, bígí cinnte chun leas maith a bhaint as! Is ann a fhaightear faisnéis thábhachtach faoi go leor gnéithe den saol ag IADT, agus faoin réimse tacaíochtaí agus seirbhísí a bhíonn ar fáil chun cuidiú libh na spriocanna a leag sibh amach daoibh féin a aimsiú. Tabharfar Lámhleabhar Cúrsa daoibh freisin le heolas sonrach ábhartha i leith bhur staidéar, agus cóip den Chairt IADT d'Fhoghlaimoirí. Míntear sa Chairt d'Fhoghlaimoirí ár dtiomantas daoibhse agus a mbímid ag dúil uaibhse. Is inti freisin a leagtar amach bhur gcearta agus freagrachtaí, do IADT agus dá chéile araon. Gheobhaidh sibh neart eolais freisin ar iadt.ie.

Guímse gach rath oraibh le bhur staidéir. Is sibhse is cúis lena bhfaightear ionainne ag IADT, agus tá súil agam go mbainfidh sibh bliain thaitneamhach agus shásúil linne.

An Dr. Annie Doona
An tUachtarán

About IADT + You

This, your third level journey, is an exciting next step in your life. From the Students' Union to learning support, and from careers advice to using our Virtual Learning Environment (Blackboard), there is so much extra you can get from third level education! This Handbook has everything you need to know about the supports available to make your journey seamless, relevant and fully-rounded. As a student you have rights, but equally you also have responsibilities. Use this Handbook to guide you through both. The more you know, the more you can make of it.

About You + IADT

Please read this handbook carefully because it has important information about what we expect from our students, including essential details about registration, fees, exams and assessments. (Hint: maybe start with Registration on page 26 because if you forget to sort that out, you can't do much else).

If you've got a query about any aspect of IADT's day-to-day workings, systems or procedures, check it out here first or on iadt.ie. This Handbook is IADT in miniature. Make the most of it.

**“making the most of
third level education
is about so much more
than education....”**



Faculty Offices + Information Point

Faculty Offices

Faculty Office administrators are on hand to provide support for the Faculty and its Departments from Monday to Friday. Opening Hours are posted on the Faculty Office door.

Information Point

The Information Point is the first port of call for general information and issues for students.

If you need to have routine forms stamped or signed by IADT, bring them to the Information Point Desk in the Atrium building together with your student ID card.

These include:

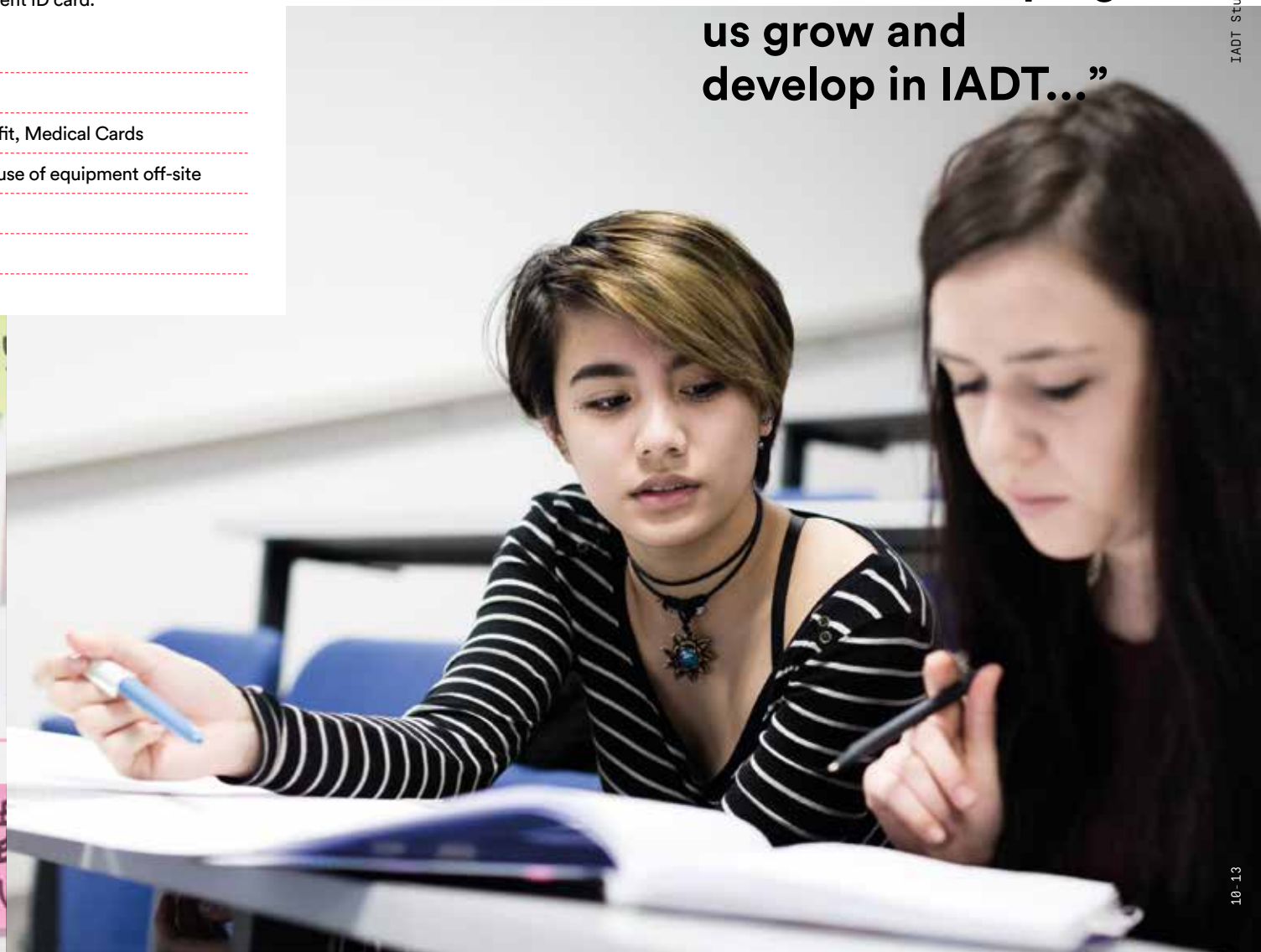
- Deferral forms
- Social Welfare – Child Benefit, Medical Cards
- Permissions / Insurance for use of equipment off-site
- J1 Visas
- USIT

IADT Staff

IADT Staff

If you need to contact any IADT staff (whether for academic or administrative staff, support services or management), please check our online staff directory: iadt.ie/about/staff

**“students play a
vital role in helping
us grow and
develop in IADT...”**



There for you: Our support services

Student Experience

Our Student Experience Support Services help all students participate in and enjoy college life to the full. Confidentiality is maintained in so far as is legally possible.

Check out our website: iadt.ie/services

Student Health Centre

Doctor	Dr Nina Byrne / Dr James Geraghty
Nurse	Joan Broderick / Suzanne Keily
Phone	+353 1 239 4760
Location	Atrium Building ground floor, opposite the student restaurant

Efficient, effective and courteous, the Student Health Centre aims to provide the best possible general medical and nursing care services, without discrimination. This service is in addition to your own family GP or specialist health care provider. If you have a pre-existing medical condition, you are advised to register with the IADT nurse at the start of your course. If you are not from the Dún Laoghaire area and have a medical (GMS) card, you are advised to register with a GP in the locality in which you will live while in college.

Nursing Services

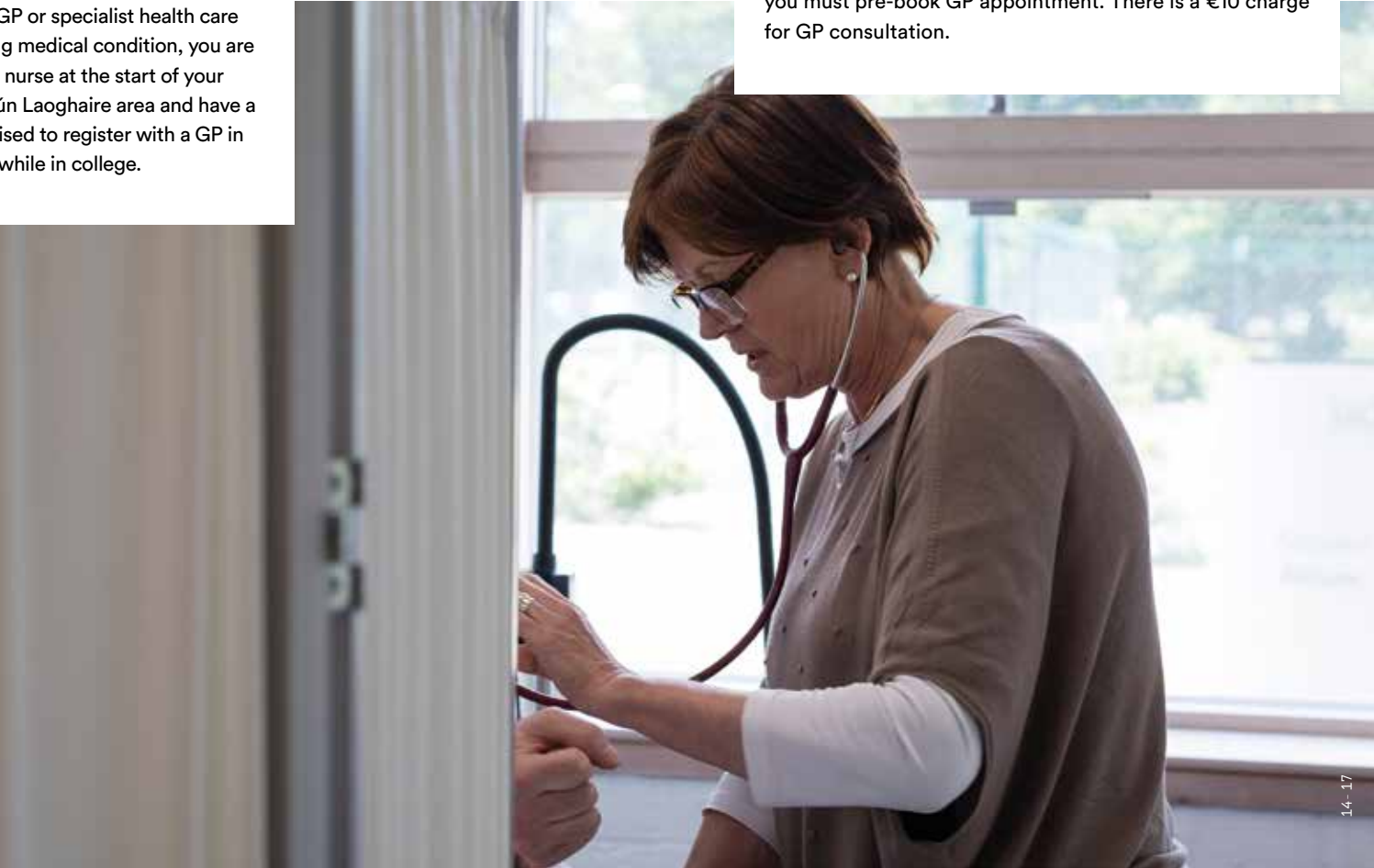
A nurse is available five days per week, to provide:

- Emergency care.
- Confidential professional advice.
- Referrals to an appropriate professional.

Nurse appointments may be made by visiting the Student Health Centre or by contacting the Nurse / Administrator at [+353 1 239 4760](tel:+35312394760). There is no charge to see the Nurse. Scheduled times are posted on the Student Health Centre door and on iadt.ie/services.

Doctor's Services

GP appointments may be made by visiting the Student Health Centre or by contacting the Nurse / Administrator at [+353 1 239 4760](tel:+35312394760). Except in a case of medical emergency, you must pre-book GP appointment. There is a €10 charge for GP consultation.



Off-campus Medical Services

Additional student appointments with Dr Nina Byrne / Dr James Geraghty are available throughout the week in Generation Health, Glengageary Medical Clinic, Glengageary.

These must be booked via the IADT Nurse / Administrator to avail of the student discount fee of €10.

To make an appointment to see the Doctor either in IADT or at Generation Health, contact the Nurse / Administrator at [+353 1 239 4760](tel:+35312394760) or visit the Student Health Centre.

Out of Hours Services

DL DOC is a co-operative medical service for URGENT appointments outside normal surgery times. The consultation fee is approx. €60–€80.

DL DOC is based in St Michael's Hospital, Dún Laoghaire. Phone number [+353 1 663 9869](tel:+35316639869).

DL DOC Hours of opening:

Monday–Friday	6am–10pm
Weekends + Bank Holidays	10am–6pm

Doctor on Duty Service Outside of DL DOC Hours

Patients of IADT Student Health Centre in need of medical attention after 10pm weekdays and after 6pm weekends should phone [+353 1 453 9333](tel:+35314539333). Identify yourself as Dr Nina Byrne / Dr James Geraghty (Generation Health) patient. Standard consultation call-out fee applies to this service.

FLU information

Students in risk groups can avail of an annual flu vaccine. The vaccine is provided free in the Student Health Centre, however a consultation fee of €10 applies. hpsc.ie/A-Z/Respiratory/Influenza.

Student Counselling Service

Counsellor	Katie Hendrick, Reg., Psychol Ps.S.I.
Phone	+353 1 239 4650
Location	Student Experience Area, Carriglea Building

The Student Counselling Service is free and confidential for IADT students. Whether motivated by concerns about mental health, difficulties with relationships, dealing with grief or any other reason, counselling can be a really helpful aid in navigating the student experience. Many students find that talking through what is troubling them is really helpful.

Appointments can be made directly with the Student Counsellor during daily 'drop in' times (timetable on the office door), by phone, or by completing a Student Appointment Request Form, available in the Student Services waiting area (C006, Carriglea Building).

The Student Counselling Service provides a range of mental health information sheets on topics including panic attacks and procrastination. Please check out the Student Counselling Section on iadt.ie/services for these resources and for a range of external crisis services and website resources.

A dedicated section within the website reachout.com/thirdlevel showcases animations from IADT students on social anxiety, transition, mental health and depression.

Careers Information, Planning + Development

Careers Officer	Paul Murphy
Phone	+353 1 239 4670
Email	paul.murphy@iadt.ie
Location	A203b Library (Second Floor)

The Careers Centre is available to support students and recent graduates in their career planning and research. Services include:

- Confidential career counselling, including individual assessment and vocational testing.
- Up-to-date information on career opportunities, progression to further studies, job and work experience vacancies and employer recruitment.
- Web-based and hardcopy careers information resources.
- Employability Skills Seminar Programme (seminars/workshops).
- Annual graduate destinations survey.

Adjacent to the Careers Office in the Library is an Information Corner where you can research hardcopy and online resources.

Look for updates on the Careers Centre Facebook page: facebook.com/pages/iadt-Careers-Office/.

Appointments

Appointments can be arranged by phone or email or by calling into the Careers Centre. If the Careers Officer is unavailable, arrange an appointment by filling out an Appointment Request Form in the Information Corner outside A203b. Out-of-term appointments are available by arrangement.

Access Office

Access Officer	Cillian Murphy
Phone	+353 1 239 4628
Email	cillian.murphy@iadt.ie
Location	Student Experience Area, Carriglea Building

Access

A key part of IADT's mission is to increase the participation of students from specific under-represented target groups. These include students with a disability or specific learning difficulty, adult learners, or those who have been economically or socially disadvantaged. It is particularly important that you clearly identify to IADT (via the Access Officer) at the outset, any needs (e.g. in relation to disability, medical or psychological) that may impact on your academic progress.

The Access Officer is here to:

- Assist you in your preparation for, and integration into, third level education by providing confidential, personal support in an informal way.
- Continue to offer practical advice during your time in IADT.
- Interlink between access students, student services, academic staff and college life.

Please contact the Access Officer if you have any queries. Particular sensitivity to your needs is recognised at all times.

Student Assistance Fund

This Fund provides discretionary support to students who face financial difficulties. It is made available by the National Office of Equity of Access to Higher Education and is generally used to provide short-term, emergency support in particular areas such as class materials, childcare and transport costs. It is unable to deal with long-term problems such as accommodation costs or fees. An open call is made for applications, so please keep an eye out for this.

A confidential application form must be completed when requesting financial assistance, and receipts must be presented in respect of all monies allocated. Forms are available from the Students' Union Office. For more information on the Student Assistance Fund, please email saf@iadt.ie.

Other Financial Support

Visit studentfinance.ie for all you need to know about grants and other financial supports. If you are in difficulty – financial or otherwise – please seek advice and assistance without delay.

Get further information on IADT's Access Office at iadt.ie/services.

Disability Support Service

Disability Officers Alex McDonald / Miriam Fehily

Phone +353 1 239 4895 / +353 1 239 4590

Email alex.mcdonald@iadt.ie / miriam.fehily@iadt.ie

Location Student Experience Area,
Carriglea Building (C002)

Students with Disabilities

IADT is committed to creating an accessible and open learning environment for all our students. The Disability Officers, Heads of Department, academic staff, and any other relevant personnel will work together with you on your areas of need. The Disability Support Service offers support to all students by designing individualised and goal-orientated support programmes to target each area in which the student wants to improve.

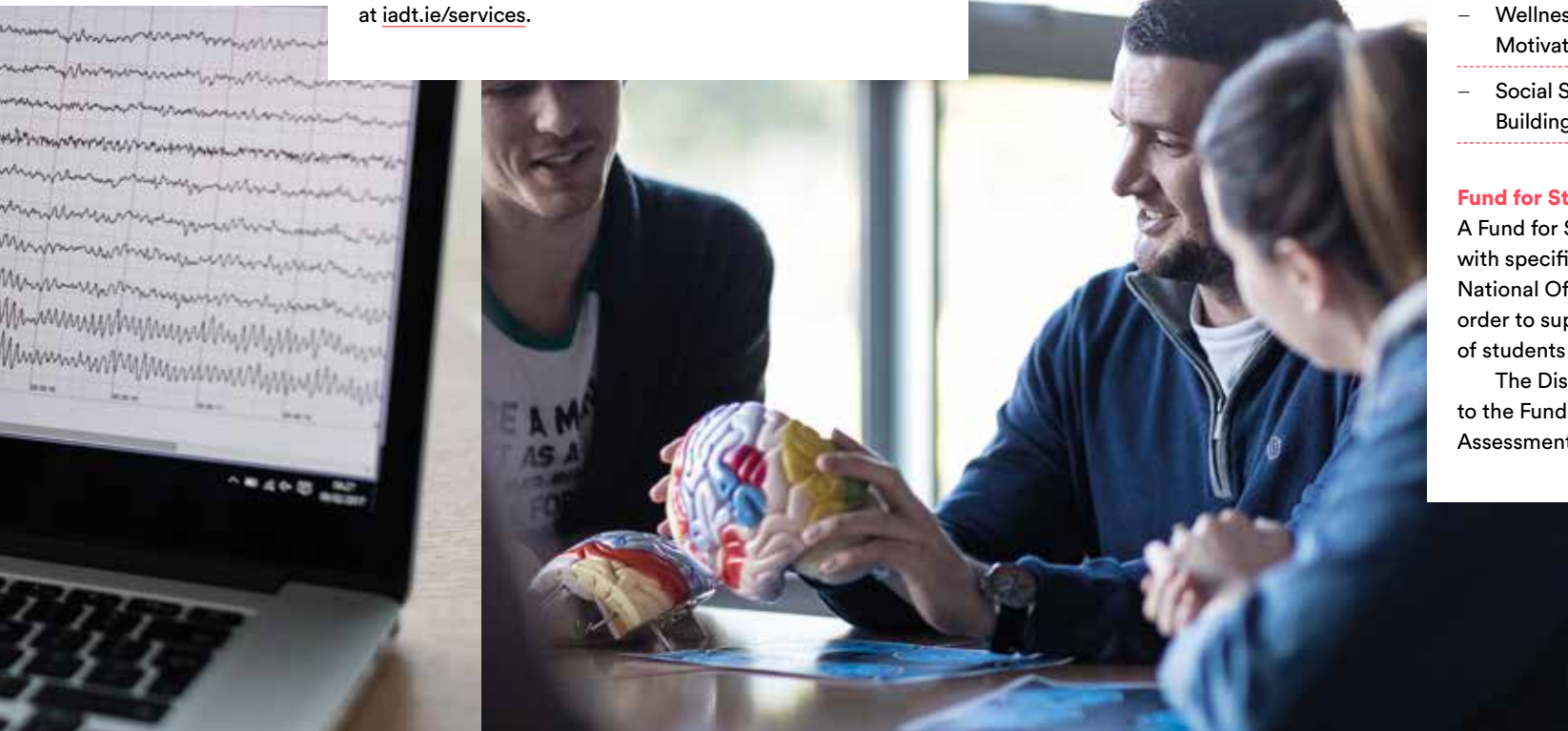
Examples of supports offered:

- Academic Support: Time Management / Setting SMART Goals / Study Skills
- Wellness Support: Stress Management / Motivation / Relaxation Techniques
- Social Support: Self-Advocacy / Building Friendships / Self-Esteem

Fund for Students with Disabilities

A Fund for Students with Disabilities (including students with specific learning difficulties) is made available by the National Office for Equity of Access to Higher Education in order to support the educational and technological needs of students with disabilities in higher education.

The Disability Support Service will make the application to the Fund on your behalf, on the basis of an agreed Needs Assessment interview and report.



Learning Support Services

Co-ordinator	Gillian Boland
Support Tutors	Karen Cryan / Michael Paye
Phone	+353 1 239 4790
Email	learningsupports@iadt.ie
Location	Student Experience Area, Carriglea Building

Learning Support Services + Study Skills

The Learning Support Services provide practical support for all students with the writing and research requirements of their course. Seminars and individual tutorial sessions are available to all students throughout the academic year.

Topics include:

- Writing essays / Report writing
- Research / Reading skills
- Notetaking / Note making
- Study skills
- Time management and goal setting
- Thesis / Dissertation writing
- Examination techniques

Whether you are looking for guidance in the basics of academic writing or wish to improve your skills and grades, we welcome students of all years and courses. Students can also obtain individual advice, support and guidance with their learning and written assignments from the Learning Support tutors.

The Learning Support Services provide a specialist support service throughout the academic year. A Needs Assessment Report will identify your learning support needs and recommend resources including; assistive technology, reasonable accommodations in examinations, and specialist tutorial support.

Needs Assessment + Supports

Needs Assessments are conducted by the Disability Support Service and the Learning Support Services. IADT is firmly committed to supporting students with Physical Impairments, Mental Health Conditions, Speech and Communication Disorders, Neurological Conditions, Sensory Impairments, Specific Learning Difficulties including Dyslexia, Attention Deficit Hyperactivity Disorder (ADHD), Developmental Coordination Disorder (DCD) and Asperger's Syndrome/Autism Spectrum Disorder (ASD).

Assistive Technology

Tutor	Colm Olwill
Phone	+353 1 239 4795
Email	colm.olwill@iadt.ie
Hours	Tuesdays, Wednesdays and Thursdays; term time only
Location	Atrium Building

The Assistive Technology Service, funded by the Higher Education Authority (HEA), provides training, information and support to students with disabilities and those with specific learning difficulties. The services provided include the allocation of Assistive Technology hardware and software; training and advice in its use and on solutions such as web and mobile apps; ebooks; Cloud Computing; etc.

Other Welfare Services

A list of other welfare services is available on iadt.ie/services.

Erasmus Coordinator Elena Somoza

Phone + 353 1 239 4922

Email erasmus@iadt.ie

Location Room A223

IADT is proud to participate in the ERASMUS programme, which encourages international mobility.

ERASMUS allows you to study for a term / semester or for a full academic year at a range of Higher Education Institutions across Europe. You will study a course similar to yours, which is recognised as fulfilling your course requirements at home. Courses you can exchange with are often taught in English. Time spent on ERASMUS studies is fully accredited by IADT using the European Credit Transfer System (ECTS). Find out more about your ERASMUS opportunities at IADT on iadt.ie/study/international-students/erasmus.

Need to know: Registration, exams + fees



Office of Academic + Student Affairs

The Office of Academic + Student Affairs provides administrative support for a broad range of activities including admissions, registration, examinations, grants and fees.

Opening Times

The office is open to students 11am–3pm, Mon–Fri.

Registration on a Course

Registration

Registration is required for all full-time and part-time students on an annual basis.

Registration is completed online each and every year you are a student. Fee payment is also made online. New students will have to attend Induction in person and bring along certain documents. If you do not register for your course on time you may lose your place.

Late Registrations

New students must attend Induction at the appointed day(s) and time(s). We will give you this information in advance. Continuing students must register online by the dates specified. If you have not registered as advised, the following dates apply:

17th Oct 2017 – Final date for registration.

31st Oct 2017 – Late registrations after this date are liable to pay full tuition fees as well as the student contribution.

31st Jan 2018 – Late registrations after this date are liable to pay full tuition fees, the student contribution, and any associated costs which may arise.

Non-payment of Fees

If you owe IADT money for registration or other relevant fees, you will not be fully registered, and you may not have access to a range of student facilities. If you have not fully registered, the Registrar may decide to withdraw you from IADT. You will be informed of this decision in writing.

If you are in bad financial standing you will not be permitted to progress to the next stage of your course, or to graduate. Likewise, you must return materials on loan to the Library and pay any outstanding fines in order to progress or to graduate.

Student Cards

A student identity card will be issued to you when you register. Please carry this card with you at all times on campus. It must be produced to any member of IADT staff or other person authorised by us. It remains the property of IADT and should you withdraw from your course your card must be returned to the Office of Academic + Student Affairs. If you lose the card, you can get a duplicate from the Office of Academic + Student Affairs. Duplicate cards cost €10 each.

Change of Address

You must register your home and term-time addresses with the Office of Academic + Student Affairs. Any change must be notified to this office within ten days of such a change taking place. All formal correspondence is issued to the address held on file.



Leave of Absence

Leave of absence occurs when a student wishes to postpone a year of study and return the following year to begin the year of study again. Requests may be made in the following ways:

1. Leave of absence for a registered undergraduate student prior to the beginning of the year

A student may apply for a leave of absence prior to the commencement of a continuing year of a course if they are unable to continue their studies due to unforeseen or exceptional medical, financial or family reasons. Requests for a leave of absence should be made before April 30th in relation to the following academic year.

2. Leave of absence for registered students during the academic year

In exceptional cases, a student may not be able to complete their year of study because of family, personal, health or financial reasons. If this is the case, the student should seek advice from their course co-ordinator, head of department, or Student Experience staff. The student can apply for a leave of absence with a view to returning to IADT in the following academic year to begin their year of study again. Requests for leave of absence must be made before the last working day in March in the current academic year.

3. Leave of absence for an Add-on Degree/Postgraduate Course/Accredited Part-Time Course

IADT does not normally consider applications for a leave of absence in respect of these courses. Where they are granted, they are subject to the course/module running. In the case of serious medical or personal situations, a leave of absence may be granted and a place reserved for the student on the course, subject to it being offered by IADT.

How to apply for a leave of absence

Complete the Leave of Absence Form within IADT's timelines. Forms are available from the Information Point, or can be downloaded from iadt.ie/study. Instructions are on the form.

What's next?

A leave of absence is at the discretion of IADT. The students' application will be considered by the Faculty and the Registrar. The student will be informed in writing whether the leave of absence has been granted. Leave of absence will not be considered if the stated reasons do not match the supporting evidence.

Deferral of one or more Module Assessments

In exceptional cases, a student may not be able to complete a module assessment because of family, personal or health reasons, and may wish to have their repeat sitting considered as a first attempt. If this is the case, the student should seek advice from their course co-ordinator, head of department or Student Experience staff.

Requests for deferral of module must be submitted well in advance of the final assessment for the module. It is recognised that a student may be unable to sit an examination or complete a terminal assessment due to unforeseen or unpreventable circumstances. The form must be completed as soon as possible after the circumstance arises, but no later than one week after the end of the examination period. Forms submitted after this date will not be considered.

How to apply for a Deferral of Module

Complete the appropriate form within IADT's timelines. Forms are available from the Information Point, or can be downloaded from iadt.ie/study. Instructions are on the form.

Financial Implications of Deferral

If a deferral is granted on serious medical grounds, the student will pay only the difference in fees between the year deferred and the year returned. If a deferral is granted on non-medical grounds, the student will be liable to pay repeat fees if the deferral is sought after 31st October of the current year.

Applications for Repeat Leave of Absence or Deferrals

It is expected that students will take up their place after a leave of absence or deferral. Applications for subsequent leave of absence or deferrals will normally be refused. In exceptional circumstances however, IADT may allow a second leave of absence or deferral.

Opportunities to affect a module result	Mechanism(s)	Timelines
Prior to Assessment / Exams	Leave of Absence Deferral of Module	Up to 31 March In advance of assessment
After results are published online	Appeal	Apply within five days following publication online

NB. In emergency circumstances: no later than five days after the IADT assessment.

Withdrawal from IADT

For a variety of reasons some students do not complete their course. If you are thinking about leaving IADT, please consider the following:

- Have you spoken to your Course Co-ordinator, a Student Counsellor, Students' Union Officer, Student Experience Staff or other member of staff? They can refer you to an appropriate person for advice.
- If you have definitely decided to leave IADT, you must complete a Withdrawal Form. These are available from the Information Point and from iadt.ie. Return the form to the Office of Academic + Student Affairs for processing. It is in your own best interest to let us know as soon as possible that you intend to withdraw, and may help protect your right to free tuition fees.
- You must also return your Student Card and any outstanding Library material.

Financial Consequences of Leaving a Course Prematurely

It is important that you withdraw formally, or it could cost you money. This is a complex area with lots of rules, so talk to us or check out: studentfinance.ie.

Key Dates

On return to Higher Education, eligible undergraduate students who formally withdraw before the dates below may be entitled to:

31st Oct	Free Tuition Fees for this stage (year)
31st Jan	Half Tuition Fees for this stage (year)
After 31st Jan	Formal withdrawal or failure to withdraw formally will mean that you will have no entitlement to free tuition fees for this stage (year).

Refund of Fees Paid

Students who pay Student Contribution and/or tuition to IADT and subsequently withdraw will be refunded fees as outlined below. Refunds will only be payable if payments received exceed amounts due.

Withdrawal Date	Up to 31 Oct	01 Nov to 31 Jan	After 31 Jan
Undergraduate	Full Refund	Refund Half	No Refund
Postgraduate	Full Refund	No refund	No Refund
Accredited Part-time Courses	Full Refund	No refund	No Refund

Note: The information supplied in this section is correct at the time of going to press. However, this information is subject to change. You are advised to check with appropriate government agencies.

Examination Procedures + Regulations

Assessments / examinations are conducted in accordance with the IADT Marks and Standards document, available for reference in the Library. Examination Procedures and Regulations are available at iadt.ie/study.

Modes of Assessment

These vary from course to course. Your Lecturer or Course Co-ordinator will give you details about what is required of you during the year, and how each element contributes to your final grade for the year.

Continuous Assessment

Continuous assessment is important, not only because it contributes to your grades for the year, but also because it provides an opportunity for feedback and discussion. This will help you to identify strengths and weaknesses and to adjust your studies accordingly. Work and projects prepared as part of your continuous assessment help you to develop your confidence and self-reliance skills, as well as your ability to manage your time, work with others, and to meet deadlines. You are required to meet deadlines - prompt feedback can only be provided when work is prepared and submitted on time. Only in exceptional circumstances may an extension of a deadline be permitted. Extensions must have the approval of the appropriate Lecturer. You will be informed regularly of your standing in relation to continuous assessment work. If your course tutor has reasons to be concerned about your academic standing in this regard, he/she will advise you of this.

You must retain your portfolios of continuous assessment work for presentation to Internal and/or External Examiners.

Written Examinations

Many of our courses require written exams. Details will be provided by your Lecturer or Course Co-ordinator. The detailed timetable for formal written exams will be posted on iadt.ie/study usually within four weeks of the start of the exams. The general start and finish dates are set in advance (see the Student Calendar on iadt.ie/study/calendar).

Conduct of Candidates During Written Examinations

Prior to exams, the regulations for the conduct of candidates during written examinations and the examinations timetable will be posted on iadt.ie/study. It is very important that you read and understand these before sitting an examination.

Examination Results

Results posted online and transcripts are the only official communication of results between IADT and students. At the end of each year of study, results are presented to a formal Examination + Assessment Board, and ratified by the Academic Council. Provisional Examination results will be published online after the Examination Board Meeting (see Student Calendar for dates). Transcripts of results are posted to students later. General queries relating to results after they have been posted can only be dealt with through the Examination Office. Examination results cannot be issued over the phone or to anyone other than you, the student.

Guide to Terms Used
in Transcripts

Module Results using a Grade Point Average (GPA) Scheme

Grade Point Value	Grade	Credits Awarded	Description
4.00	A	Yes	
3.50	B+	Yes	
3.00	B	Yes	
2.75	B-	Yes	
2.50	C+	Yes	
2.00	C	Yes	
1.50	DP	Yes	Compensated D
0	D	No	Not compensated D [must repeat]
0	F	No	Fail [must repeat]
0	FL	No	Fail [must repeat]
0	I	No	Deferred [must re-sit]
0	NP	No	Not Present [must repeat]
N/A	PS	Yes	Module graded as PASS

X	Exemption currently held for this module
WH	Grade has been withheld for this module

Explanation of Terms
Used in Transcripts

Academic Standing/Award Classification
Academic Standing is the overall result for the stage. Please note that Academic Standing is recorded as PS (Pass and Progress) regardless of GPA. Award Class is given only when you have completed your course.

EX	Exemptions Granted. Passed at least one module. No requirement to retake passed modules. Must complete outstanding D, F, I or NP grades.
AB	Absent
WH	Withheld - See Exams
DE	Deferred
WD	Withdrawn from Course
FL	Failed in all modules
PS	Pass and Progress

Award Classifications + Grade Point Average (GPA)

Ordinary Degree Classification	GPA Required
Pass [PS]	2.00
Merit – Grade 2 [M2]	2.50
Merit – Grade 1 [M1]	3.00
Distinction [DT]	3.25
Honours Degree Classification	GPA Required
Pass [PS]	2.00
2nd Class Honours Grade 2 [2.2]	2.50
2nd Class Honours Grade 1 [2.1]	3.00
1st Class Honours [H1]	3.25
Postgraduate Diploma Classification	GPA Required
Pass [PS]	2.00
Merit [MR]	2.50
Distinction [DT]	3.25
Taught Masters Degree Classification	GPA Required
Pass [PS]	2.00
2nd Class Honours [H2]	3.00
1st Class Honours [H1]	3.25

Accredited Part-Time Courses are classified on a Pass/Fail basis

Progression

What you need to achieve in order to move to the next stage of your course or to graduate.

- In order to attain a PASS overall, you must obtain a GPA of 2.00 and 60 credits.
- A 'D' Grade will need to be compensated for by sufficient grades higher than 'C' in individual modules, so as to achieve the minimum pass level of 60 credits (in undergraduate courses. Other levels may have different credit totals) and a GPA of 2.00.
- You can compensate up to a maximum of 20 credits at 'D' grade, or one third where the credit total is greater than 60.
- You can only compensate for 'D' grades in the first sitting.
- An Overall Result is awarded to each student. An overall result of PASS indicates that you have successfully completed the stage of study indicated on your Student Transcript and may progress to the next stage.
- An Overall Result of FAIL indicates that you must re-sit examinations in all modules.
- An Overall Result of EXEMPTIONS GRANTED indicates that you have achieved a PASS in some modules and you will not be reassessed in those modules. However, you must re-sit examinations in all modules for which you received grade D, F, I or NP.
- You must achieve grade C in all repeated modules in order to progress. Compensation is not allowed.
- If you have to repeat a D, F or NP grade in an award year, the final degree will be capped at a Pass.
- Repeat for Honours in an award year is not permitted.

Note: Each year you will receive a transcript free of charge. There is a charge of €15 for duplicate transcripts.

Briefing Following End-of-year Results

After provisional results have been issued, you can discuss these with your Course Co-ordinator or other appropriate staff. The aim is to understand these results and provide guidance to you for the future. You are encouraged to seek feedback on an on-going basis throughout the year.

Viewing Examination Scripts

Under the Freedom of Information Act, students are entitled to access and view their examination scripts. The Office of Academic + Student Affairs schedules three full days for this, commencing one day after formal publication of results and ending the day before the appeal submission deadline. You may only view your own script. You may be accompanied by one other person. An appointment must be made to view your script. For practice-based courses, you may decide to review your assessment feedback sheets, which are kept on your student file in the Faculty Office.

Repeat Assessments/Exams

Should you fail your end-of-year assessment/examination, you must register yourself for repeat examination/assessments by following the instructions issued by the Office of Academic + Student Affairs with your results.

It is your responsibility to ensure that you are aware of any requirements for the repeat, for any deadlines for submissions, or for exam dates.

Please note: Where a module assessment is attempted more than once, the repeat assessment will be capped at a C grade; i.e. grades higher than C shall be recorded as a C grade on the broadsheet of results and on the student transcript.

Work of a practical/studio/laboratory nature or certain continuous assessment activities may not normally be undertaken during the Summer period. As a result, if you fail in such work, you will not progress to the next stage. You will have to apply to repeat the module(s) in the following academic year. See the next section Repeat with Attendance for more information.

Where the opportunity to present for assessment/examination in the Autumn of the same year is not available (i.e. if the deficit relates to work of a practical/studio/laboratory nature or certain continuous assessment activities), a maximum of one repeat attempt is normally permitted for any stage.

Where the opportunity to present for assessment/examination in the Autumn of the same year is available, a maximum of three repeat attempts will be permitted, normally consisting of the Summer and Autumn sessions of two years.

There is a fee of €25 per module or project repeated over the Summer.



Repeat with Attendance

Where the opportunity to repeat in the Autumn of the same year is not available, or where you failed to achieve a grade 'C' in an Autumn repeat sitting, you will be required to repeat with attendance. You must register for repeat modules by following the instructions issued by the Office of Academic + Student Affairs. You will be charged repeat tuition fees and student contribution as a proportion of the total fees for the stage.

For example, if you repeat two modules totalling 15 credits, the repeat fees will be calculated as follows: Total tuition fees + total student contribution for the year divided by 60 (i.e. total credits in a stage), multiplied by 15 (i.e. the number of credits repeated in this example).

Progression with Credit Deficit

Progression to a subsequent stage of a course is dependent on the attainment of 60 credits (or total credit numbers as defined in the approved course schedule) and a minimum GPA of 2.00.

In exceptional circumstances, and at the discretion of the Examinations + Assessment Board, a full-time student may be allowed to proceed to the subsequent stage (excepting an award stage) of a course without having attained 60 credits. Such candidates must have attained at least 50 credits and have a minimum GPA of 2.00. Modules carried forward to a subsequent stage must not be prerequisites for that stage.

Re-admission

You will need to apply for re-admission to any year of study if you have not fulfilled the requirements for progression for any reason. This would be the case should you:

- Fail to meet the standards prescribed for your course.
- Withdraw from the course during the year, regardless of the circumstances.

Re-admission to a year of study depends on availability of places and is at IADT's discretion. You must make an application for re-entry to the Registrar, via the Office of Academic + Student Affairs.

Procedures for an Appeal of Assessment / Examination Results

Student Appeal Process

The Assessment Appeals Board convenes as necessary after assessment periods scheduled in the academic calendar. An appeal may result in one of the following outcomes: grade unchanged, grade increased, grade decreased, grade deferred. The decision of the Board meeting will be sent to the student within five working days. If the appeal is successful, the appeal fee is refunded.

Before a student submits an appeal

When provisional results are published, students can discuss these with their Course Co-ordinator or other appropriate staff. The aim is to understand these results, and to provide guidance for students in the future. This early communication can provide useful clarification and feedback, and may help to inform a student's decision on whether to proceed or not with an appeal. However, once an appeal is submitted to the Registrar's Office, it is no longer appropriate for a student to consult with faculty staff about the appeal lodged.

If a student decides to make an appeal

Appeal fees are €25 per module, up to a maximum of €100 per sitting. This fee can be paid online via <https://epay.iadt.ie/open>.

When drafting an appeal, students should endeavour to moderate the language of their submission to reflect the facts around their specific case, and avoid inappropriate references, generalisations, anecdotal third party hearsay, or personalised comments. Complaints against an individual should not form part of the appeal. If a student wants to make a complaint against a staff member or another student, they should refer in the first instance to the IADT Complaints Procedures and/or the IADT Mutual Respect Policy (both available on iadt.ie/about/policies-procedures).

Students may wish to contact the Students' Union for support and advice on how to proceed with an appeal.

Appeals will not be accepted unless the student has signed the appeal form and paid the appropriate fee. Forms are available from the Office of Academic + Student Affairs, or can be downloaded from iadt.ie/study.

The form, along with a printout of the email proving payment of the appeal fee online, and any supporting documentation, should be lodged with the Office of Academic + Student Affairs within five working days of

the formal (online) publication of results. This deadline will be strictly adhered to. Third party appeals will not be accepted.

Grounds for an Appeal of an assessment

A student who wishes to lodge an appeal may do so on a limited number of grounds. The student must clearly identify the module(s) and the elements for which the appeal is being made. The application must specify the grounds on which the appeal is sought and must contain all information that the student requires to have taken into account in the appeal.

Details of the appropriate appeals grounds, including appeals made on the grounds of medical, personal or extenuating circumstances, can be read on the IADT Assessment Appeals Procedures on iadt.ie/about/policies-procedures/student-policies.

What the Appeal Board does not do

The Assessment Appeals Board does not attempt to replicate the assessment functions of an Assessors Board and, as a consequence, does not involve itself in re-assessing any assessment elements of a student's work. Therefore, it is requested that you do not include any assessment materials such as dissertations, essays, programs or reports, with your appeal submission, as they will not be considered.

Appeal to the President

In exceptional circumstances, a student may challenge the findings of the Assessment Appeals Board by initiating an appeal to the President. Such an appeal should be lodged as soon as possible, but no later than ten working days after the student has received the decision of the Assessment Appeals Board: this is to ensure minimum disruption to a student's continuing studies.

To initiate an Appeal to the President, a student must show substantial grounds for disputing the findings of the Assessment Appeals Board, e.g. evidence of faulty procedure on the part of the Assessment Appeals Board; clear conflict of interest on the part of a member (or members) of the Assessment Appeals Board; or significant new evidence which was not available to or considered by the Assessment Appeals Board. An Appeal to the President is a very serious undertaking and should only be entered into if the student believes that the Assessment Appeals Board did not discharge its duty properly. An Appeal to the President should not be initiated solely on the grounds that a student does not agree with the decision of the Assessment Appeals Board.



The information supplied in this section is correct at the time of publication. However, this information is subject to change and changes may occur subsequently. You are therefore advised to check with the appropriate agencies.

Student Contribution

Do I Have to Pay a Student Charge?

A Student Contribution of €3,000 is payable by every full-time undergraduate student in the academic year 2017/2018. Those not in receipt of a maintenance grant are asked to pay the full amount on registration. However, IADT will agree to an arrangement whereby payment is made in two instalments: one at registration, and one in January 2018. Those who can provide documentary evidence at registration that they have been awarded a maintenance grant will not be required to pay the charge. If you are subsequently awarded a maintenance grant, please bring the letter in to the Office of Academic + Student Affairs so we can refund any contribution paid directly into your bank account.

Fees

Do I Have to Pay Tuition Fees?

EU nationals attending full-time Ordinary or Honours Degree courses at IADT for the first time will not normally be required to pay any tuition fees.

EU nationals who are repeating a full year of study must pay tuition fees. The rate of fees is determined by the Higher Education Authority each year and is subject to change.

Indicative Undergraduate Fee Schedule

(correct as of 31st March 2017)

Course Type	Years	EU Student fee € per annum	non EU Student fee € per annum*
Ordinary Degree	3 Full-time	€3,250	€12,000
Honours Degree	4 Full-time	€3,819	€12,000

EU Nationals attending college for the first time normally pay only a Student Contribution as part of the above fee.

The fee for all Accredited Part-Time Courses is €750 (correct as of 31st March 2017). For specific postgraduate course fees, please see iadt.ie/courses.

Get further details at iadt.ie/study or contact the Office of Academic + Student Affairs on +353 1 239 4722.

Grants

Decisions in regard to eligibility for maintenance grants are a matter for Student Universal Support Ireland (SUSI). Find out more about entitlements and applications processes for Higher Education Grants at susi.ie or studentfinance.ie. All applications must be made online through susi.ie.

What if I'm Already in Receipt of a Grant?

Students in receipt of a student grant from SUSI who have progressed to the next year of the same course will continue to be assessed and paid by SUSI.

If you are changing your course or progressing to a new course, you must reapply to SUSI. If you have been in receipt of a student grant from SUSI you must reapply to SUSI for the current academic year. At the time of publication, no grants are available to those studying on a part-time basis.

Social Welfare (Consolidation) Act

IADT is obliged by law to make a return providing a list of registered students and their respective PPS number each year to the Department of Social Protection. This information is transferred during the first term as part of the registration process.

Tax Relief on Fees

For information in relation to tax relief on tuition fees and Student Contributions paid, including information in relation to additional tax relief available on the Student Contribution paid for the second or subsequent family member in higher education, go to citizensinformation.ie/en/education/third_level_education.

Ordinary Degree, Honours Degree and Postgraduate courses are validated by IADT under delegated authority from QQI (Quality and Qualifications Ireland) qqi.ie.

IADT's Ordinary Degree qualifications are designed to be complete qualifications and to prepare people for employment. However, students who complete an Ordinary Degree at IADT may have the opportunity to progress to an IADT Honours Degree course, subject to satisfying entry criteria and the availability of places.

Ordinary Degree to Honours Degree

Places on Honours Degree (1-year add-on to Ordinary Degree) courses are limited and are offered on an order of merit basis.

Entry to Honours Degree courses is restricted to students who:

- Achieve a pass grade in a relevant Ordinary Degree; or
- hold an equivalent qualification.

Applications for Entry must be made directly to IADT by 31st March 2018 @ 4pm for consideration for courses beginning in September 2018. Candidates may be interviewed. Offers are subject to the suitability of the applicant and availability of places.

Conferring

An Autumn conferring ceremony is normally held for full-time and part-time students eligible to graduate. Graduates at the Conferring Ceremony wear academic dress. Conferring information will be posted to graduates prior to the conferring ceremony and also on iadt.ie/study. Separate presentations may be held for students successfully completing Accredited Part-Time Courses. Students will be notified directly about these ceremonies.

Get together: Students' Union.

Students’ Union

The purpose of the Students’ Union (SU) is to represent and support IADT students, your interests and your rights. It has many functions and means different things to everyone, from offering advice on welfare, finances and education to representing the entire student body at an academic level (from Teaching + Learning to IADT’s Governing Body, as well as representing individuals in disciplinary or appeals procedures) and arranging entertainment, cultural and sporting activities. The SU comprises every student in IADT, with elected representatives from each class who form the Union Council.

The Chapel

The Chapel is the SU base; an ideal area to relax, play pool, listen to music, or just chill out.

Name	Position	Contact
Helen Moynihan	President	presidentiadt@gmail.com
Sorcha Carey	Vice President / Education Officer	education.iadt@gmail.com
Andrew Martin	Vice President / Welfare Officer	welfareiadt@gmail.com
Daniel Sykes	Ents Officer	entsiadt@gmail.com
Emmet O’Reilly	Clubs + Societies Officer	clubssocsiadt@gmail.com
Niamh Grennan	LGBTQ Rights Officer	lgbtqroiadt@gmail.com
TBC	Mature Students Officer	mso.iadt.su@gmail.com

Contact the SU Office:

T +353 1 239 4646

E infoiadt@gmail.com

W iadtsu.ie

f facebook.com/IADTsU



Clubs + Societies

Clubs + Societies are at the core of the IADT student experience. The SU caters for all types of sports clubs and societies, including...

Societies	
Animation	Investment
Burlesque	Mature Students
Cat	Nerd
Comic Book	Photography
Debate	Poetry
DJ / Music	Psychology
Drama	QSA
Enactus	Rover / Scout
Environment	Screenwriting
Fashion	Short Film
Film	Surf
Filmmakers	Veghead
Game	Zumba
Gothic	3 Monkeys

Clubs	
Climbing	Rugby
Football	Skate
Free Running	Women's Football
Pool	Yoga

The best thing about Clubs and Societies in IADT is that there is always room to start a new one! Existing Clubs + Societies always need new people to run them each year, so whether you want to get involved or to set one up, get in touch with the Students' Union Clubs and Societies Officer, on [+353 1 239 4646](tel:+35312394646) or clubssocsiadt@gmail.com.

Day to day: Life on campus.

Student Resources

+ Facilities

Information Services

To get the most from your course during your time here you will need access to the best facilities. We have a well-equipped and extensive range of computing and audio visual services. The Information Services Office is a specialist team of professionals who deliver Information and AV services. The service provides consultation and support on the use of all technological resources, and works very closely with the Students' Union to try to improve the Information Services provision for everyone.

Information Services offer a wide range of services from printing to virtual learning environment (Blackboard), to supporting all computer labs across the campus. Visit iadt.ie/is to learn more about our services and how best to utilise them.

If you happen to have an issue with any part of our service, consult our website first to see if the solution is there; if not or to report an issue, please email the Service Desk at support@iadt.ie.

Freedom of Information

The Freedom of Information (FOI) Act 2014 establishes three key rights:

- Right of any member of the public to access to records.
- Right of any member of the public to amend records containing incorrect personal information.
- Right of interested parties to reasons for decisions.

In general, members of the public are entitled to obtain official information from IADT provided it does not conflict with the public interest and the right of privacy of individuals.

Requests for information must be submitted in writing to the Freedom of Information Office.

For more information on Freedom of Information, please see iadt.ie/about/freedom-of-information or email foi@iadt.ie.

Data Protection

Data Protection aims to protect individuals' right to privacy with regard to the processing of their personal data by those who control such data. The legislation governing this is the Data Protection Acts 1988 and 2003. These acts lay down rules about the safeguarding of the privacy of personal data, covering such areas as the obtaining, processing, keeping, use, disclosure, accuracy, appropriateness, retention and an individual's right to access and correct their personal data. The legislation applies to personal data held in both manual and electronic format.

IADT is a registered Data Controller and complies with its obligations under the Data Protection Acts of 1988 and 2003 with regard to the dissemination of personal information to any third party.

Please note that changes to Data Protection Laws will occur in 2018. Notices regarding the changes will be issued during the academic year.

For more information on Data Protection, please email dataprotection@iadt.ie.



Library Services

Our seamless, high-quality and integrated services are here to support you in your learning journey.

Where + When

The Library is located on two floors in the Atrium building. Check opening hours and access the online library at library.iadt.ie.

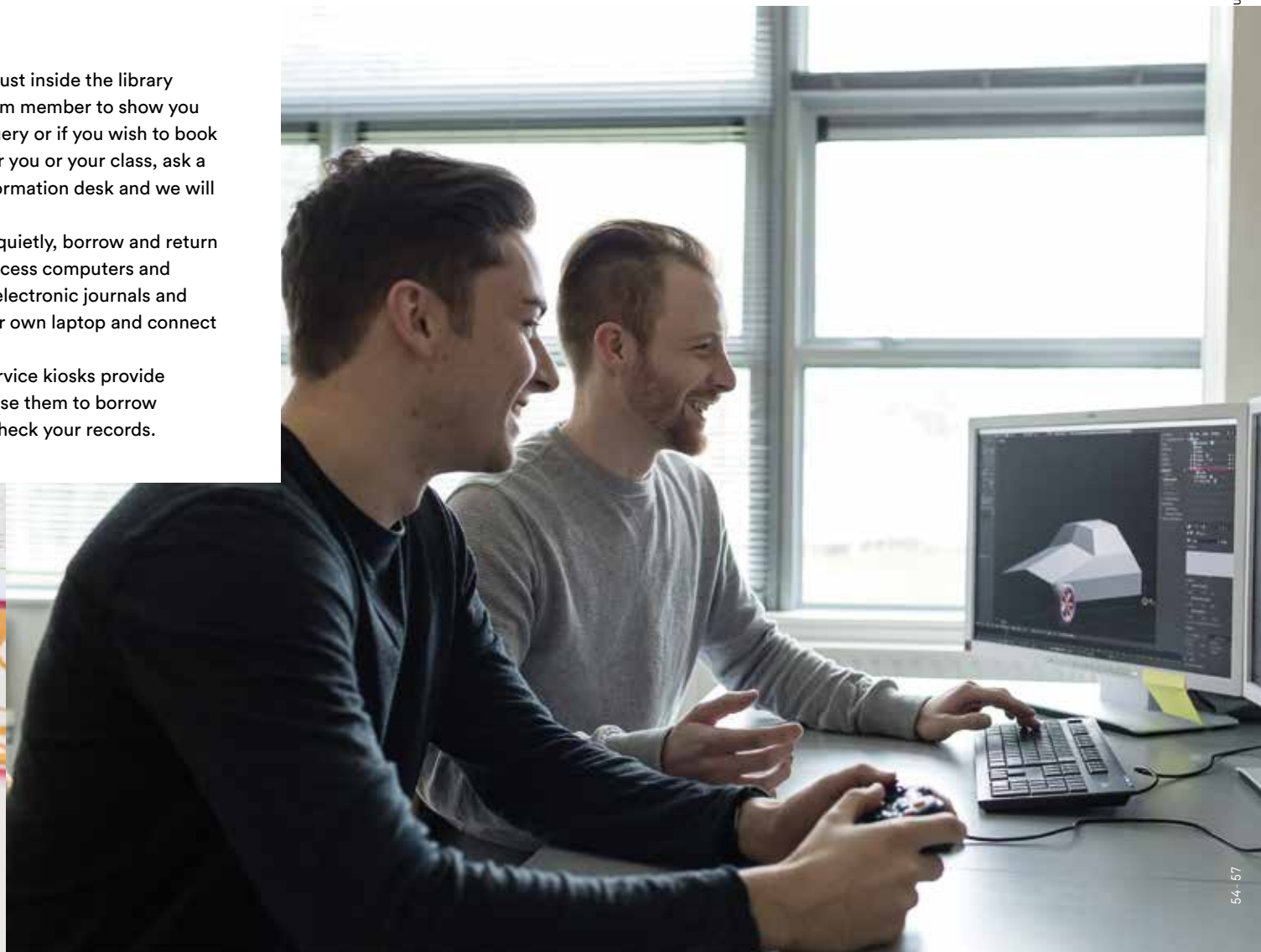
With the Virtual Library service available 24/7 on campus or from home, you can access our electronic resources, online catalogue, ebooks, ejournals and databases.

Explore Your Library!

Drop by the Information Desk just inside the library foyer area and ask a library team member to show you around. If you have a library query or if you wish to book an information skills session for you or your class, ask a member of the team at the information desk and we will be happy to assist.

You are welcome to study quietly, borrow and return library material, view DVDs, access computers and electronic resources (ebooks, electronic journals and databases) or simply bring your own laptop and connect to IADT's wireless network.

Our quick and easy self-service kiosks provide enhanced library services, so use them to borrow library material, pay fines, or check your records.



Library Cards

Your Student Card IS your Library Card. To use the self-service kiosk you need your card and your Library Pin number – ask library staff for details.

Contact Us

Email us on infolib@iadt.ie or call us on [+353 1 239 4637](tel:+35312394637).

Food + Refreshments

Time for a break?

Student Restaurant, Atrium Building

A focal point for students throughout the day, serving breakfast, lunch and early dinner, Monday to Friday, and on the Saturdays that IADT is open.

The Coffee Dock in the Chapel

During term time, coffee and snacks are served in the Chapel.

Please check the opening times at the Student Restaurant and Coffee Dock's doors.

Restaurant Rules

Please note that all food and beverages bought in the restaurant must be consumed in the restaurant or other designated eating areas within IADT. Under no circumstances shall food or beverages be brought to or consumed in classrooms, laboratories, studios or such other areas, including the Library. No games played for monetary gain shall be played in the restaurant unless prior authorisation has been obtained from the appropriate authorities.



Banking

Bank of Ireland provides an on-campus banking service for IADT students and staff on the first floor of the Atrium building. Opening times are displayed on the door. There is also a branch in Deansgrange. The Bank's Student Officer can explain the full range of services available to students.

Student Lockers

IADT provides a limited number of lockers around the campus. They are available to students for storage and are provided on a first come, first-served basis. You must provide your own locks. If you see an empty locker, you are permitted to use it simply by putting on your own lock.

You must clear your locker and leave it open at the end of the year. All lockers are emptied and cleaned during the month of August by caretaking staff. Any contents will be disposed of.

What's Going On? / Noticeboards

Keep an eye out for the noticeboards around the campus. They display official and general information about various activities, updates and events. Each Faculty has its own noticeboard near the Faculty Office. There are also specific noticeboards dotted around the campus for the Library, Student Experience, Students' Union, Clubs + Societies, Academic + Student Affairs, Continuing Education, and for part-time students.

Check noticeboards regularly – particularly your Faculty noticeboard – and keep up to speed with IADT news.

If you want to display a notice, you must seek permission. Inappropriate material may be removed.

Notices advertising alcohol or tobacco products or containing offensive language or images are not permitted and will be removed.

Follow IADT on Facebook and Twitter for more news!

Lost Property

Please take due care with all your belongings, as IADT cannot accept liability for loss or damage to student property. If you lose something, check with the Caretakers' Office in the Atrium building. Losses should be reported to them in writing. If you find something, please hand it in at the Caretakers' Office.

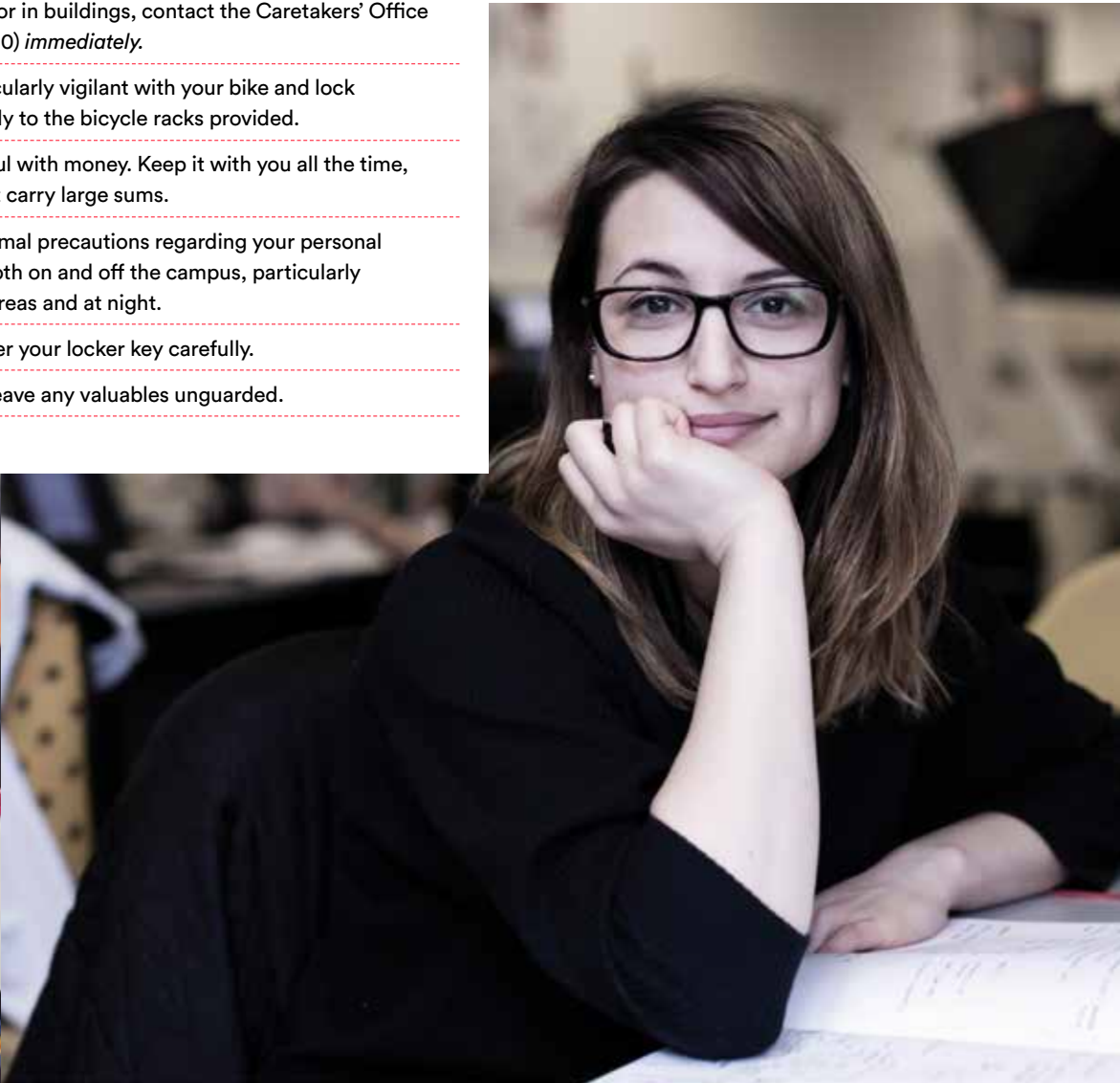
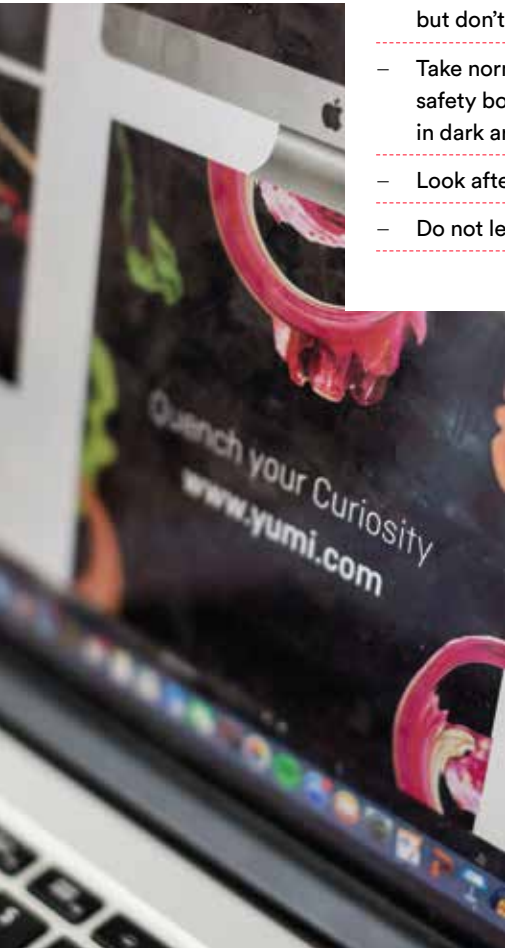
Insurance

All full-time students of IADT are covered by a free personal accident insurance scheme. Details are available from the Students' Union.

Security

We do our best to prevent theft and losses on campus, but we cannot accept any responsibility in the event of these occurring. It's in everyone's interests for us all to be security-aware.

- If you see someone acting suspiciously either on the campus or in buildings, contact the Caretakers' Office (Ext. 4660) *immediately*.
- Be particularly vigilant with your bike and lock it securely to the bicycle racks provided.
- Be careful with money. Keep it with you all the time, but don't carry large sums.
- Take normal precautions regarding your personal safety both on and off the campus, particularly in dark areas and at night.
- Look after your locker key carefully.
- Do not leave any valuables unguarded.



IADT supports the sustainable and environmental agenda. In partnership with the Sustainable Energy Authority of Ireland, we launched the IADT Energy Awareness Campaign 2016-2020. In line with both national and EU initiatives, our goal is to reduce our Energy Consumption by 33% by 2020.

To support our long term goals, we have introduced initiatives such as waste recycling, transport initiatives, upgrades to lighting, and can-crushing.

Recycling details can be found on iadt.ie.

Students can help implement campus improvements by joining the IADT Environment Society.

The nitty gritty: regulations + procedures.



The following is a summary of IADT Regulations and Procedures. In order to get the most of your time in IADT, you should be familiar with all the Regulations and Procedures outlined on iadt.ie/about/policies-procedures.

The aim of these Regulations is to ensure that a suitable environment is maintained, which is conducive to academic, professional and personal development. They require reasonable behaviour and consideration for others. It is intended that regulations provide a framework and clarity of purpose that enable students and staff alike to pursue personal and IADT goals and interests.

The IADT Learner Charter outlines both your rights and responsibilities as well as IADT's. You will be given a copy of the Learner Charter at Registration, and additional copies are available from your Faculty Office.

The purpose of these rules, or code of procedures and regulations, is to protect the ethos and the aims of IADT. This is achieved through the maintenance of positive attitudes on the part of our student body towards IADT, our staff and towards each other as well as the community engaged with as part of the IADT experience.

This is an important section for all students – particularly new students – as it governs how you meet the challenges of everyday life here. It is a condition of enrolment that students agree to observe the rules and regulations. By registering as a student, you are entering into an agreement to abide by IADT's procedures and rules.

Regulations relating specifically to your course of study are provided separately through your Course Co-ordinator.

IADT: Our Responsibilities

All registered students of IADT are full and active members of the IADT community. Our aim is to provide higher education to the best national and international standards, and to contribute to the overall development of the person. IADT will endeavour to provide the necessary environment and related services so that these aims can be fulfilled.

Student Responsibility

Students are expected to work in close co-operation with our academic and support staff at all times. The rules of good citizenship, equality and diversity and mutual respect apply. These include:

- **Good Manners.** Respect for your colleagues and all members of the IADT community in all your interactions, including in virtual environments.
- **Tidiness.** Respect for your environment, inside and outside IADT.
- **Honesty.** Respect for IADT property and that of others and responsibility in the event of damages/breakages.
- **Safe work practices.** Students are equally responsible to ensure that IADT's health and safety regulations are upheld (see section on Health and Safety for further details).
- **Representing** IADT externally to our community and stakeholders.

General Student Regulations

- You are subject to IADT's General Regulations. You must at all times obey the lawful instructions of staff.
- You are obliged to identify yourself and present your Student Card for inspection when requested to do so by a member of staff.
- You must observe all safety and hygiene regulations.
- Appropriate safety clothing and protective equipment must be used where designated.
- You must not interfere with safety equipment, fire-fighting equipment, alarm systems or closed circuit TV systems.
- Eating and drinking are permitted only in the canteen/ courtyard. Food and drink must not be consumed in corridors or in studio/laboratory/teaching spaces or the Library.
- You may not litter buildings or campus grounds.
- Smoking is prohibited by law in all campus buildings. This includes the use of e-cigarettes. Penalties for non-observance of the law are prescribed in the legislation and will be imposed for transgressions. Smoking near buildings and within six metres of doorways and windows is discouraged. We have provided a number of smoking shelters which are compliant with legislation. Smokers are requested to use these.
- You are not allowed to bring/use/partake of alcohol or any non-prescribed drugs onto the campus.
- The use of IADT facilities for events organised by students requires the prior approval of the Registrar.
- Some IADT activities are organised outside the campus. On such occasions, you are required to behave in a manner that upholds IADT's reputation.

- Where damage is done to IADT property or private property, you are liable for all repair or replacement costs. This includes loss or damage to items borrowed from IADT.
- Misconduct in IADT or on the campus or grounds may lead to your suspension. You may be expelled for serious or repeated misconduct.
- Academic offences will incur academic penalties.
- Bringing IADT into disrepute is considered a serious disciplinary offence whether as a result of behaviour on or off campus.
- Criminal offences (including theft) will be referred to the civil authorities.



Attendance + Class / Laboratory Participation

You are expected to attend and participate in timetabled classes, lectures, studio sessions, tutorials and practicals as appropriate to your particular course and stage of study.

If you are absent for genuine reasons, it is important that you notify your Faculty Office without delay, providing medical certificates or other supporting documentation as appropriate.

Payment of grants may be conditional on satisfactory attendance and participation.

Unsatisfactory participation is defined in terms of failure to submit continuous assessment, exercises, or projects to a required minimum standard on time.

Books + Class Materials

To ensure appropriate participation in your course of study, you are expected to provide yourself with the recommended text books for your modules, as well as such art materials, practical manuals, notebooks, drawing boards and instruments, papers, pens and pencils and instruments or tools as stipulated by your Lecturers from time to time.

When required by your Lecturer, as part of the safety and hygiene code in practical work areas, you must provide yourself with such clothing as overalls, laboratory coats and with safety equipment such as goggles/glasses, hairnets, etc. Where these items are mandatory for participation in the practical classes, you will be excluded from such classes unless they are worn as directed.

Course Instructions

You are expected to comply with course instructions issued by your Head of Faculty through the relevant Head of Department and Course Co-ordinator. Such instructions will require you to attend studios at specific times, lectures, tutorials, study trips, examinations and other events as deemed necessary; to provide yourself with such books, equipment and other materials as required for the specific course of study; and to submit completed projects, essays and dissertations by such dates as may be instructed. All such instructions will be clearly posted at the appropriate point in the course.

If you fail to comply with course instructions, you may be excluded from the course or withdrawn from subsequent examinations or assessments.

Timekeeping

Good timekeeping is essential to professionalism. You are expected to comply with the starting times for each day or class.

Admission to class after start-time will be at the discretion of the Lecturer.

Continued late arrival may result in formal disciplinary action being taken against you.

Class Absences / Medical Certificates

If you are likely to be absent from your course due to illness or other personal circumstances for three or more days, you should advise your Course Co-ordinator through the Faculty Administrator at the earliest opportunity. A medical certificate should support illness absences of three or more days. This is particularly important if you are in receipt of grant support, as uncertified absences may result in a proportional loss.

Mutual Respect

IADT is committed to the promotion and management of an environment for work and study which upholds the dignity and respect due to each individual. IADT supports your right to work and study in a climate which respects your individuality and diversity and in an environment – physical or virtual – which is free from threat, harassment, intimidation, victimisation or bullying. We have procedures in place for such situations, and we are here to help. Read the IADT Mutual Respect Policy at iadt.ie/about/policies-procedures.

Online Communications

IADT requires and expects that respect will be shown to all staff and students when communicating online, in any context, including through social media. Students are reminded that The Learner Charter, The Mutual Respect Policy, the Disciplinary Procedures, as well as defamation laws apply. In this context online communication is taken to include email, VLEs, instant messaging, chat rooms, and electronic noticeboards as well as communication platforms such as Facebook, LinkedIn, Twitter, Snapchat, Instagram and all other social networks. If you are unsure about what is acceptable and unacceptable behaviour, please refer to the Learner Charter, Mutual Respect Policy and Appropriate / Acceptable Use of IT Policy on iadt.ie.

Undertaking Work on Behalf of a Client

During your time at IADT, you may be asked to work on behalf of a client (an external individual or company). We support such activities, provided they do not interfere with your studies, but for everyone's protection we ask that certain procedures are followed.

If you wish to undertake work for a client for which you will be paid and which will be carried out in part or in full on IADT premises, or using IADT equipment, you must make an application in writing to your Head of Faculty for approval. The application must demonstrate that the proposed work does not interfere with your study course.

We must also be satisfied that no liability attaches to IADT in connection with proposed work. Where the use of IADT computing facilities is intended, particular attention must be paid to the conditions attaching to software licences, which in some cases stipulate a restriction to educational use.

Find out more on the application process on iadt.ie/study/current-student-info/student-handbooks.

Title to, and Retention of, Student work

It is important that you understand the relationship between you, your work and IADT's intellectual property rights. As a student of IADT, you assign IADT all of the intellectual property rights in work you have produced for the purposes of assessment. You must also undertake to execute such documentation as we may from time to time

require in order to perfect the right to title of IADT to all work you have produced for the purposes of assessment.

IADT may therefore retain pieces of work if it considers these to be appropriate and particularly if it is thought that such work will enhance and promote IADT's reputation. It is consequently a policy to retain pieces of work from all graduating students, as appropriate, and this is done in consultation with the students concerned.

Plagiarism

Plagiarism – using someone else's ideas or phrasing without acknowledgement – is a serious form of academic misconduct. Because in its broadest sense it may cover a range of practices, various definitions of different types of plagiarism apply, including the presentation of another person's words, ideas, arguments, concepts or designs as though they were your own. Plagiarism refers not only to printed or electronically available material (including material available over electronic networks, e.g. Internet), but to intellectual property rights that reside in other media, including images and software. The use of 'essay mills' websites or services is strictly prohibited.

Be sure to read the Plagiarism Policy at iadt.ie/about/policies-procedures.

Code of Practice for Copyright Work

It is our policy to ensure that all users comply with the requirements of the law of copyright, as currently formulated in the Copyright and Related Rights Act 2000 ('the Act'). The law imposes responsibilities and grants privileges to educational institutions and IADT will undertake its best endeavours to meet these obligations and not abuse the privileges granted by law.

The Act is a very extensive and complex piece of legislation and it is possible to highlight here only certain areas of relevance to students. Specific advice should be sought by students in all cases where they wish to use copyright works.

Under the Act it is generally illegal to make, use, distribute or exploit a copy or copies of copyright work without the explicit permission of the copyright holder. Illegal acts can be subject to civil damages and to criminal penalties.

The Act provides that copyright subsists in original literary, dramatic, musical and artistic works; sound recordings, films, TV broadcasts or cable programmes; the typographical arrangement of published editions and original databases.

Copyright encompasses the expression of an idea in tangible form only, and excludes the idea itself. The Act defines an artistic work as, 'including work of any of the following descriptions, irrespective of their artistic quality – photographs, paintings, drawings, diagrams, maps, charts, plans, engravings, etchings, lithographs, woodcuts, prints or similar works, collages or sculptures (including any cast or model made for the purposes of a sculpture); works of architecture, being either buildings or models for buildings; and works of artistic craftsmanship'.

The Act defines a literary work as, 'a work including a computer program, but does not include a dramatic or musical work or an original database, which is written, spoken or sung'.

The Act defines a film as, 'a fixation on any medium from which a moving image may, by any means, be produced, perceived or communicated through a device'.

An original database can be loosely defined as "a collection of independent works, data or other materials in any form which by selection or arrangement is the author's intellectual creation". This concept is important because some electronically stored works or collections might be

protected as databases rather than 'moving' audio visual works. Copyright in a work is infringed by a person, who without the licence of the copyright owner undertakes, or authorises to undertake, any of the acts restricted by the copyright.

Acts restricted by copyright include copying the work and this can include downloading; making the work available to the public, which can include uploading a work; making an adaptation of the work; or copying and/or making available to the public an adaptation of the work.

The Act specifies, amongst other matters, what the words 'copying' and 'making available to the public' mean in the context of copyright law. The Act also deals extensively with secondary infringement of copyright, i.e. dealing with materials which are infringing copies of copyright works; providing the means for making infringing copies of copyright works; permitting the use of premises for infringing performances and permitting the use of apparatus for infringing performances.

The Act provides that copyright in a literary, dramatic, musical or artistic work or an original database shall expire 70 years after the death of the author, irrespective of the date on which the work is first lawfully made available to the public.

There are specific provisions in the Act in relation to the duration of copyright in literary, dramatic, musical or artistic works or in original databases which are authored by an anonymous or pseudonymous source. Subject to terms provided in the Act or by contract or by other legislation, the author of a copyright work is the first owner of the copyright in it. The Act provides for interpretation of the term 'author' in relation to many different media. In the case of film, the Act provides that the definition of author is to include the producer and the principal director and, in the case of a photograph, the photographer. Specific advice should always be taken in relation to issues concerning authorship, ownership, and duration of copyright.

The legislation allows copyrights to be transferred and it is IADT policy to acquire all copyrights from students in respect to projects completed as course work for fair remuneration if subsequently commercialised.

Certain acts are permitted in relation to works protected by copyright. These acts include the 'fair dealing' exemptions. In brief, the fair dealing exemption allows the copying of copyright works for the purpose of research

or private study. Fair dealing of copyright works for the purposes of criticism or review, (whether of that work or another work), is permitted provided that the criticism or review is accompanied by sufficient acknowledgement.

The Act provides that fair dealing with a work (other than a photograph) for the purpose of reporting current events shall not infringe copyright in that work, where the report is accompanied by a sufficient acknowledgement.

The Act was amended in 2004 to make it clear that putting a literary or artistic work on public display or exhibit does not infringe literary or artistic copyright.

The Act brings into Irish law for the first time many new international copyright concepts including moral rights provisions. The moral rights include the paternity right, the integrity right, namely the right to be described as the author and the right to object a derogatory treatment respectively. There is also a right to privacy on the part of people who, for private and domestic purposes, commission the taking of a photograph or the making of the film. In such instances, where copyright subsists in the resulting work, the commissioner has the right not to have the work or copies of the work made available to the public.

The provisions of the Act relating to moral rights and to the new right to privacy in photographs and films are extensive. Specific advice should be sought in all cases in relation to moral rights and in circumstances where students seek to use photographs and films which have been commissioned for private and domestic purposes. All users of IADT photocopying, printing and scanning equipment are required to comply with the provisions of the Act when making photocopies, etc. from copyright material. Fair dealing defences do not sanction widespread copying. The 'fair dealing' and other defences are not to be abused by users. Failure to comply renders the person liable to potential civil liability and to IADT disciplinary procedures.

IADT currently subscribes to ICLA (Irish Copyright Licensing Association). Further information can be obtained in the Library.

Copyright is an area of central concern for IADT and for students. The law on copyright is evolving rapidly and it is our intention to update policy on copyright on a regular basis.

Study + Ethics

IADT is committed to promoting and supporting good ethical practice across all of its research activities. IADT's research ethics policy covers everyone carrying out research within IADT, whether their place of research is in or outside the IADT campus. It also applies to external agencies or organisations wishing to carry out research on IADT or its staff or students. All researchers undertaking research within IADT must comply with our Ethics Policy available at iadt.ie/about/policies-procedures.

Read more about Study + Ethics in IADT on iadt.ie/study/current-student-info/student-handbooks.



Safe work practices and a safe environment are of concern to everyone. IADT is committed to providing a healthy and safe environment for students and staff in accordance with the Safety Health and Welfare at Work Act, 2005. We work continuously to maintain such an environment.

Student Responsibility

As a student, you can assist us in creating this environment, but you also have responsibilities to:

- Take reasonable care for your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at IADT.
- Co-operate with IADT, your peers and any other persons, to ensure compliance with any relevant statutory provisions.
- Be aware of, and to observe, the regulations and procedures relating to Health + Safety at work.
- Only enter studios, workshops, laboratories and other restricted areas when permitted. Workshop technicians and attendants make the agreed equipment and materials available as required by staff and students.
- Report to your tutor, technician or the caretakers any defects in plant, equipment, and place of work or system of work that might compromise safety, health or welfare.
- Not to interfere with IADT equipment, nor deliberately compromise our safety standards.

Working with Children + Vulnerable Adults

Children and vulnerable adults may be present on IADT premises at or other buildings rented by IADT, or children may be under the supervision or direction of staff or students in a number of circumstances, including for example:

- Registered students under the age of 18.
- Visitors to the IADT campus. Examples include Open Day, sporting activities, extra-curricular activities, attending summer courses, portfolio preparation courses and non-accredited part-time courses.

- Work experience placements or temporary employees.
- Those brought onsite by parents.
- As subjects of academic research.
- As participants of IADT-supported activities, such as the FIS project.
- As participants of activities or events organised by other organisations who either rent or use rooms or pitches (such as sporting clubs).
- As visitors for any reason, i.e. to the Graduate Exhibition.

Students are required to make themselves familiar with IADT Policy and Procedures for the Protection of Children and Vulnerable Adults if they are involved in any IADT study, research or volunteering project work with children or vulnerable adults. The document can be consulted at iadt.ie along with a range of other policies, including the Institute Quality Framework, 2016.

This Policy and Procedure is to assist members of the IADT community, including students who for any reason of study, research or volunteering may have contact with children or vulnerable adults. It provides advice on the staff and student responsibilities in relation to the protection and welfare of children and vulnerable adults and is based on Children First: National Guidelines for the Protection and Welfare of Children. The term 'member of IADT community' may be a member of faculty, staff or student of IADT and those working on a voluntary or unpaid basis on behalf of IADT.

IADT may require students to undergo Garda Vetting procedures. Students will be advised as appropriate.

Injury to Students

IADT is not responsible for any injury you incur as a result of careless conduct or neglect or disregard of regulations.

Good Housekeeping

Good housekeeping minimises the risk of accidents.

As you leave a room please:

- Leave the space tidy.
- Dispose of any rubbish appropriately.
- Turn off computer monitors (where appropriate).

Fire Prevention

Good housekeeping reduces the risk of fire and keeps escape routes clear. Please:

- Avoid the accumulation of rubbish and waste materials.
- Store, use and dispose of flammable liquids, gases and other potentially dangerous substances safely.
- Do not smoke in any IADT building. It is prohibited.
- Do not wedge doors open.
- Keep all escape routes and emergency services access routes both inside and outside the buildings clear at all times.
- Do not interfere with fire safety equipment. Fire extinguishers should not be tampered with in any way or removed from their brackets or locations. Under no circumstances should they be used to hold open doors.

Emergency Evacuation Procedures

Fire and Emergency drills are held on a regular basis to familiarise students with procedures in the event of an emergency. When these are arranged, you must leave the building at the time of the drill and co-operate with all instructions.

In the event of a fire or other emergency, you must obey the instructions of the authorised personnel. If the fire alarm sounds in a building, never assume it's a false alarm. All new students are briefed during Induction Week about evacuation procedures. However, it is up to every individual to be fully aware of their means of escape. Always keep two possible routes in mind. There are building plans inside

each entrance which identify all exits from that particular building, so take the time to study and understand them. Remember: you may be in a building which is not familiar to you.

The buildings are equipped with automatic fire detectors. However, if you see a fire, you should raise the alarm by breaking a red square break glass unit located throughout the buildings. Do not tackle the fire unless qualified to do so.

If a fire alarm sounds, you must:

- Immediately stop whatever you are doing and leave the room or area by the nearest available exit. Remember: this may not be the same way you entered the room or building.
- Proceed in an orderly fashion to the final exit from the building. Do not stop to collect personal belongings.
- If you have an ambulatory disability, proceed to the nearest place of refuge.
- Not use the lifts.
- Once outside the building, proceed to the appropriate Assembly Point. Find and stay with your class group.
- Not go into another building or leave the campus during this evacuation.
- Not re-enter the building until told to do so by a Fire Warden.

If you have a condition which requires you to be assisted during an evacuation, you must contact the Access Office and assist in the development of a Personal Emergency Evacuation Plan (PEEP) for you. This must be done at the start of your studies, so that you and others will be familiar with it in the event of an emergency evacuation.

Accidents + Incidents

If an accident occurs:

- Inform the lecturer if in class, or the caretakers by phone: 4999 from any IADT phone or +353 1 239 4999 from a mobile.

- Seek assistance. For minor cuts and injuries, bandages are available in First Aid kits, otherwise contact the caretakers.
- If there is a serious injury, please contact **4999** and ask the caretaker to call an ambulance. Inform the caretaker of the exact location of the accident.
- Do not attempt to move a seriously injured person.
- Please note that the caretakers provide the Occupational First Aid service, and can attend an accident and give aid while waiting for the ambulance.
- Please note that ALL accidents must be reported in writing immediately.
- Collect the appropriate accident form from the caretakers or your Faculty office, fill it in and return it to the Faculty Administrator.

If an incident occurs:

- An incident is an unexpected event that if not dealt with could lead to an accident. If one occurs, inform the Lecturer (if in class) or your Faculty Administrator.
- Please note that ALL incidents must be reported in writing immediately.
- Collect the appropriate Incident Form from the caretakers or your Faculty office, fill it in and return it to the Faculty Administrator.

First Aid

First Aid kits are located in the Faculty Offices, laboratories, workshops, from the caretakers and at suitable locations across the campus. It is a serious disciplinary offence to interfere with the First Aid kits except for a genuine injury.

Use of Machinery + Equipment

There are notices adjacent to machines (e.g. cutters, printers, computers, etc.) and these must always be observed. Any colour coding on notices and machines must be understood and adhered to. Certain items of equipment may only be used by qualified staff, while others require staff supervision. Please note that you may not use any item of equipment unless appropriately trained in its use. Safety guards on machines must be kept in place at all times.

Use of Materials

Substances used in workshops may be toxic and/or potentially dangerous if misused. Please treat all materials and substances with extreme care, avoiding the creation of dust and the ingestion of powders, suspensions and liquids whenever possible. Always read and observe the instructions provided, and check with a member of staff before using these substances.

Security of Student Work + Belongings

IADT accepts no responsibility for damage or theft of students' work or personal belongings. You must exercise due care and personal responsibility in all such matters. This includes the effective management of your work areas and the proper and safe storage of work at the end of each workshop or class activity.

Alcohol, Drugs + Substance Abuse

Students at IADT are not permitted to bring/use/partake of alcohol or non-prescribed drugs on campus.

IADT is committed to promoting and maintaining an environment that is free from alcohol and drug use and abuse. We provide assistance to students by encouraging them to seek appropriate medical or counselling help, and demonstrate a caring and non-punitive attitude to individuals who accept they are having problems, and co-operate with any treatment plans suggested for them.

If you suspect or know that you have an alcohol or drugs problem, please seek help and in strict confidence through the IADT Health Centre. If you suspect or know of the misuse of alcohol or drugs by another student, please encourage that student to seek appropriate help.

Being under the influence of illegal drugs or substances and/or alcohol is deemed to be an offence in the context of IADT code of discipline. There are also legal and travel implications of being found in possession of illegal substances such as prohibition from travelling to a number of countries, including the United States and Australia.

Read more about Health + Safety at IADT at iadt.ie/about/corporate/health-safety.

IADT expects all students to act responsibly at all times and to abide by regulations. IADT's Student Disciplinary Procedures set out the processes regarding breaches of conduct at IADT. The Disciplinary Board, a sub-committee of Academic Council, will adjudicate serious and gross breaches of student discipline. Minor breaches are dealt within the Faculty.

You have the right to appeal any decisions reached by the Disciplinary Board. Read the Student Disciplinary Procedures at iadt.ie/about/policies-procedures.

Sanctions for Breach of Regulations

Arising from a formal or informal investigation as per the Student Disciplinary Procedures, IADT reserves the right to impose one or more of the following sanctions on students in bad standing for disciplinary, academic and/or financial reasons:

- Withdrawal of specific privileges within remaining time period of the course (withdrawal of library or computing privileges; withdrawal of concessions for access to studios or specialist areas outside of timetabled class time).
- Refusal to provide references if requested.
- De-registration (thereby excluding you from IADT and the examination process).
- Refusal of re-admission to a subsequent year (relevant to progressing students only).
- Refusal to offer a place on an add-on Honours Degree course.
- Refusal to allow graduation.
- Refusal to provide transcript of results or graduation parchment.
- Other sanctions may be imposed, depending on the nature of the incident.
- Fines.

Parking Regulations

Financial Standing

You are required to be in good financial standing with IADT at all times. This includes payment of fees and student services contributions, where they apply, and payment of fines incurred for minor breaches of regulations, including overdue library borrowings.

If you experience unforeseen financial difficulties, you should advise us. Please refer to the information on pages 19 and pages 20 (Access Office) regarding supports which may be available.

We encourage staff and students to support the environment. To that end, a limited number of parking spaces are available on campus for use by staff, students and visitors to IADT during official opening hours. There are not enough parking spaces for everyone, and our policy sets out the mechanism by which the available spaces can be allocated fairly.

These regulations are designed to meet the needs of as many people as possible, to discourage unauthorised use of the car parks and to comply with our legal obligations.

All parking is controlled by a pay and display system; rates are published on the ticket machines.

Students may park for free with a parking permit. All parking is subject to the IADT Parking Rules.

Parking Permits

Parking permits are free of charge and will be issued to students (green sticker) for the academic year in which the student is registered. You can apply for a permit online at ncps.ie/customer-services (select IADT).

Designated Accessible Spaces

There are designated accessible parking spaces on campus. These spaces are restricted to users displaying a valid European Disabled Drivers Card as issued by the Irish Wheelchair Association, or the Disabled Drivers Association. Any vehicles not displaying the appropriate card or sticker will be automatically subject to sanction.

IADT reserves the right to close any or all car parks for security, safety or IADT functional reasons.

IADT reserves the right to make temporary alterations to the Parking Policy, and to any part of this Policy.

Read the IADT Parking Policy and Parking Rules on iadt.ie/about/campus-info/campus-parking.

Getting it right, how to make a complaint or make your views known

There are a lot of rules and regulations for you to get to grips with, but they are designed to ensure your safety and enjoyment of campus life.

Our complaints procedures are intended to help current and potential students bring matters of concern about their experience at IADT to our attention. This will enable an investigation into those concerns with the aim of finding a satisfactory resolution. Complaint forms are available online, from the Faculty Offices and the Information Point. The process provides welcome feedback to help make improvements at IADT, and helps us to identify and implement best practice. The Student Complaints Procedure complements the Learner Charter, and is the reference point for registered students who believe they have a legitimate complaint for investigation.

The Learner Charter clarifies what is reasonable to expect as part of the learning experience, and enables learners to review whether IADT has met its commitments as a learning provider.

This Student Complaints Procedure enables matters of complaint to be brought to our attention, and to enable investigation of those complaints with the aim of a satisfactory resolution. IADT's aim is that most matters can be dealt with through informal processes in a spirit of conciliation.

The complaints procedure outlines an initial informal approach which may resolve issues by talking to someone at IADT, whether that be a tutor or a member of student services staff; a formal approach may require a formal investigation. Please refer to the complaints procedure which is available in the Faculty Offices and in the Office of Academic + Student Affairs.

There are separate procedures for allegations of discrimination and appealing an assessment result.

The Mutual Respect Policy is also available for those who wish to make a complaint or report a case of bullying and/or harassment.

Students are also actively involved in Course Boards through the class representative. This is an opportunity to make views known on all aspects of courses of study. IADT's Learner Charter outlines expectations and responsibilities, and provides the framework for the learning experience.

For up to date Complaints + Disciplinary procedures and Mutual Respect Policy, please refer to iadt.ie/about/policies-procedures.

**Recourse to the Office
of the Ombudsman and
Office of the Ombudsman
for Children**

If you are 18 or over, under the provisions of the Ombudsman (Amendment) Act, 2012 any student dissatisfied with the way in which they are treated has recourse to the Office of the Ombudsman.

Contact Details: Office of the Ombudsman

A 18 Lower Leeson Street, Dublin 2

T 1890 223 030 (Lo-call)

E ombudsman@ombudsman.ie

W ombudsman.ie

**If you are under 18, you will have recourse to the Office
of the Ombudsman for Children.**

By law the Ombudsman for Children’s Office can investigate complaints about any of our administrative actions or procedures as well as delays or inaction in dealings with us. The Ombudsman for Children provides an impartial, independent and free complaints handling service.

Contact Details: Ombudsman for Children’s Office

A 52–56 Great Strand St, Dublin 1

T 1800 20 20 40

E ococomplaint@oco.ie

W www.oco.ie

Get in touch

T + 353 1 239 4000

E info@iadt.ie

W iadt.ie

🐦 [@myIADT](https://twitter.com/myIADT)

f [myIADT](https://www.facebook.com/myIADT)

It's your iadt.
Make the
most of it.

