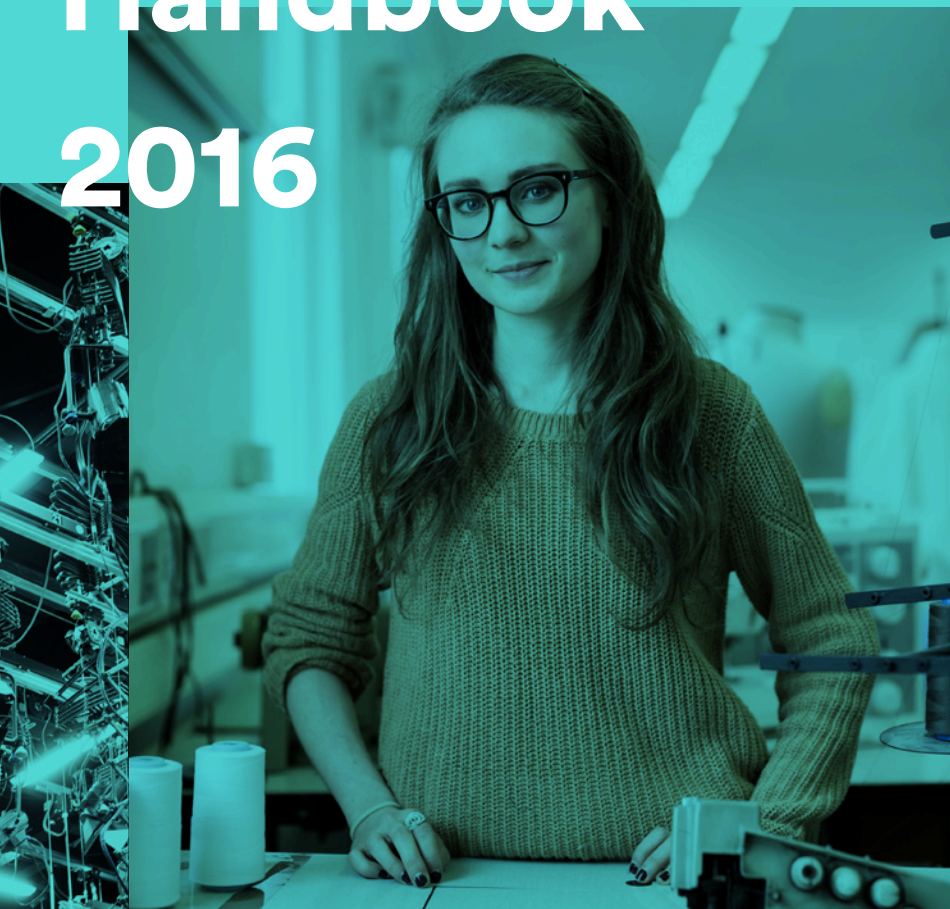


Institute of Art, Design + Technology,
Dún Laoghaire

Student Handbook

2016



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

Welcome to IADT

Welcome / Fáilte	06
Faculty Offices	10
Courses 2016/2017	12
Management Structure and Administrative Structure	14

There for You: Support Services

Student Services	18
– Student Health Centre	
– Student Counselling Service	
– Careers Centre	
– Access Office	
– Students with Disabilities	
– Fund for Students with Disabilities	
– Learner Support Services and Study Skills	
– Needs Assessments and Supports	
– Assistive Technology	
– Student Assistance Fund	
ERASMUS at IADT	28

Need to Know: Registration, Exams, Fees

Office of Academic and Student Affairs	30
Registration on a Course	30
– Registration	
– Late Registrations	
– Student Cards	
– Change of Address	
Leave of Absence, Deferrals and Withdrawals	32
– Leave of Absence	
– How Do I Apply for a Leave of Absence/Deferral?	
– What Happens Next?	
– Withdrawal from IADT	
– Financial Consequences of Leaving a Course Prematurely	
– Key Dates	
– Refund of Fees Paid	
– Termination of a Student's Place on a Course	

- Examination Procedures and Regulations
- Modes of Assessment
- Continuous Assessment
- Written Examinations
- Conduct of Candidates During Written Examinations
- Examination Results
- Explanation of Terms used in Transcripts
- Academic Standing/Award Classification
- Progression
- Briefing Following End-of-year Results
- Viewing Examination Scripts
- Repeat Exams
- Repeat with Attendance
- Re-admission

**Procedures for an Appeal of Assessment /
Examination Results**

45

- General Information
- Charges
- Grounds for an Appeal
- Assessment Appeals Board Procedure
- Unsuccessful Appeals

Money Matters

48

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

Academic Progression

51

- Validation of Courses
- Course Board Representatives
- Student Progression
- Course Documentation
- Conferring

Get Together: Students' Union**Students' Union**

54

- Clubs and Societies

Student Resources and Facilities

58

- Information Services
- eLearning @ IADT
- Data Protection and Freedom of Information
- Library Services
- Food and Refreshments
- Banking
- Student Lockers
- Noticeboards
- Lost Property
- Insurance
- Security
- Green Campus

The Nitty Gritty: Regulations and Procedures

Regulations and Procedures

70

- Governing Body and Academic Council
- IADT Responsibility
- Student Responsibility
- General Student Regulations

Attendance and Class / Laboratory Participation

74

- Books and Class Materials
- Course Instructions
- Timekeeping
- Class Absences/Medical Certificates
- Mutual Respect
- Online Communications
- Title to and Retention of Student Work
- Plagiarism
- Code of Practice for Copyright Work
- Ethics in Your Study

Health and Safety

82

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

- First Aid
- Use of Machinery and Equipment
- Use of Materials
- Security of Student Work and Belongings
- Alcohol, Drugs and Substance Abuse

IADT Student Disciplinary Procedures	88
---	----

- Sanctions for Breach of Regulations
- Financial Standing

Parking Regulations	89
----------------------------	----

- Parking Permits
- Parking Rules
- Disabled Spaces
- Sanctions for Parking Offences

Getting it Right: How to Make a Complaint or Make Your Views Known	91
---	----

Welfare: Helpful Telephone Numbers + Websites	94
--	----

Student Calendar 2016/2017 – Key Dates	98
---	----

Welcome to iadt.

You make us what we are

Thanks for joining us for the 2016/2017 year. The heart of our success is the enthusiasm and energy our students and staff bring to life here at IADT. 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 our expectations of 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 and hope you have an enjoyable and fulfilling year at IADT. Third level education is exciting and challenging. Please make the most of it.

Dr Annie Doona
President

Gabhaim buíochas leat as a bheith inár gcuideachta i gcomhair na bliana 2016/2017. Tá ag éirí go geal le IADT mar gheall ar an díograis agus an fuinneamh atá ag na mic léinn agus na baill foirne dár gcuid. Cuirim fáilte roimh na daoine atá anseo den chéad uair – mic léinn ó Éirinn agus mic léinn ó thar lear, dream a bhfuil níos mó agus níos mó díobh ag teacht chugainn, iad siúd ar mhalartú Eorpach Erasmus ina measc – agus cuirim fáilte freisin rompu siúd atá ag fillleadh ar an Institiúid. Tá áthas an domhain orm gur roghnaigh tú staidéar a dhéanamh ag IADT. Cuirim fáilte roimh na daoine siúd atá ag teacht den chéad uair, idir na hÉireannaigh agus líon méadaitheach na mac léinn idirnáisiúnta, iad siúd ar Mhalartú Eorpach Erasmus ina measc; agus fáilte roimh an líon mór mac léann aibí agus páirtaimseartha atá ag teacht chugainn an bhliain seo.

Tá ról ríthábhachtach le himirt ag mic léinn maidir le fás agus forbairt IADT. Bíonn mic léinn páirteach ag cuid mhór leibhéal trí Bhoird Chláir, Comhairle Acadúil, Seirbhísí do Mhic Léinn agus coistí eile, agus is comhaltaí freisin den Bhord Rialúcháin iad. Tá a lán mac léinn gníomhach i gcumainn, cíbe acu spórt nó sóisialta agus tá baint ag cuid mhór acu i ngníomhaíochtaí pobail agus deonacha. Cuireann Aontas na Mac Léinn go mór leis an saol in IADT. Spreagaimid ort páirt iomlán a ghlacadh i dtaobh sóisialta IADT le go mbeidh eispéireas iontach agat ann.

Beidh an Lámhleabhar seo mar phointe tagartha agat le linn na bliana. Tá faisnéis thábhacht ann faoi chuid mhór gnéithe i do shaol in IADT agus faoin réimse tacaíochta agus seirbhísí a chuirimid ar fáil duit le cuidiú leat le do spriocanna a bhaint amach.

Baineann an fhaisnéis sa Lámhleabhar seo le gach mac léinn agus gabhann taobh leis an tsainfhaisnéis a gheobhaidh tú i Lámhleabhar do Chláir. Gheobhaidh tú cóip de Chairt don Fhoghlaimoir. Leagtar amach ann ár gcuid freagrachtaí duit agus an rud atáimid ag súil uait, chomh maith le do chearta agus freagrachtaí don Institiúid agus idir a chéile. Coinnigh an Lámhleabhar seo agus an Chairt don Fhoghlaimoir mar do phointí tagartha le linn na bliana. Tá faisnéis luachmhar ar fáil freisin ar ár láithreán gréasán maidir le gach gné den saol in IADT agus spreagaimid ort cuairt a thabhairt go rialta air.

Guím gach rath ort i do chuid staidéar agus go mbaine tú taitneamh agus sásamh as an bliain atá romhat in IADT.

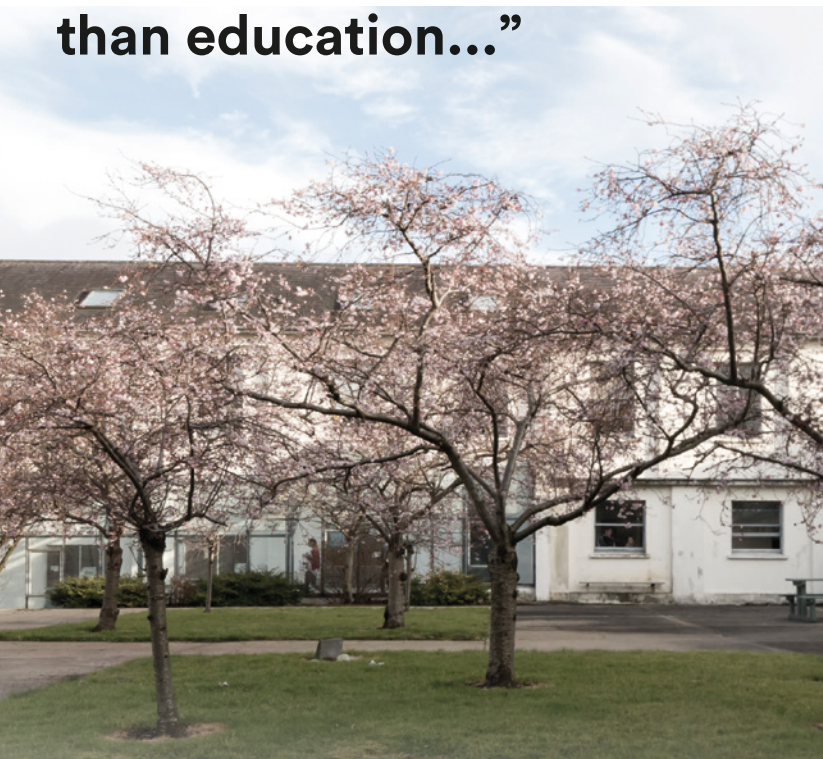
An Dr Annie Doona
Uachtarán

About IADT + You

You're at the next step in your third level journey. From the Students' Union to learning support, and from careers advice to using Blackboard, there is so much extra you can get from third level education! This Handbook has all the information about the supports available to make your journey smooth, 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.

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



About You + IADT

You know the 'small print' bit in a contract? Think of this Handbook as an equivalent. Please read it 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 30 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.



Faculty Offices

Faculty Office administrators are on hand to provide support for the Faculty and its Departments from Monday to Friday. They are a first port of call for general information and issues for students. Student Hours are posted on the Faculty Office door.

The Faculty Offices provide information on courses. 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



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



Faculty of Film, Art + Creative Technologies

CAO Code	Course Title	Places
DL828	BA [Hons] in 3D Design, Modelmaking + Digital Art	30
DL832	BA [Hons] in Animation	30
DL825	BSc [Hons] in Applied Psychology	65
DL827	BA [Hons] in Art	50
DL836	BSc [Hons] in Creative Computing	50
DL835	BSc [Hons] in Creative Media Technologies	50
DL704	BA in Creative Music Production	30
DL829	BA [Hons] in Design for Stage + Screen - Costume Design	10
DL830	BA [Hons] in Design for Stage + Screen - Character MakeUp Design	10
DL831	BA [Hons] in Design for Stage + Screen - Production Design	10
DL834	BA [Hons] in Film + Television Production	30
DL833	BA [Hons] in Photography	30
DL826	BA [Hons] in Visual Communication Design	30
DL106	Certificate in Critical Research: Foundations, Futures + Skills [Level 9 Award, 10 credits]	25 *
DL101	Certificate in Cyberpsychology [Level 8 Award, 10 credits]	25 *
DL103	Certificate in Data Visualisation [Level 8 Award, 10 credits]	25 *
DL122	Certificate in the Fundamentals of UX Design [Level 9 Award, 10 credits] - pending validation	18 *
DL116	Certificate in Radio Production [Level 9 Award, 10 credits]	20 *
DL105	Certificate in Sport Psychology [Level 8 Award, 10 credits]	25 *

Faculty of Film, Art + Creative Technologies

DL907	MA in Art + Research Collaboration	15 *
DL902	MA in Broadcast Production for Radio + Television	20 *
DL912	MA in Creative Production + Screen Finance	15 *
DL901	MA in Screenwriting for Film + Television [Full-time + Part-time]	16 *
DL904	MSc in Cyberpsychology [part-time]	25 *
DL908	MSc in User Experience Design [part-time]	14 *

Faculty of Enterprise + Humanities

CAO Code	Course Title	Places
DL822	BA [Honours] in Arts Management	40
DL821	BA [Honours] in English, Media + Cultural Studies	75
DL701	Bachelor of Business in Applied Entrepreneurship	40
DL801	Bachelor of Business [Hons] in Entrepreneurship [Full-time + Part-time] - 1 year add-on from DL701	50 *
DL823	Bachelor of Business [Hons] in Entrepreneurship + Management	50
DL123	Certificate in Professional Writing [pending validation] [Level 8 award]	20 *
DL905	MA in Public Cultures + Society	20 *
DL909	Master of Business in Digital Entrepreneurship	20 *
DL906	Postgraduate Diploma in Business in Cultural Event Management	20 *
DL910	Postgraduate Certificate in Business in Digital Start-up [30 ECTS]	20 *

* Apply directly to IADT

Management Structure

Title	Name
President	Dr Annie Doona
Registrar	Dr Andrew Power
Secretary / Financial Controller	Bernard Mullarkey
Head of Creative Engagement	Jessica Fuller
Innovation, Commercialisation + Development Manager	Dominic Mullan
Academic Administration + Student Affairs Manager	David Doyle
Student Experience Manager	Denise McMorrow
Information and Communication Technology [ICT] Manager	Colm Hennessy
Estates and Facilities Manager	Grace Weldon
Librarian	Deirdre Judge
Marketing Manager	Ruth Barry
Finance Manager	Conor Logan
Human Resource Manager [Acting]	Mary Connelly
Faculty of Enterprise + Humanities	
Head of Faculty	Dr Josephine Browne
Head of Department of Entrepreneurship	Dr Therese Moylan
Head of Department of Humanities + Arts Management	Dr Paula Gilligan
Faculty of Film, Art + Creative Technologies	
Head of Faculty	David Smith
Head of Department of Technology + Psychology	To be confirmed
Head of Department of Design + Visual Arts	Liam Doona
Head of Department of Film + Media	To be confirmed

Administrative Structure

Student + Academic Affairs Administration	Name	Extension
Registration	John Mernagh	4923
Fees	Eileen MacNamara	4612
Exams	Margaret Murray	4626
Examinations Officer	Hilary Lovejoy	4632
Admissions	Eoin Kelly	4621
Faculty of Enterprise + Humanities		
Faculty Administration	Sylvia Wrynn	4764
Faculty Administration	Colette Carraher / John Mernagh	4784
Faculty of Film, Art + Creative Technologies		
Faculty Administration	Karen Muldowney	4663
Faculty Administration	Thelma Gill / Linda Doyle	4658
Faculty Administration	Celine Blacow	4664
Faculty Administration	Pamela Gaynor	4724
Adult + Continuing Education		
Administration	Barbara Carraher	4631

Note: All above numbers may be dialled from outside IADT by adding the prefix: 239 before the extension number.

Support Services

Note: All numbers below may be dialled from outside IADT by adding the prefix: 239 before the extension number.

Support Services	Name	Extension
Access Officer	To be confirmed	4628
Assistive Technology Tutor	Colm Olwill	4790
Careers Officer	Paul Murphy	4670
Learning Support Services	Gillian Boland	4790
Nurse	Joan Broderick/ Suzanne Keily	4760
Student Counsellor	Katie Hendrick	4650
Student Experience Manager	Denise McMorro	4819
Administrator	Angela Brennan	4947

E studentservices@iadt.ie

There for you:

Our support services

Student Services

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

These include:

- Student Health Centre
- Student Counselling Service
- Careers Centre
- Access Office
- Learning Support Services
- Disability Supports
- Assistive Technology

Get in touch: studentservices@iadt.ie.

Student Health Centre

Nurse	Joan Broderick/Suzanne Keily
Doctor	Dr. Madeleine McCarthy and Associates
Phone	01 239 4760
Location	Atrium Building ground floor, opposite the student restaurant

Efficient, effective and courteous without discrimination, the Student Health Centre aims to provide the best possible general medical and nursing care services. This service is in addition to the students 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 Nurse Joan Broderick / Suzanne Keily at [01 239 4760](tel:012394760). There is no charge to see the Nurse.

Doctor's Services

GP appointments may be made by visiting the Student Health Centre or by contacting Nurse Joan Broderick / Suzanne Keily at [01 239 4760](tel:012394760). There is a €10 charge to see the GP. By appointment only, except in a medical emergency, a doctor is available to students at the following times:

Mon	Tue	Thur
10am-12:30pm	11am-1:30pm	10am-12:30pm

Surgery times are subject to change occasionally. Notification will be displayed on noticeboards in each building. If you have a scheduled appointment you will be notified of any change by phone or text.



Off-campus Medical Services

Additional student appointments with Dr Madeleine McCarthy & Associates are available throughout the week in Harbour Health Medical Practice, Dún Laoghaire. These are limited in number, and must be booked via the IADT Nurse to avail of the student discount fee of €10 (private appointments booked in Harbour Health will be charged a full consultation fee otherwise).

To make an appointment to see the Doctor either in IADT or at Harbour Health, contact the Nurse at [01 239 4760](tel:012394760) 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. A consultation fee is charged (approx. €60–€80).

DL DOC is based in St Michael's Hospital, Dún Laoghaire. Phone number [01 663 9869](tel:016639869).

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 [01 453 9333](tel:014539333). Identify yourself as Dr McCarthy's patient. Standard consultation call-out fee applies to this service.

Nursing Service Hours

Nurse Joan Broderick and Suzanne Keily work in a job-share capacity and provide nursing consultations daily.

Mon	Tue	Wed	Thur	Fri
9:30am-10am 2pm-4pm	9:30am-10am 2pm-4pm	9:30am-12.30pm	9:30am-10am 2pm-4pm	9:30am-1pm
GP Surgery: 10am-1pm		GP Surgery: 2pm-5pm	GP Surgery: 10am-1pm	

These times are subject to change. Appointments are not necessary to see the Nurse, however during GP surgery times and in the event of emergencies it may be necessary to ask you to return later.

FLU information

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

Student Counselling Service

Counsellor	Katie Hendrick, Reg., Psychol Ps.S.I.
Phone	01 239 4650
Location	Student Services Area, Carriglea Building

The Student Counselling Service is available to registered IADT students. It is free and confidential. Many students find that talking through what is troubling them is really helpful.

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.

“Just letting you know that I got my results and will be graduating with a first class honours degree. I could not have done this without your help, so I wanted to say a huge thank you to you. There were times this year where I really felt like giving up and dropping out. Your help really made a difference for me this year so thank you so much.”
(via email, June 2015)

The first step is making the appointment. And yes, it can often feel like the most difficult to take, but it is the first step to resolving what is troubling you. Appointments can be made directly with the Student Counsellor during daily 'drop in' times (timetable on the office door), by telephone or by completing a Student Appointment Request Form. These are 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. They are freely available throughout the campus. Please check out the Student Counselling Section on iadt.ie 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 Centre

Careers Information, Planning + Development

Careers Officer	Paul Murphy
------------------------	-------------

Phone	01 239 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.
- 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: www.facebook.com/pages/Iadt-Careers-Office/.

Key careers websites include:

www.gradireland.com / www.postgradireland.com

www.careersportal.ie

www.destinations.iadt.ie/index.shtml (password protected, you will need your IADT student login)

www.prospects.ac.uk

The Employability Skills Programme includes a range of seminars/workshops which can be offered to all IADT courses/years by arrangement.

Topics available include:

- Employment Skills Development
- Career Planning
- Careers Information Resources
- Preparing CVs and applications
- Researching Postgraduate Study
- Preparing for Interviews
- Finding the Hidden Jobs

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;
incorporating Disability
Supports, Learning
Support Services,
Assistive Technology**

Access Officer Information

Access Officer	To be confirmed
Phone	01 239 4628
Email	access@iadt.ie
Location	Student Services Area, Carriglea Building

Learning Support Information

Co-ordinator	Gillian Boland
Support Tutors	Karen Cryan, Deirdre Daly
Phone	01 239 4790
Email	learningsupports@iadt.ie
Location	Student Services Area, Carriglea Building

Assistive Technology Information

Tutor	Colm Olwill
Phone	01 239 4795
Email	colm.olwill@iadt.ie
Hours	Tuesdays and Wednesdays; term time only
Location	Student Services 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.

Students with Disabilities

IADT is committed to creating an accessible and open learning environment for all our students. Subject to appropriate professional assessment and guidance, we will provide as much support as possible. The Access Officer, Heads of Department, academic staff, and any other relevant personnel will work together on your learning and support needs.

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 Access Officer will make the application to the Fund on your behalf, on the basis of an agreed Needs Assessment interview and report.

Learning Support Services and 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 / Notemaking
- 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.

Needs Assessment and Supports

IADT is firmly committed to supporting students with specific learning difficulties including Dyslexia, Attention Deficit Hyperactivity Disorder (ADHD), Developmental Coordination Disorder (DCD) and Asperger's Syndrome/Autism Spectrum Disorder (ASD).

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.

Assistive Technology

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.

Student Assistance Fund

This provides discretionary support to students who face financial difficulties. The Fund is made available by the National Office of Equity of Access to Higher Education. It 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 www.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 Service at www.iadt.ie.

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

The programme allows students to study for a term / semester (average stay of five months) or for a full academic year (average stay of ten months) at a range of Higher Education Institutions across Europe. You will study a course similar to yours, and which is recognised as fulfilling your course requirements at home.

Time spent on ERASMUS studies is fully accredited by your home institution using the European Credit Transfer System (ECTS). Courses you can exchange with are often taught in English.

The academic, cultural, social and personal benefits of participation in the ERASMUS programme are enormous. It offers a valuable opportunity to connect with some of the best educational institutions in Europe. You can exchange ideas, meet new people and experience the learning environment of a different culture – but in your same field of studies.

Feedback from returning students shows that the intellectual challenge of studying in a European environment is rewarding in terms of course experience, language acquisition and living and studying in a different environment.

IADT currently has agreements with more than twenty Higher Education Institutions in countries as diverse as Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Italy, Latvia, Spain, Sweden, Turkey and the UK. We are constantly working to develop more partnerships.

Find out more about ERASMUS:

Erasmus Coordinator	Elena Somoza
Phone	01 239 4922
Email	erasmus@iadt.ie
Location	Room A223, Atrium building, Top floor

Need to know: Registration, exams + fees

Office of Academic and Student Affairs

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

- Information on financial matters.
- Deferrals and withdrawals.
- Student ID cards.
- Provision of student exam transcripts.
- Examination timetables.

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. Please read the following carefully as it is very important. It is possible that you will forfeit your place if you do not register on time.

Registration is completed online each and every year you are a student. New students will have to attend Registration and Induction in person. Registration and any required documentation and payment of fees must be completed in accordance with the instructions given by the Office of Academic and Student Affairs.

If the requirements for registration are not completed by the date and time specified, IADT is entitled to assume that you have withdrawn your application for that course and thereby forfeit all rights to a place on that course.

Late Registrations

New students are required to attend Registration and Induction at the appointed day(s) and time(s). Continuing students must register online by the dates specified. If you have not registered as advised, the following dates apply:

16th Oct 2016 – Final date for registration.

31st Oct 2016 – Late registrations after this date are liable to pay full tuition fees as well as the student contribution.

31st Jan 2017 – Late registrations after this date are liable to pay full tuition fees, the student contribution and any associated costs which may arise as a result of the late registration.

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.

Students in bad financial standing will not be permitted to progress to the next stage of their 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. It must be produced on demand 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 during the year, your card must be returned to the Office of Academic and Student Affairs. If you lose the card, you can get a duplicate from the Office of Academic and Student Affairs. Duplicate cards cost €10 each.

Change of Address

You must register your home and term-time addresses with the Office of Academic and 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 addresses held on file.

Leave of Absence, Deferrals and Withdrawals

Leave of Absence – often referred to as taking a year out – means postponing a year of study, and returning the following year to start the year of study again.

Module Deferral means postponing one or more modules until the next sitting or the next year.

Withdrawal means leaving IADT completely.

Leave of Absence for a Registered Undergraduate Student Prior to the Beginning of the Year

If you wish to postpone entry to your next year of study, you must complete a Leave of Absence Application Form and return it along with a letter outlining your case and supporting documentation to your Faculty Office. Requests must be made before 30th April 2017 in relation to a leave of absence sought for the following academic year.

Leave of Absence for a Registered Undergraduate Student During the Academic Year

In exceptional cases, you may not be able to complete your year of study because of family, personal, health or financial reasons. If this is the case, please seek advice from your Course Co-ordinator, Head of Department, or student support staff. Students can apply for a leave of absence with a view to returning to IADT in the following academic year to start their year of study again. Requests must be made before the 31st March 2017. To apply, you must complete a Leave of Absence Application Form and return it along with a letter outlining your case and supporting documentation to your Faculty Office. NB: You will be liable for an additional Student Contribution and full tuition fees when you resume your studies, except in serious medical or personal circumstances.

Deferral Procedures for Single Modules, Exams or Assessments

If you are not able to sit one or more exams or complete assessments because of family, personal or health reasons, you may wish to have your repeat sitting considered as a first attempt. Please talk to your Course Co-ordinator, Head of Department, or the student support staff for advice. Requests for a deferral must be made on a Deferral of a Module Assessment Application Form, and returned along with a letter outlining your case and supporting documentation to your Faculty Office. Request for Deferral must be made before 31st March 2017.

Deferral of Terminal Examinations/Assessment as a Result of Unforeseen Extenuating Circumstances

In some instances a student may be unable to sit an examination or complete a terminal assessment due to unforeseen or unpreventable extenuating circumstances. Examples of such circumstances include illness, accident or hospitalisation, close family illness or bereavement, being the victim of crime, or other personal situation. Please talk to your Course Co-Ordinator or Head of Department and complete the Application for Consideration of Extenuating Circumstances Form. The Form must be completed as soon as possible after the circumstance arises, but no later than one week after the end of the relevant exam period – Summer or Autumn 2017.

Deferred Entry to Year 1 of a Course

CAO – Year 1 only

IADT may in exceptional circumstances consider applications for deferred entry in respect of courses offered through the CAO. Please contact Admissions for further details on [01 2394621](tel:012394621).

Deferred Entry to an Add-on Degree or Postgraduate Course

IADT does not normally consider applications for deferred entry in respect of one-year add-on or postgraduate courses. Therefore, if you are offered a place in this category you must take it up in the year offered or subsequently re-apply.

Leave of Absence or Module Deferral of One-year Add On, Postgraduate Courses, or Accredited Part-time Courses

IADT does not normally consider applications for a leave of absence (or module deferral to the following year) in respect of one-year add-on courses, postgraduate courses or special purpose certificates. In the case of serious medical or personal situations, a request may be considered. Requests must be made on the appropriate Leave of Absence or Deferral of Module Form and returned along with a letter and supporting documentation to your Faculty Office for processing. Requests must be made before 31st March 2017. Taking a leave of absence or deferral till the following year on a Postgraduate course or Special Purpose Certificate is done at your own risk. The decision whether such courses will run is made on a yearly basis.

How Do I Apply for a Leave of Absence or Deferral?

- Applications must be made on the appropriate form and in line with IADT's timelines.
- Relevant forms are available from Faculty Offices, Academic and Student Affairs Office and from www.iadt.ie.
- Forms must be accompanied by a letter addressed to the Registrar outlining your reasons for seeking the leave of absence/deferral and when you intend to return/complete the assessment.
- You must include supporting documentation (e.g., original medical certificates).
- Take all documentation to your Faculty Office for processing.

What Happens Next?

- Your application will be considered by the Faculty and the Registrar.
- You will be informed in writing whether the leave of absence or deferral has been granted.
- Applications will not be considered if the stated reasons for leave of absence or deferral do not match the supporting evidence provided.
- A leave of absence or deferral is granted at IADT's discretion.

Opportunities to Affect a Module Result

Leave of absence or deferral must be applied for by the 31st March 2017. Unforeseen events that occur after these dates will be taken into account once the Extenuating Circumstances Form has been received – no later than 15th May 2017 for issues that arise for the Summer assessment period, and 5th September 2017 for issues that arise during the Autumn Assessment Board. After this date, the Exam Assessment Board will meet and the results will be published online. The last and final opportunity to affect a module result will be via the appeals process.

Opportunities to affect a module result	Mechanism(s)	Timelines
Prior to Assessment / Exams	Leave of Absence Deferral of Module	Up to 31 March
Prior to Exam Board	Consideration of Extenuating Circumstances	No later than one week after relevant exam period
Results Published		
After results are published online	Appeal	Apply within five days following publication online

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, 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 Office of Academic and Student Affairs and from www.iadt.ie. Return the form to the Office of Academic and 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: www.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 and 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 www.iadt.ie.

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.

You are expected to work consistently throughout the year. You will be required to submit projects and other exercises on a regular basis as part of the continuous assessment for your course. Depending on the course, final assessments take a number of forms, including panel reviews, projects, dissertations or formal written examinations.

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 meet deadlines.

Third level education requires integrity, honesty and genuine effort, especially for continuous assessment. 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. Requests must have the written 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. If the cause for concern continues, the Head of Department or Faculty may advise you of this in writing.

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

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 www.iadt.ie usually within four weeks of the start of the exams. The general start and finish dates are set in advance (see the Student Calendar at the back of this Handbook).

Students in the Department of Film + Media and the Department of Design + Visual Arts do not take formal end-of-year written examinations, but will be required from time-to-time to take supervised written tests as part of their overall assessment.

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 www.iadt.ie. 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 subjects 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 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

The Office of Academic and Student Affairs set and circulate the date(s) for viewing Examination Scripts by students who may wish to do so. This date will be within three working days of the publication of the results. Application for viewing scripts must be made to the Office of Academic and Student Affairs. You may only view your own script. You may be accompanied by one other person.

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 and 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 section below Repeat with Attendance.

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 and 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 and Assessment Board, a full-time candidate 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 and Student Affairs.

General Information

You may appeal the results of your assessments/exams by following the set procedure. Please read these procedures in advance of submitting an appeal. Appeals will not be accepted unless you have signed the appropriate form and paid the required fee. Third party appeals will not be accepted. Appeal Forms and the IADT Assessment Appeals Policy and Procedures are available from the Office of Academic and Student Affairs and at www.iadt.ie.

The Appeal Form should be lodged with the Office of Academic and Student Affairs within five working days of the online formal publication of results. This deadline will be strictly adhered to (see Student Calendar for dates).

An appeal submission must clearly identify the element(s) of the assessment/examination for which the appeal is being sought. It must also specify the grounds on which the appeal is sought and must contain all information that you require to have taken into account in the appeal. Documentary evidence provided must be legible. An appeal on medical grounds must be supported by appropriate, signed and dated medical certification on headed paper.

Following the decision of an exam board, and pending the outcome of any appeal process, students are advised to register for repeat exams and to attend classes in the year that they were previously registered.

Charges

Appeal fees are €25 per module up to a maximum of €100.

Grounds for an Appeal

An appeal of an assessment result shall be considered only where there is evidence that any of the following minimum standards of provision were not met by IADT:

- There was a significant irregularity in how the assessment was conducted, for example, insufficient or inaccurate information on examination papers and continual assessments, or faulty IT equipment.
- There was an administrative error, resulting in an incorrect grade being recorded on the student database.
- Due process was not followed so that work was not assessed fairly and consistently in accordance with IADT procedures.

Appeals on Other Grounds

Instances where you believe significant medical, personal or other extenuating circumstances have restricted your opportunity to demonstrate the formal achievement of learning outcomes may be considered as grounds for an appeal. These circumstances, of themselves, will not be grounds for upholding an appeal; there must be sufficient evidence that they had a significant impact on the grade achieved.

Please note: where such appeals are upheld the usual outcome is for an opportunity to be offered for a module to be retaken or work to be resubmitted without academic penalty.

All cases of appeals on medical or personal grounds or due to extenuating circumstances must be supported by documentary evidence from a relevant professional. An appeal on personal grounds might relate to personal difficulties (which could be supported by a professional opinion) while extenuating circumstances might relate to other factors such as a bereavement (which could be supported by a death notice) or other incident such as being the victim of a crime (which could be supported by a Garda report).

The following do NOT constitute grounds for an appeal:

- You disagree with the grading criteria and grading scheme.
- Other students in your class achieved a higher grade than you.
- You expected a higher grade for assessment.
- You are disappointed with your result.
- You want your work rechecked by a different assessor.
- You had to work to earn money and so could not attend class.

Assessments and Examinations Appeals Board

The Board will assess your appeal in light of the response to that appeal received from your course team. The Board does not involve itself in re-assessing any element(s) of a student's work. Therefore, it is requested that you do not include any assessment materials such as dissertations, essays or reports with your appeal submission, as they will not be considered.

After due consideration, the Board will decide to uphold or not uphold the appeal. You will be informed in writing of their decision.

Unsuccessful Appeals

In the event of the appeal not being upheld, you have the right to request an appeal to the President. This is a serious undertaking, and should only be entered into if you believe that the Assessments/Examinations Appeals Board did not, or was unable to, discharge its duty properly.

Such an appeal should be lodged in writing as soon as possible, but no later than ten working days after the student has received the decision of the Assessment Appeals Board.

-
- To initiate an appeal to the President, a student must show substantial grounds for disputing the findings of the Assessment Appeals Board, for example, evidence of incorrect procedure on the part of the Assessment Appeals Board, clear conflict of interest on the part of a member or member(s) of the Board, or significant new evidence which was not available to or considered by the Board.
-
- An appeal to the President may not be initiated solely on the grounds that a student does not agree with the decision of the Assessment Appeals Board.
-
- The President shall decide between the following courses of action:
 - a) Reject the appeal.
 - b) Ask the Assessment Appeals Board to review its decision (citing reasons why this is necessary).
-
- The President will issue a response to the appeal within five working days.
-

Money Matters

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.

*Correct as of
March 2016.

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 2016/2017. 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 2017. 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, bring the letter in to the Office of Academic and 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.

The fee schedule is listed on the opposite page. Get further details at iadt.ie or contact the Office of Academic and Student Affairs on [01 239 4612](tel:012394612).

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 www.susi.ie or www.studentfinance.ie. All applications must be made online through www.susi.ie.

Indicative Undergraduate Fee Schedule (correct as of March 2016)

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.

Indicative Postgraduate Fee Schedule (correct as of March 2016)

Course Type	Years	EU Student fee € per annum	non EU Student fee € per annum
MA Art + Research Collaboration	2	€3,500	€12,000
MA Broadcast Production for Radio + Television	1	€6,000	€12,000
Master of Business in Digital Entrepreneurship	1	TBC	€12,000
MSc Cyberpsychology [part-time]	2	€4,000	€12,000
MA Public Cultures + Society	1 full-time 2 part-time	€2,000 €4,000	€12,000
MA in Creative Production + Screen Finance	1 full-time	TBC	€12,000
MA Screenwriting for Film + Television	1 full-time 2 part-time	€6,000 €3,000	€12,000
MSc in User Experience Design [part-time]	2	€4,000	€12,000
Masters by Research	2	€4,500	€12,000
Postgraduate Diploma in Business in Cultural Event Management	1	€3,000	€12,000
Postgraduate Certificate in Digital Start-up	1	TBC	TBC

Indicative Accredited Part-time Courses Fee Schedule (correct as of March 2016)

Course Type	EU and non EU Student fee
Level 6	€300
Level 7	€400
Level 8	€500
Level 9	€500

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, visit: www.citizensinformation.ie/en/education/third_level_education.

Validation of Courses

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

Course Board Representatives

Each course of study at IADT has a Course Board, which is a sub-committee of the Academic Council. The Course Board is responsible for the effective operation and review of the course, within the wider context of the academic plans of the Faculties and IADT. Every Course Board includes student representatives.

Each class year elects a class representative at the beginning of the year whose role is to work for the interests of the students in her/his class. Nominations for class representatives are required during the first month of the academic year.

Student Progression

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.

Some students may seek to transfer to an Ordinary or Honours Degree course in other Higher Education Institutions. In such instances, the decision to admit transfer applicants is totally at the discretion of the receiving institution. If you wish to transfer to other institutions, please seek advice from academic staff in your Department or the Careers Office.

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 2017 @ 4pm for consideration for courses beginning in September 2017. Candidates may be interviewed. Offers are subject to the suitability of the applicant and availability of places.

Course Documentation

Specific information relating to your course and to the methods of assessment / examination will be provided by your Course Co-ordinator.

You will have an opportunity to meet your course lecturers and staff during Induction Week. They will explain the expectations of your course as well as any challenges you may face.

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 consisting of gown and hoods. Conferring information will be posted to graduates prior to the conferring ceremony and also on www.iadt.ie.

Separate ceremonies are 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. It has many functions and means different things to everyone, from representing the entire student body at an academic level to arranging entertainment, cultural and sporting activities. The SU comprises every student in IADT, with elected representatives from each class who form the Union Council.

Name	Position	Contact
Alice Hartigan	President	presidentiadt@gmail.com 083 467 7916
Neil Kavanagh	Vice President / Education Officer	education.iadt@gmail.com 086 050 9863
Andrew Martin	Vice President / Welfare Officer	welfareiadt@gmail.com 086 050 9856
Jennifer Byrne	Ents Officer	entsiadt@gmail.com
Emmet O'Reilly	Clubs + Societies Officer	clubssocsiadt@gmail.com
Robbie McAney	Mature Students Officer	mso.iadt.su@gmail.com
Laragh Mai Carrigan	LGBTQ Rights Officer	lgbtqroiadt@gmail.com

The President and Vice Presidents are full-time sabbatical members and are elected to work for the SU as a full-time job for one year. The Ents and Clubs + Societies Officers are part time Officers, who undertake the roles while continuing to study.

The SU represents the interests, and furthers the rights, of its membership as a whole and individually. This takes the form of representation on committees looking at anything from Teaching and Learning to IADT's Governing Body, as well as representing individuals in disciplinary or appeals procedures. The SU is autonomous from IADT but is affiliated to USI, the Union of Students in Ireland, which furthers students' rights nationally.

The SU offers advice on welfare, finances and education. They provide entertainment and social events throughout the year including a Raise and Give (RAG) event that has become the envy of colleges around the country! They run awareness campaigns and charity events; manage the Chapel as a recreational space and refuge from the busy

day-to-day campus activities; and facilitate students' right to form or join a group to satisfy cultural, social, sporting and intellectual needs. (They do loads more too, as you'll find if you just ask!)

The Chapel, a student space managed by the SU, is located in the Quadrangle building. When not kitted out for an exhibition or a function, it's a recreational space with games, couches, etc.

Located at the back of the Chapel, the SU Office has an open door policy, so feel free to drop in at any time, ask a question, get information, buy print/stationery/art materials, form a society, or discuss anything in confidence.

Contact the SU Office:

T 01 239 4646

E infoiadtsu@gmail.com

W iadtsu.ie

f facebook.com/IADTsu



Clubs and Societies

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

Societies	Clubs
LGBTQSA Society	Football Club
Faith Society	Golfing Club
Game Society	Climbing Club
Zumba Society	Freerunning Club
Mature Students Society	Jugger Club
Enterprise Society	Bootcamp Club
Animation Society	Boxing Club
Anime Society	Skateboarding Club
Live Music Society	
Film Society	
Drama Society	
Eco Society	
Psychology Society	
RPG Society	

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 [01 239 4646](tel:012394646) or clubssocsiadt@gmail.com.

Day to day: Life on campus.

Student Resources and Facilities

Information Services

During your time here, you will need access to the best facilities to get the most from your course. 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 Office 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 for everyone.

All our courses require Information Services resources, from word-processing assignments to state-of-the-art technologies (such as digital/interactive media, sound engineering, computer animation, CAD, film/video editing, and digital photography). Our main hardware platforms are MS Windows based computers and Apple Macintosh workstations.

The Information Services Office provides a wide range of services to the students of IADT. Primary services are included here, the comprehensive listing is at www.iadt.ie.

Information Services Desk

The Information Services Office runs a virtual Service Desk for any Information Services or AV issue. To report an issue, please email the Service Desk at support@iadt.ie. When emailing us you must provide as much information as possible, including:

- Your Name
- Student ID Number
- Location of the problem (e.g. Computer/Room Number)
- Contact Details, i.e. email and mobile number
- Accurate and detailed description of the problem

Printing and Copying

The Information Services Office provides a centralised print and photocopy facility for all students, with printers and photocopiers located in strategic locations throughout the campus.

You are able to print from any networked campus computer to any of the printers on campus. This is a 'Follow Me' print solution. Simply click *print* in any software package

on any computer (Window or Apple Mac OSX based machines) and then go to any printer on the campus and release your print.

Follow Me print requires your student card and your Student ID number to work. Log into the network using your own username and password and use your own student card to release a print job. There is information at all printers explaining how to use this system.

If for any reason the print system does not operate with your username and student card, contact the Information Services Desk at support@iadt.ie.

Student Email and Clickatell

We provide you with your primary IADT email account (studentnumber@student.iadt.ie). All IADT services/staff will contact you on this email throughout the year (i.e. your tutor, course, faculty announcements, clubs and societies). It is very important that you access this account on a regular basis. **IADT does not use non-IADT email addresses to contact students.**

It is up to you to check your IADT email. Failure to do so is not an acceptable excuse for not knowing about an important announcement or message. For access and use go to www.iadt.ie.

IADT also contacts students from *Clickatell*, an SMS based text messaging system. It sends reminders when continuous assessments are due, notice bulletins re exams and messages from lecturers and staff. It also allows communication with an entire course, year or individual student, so you always know what's going on. Please make sure we have your current mobile phone number, and if you do change your number, notify the Office of Academic and Student Affairs.

Wireless Network

The Information Services Office provides a wireless network on campus for those of you who have your own wireless-enabled laptops and/or mobile devices. This network is similar to the wireless hotspots found in hotels, cafes, etc. The network provides limited access to the internet, with some sites restricted to ensure that issues around bandwidth are kept to a minimum. If you wish to use the wireless network, you must have a valid student username and password. The wireless network is subject to the same IADT, Information Services Office and HEAnet

access policies and procedures. Please note that it is a non-secure network, so make sure that you have the latest virus protection, operating system security patches and firewall on your laptop. If you set yourself up on the IADT's eduroam wireless network, you can access wireless networks in other colleges and universities in Ireland, UK and across Europe. Full details on how to access the network at www.iadt.ie.

Use of Computing and Communications Technology Facilities Within IADT

Our Information Services Acceptable User Policy is important, please read it at www.iadt.ie.

eLearning @ IADT

Blackboard is the Virtual Learning Environment (VLE) we use for eLearning. Blackboard supports and supplements your classes, and has a range of features to enhance learning and teaching such as lecture notes, email, discussion, calendar and chat rooms.

How Does Blackboard Help?

- View course content (lecture notes, timetables, syllabi).
- Link to essential reading for your course.
- View notices for your class and be reminded of deadlines to submit work for exams, etc.
- Send course or class specific emails.
- Access Blackboard anywhere, at any time.
- Link to the library.
- Submit soft copies of written assignments. This can also act as a record of when your work was submitted.
- Get immediate feedback by taking quizzes, multiple choice or self-tests (if available on your course).
- Post questions to a central location at any time, and discuss issues with your peers or lecturers.
- Access course handbooks through your Faculty's Blackboard.
- There is a Blackboard course for each module you take this year. In some cases you will have one Blackboard course for the whole year.



- Access is to your own course modules only; one or two general Blackboard courses such as the library or your Faculty courses.
- If your modules are not on Blackboard your lecturer may not be using this facility, but may have other specific online resources available.

Logging on to Blackboard

Every registered student is provided with a Blackboard account which uses the same username and password as the network log on. To access your account, do the following:

- Go to iadt.ie.
- Under *Quicklinks* click on the eLearning link.
- Log in with your network Username and Password.
- If you cannot see one of the modules from your course, ask the appropriate lecturing staff to add you to it.
- If you have issues logging onto Blackboard, contact support@iadt.ie.

Freedom of Information / Data Protection

Freedom of Information and Data Protection

IADT came under the terms of the Freedom of Information Act (FOI) with effect from 1st October 2001. The FOI Acts assert the right of members of the public to obtain access to official information consistent with the public interest and the right to privacy of individuals.

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.

For more information on Freedom of Information and Data Protection, log onto www.iadt.ie or email foi@iadt.ie or 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.

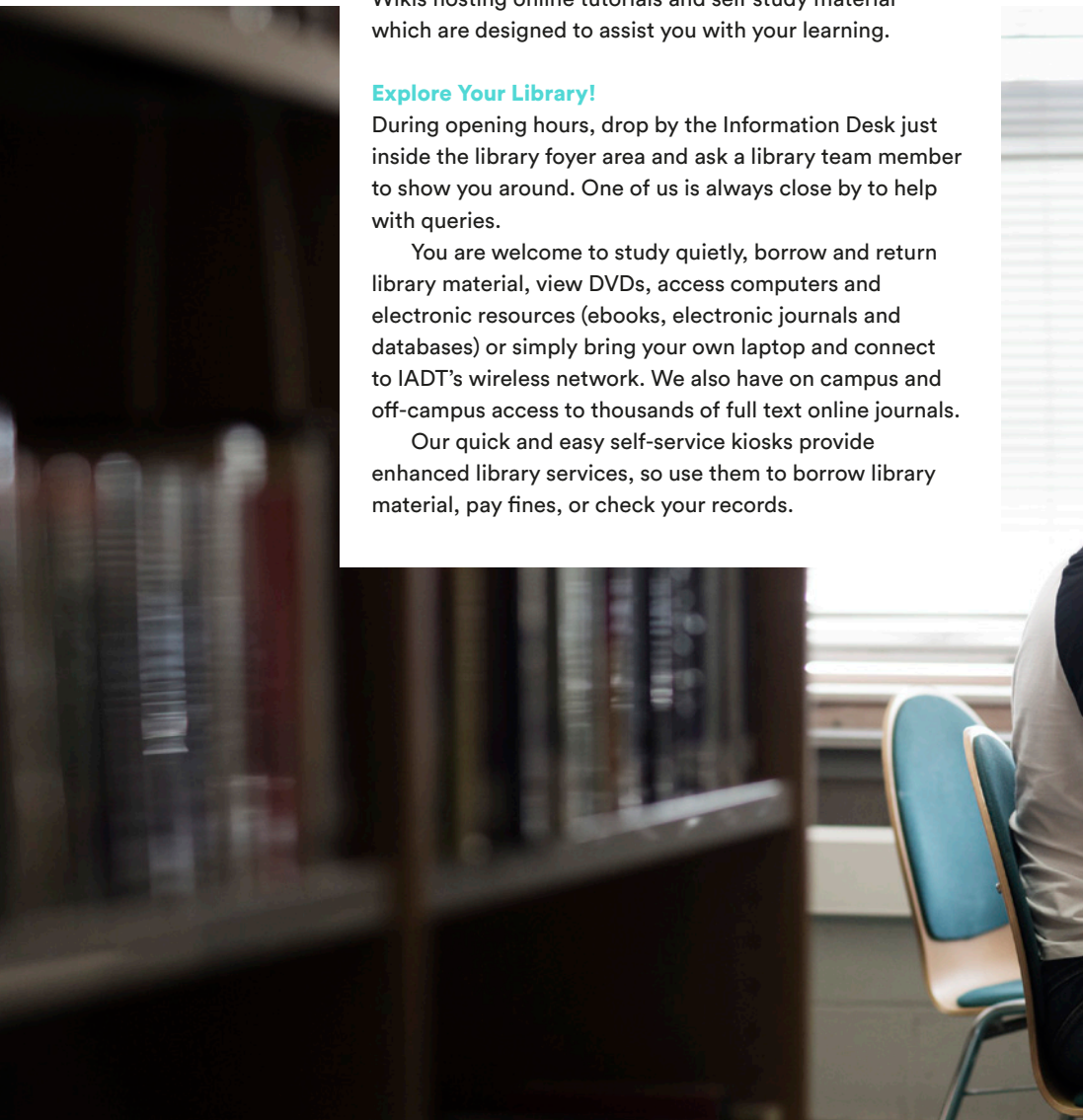
With the Virtual Library service available 24/7 on campus or from home, you can access our electronic resources, online catalogue, eBooks and databases. The Library has developed a series of course specific Wikis hosting online tutorials and self study material which are designed to assist you with your learning.

Explore Your Library!

During opening hours, drop by the Information Desk just inside the library foyer area and ask a library team member to show you around. One of us is always close by to help with queries.

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. We also have on campus and off-campus access to thousands of full text online journals.

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



Contact Us

Email us on infolib@iadt.ie or call us on [01 239 4637](tel:012394637).

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 the staff for details.

Learning Support Services @ the Library

We offer specific information skills sessions. Should you ever need help to use the assistive technology, just ask us!



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. During term time, meals and snacks are served between:

Monday – Thursday	08:15 – 19:00
Friday	08:15 – 15:30
Saturday only on Saturdays that IADT is open	09:00 – 14:30

The Coffee Dock in the Chapel

Stop by the Coffee Dock in the Quadrangle building. This Student Union base is an ideal area to relax, play pool, listen to music or just chill out. During term time, coffee and snacks are served between:

Monday – Thursday	09:00 – 17:00
Friday	09:00 – 15:00

Vending Machines

There are a number of vending machines in both the Atrium Building (outside the Student Restaurant) and in the Carriglea Building. These can be used whenever the buildings are open.

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 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?

Keep an eye out for the noticeboards around 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 for the Library, Students' Union, Clubs + Societies, Academic and Student Affairs, Continuing Education, and part-time students dotted around the campus.

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

If you want to display a notice, it must be stamped with an official IADT stamp (from the Students' Union, your Faculty, Department, Academic or Student Affairs). Material without an official stamp may be removed.

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.

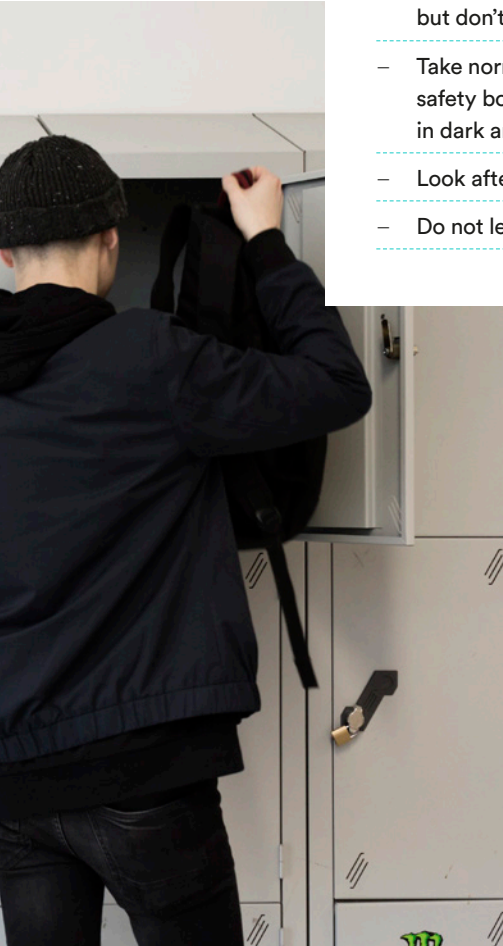
Insurance

All full-time students of IADT are covered by a free personal accident insurance scheme. Details 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, so:

- 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.





Green Campus

IADT supports the sustainable and environmental agenda, and has partnered with smarter travel workplaces and hosts events such as bike week. We also manage our waste by reducing, reusing and recycling.

Recyclable Material	Where to Recycle it	Location
Glass / Cans / Clothing	Neighbourhood recycling Centre	Kill Avenue, opposite the Media Cube
Paper / Cardboard	'Treecycler Boxes'	Distributed around the campus
Toner / Inkjet Cartridges	Information Services Office	Contact Paul O'Gorman: ext. 4780
Batteries	Information Services Office	Contact Pat Moffat: ext. 4772



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 www.iadt.ie.

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, and additional copies are available at Registration or 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.

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 its procedures and rules.

Regulations relating specifically to your course of study are provided separately through your Course Co-ordinator. The procedures and regulations published in this handbook refer to matters of a general nature that apply across IADT as a whole. The President or Registrar will, from time to time, issue explanatory memoranda or by-laws to give effect to these regulations.

Governing Body and Academic Council

IADT policies and business are overseen by a statutory Governing Body appointed by the Minister for Education and Skills. The Governing Body has nineteen members representing IADT, the State, staff, students, the community and businesses at large. It meets regularly to ensure IADT develops along agreed lines.

The Academic Council is appointed by the Governing Body to assist in the planning, co-ordination, development and oversight of our educational work. Among its many roles, it protects, maintains and develops the academic standards of the courses and IADT activities. The Academic Council advises the Governing Body on all matters relating to IADT's academic standards, course development and review, and teaching methodologies. Academic Council meets regularly to review our academic activities. Students are represented on both the Academic Council and the Governing Body.

IADT: Our Responsibilities

IADT recognises your proper status, that of an adult person, with the rights and duties of such. All registered students of IADT become full and active members of the community. The aim of this community is to provide higher education to the best national and international standards and to contribute to the overall development of the person. The community will endeavour to provide the necessary environment and related services so that these aims can be fulfilled.

Student Responsibility

You are asked 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).

The aim of these Regulations is to ensure that a suitable environment is maintained, 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.

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. In particular, persons using the student restaurant or internal courtyard must clear their rubbish to the litter bins provided and return trays to the clearing rack provided.
- 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 and smokers are requested to use these. Rolling cigarettes in the Library or other shared indoor locations is unacceptable.
- You are not allowed to bring alcohol or any non-prescribed drugs onto the campus.
- IADT noticeboards are reserved for official IADT-stamped notices. Notices should only be posted on the allocated noticeboards. Notices displayed at any other location will be removed. Notices concerning student events and SU affairs can only be placed on designated student noticeboards. Notices advertising alcohol/tobacco products or containing offensive language/images are not permitted and will be removed.

- 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 the Library.
- Misconduct in IADT or the campus/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.
- Criminal offences (including theft) will be referred to the civil authorities.

Attendance and 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.

Unsatisfactory attendance means less than 80% attendance at all scheduled sessions.

You are also reminded of the attendance requirements in relation to fulfilling the academic criteria for your course.

Please consult course handbooks or hand-outs for further details. Course Handbooks are available from Faculty Administrators.

Books and 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/tools as stipulated by your Lecturers from time to time.

When required by your Lecturer, as part of the safety/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 will result in a formal written warning from the Course Co-ordinator, with subsequent 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/or 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.

Please do not let this happen to you. If it does, take steps immediately: we have procedures in place for such situations, and we are here to help. Read the IADT Mutual Respect Policy at www.iadt.ie.

Online Communications

IADT requires and expects that respect will be shown to all staff and students when communicating online, in *any* context. 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 www.iadt.ie.

Undertaking Work on Behalf of a Client

During your years 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.

The application should contain the following particulars:

- Full details of the nature and extent of the work.
- The name and address of the client.
- An estimate of the duration of the work.
- A list of all IADT equipment or materials to be used in the execution of the work.
- An estimate of the costs associated with the production of such work.
- Details of any copyright implications that might arise.

Your Head of Faculty will consider your application and notify you in writing whether approval has been granted, either conditionally or otherwise, and what conditions, if any, are attached to such approval.

When an application has been approved, you will be personally responsible for payment to IADT for equipment, materials and other such services as may be used in connection with the execution of the commissioned work. The fees and costs shall be determined by your Head of Faculty.

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.

Be sure to read the Plagiarism Policy at www.iadt.ie.

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 and Ethics

Key elements of good academic practice include student awareness of matters such as copyright, plagiarism and data protection (as outlined previously). Another important aspect of good practice relates to ethical and professional practices in undertaking research, especially to ensure that research involving humans or animals is conducted appropriately. Ethical issues occur in all types of research. General ethical principles adopt the values of 'doing positive good' and 'the avoidance of harm' and these should be at the heart of any ethical consideration. Some basic general principles normally apply. For example: the research should not have the intent or obvious capacity to cause injury or other (such as psychological, emotional) harm; people should not be coerced or falsely led into taking part; consent or appropriate permission must be obtained before using an individual's personal details; and all relevant information – including any risks or disadvantages – should usually be made clear in advance to potential participants.

Good ethical practice requires that research carried out at IADT be conducted on the basis of respect for and adherence to regulatory guidelines and internationally accepted ethical norms focusing on the welfare of the study participants. 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 www.iadt.ie.

In cases where students are members of another organisation (e.g. a trades union or the Students Union) and consent to engage in an external research project run by one of those organisations, the project must be referred to the Ethics Committee (a sub-committee of the Academic Council) for approval.

Health and Safety

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 and 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.

Safe Practices When Working with Children and 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. (Persons must be a minimum of 16 on the 1st of January of year of application to a higher education institution. Therefore each year there may be small numbers of students who enter first year who are 16 or 17 years old).

- Visiting 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.
- 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, for example 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 www.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. Under Irish law, a child is a person under the age of eighteen, who is not or has not been married (Child Care Act, 1991). A vulnerable adult is a person aged 18 years or over who may require assistance to care for themselves, or protect themselves from harm or from being exploited. This may be because they have a disability (either mental health, intellectual or physical), a sensory impairment, are old and frail, or have some other form of illness.

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.
- Do not use the lifts.
- Once outside the building, proceed to the appropriate Assembly Point. Find and stay with your class group.
- Do not go into another building or leave the campus during this evacuation.
- Do 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 and Incidents

If an accident occurs:

- Inform the lecturer if in class, or the caretakers by phone: 4999 from any IADT phone or 01 239 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 and 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 and 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/class activity.

Alcohol, Drugs and Substance Abuse

Alcohol and drug abuse can lead to health problems including dependence. Students at IADT are not permitted to bring alcohol or non-prescription drugs onto campus.

'Drugs' in this context are taken to mean all drugs and similar substances the possession or use of which is unlawful or which are being used other than for bona fide medicinal purposes.

IADT considers that dependence is primarily a health problem and should be treated as such. IADT also recognises that some individuals who are dependent on drugs, alcohol or substances could be a source of risk to themselves and/or others in certain working environments (e.g. workshops, studios, laboratories) and action to protect people's health and safety may be needed.

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 that 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 Student Counselling or Health Centre services. 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 implications of being found in possession of illegal substances. Should you be found in possession of any illegal substance, regardless of content or intended use, the record you will have, should you be prosecuted and found guilty, will state that you have a drugs related conviction. This mark on your record will prohibit you from travelling to a number of countries, including the United States and Australia.

Read more about Health and Safety at IADT at www.iadt.ie.

IADT Student Disciplinary Procedures

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. Minor, serious and gross breaches of IADT regulations are reported on the Student Disciplinary Report form. The Disciplinary Board, a sub-committee of Academic Council, will adjudicate serious and gross breaches of student discipline.

You have the right to appeal any decisions reached by the Disciplinary Board. Read the Student Disciplinary Procedures at www.iadt.ie.

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/ computing privileges, withdrawal of concessions for access to studios or specialist areas outside of time-tabled 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.

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 25 and pages 27 regarding supports which may be available.

Parking Regulations

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.

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 www.ncps.ie/student_parking_disk.htm.

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/sticker will be automatically subject to sanction.

Parking Rules

- Subject to the availability of car parks, parking will be available at all times that IADT is open (7am–10pm, Monday–Friday, and 8am–5pm, Saturdays).
 - You may only park in designated car parks, and in clearly defined parking spaces, with your IADT Car Parking Permit displayed.
 - Some car parks have restricted parking times. Please make sure that you check the signs.
 - You are not allowed to park in the designated accessible spaces unless authorised to do so with the appropriate accessibility sticker.
 - Do not park on double yellow lines, yellow boxes, grass verges, grassed areas, footpaths and cycle paths or Blue Cube spaces.
 - Do not block fire exits and pedestrian crossings.
 - Do not park in loading bays except for bona fide reasons. The maximum waiting time in a loading bay is 15 minutes.
 - Do not park in any part of the Plaza (between the Atrium Building and the Quadrangle and Roisín Hogan House).
 - Cyclists may park only in bike racks provided.
 - Motorbike users may park only in motorbike parking spaces provided.
 - Unless prior arrangements have been made, you are prohibited from parking in the Blackrock Education Centre car park, the Monkstown Educate Together National School Staff car park, or in the Church grounds adjacent to the Campus.
 - If no spaces are available on campus, you should locate appropriate on-street or publicly designated parking areas. If parking in public places, please ensure that you park in accordance with the law and any bye-laws in force in the area and that you comply with any regulations governing the area where you park. Please also give consideration to the impact of your parking on any residents in the area.
 - 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 this policy, and to any part of this policy.
-

Sanctions for Parking Offences

We assume and expect that compliance with these parking regulations will be maintained by our students. Where you do not comply with the regulations any of the following sanctions may be imposed:

-
- Cars may have an *Unauthorised Parking* sticker affixed to them and their car registration noted.
-
- Cars may be clamped by an independent contractor retained by us for that purpose. In the event of this happening, all dealings will be between the car owner and the contractor.
-
- Cars may be removed or towed away by the contractor in situations where they are posing a health and safety risk (e.g. blocking fire access routes or fire exits). We do not accept liability for any damage to cars caused by the contractors.
-
- Parking privileges may be withdrawn from persistent offenders for relevant periods specified in the sanction. Any withdrawal of parking privileges will be authorised by the Secretary/Financial Controller. Any such withdrawal may be appealed to the President.
-
- Disciplinary Procedures may be invoked in the case of serious and persistent breaches of this policy.
-

Read the parking policy at www.iadt.ie.

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. It is unlikely many of these will affect you, but we welcome your feedback either way.

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 from the Faculty Offices and Reception. 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, the Office of Academic and 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.

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. For up to date Complaints + Disciplinary procedures and Mutual Respect Policy, please refer to www.iadt.ie.

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

Contact Details: Office of the Ombudsman

A 18 Lower Leeson Street, Dublin 2

T + 353 1 639 5600

T 1890 223 030 (Lo-call)

F + 353 1 639 5674

E ombudsman@ombudsman.gov.ie

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

If you are under 18 or an adult who knows a child who you feel has been unfairly treated, or you are not satisfied with our decision on your complaint, it is open to you to contact the Ombudsman for Children's Office. 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

**Welfare – Helpful
Telephone Numbers
+ Websites**

Accommodation

IADT Students' Union facilitate a Facebook Accommodation page for students present and incoming to post if they are looking for student accommodation. It is the responsibility of the student to vet the accommodation advertised and ensure it meets the required standard. www.facebook.com/iadtaccommodation.

Online Accommodation Databases

One of the most frequently used accommodation search engines is [Daft.ie](https://www.daft.ie). The website also offers the 'search by college' function within its 'advanced search' function and allows you to post your own advertisement via the 'Team Up Database'.

Property Search Sites	Info
www.daft.ie	Advanced search function – colleges
www.rent.ie	
www.myhome.ie	Student section
www.collegecribs.ie	
www.let4u.ie	
www.propertycheck.ie	
www.collegeliving.ie	Student residences
spunout.ie/life/article/student-accommodation	Practical information + advice on how best and where to find student accommodation
Accommodation Advice	Info
Dublin Simon Community	01 671 5551 / www.dubsimon.ie
Homeless Service	01 205 4700
Threshold	1890 334 334 / www.threshold.ie

**Welfare – Helpful
Telephone Numbers
+ Websites**

Emergency

For onsite emergencies, please dial 4999 from any IADT phone, or 01 239 4999 from a mobile.

For outside emergencies or medical emergencies, dial 112 or 999; or contact your nearest GP or Hospital which can be located using this portal www.hse.ie/eng/services/maps/.

Finances	Info
MABS	0761 07 2000 / www.mabs.ie
Student Finance	www.studentfinance.ie
Legal Aid + Advice	Info
FLAC [Free Legal Aid Centres]	1890 350 250 / www.flac.ie
Legal Aid Board	1890 615 200 / www.legalaidboard.ie
Literacy	Info
Dún Laoghaire Adult Learning Centre	01 285 5633
Personal Safety	Info
Crime Victims Helpline	116 006
Garda Confidential Line	1800 666 111
AMEN Male victims of Domestic Abuse	046 902 3718
Bray Woman's Refuge	01 286 6163
CARI [Children at risk in Ireland]	1890 924 567
National Association for Victims of Bullying	0506 31590
National Domestic Violence Helpline	1800 341 900
National Sexual Violence/Rape Crisis Helpline	1800 77 88 88
One in Four	01 662 4070
Sexual Assault Treatment Unit	01 817 1736

**Welfare – Helpful
Telephone Numbers
+ Websites**

Crisis Support Resources	Info
Pieta House	01 6010000 / www.pieta.ie
Samaritans [24 hour telephone support]	116 123
The Little Book of Support [Crosscare]	Pick up a copy @ IADT
Transport	Info
Bus Éireann	1850 836 611 / www.buseireann.ie
Dublin Bus	01 873 4222 / www.dublinbus.ie
Irish Rail [including DART]	1850 366 222 / www.irishrail.ie
Luas	1850 300 604 / www.luas.ie
Youth	Info
Youth Information Service Dún Laoghaire [Crosscare]	01 284 4085 [ext 610]

For further information on resources, see:

www.iadt.ie (Student Counselling Service and Student Health Centre)

www.iadtsu.ie (Students' Union)

Other	Info
AHEAD	01 716 4396 / www.ahead.ie
BTEA	1890 202 325 / www.welfare.ie
Department of Education + Skills	01 889 6400 / www.education.ie
Department of Social Protection	01 214 5540 [Dún Laoghaire Office] / www.welfare.ie
Irish Council for International Students	01 660 5233 / www.icosirl.ie

Student Calendar 2016/17 – Key Dates

2016	Sep	01	02	03	04	05	06	07	08	09	10	11	12
	Oct	01	02	03	04	05	06	07	08	09	10	11	12
	Nov	01	02	03	04	05	06	07	08	09	10	11	12
	Dec	01	02	03	04	05	06	07	08	09	10	11	12
2017	Jan	01	02	03	04	05	06	07	08	09	10	11	12
	Feb	01	02	03	04	05	06	07	08	09	10	11	12
	Mar	01	02	03	04	05	06	07	08	09	10	11	12
	Apr	01	02	03	04	05	06	07	08	09	10	11	12
	May	01	02	03	04	05	06	07	08	09	10	11	12
	Jun	01	02	03	04	05	06	07	08	09	10	11	12
	Jul	01	02	03	04	05	06	07	08	09	10	11	12
	Aug	01	02	03	04	05	06	07	08	09	10	11	12

	Registration + Induction for New Students
	Classes for All Undergraduate Students
	Other Classes
	Written Examinations
	Institute Closed [Sundays/Holidays]
	Reading days for students
November 18 2016	Graduation Ceremony

Some dates may change

13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

* **End of Term Dates 2017**

May 05 2017	Enterprise + Humanities All undergrad students
May 05 2017	Yr 1, 2 + 3: Film + Media; Design + Visual Arts
May 05 2017	Technology + Psychology All undergrad students
June 07 2017	Yr 4 - Award Year: Film + Media; Design + Visual Arts

Get in touch

T + 353 1 239 4000

E info@iadt.ie

W www.iadt.ie

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

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

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

