

**Institute of  
Art, Design +  
Technology  
Dún Laoghaire**

**make the  
most of it**

**Student  
Handbook 2019**

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welcome  
to iadt

## Welcome



### President

Dr Annie Doona

## Welcome to IADT

With a reputation as Ireland's leading creative, cultural and technological higher education provider, IADT is unique in our ability to connect, collaborate and create. The students and staff make IADT what it is: a campus full of energy and enthusiasm.

Third level education is exciting and challenging. Therefore, whether you are joining us for the first time – either from 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 our mature and part-time students. I wish you all every success in your studies.

We want students to leave IADT fully prepared to make a valuable contribution to work and society. That means more than academic qualifications; it is also about getting involved in the life of the campus. If it's your first time at IADT, our First Year Matters programme is a great way to settle in and find your feet on campus. There are plenty of ways to participate: through the Governing Body, Programme 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 campus life.

This Student Handbook is your guidebook for the 2019/2020 year, please make good use of 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 that you have set for yourself. You will also be given a Programme Handbook with specific information relevant to your studies, and will be emailed IADT's Learner Charter which sets out your rights and responsibilities, both to IADT and to each other. You will also find plenty of helpful information on [iadt.ie](http://iadt.ie).

I hope you have a great year with us.

**Dr Annie Doona**  
President

## Fáilte

## Fáilte go IADT

Le cáil orainn mar an soláthróir ardoideachais cruthaitheach, cultúrtha agus teicneolaíochta is mó le rá in Éirinn, tá IADT uathúil maidir lenár gcumas nascanna a dhéanamh, coimhoibriú agus cruthú. Is iad na mic léinn ags baill foirne atá taobh thiar de rath IADT - is é sin le rá campas atá lán d'fhuinneamh agus díograis.

Tá oideachas tríú leibhéal spreagúil agus dúshlánach. Mar sin, cíbe má tá tú linn don chéad uair – ó Éirinn nó mar chuid dár líon méadaitheach de mhic léinn idirnáisiúnta, a chuismsíonn iad siúd ar Mhalartú Eorpach Erasmus – nó má tá tú ag fillleadh, tá sé go maith go bhfuil tú anseo. Fáilte chomh maith roimh ár mic léinn lánfhásta agus mic léinn pháirtaimseartha. Guím gach rath oraibh le bhur staidéir.

Teastaíonn uainn go bhfágfaidh mic léinn IADT lánnullamh chun cur go fiúntach leis an saol oibre agus leis an sochaí. Tá níos mó ná cáilíochtaí acadúla i gceist le sin; ciallaíonn sé freisin a bheith páirteach i saol an champais. Más é seo do chéad uair ag IADT, is slí iontach í ár gclár First Year Matters chun dul i dtaithí ar an gcampas. Tá go leor bealaí le bheith rannpháirteach: tríd an mBord Rialaithe, Boird Chláir, Comhairle Acadúil, Seirbhísí Mac Léinn agus coistí eile. Tá a lán mac léinn gníomhach i gclubanna spóirt agus sóisialta, agus tá siad páirteach i ngníomhaíochtaí pobail agus deonacha. Cuireann ár nAontas na Mac Léinn rathúil agus gníomhach go mórmhór le saol an champais.

Is é an Lámbhleabhar Mac Léinn do threoirleabhar don bhliain 2019/2020, bain leas maith as le do thoil. Tá eolas tábhachtach ann i dtaobh go leor gnéithe den saol ag IADT, agus faoin réimse tacaíochtaí agus seirbhísí atá ar fáil chun cabhrú leat na spriocanna atá leagtha amach agat duit féin a bhaint amach. Tabharfar Lámhleabhar Cláir duit chomh maith le heolas speiceasach bainteach le do staidéir, agus seolfar Cairt Fhoghlaimseartha IADT chugat i ríomhphost a leagann amach do chearta agus freagrachtaí i leith IADT agus i leith a chéile. Gheobhaidh tú neart eolais cabhrach ar [iadt.ie](http://iadt.ie) freisin.

Tá súil agam go mbeidh sárbhliain agat linn.

**An Dochtúir Annie Doona**  
Uachtarán

## About IADT + You

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

## About You + IADT

This Handbook has important information about what we expect from our students, including essential details about registration, fees, exams and assessments. Please read carefully. (Hint: maybe start with Registration on page 24, because if you don't sort that out, you can't do much else). If you have a query about any aspect of IADT's day-to-day workings, systems or procedures, check here first or visit [iadt.ie](http://iadt.ie). This Handbook is IADT in miniature. Make the most of it.

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





## Faculty Offices + Information Point

### Faculty Offices

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

### Information Point

The Information Point is the first port of call for general information for students. If you need to have routine forms stamped or signed by IADT, bring them to the Information Point Desk in the Atrium Building together with your student ID card.

These include:

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

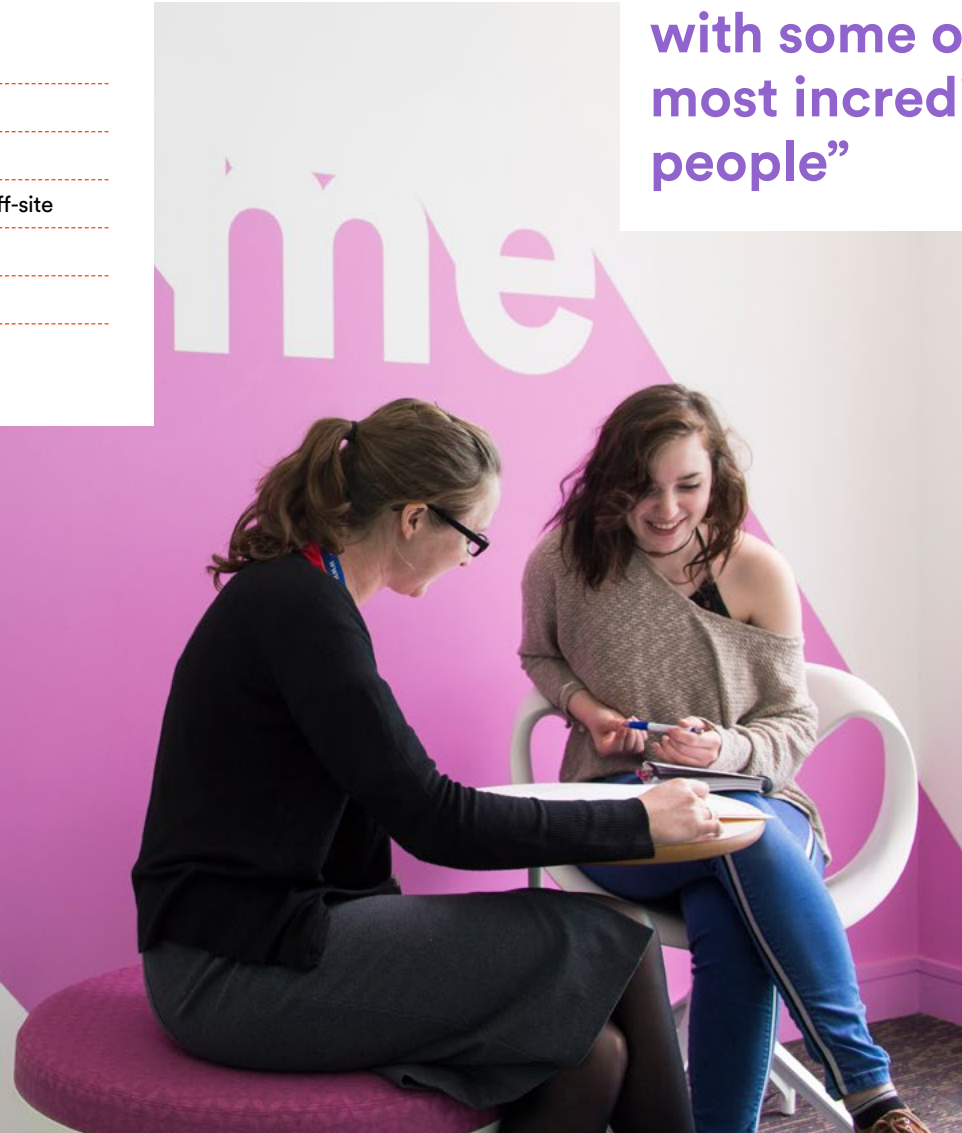
**Opening Hours are 9am – 4pm, Mon–Fri.**

## IADT Staff

### IADT Staff

To contact any IADT staff (whether academic or administrative staff, support services or management), use the online staff directory: [iadt.ie/about/staff](http://iadt.ie/about/staff).

“I earned valuable life skills as well as making friends with some of the most incredible people”



our support  
services

there  
for you



## Student Experience

<b>Manager</b>	Denise McMorrow
<b>Phone</b>	+353 1 239 4819
<b>Email</b>	Denise.McMorrow@iadt.ie
<b>Location</b>	Student Experience Area, Carriglea Building

The Student Experience Team at IADT provides inclusive support services to all students. Our team is here at all times for you to ensure your needs are met, and that you enjoy your experience studying at IADT as an independent learner. We welcome any feedback you have to improve our services, and our doors are always open for any questions or queries. We look forward to working with you during your time with us.

Find out more on [iadt.ie/services](http://iadt.ie/services).

## First Year Matters

<b>Co-ordinator</b>	Leah de Lacey
<b>Phone</b>	+353 1 239 4895
<b>Email</b>	Leah.deLacey@iadt.ie
<b>Location</b>	Student Experience Area, Carriglea Building

First year is a time of change, and can be challenging. As part of a schedule of Student Engagement Activities, First Year Matters is designed to support all new students and ensure you settle in successfully. The programme is run over the first four weeks of the academic term by the Student Experience team and the Students' Union with support from twelve Student Leaders and first year academic tutors. First Year Matters offers genuine benefits to incoming students, so make friends, have fun, and settle in smoothly!

Find out more on [iadt.ie/services/institute-student-services/first-year-matters](http://iadt.ie/services/institute-student-services/first-year-matters).

## Student Health Centre

<b>Doctors</b>	Dr Nina Byrnes and Associates
<b>Nurses</b>	Joan Broderick / Suzanne Keily
<b>Phone</b>	+353 1 239 4760
<b>Location</b>	Atrium Building ground floor, opposite the student canteen

This service is in addition to your own family GP or specialist health care provider. If you have a pre-existing medical condition, you are advised to register with the Health Centre in IADT, at the start of your programme. If you are not from the Dún Laoghaire area and have a medical card (GMS), 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.

Appointments may be made by visiting the Student Health Centre or by contacting the Administrator at [+353 1 239 4760](tel:+35312394760). 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 the Administrator at [+353 1 239 4760](tel:+35312394760). You must pre-book a GP appointment, a €10 charge applies. There is a Doctor's clinic on Tuesday and Thursday mornings on campus and can be subject to change from time to time. Off Campus appointments can be arranged via the Health Centre.

Further information is available [iadt.ie/services/institute-student-services/health-centre](http://iadt.ie/services/institute-student-services/health-centre).

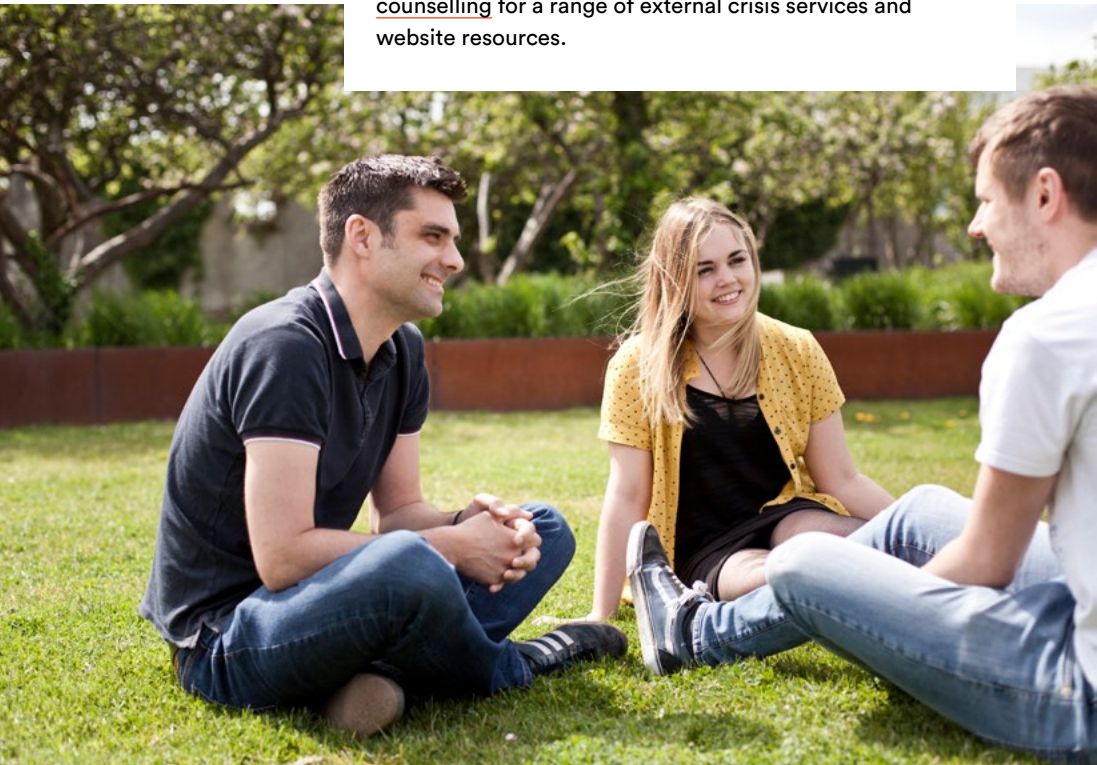
## Student Counselling Service

<b>Phone</b>	+353 1 239 4650
<b>Email</b>	StudentCounselling@iadt.ie
<b>Location</b>	Student Experience Area, Carriglea Building

The Student Counselling Service is free and confidential for all IADT students. Some of the difficulties which the counsellor helps with are: depression, anxiety, panic attacks, obsessive compulsive disorder (OCD), bereavement and loss, relationship issues, stress and difficulty coping, self-esteem, traumatic experiences, PTSD (Post traumatic stress disorder), eating disorders, issues related to sexual identity, problems with adjustment and cultural shock.

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

Please check out the Student Counselling Section on [iadt.ie/services/institute-student-services/student-counselling](http://iadt.ie/services/institute-student-services/student-counselling) for a range of external crisis services and website resources.



## Careers Centre

### Careers Information, Planning + Development

<b>Phone</b>	+353 1 239 4670
<b>Email</b>	careers@iadt.ie
<b>Location</b>	A203b Library (Second Floor)

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

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

Adjacent to the Careers Office in the Library is an Information Corner where you can research hardcopy and online resources. Look for updates on [iadt.ie/services/institute-student-services/careers-advisory-service](http://iadt.ie/services/institute-student-services/careers-advisory-service).

### Appointments

Appointments can be arranged by phone, 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

<b>Access Officer</b>	Sinead McEntee
<b>Phone</b>	+353 1 239 4628
<b>Email</b>	Sinead.McEntee@iadt.ie
<b>Location</b>	Student Experience Area, Carriglea Building

The Access Office is here to assist you in your preparation for, and integration into, third level education by providing confidential, personal support in an informal way throughout your time at IADT.

### Financial Support

- The Access Officer is also available to offer advice and guidance in relation to financial supports available to students. Details of the Student Assistance Fund (SAF) can be found on the Student Finance section of our website: [iadt.ie/services/institute-student-services/student-finance](http://iadt.ie/services/institute-student-services/student-finance).
- You are also advised to visit [studentfinance.ie](http://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. Particular sensitivity to your needs is recognised at all times.

Get further information on IADT's Access Office at [iadt.ie/services/institute-student-services/access-social-inclusion](http://iadt.ie/services/institute-student-services/access-social-inclusion).

## Disability Support Service

<b>Phone</b>	+353 1 239 4895
<b>Email</b>	disabilityservices@iadt.ie
<b>Location</b>	Student Experience Area, Carriglea Building (C002)

### Students with Disabilities

IADT is committed to creating an accessible and open learning environment for all students. The Disability Officers, Heads of Department, academic staff, and any other relevant personnel will work together with you on your areas of need. The Disability Support Service offers support to all students by designing individualised and goal-orientated support programmes to target each area in which you want to improve. Detailed information is available at [iadt.ie/services/institute-student-services/disability-support-services](http://iadt.ie/services/institute-student-services/disability-support-services).



<b>Phone</b>	+353 1 239 4790 / 4590
<b>Email</b>	learningsupports@iadt.ie
<b>Location</b>	Student Experience Area, Carriglea Building

The Learning Support Service provides practical support for all students with the writing and research requirements of their programme. Seminars and individual tutorial sessions are available to all students throughout the academic year. You can also find a range of learning resources on [iadt.ie/services/institute-student-services/learning-supports](http://iadt.ie/services/institute-student-services/learning-supports).

**Topics include:**

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

**Assistive Technology**

<b>Tutor</b>	Colm Olwill
<b>Phone</b>	+353 1 239 4795
<b>Email</b>	colm.olwill@iadt.ie
<b>Location</b>	Atrium Building – Room A108b

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. The Service is open Tuesday, Wednesday and Thursday, term time only.

Detailed information and resources are available at [iadt.ie/services/institute-student-services/assistive-technology-services](http://iadt.ie/services/institute-student-services/assistive-technology-services).

**Other Welfare Services**

A list of other welfare services is available on [iadt.ie/services](http://iadt.ie/services).

Third Level Access and Disability is co-funded by the Department of Education and Skills and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.



**Erasmus Coordinator** Elena Somoza  
**Phone** + 353 1 239 4922  
**Email** erasmus@iadt.ie

**IADT is proud to participate in the ERASMUS+ Programme, which encourages international mobility.**

**ERASMUS allows you to:**

1. Study for a term / semester or for a full academic year at a range of Higher Education Institutions across Europe. You will study a programme similar to yours, which is recognised as fulfilling your programme requirements at home. Programmes you can exchange with are often taught in English.
2. Do a traineeship / work placement relevant to your programme for a term / semester in a European company / organisation. Time spent abroad will be recognised as fulfilling your programme requirements at home. Traineeships are also open to recent graduates.

Time spent on ERASMUS studies / traineeships is fully accredited by IADT using the European Credit Transfer System (ECTS). Find out more about your ERASMUS opportunities at IADT on [iadt.ie/study/erasmus](http://iadt.ie/study/erasmus).

**“I participated in an Erasmus exchange programme in KuvA, the University of the Arts in Helsinki. The emphasis on exhibiting in KuvA has been invaluable to my art practice, as well as connecting with artists and institutions in other countries. I have also just completed an Erasmus recent graduate traineeship in Copenhagen.”**

- Aoibhe Jessen, BA [Hons] in Art graduate, 2018

registration,  
exams + fees

need  
to know



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

### **Opening Times**

The office, located in Room A027, is open to students from 9am to 5pm, Mon–Fri.

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### **Registration on a Programme**

#### **Registration**

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

Registration is completed online each year you are a student. Fee payment is also made online. New students must provide certain documents regarding any previous third level education. Continuing students must register online by the dates specified. If you do not register for your programme on time, you may lose your place.

#### **Late Registrations**

If you have not registered as advised, the following dates apply:

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**18 October 2019** – Final date for registration

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**31 October 2019** – Late registrations after this date are liable to pay full tuition fees as well as the student contribution

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**31 January 2020** – Late registrations after this date are liable to pay full tuition fees, the student contribution, and any associated costs which may arise

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#### **Non-payment of Fees**

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

If you are in bad financial standing you will not be permitted to progress to the next stage of your programme, 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**

You will receive a Student Card when you register. It is an identity card, so please carry it with you at all times on campus. It must be produced to any member of IADT staff or other person authorised by us. It remains the property of IADT and if you withdraw from your programme, you must return it with your withdrawal form. If you lose your card, you can order a duplicate online for €10. You can pick it up from the Office of Academic + Student Affairs showing your email receipt for payment.

#### **Change of Address**

You must register your address(es) with the Office of Academic + Student Affairs. Let us know promptly if you change your address. All formal correspondence is issued to the home address held on file.



### **Leave of Absence**

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

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

A student may apply for a leave of absence prior to the commencement of a continuing year of a programme if they are unable to continue their studies due to unforeseen or exceptional medical, financial or family reasons.

Requests for a leave of absence should be made before April 30th in relation to the following academic year.

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

In exceptional cases, a student may not be able to complete their year of study because of family, personal, health or financial reasons. If this is the case, you should seek advice from your Year Tutor, Programme Chair, Head of Department, or Student Experience staff. You can apply for a leave of absence with a view to returning to IADT in the following academic year to begin your year of study again. Requests for leave of absence must be made before the last working day in March in the current academic year.

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

IADT does not normally consider applications for a leave of absence in respect of these programmes. In the case of serious medical or personal situations, a leave of absence may be granted, subject to the programme being offered in the following academic year.

#### **How to apply for a leave of absence**

Complete the Leave of Absence Form within IADT's timelines. Forms are available from the Information Point, or from [iadt.ie/study/current-student-info/leave-of-absence-deferral-of-assessment](http://iadt.ie/study/current-student-info/leave-of-absence-deferral-of-assessment). Instructions are on the form.

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### **Deferrals**

#### **What's next?**

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

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#### **Deferral of one or more Module Assessments**

In exceptional cases, a student may not be able to complete a module assessment because of family, personal or health reasons, and may wish to have the repeat sitting considered as a first attempt. If this is the case, you should seek advice from your Year Tutor, Programme Chair, Head of Department or Student Experience staff.

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

#### **How to apply for a Deferral of Module**

Complete the appropriate form within IADT's timelines. Forms are available from the Information Point, or from [iadt.ie/study/current-student-info/leave-of-absence-deferral-of-assessment](http://iadt.ie/study/current-student-info/leave-of-absence-deferral-of-assessment). Instructions are on the form.

#### **Financial Implications of Deferral**

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



### Applications for Repeat Leave of Absence or Deferrals

It is expected that students will take up their place after a leave of absence or deferral. Those in receipt of a Leave of Absence should confirm to the Office of Academic + Student Affairs their intention to return by March 31st. Applications for a subsequent leave of absence or deferrals will normally be refused. In exceptional circumstances however, IADT may allow a second leave of absence or deferral.

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

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

### Withdrawal

#### Withdrawal from IADT

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

- Have you spoken to your Year Tutor, Programme Chair, a Student Counsellor, Students' Union Officer, Student Experience Staff or other member of staff? They can give you good advice.
- If you have definitely decided to leave IADT, you must complete a Withdrawal Form. These are available from the Information Point and from [iadt.ie/study/current-student-info/leaving-or-withdrawing-from-iadt](http://iadt.ie/study/current-student-info/leaving-or-withdrawing-from-iadt). Return the form to the Office of Academic + Student Affairs for processing. It is in your own best interest to let us know as soon as possible that you intend to withdraw. Not withdrawing officially may affect your fee situation.
- You must also return your Student Card and any outstanding Library materials.

### Financial Consequences of Leaving a Programme Prematurely

It is important that you withdraw formally, or it could cost you money. This is a complex area with lots of rules, so email us at [feesgrants@iadt.ie](mailto:feesgrants@iadt.ie) for specific information on your case or check out [studentfinance.ie](http://studentfinance.ie).

#### Key Dates

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

<b>31 Oct</b>	Free Tuition Fees for this stage (year)
<b>31 Jan</b>	Half Tuition Fees for this stage (year)
<b>After 31 Jan</b>	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 Programmes	Full Refund	No Refund	No Refund

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

### **Examination Procedures + Regulations**

Assessments / examinations are conducted in accordance with the IADT Marks and Standards document. Examination Procedures and Regulations are available at [iadt.ie/study/current-student-info/exams-assessments](http://iadt.ie/study/current-student-info/exams-assessments).

### **Modes of Assessment**

These vary from programme to programme. Your Lecturer, Year Tutor or Programme Chair will give you details about what is required of you during the year, and how each element contributes to your final grade for the year.

### **Continuous Assessment**

Continuous assessment is important, not only because it contributes to your grades for the year, but also because it provides an opportunity for feedback and discussion. This will help you to identify strengths and weaknesses and to adjust your studies accordingly. Work and projects prepared as part of your continuous assessment help you to develop your confidence and self-reliance skills, as well as your ability to manage your time, work with others, and to meet deadlines. You are required to meet deadlines - prompt feedback can only be provided when work is prepared and submitted on time.

Only in exceptional circumstances may an extension of a deadline be permitted. Extensions must have the approval of the appropriate Lecturer. You will be informed regularly of your standing in relation to continuous assessment work. If your Lecturer has reasons to be concerned about your academic standing in this regard, they will advise you of this.

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

### **Written Examinations**

Many of our programmes require written examinations. Your Lecturers or Programme Chair will provide details. The detailed timetable for formal written examinations will be posted on [iadt.ie/study/current-student-info/exams-assessments/examination-timetables-and-regulations](http://iadt.ie/study/current-student-info/exams-assessments/examination-timetables-and-regulations) at minimum four weeks of the start of the examinations. The general start and finish dates are set in advance – see the Student Calendar on [iadt.ie/study/calendar](http://iadt.ie/study/calendar).

### **Conduct of Candidates during Written Examinations**

The regulations for the conduct of candidates during written examinations and the examinations timetable will be posted on [iadt.ie/study/current-student-info/exams-assessments/examination-timetables-and-regulations](http://iadt.ie/study/current-student-info/exams-assessments/examination-timetables-and-regulations). It is 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 will be made available to students via Digitary Core via your student email address – it is important that you access this email address to receive your official transcript. 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. All communications regarding Examinations / Assessments (along with other official information) will be issued via your student email address so it is vital that you can access this and check your account regularly.

## 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

<b>X</b>	Exemption currently held for this module
<b>WH</b>	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 programme.

<b>EX</b>	Exemptions Granted. Passed at least one module. No requirement to retake passed modules. Must complete outstanding D, F, I or NP grades.
<b>AB</b>	Absent
<b>WH</b>	Withheld - See Exams
<b>DE</b>	Deferred
<b>WD</b>	Withdrawn from Programme
<b>FL</b>	Failed in all modules
<b>PS</b>	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 Programmes are classified on a Pass/Fail basis.

## Progression

What you need to achieve in order to move to the next stage of your programme 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 programmes. 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. Students on Erasmus studies abroad can only compensate up to 5 credits.
- You can only compensate for 'D' grades in the first sitting.
- An Overall Result is awarded to each student. An overall result of PASS indicates that you have successfully completed the stage of study indicated on your Student Transcript and may progress to the next stage.
- An Overall Result of FAIL indicates that you must re-sit examinations in all modules.
- An Overall Result of EXEMPTIONS GRANTED indicates that you have achieved a PASS in some modules and you will not be reassessed in those modules. However, you must re-sit examinations in all modules for which you received grade D, F, I or NP.
- You must achieve grade C in all repeat modules in order to progress. Compensation is not allowed.
- If you have to repeat a D, F or NP grade in an award year, the final degree will be capped at a Pass. 'Repeat for Honours' in an award year is not permitted.

### Briefing Following End-of-year Results

After provisional results have been issued, you can discuss these with your Year Tutor, Programme Chair 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

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



### Repeat Assessments / Exams

Should you fail your end-of-year assessment / examination, the Office of Academic + Student Affairs will register you for repeat examination / assessments. 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 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. For these modules, a maximum of one repeat attempt is permitted for any stage. See the next section "Repeat with Attendance" for more information.

Where the opportunity to present for assessment / examination in the Autumn of the same year is 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. The Office of Academic + Student Affairs will register you for repeat modules. 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: €819 (total tuition fee) + €3,000 (total student contribution) for the year divided by 60 (i.e. total credits in a stage) = €63.65, multiplied by 15 (i.e. the number of credits repeated in this example) = €954.75.

Please note that the fee / contribution amounts are correct at the time of writing. However, these may change from year to year.

### Progression with Credit Deficit

Progression to a subsequent stage of a programme is dependent on the attainment of 60 credits (or total credit numbers as defined in the approved programme schedule) and a minimum GPA of 2.00. In exceptional circumstances, and at the discretion of the Examinations + Assessment Board, a full-time student may be allowed to proceed to the subsequent stage (excepting an award stage) of a programme 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 programme.
- Withdraw from the programme during the year, regardless of the circumstances.

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

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

#### Student Appeal Process

The Assessment Appeals Board convenes as necessary after assessment periods scheduled in the academic calendar. The decision of the Board meeting will be sent to the student within five working days. If the appeal is successful, the appeal fee is refunded.

#### Before a student submits an appeal

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

#### If a student decides to make an appeal

Appeal fees are €25 per module, up to a maximum of €100 per sitting. This fee is paid online via [epay.iadt.ie/open](http://epay.iadt.ie/open).

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

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

Appeals will not be accepted unless you have signed the appeal form and paid the appropriate fee. Forms are available from [iadt.ie/study/current-student-info/appeal-of-assessment-result](http://iadt.ie/study/current-student-info/appeal-of-assessment-result).

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

This deadline will be strictly adhered to. Third party appeals will not be accepted.

### Grounds for an Appeal of an Examination / Assessment

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

Details of the appropriate appeals grounds, including appeals made on the grounds of medical, personal or extenuating circumstances can be read on the IADT Assessment Appeals Procedures on [iadt.ie/study/current-student-info/appeal-of-assessment-result](http://iadt.ie/study/current-student-info/appeal-of-assessment-result).

### What the Appeal Board does not do

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



### Appeal to the President

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

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





The information supplied in this section is correct at the time of publication. However, it is subject to change. You should check with the appropriate agencies.

**Student Contribution**

**Do I Have to Pay a Student Charge?**

A Student Contribution of €3,000 is payable by every full-time undergraduate student in the academic year 2019/2020. Those not in receipt of a maintenance grant should pay the full amount on registration. There are two important dates for payment – the first is October 31st, the second is January 31st. It is expected that all fees owing are paid by January 31st. With online payment, you can pay in various stages if you so wish, but all fees should be paid in full by the end of January. You will be emailed by the Fees Office with reminders of these dates. If you can provide documentary evidence at registration that you have been awarded a maintenance grant you will not be required to pay the charge. If you are subsequently awarded a maintenance grant, please bring the letter in to the Office of Academic + Student Affairs so we can refund any contribution paid directly into your bank account.

**Fees**

**Do I Have to Pay Tuition Fees?**

Irish and other EU nationals attending full-time Ordinary or Honours Degree programmes for the first time pay a Student Contribution of €3,000 (subject to change).

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

**Indicative Undergraduate Fee Schedule 2019/2020**

Programme Type	Years	EU Student fee € per annum	non EU Student fee € per annum*
Ordinary Degree	3 Full-time	€3,250	€13,500
Honours Degree	4 Full-time	€3,819	€13,500

The fee for most Accredited Part-Time Programmes is €900 (for the academic year 2019/2020). For specific postgraduate programme fees, see [iadt.ie/courses](http://iadt.ie/courses).

Get further details on fees or grants at [iadt.ie/study](http://iadt.ie/study) or contact the Office of Academic + Student Affairs on +353 1 239 4722 or email [feesgrants@iadt.ie](mailto:feesgrants@iadt.ie).

**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, see [citizensinformation.ie/en/education/third\\_level\\_education/](http://citizensinformation.ie/en/education/third_level_education/).



## Grants

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

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

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

If you are changing your programme or progressing to a new programme, 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. Currently, no grants are available to those studying on a part-time basis.

If you withdraw from or defer your programme, you are obliged to inform SUSI of this.

### Social Welfare (Consolidation) Act

IADT is obliged by law to provide 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.

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### Conferring

A Conferring Ceremony is held in November each year for graduating students. Graduands at the Conferring Ceremony wear academic dress. Information is emailed to graduands prior to the conferring ceremony and will be available on [iadt.ie/study/current-student-info/graduation](https://www.iadt.ie/study/current-student-info/graduation).

Separate presentations are held for students successfully completing Accredited Part-Time Programmes. Students will be notified directly about these ceremonies by Faculty.

IADT Students' Union (SU) is dedicated to representing and protecting the rights of its members. Every IADT student is a member of the Union. The Union acts as mandated by its members; representatives from each class (called Class Reps) form Class Rep Council, the mandating body of the Union, which meets monthly. The Union campaigns for student rights both inside and outside the college, and is an affiliated member of USI. We also aim to support IADT students on the ground throughout their time in college; from offering one-to-one advice on welfare, finances and education to representing the entire student body at an academic level (from Teaching + Learning to IADT's Governing Body, as well as representing individuals in disciplinary or appeals procedures) and arranging events and spaces for student activism.

**The Chapel**

The Chapel is the SU base; an ideal area to relax, play pool, listen to music, or just chill out. Our office is located just behind the stage in the Chapel, so stop by and say hi.

Name	Position
Anthony Dunne	President
Oran Moten	Education Officer
Eimear Boyd	Welfare + Equality Officer
Rae Lavis	LGBTQ+ Rights Officer
Danny Tynan	Disability Officer

**Contact the SU Office:**

**T** +353 1 239 4646

**W** [iadt.ie/study/college-life/students-union](http://iadt.ie/study/college-life/students-union)

**f** [facebook.com/IADTsu](https://facebook.com/IADTsu)

**“IADT is a creative campus, most of the students are creators themselves”**



### Clubs + Societies

Clubs + Societies are at the core of the IADT student experience. The SU caters for all types of sports clubs and societies. 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 set one up, get in touch with the SU Clubs and Societies Officer, on [+353 1 239 4646](tel:+35312394646) or [clubssocsiadt@gmail.com](mailto:clubssocsiadt@gmail.com).

life  
on campus

day to  
day

### Information Services

Make the most from your programme with our excellent facilities. We have a well-equipped and extensive range of computing and audio visual (AV) services. The Information Services Office is a specialist team of professionals who deliver Information and AV services. The service provides consultation and support on the use of all technological resources, and works very closely with the Students' Union to try to improve the Information Services provision for everyone.

Information Services offer a wide range of services from printing to virtual learning environment (Blackboard), to supporting all computer labs across the campus. Visit [iadt.ie/is](http://iadt.ie/is) for a full list of all our services and how best to access them.

Should you have an issue with any part of our service, check the website for a solution first. If you need to get in touch, or to report an issue, please email the Service Desk at [support@iadt.ie](mailto:support@iadt.ie).

### Data Protection

IADT is a Data Controller and complies with its obligations under the Data Protection Acts of 1988, 2003, the Data Protection Bill 2018 and General Data Protection Regulation (GDPR).

Data Protection aims to protect individuals' right to privacy with regard to the processing of their personal data by those who control such data. The legislation applies to personal data held in both manual and electronic format.

Data subjects have enhanced rights under the GDPR. These include the right to:

- Seek confirmation that their data is being processed.
- Access to their personal data free of charge and usually within 30 days.
- Be made aware of certain information at the point of collection of personal data.
- Rectify inaccurate personal data.
- Exercise their right to be forgotten (with restrictions).

- Restrict the processing of their data in certain circumstances.
- Transfer data from one organisation to another.
- Object to direct marketing.
- Object to automated decision making or profiling.

For more information on Data Protection, please see [iadt.ie/about/your-rights-entitlements/gdpr](http://iadt.ie/about/your-rights-entitlements/gdpr) or email [dataprotection@iadt.ie](mailto:dataprotection@iadt.ie).

### Freedom of Information

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

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

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

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

For more information on Freedom of Information, please see [iadt.ie/about/your-rights-entitlements/freedom-of-information](http://iadt.ie/about/your-rights-entitlements/freedom-of-information).



## Library Services

Our 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 [iadt.ie/services/library](http://iadt.ie/services/library).

With the Electronic Library service available 24/7 you can access our electronic resources, online catalogue, ebooks, ejournals and databases anywhere you have Internet access. Check out the library page on the IADT website.

### Explore Your Library!

Drop by the Library Desk on level 1 and ask a library team member to show you around. If you have a library query or if you wish to book an information skills session for you or your class, ask a member of our team and they will be happy to assist. You can also book a one-to one session with a member of the library team who will help you learn where to find information and how to use the electronic resources.

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 device and connect to IADT's wireless network.

Level 1 is the designated collaborative study area. The furniture allows you to create your own space to work in groups or relaxed individual study spaces. Level 2 is the designated quiet study space and we ask you to please be quiet in this space. If you need to discuss / collaborate with your colleagues, please work on level 1.

Our quick and easy self-service kiosks provide enhanced library services, so use them to borrow library material.



## Library Cards

Your Student Card is your Library Card – you will need your card to borrow material or if you wish to print / photocopy in the library.

### Contact Us

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

## Food + Refreshments

### Student Restaurant, Atrium Building

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

Outside the Student Restaurant you can find the Starbucks Dock, open Monday to Friday.

### The Coffee Dock in the Chapel

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

**Please check the opening times at the Student Restaurant and Starbucks / Coffee Docks' doors.**

### Restaurant Rules

Please note that all food and beverages bought in the restaurant / docks 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.



## Student Lockers

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

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

## What's Going On? / Noticeboards

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

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

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



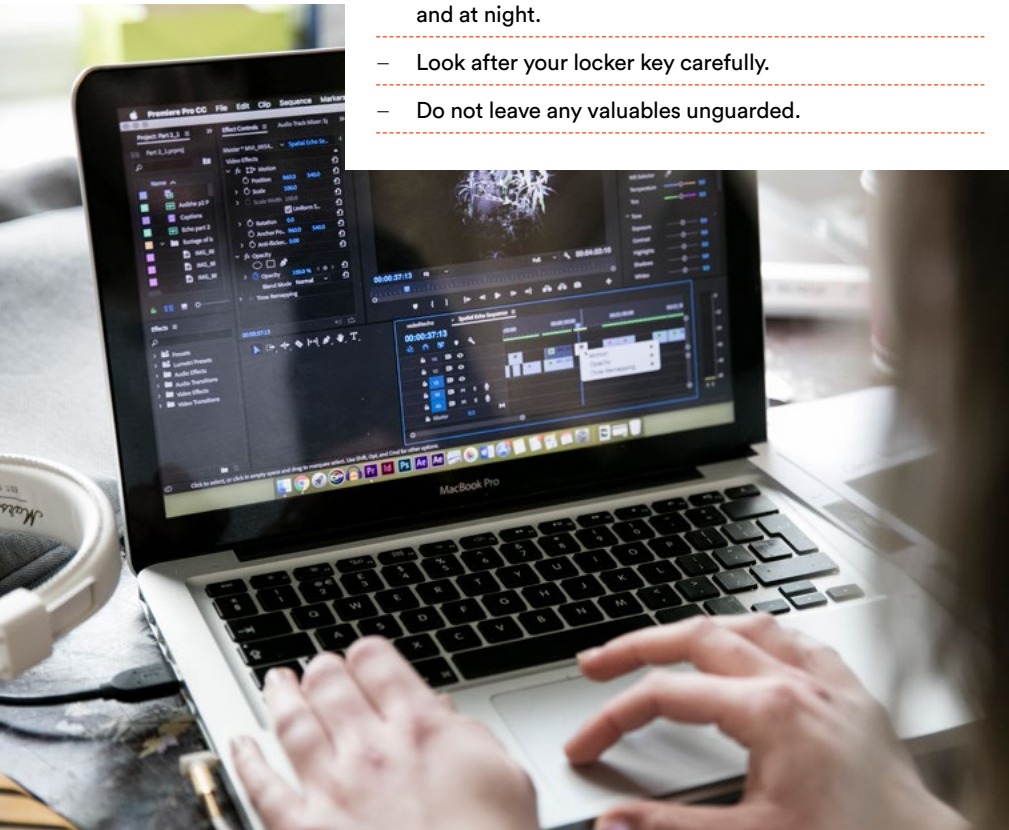
### Insurance

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

### Security

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

- If you see someone acting suspiciously either on the campus or in buildings, contact the Caretakers' Office (Ext. 4660 or 01 239 4660 from a mobile) 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. In partnership with the Sustainable Energy Authority of Ireland, we launched the IADT Energy Awareness Campaign 2016-2020. In line with both national and EU initiatives, our goal is to reduce our Energy Consumption by 33% by 2020.

To support our long term goals, we have introduced initiatives such as waste recycling, transport initiatives, upgrades to lighting and energy management systems. We are collaborating with Refill Ireland, a voluntary environmental project, leading the way to make Ireland a tap water refilling country once again.

Please support IADT's reducing waste to landfill and single use plastics and get yourself an IADT Keep Cup and IADT Water Bottle. They are on sale beside the Student Canteen at the start of term and are also available to purchase from the Facilities Management Office (Atrium Building – 1st Floor).



regulations  
+ procedures

# the nitty gritty

The following is a summary of IADT Regulations and Procedures. To make the most of your time in IADT, you should be familiar with all the Regulations and Procedures outlined on [iadt.ie/about/policies-procedures](http://iadt.ie/about/policies-procedures).

These Regulations exist to ensure that a suitable environment is maintained, which is conducive to academic, professional and personal development. They require reasonable behaviour and consideration for others. These regulations provide a framework to enable students and staff alike to pursue personal and IADT goals and interests.

The IADT Learner Charter outlines both your rights and responsibilities as well as IADT's. You will be emailed a soft copy of the Learner Charter on your arrival to IADT in September.

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

It is a condition of enrolment that students agree to observe the rules and regulations. By registering as a student, you are entering into an agreement to abide by IADT's procedures and rules.

Regulations relating specifically to your programme of study are provided separately through your Programme Co-ordinator.

### IADT: Our Responsibilities

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

### Student Responsibility

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

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



## General Student Regulations

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



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

### **Attendance + Class / Laboratory Participation**

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

### **Class Materials**

To ensure appropriate participation in your programme of study, you are expected to ensure you have access to any prescribed texts for your modules, as well as such art materials, practical manuals, notebooks, drawing boards and instruments, papers, pens and pencils and instruments or tools as stipulated by your Lecturers from time to time.

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

### **Programme Instructions**

You are expected to comply with programme instructions issued by your Head of Faculty through the relevant Head of Department and Programme Chair. 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 programme 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 programme.

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

### **Timekeeping**

Good timekeeping is essential to professionalism. You are expected to comply with the starting times for each day or class. Admission to class after start-time will be at the discretion of the Lecturer. Continued late arrival may result in formal disciplinary action being taken against you.

### **Mutual Respect**

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

Read the IADT Mutual Respect Policy at [iadt.ie/about/iadt-policies-procedures](http://iadt.ie/about/iadt-policies-procedures).

### Online Communications

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

### Undertaking Work on Behalf of a Client

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

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

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

Find out more on the application process on [iadt.ie/study/current-student-info/student-handbooks](http://iadt.ie/study/current-student-info/student-handbooks).

### Title to, and Retention of, Student Work

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

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

### Plagiarism

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

Be sure to read our Plagiarism Policy at [iadt.ie/about/iadt-policies-procedures](http://iadt.ie/about/iadt-policies-procedures).

### Code of Practice for Copyright Work

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

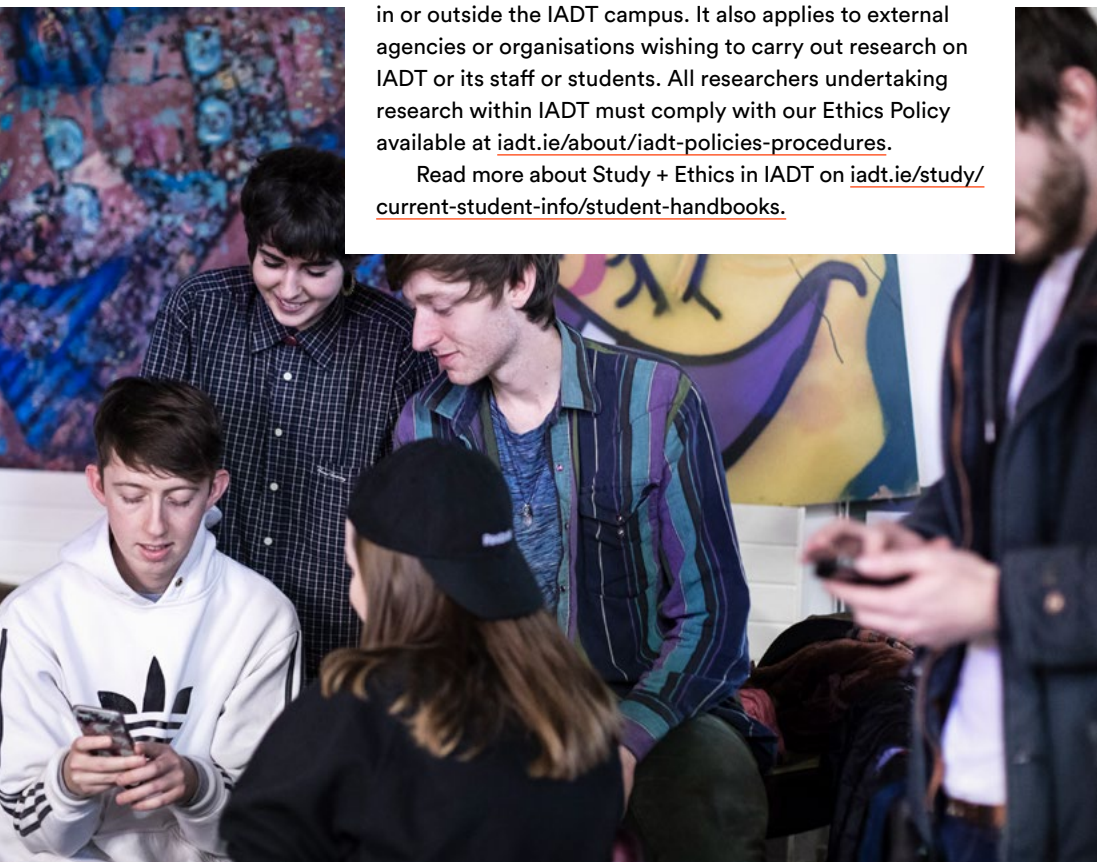
The Act is a very extensive and complex piece of legislation. Specific advice should be sought by students in all cases where they wish to use copyright works.

Please visit [iadt.ie/study/current-student-info/student-handbooks](http://iadt.ie/study/current-student-info/student-handbooks) in order to read more in detail about Copyright regulations at IADT.

### Study + Ethics

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

Read more about Study + Ethics in IADT on [iadt.ie/study/current-student-info/student-handbooks](http://iadt.ie/study/current-student-info/student-handbooks).



### Health + 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 observe, the regulations and procedures relating to Health + Safety at work.
- Only enter studios, workshops, laboratories and other restricted areas when permitted: workshop technicians and attendants make the agreed equipment and materials available as required by staff and students.
- Report to your tutor, technician or the caretakers any defects in plant, equipment, and place of work or system of work that might compromise safety, health or welfare.
- Not to interfere with IADT equipment, nor deliberately compromise our safety standards.
- Report any accidents and / or injuries that happen to you to your tutor, technician or the caretakers on the IADT Accident Report Form.



### Working with Children + Vulnerable Adults

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

- Registered students under the age of 18.
- Visitors to the IADT campus. Examples include Open Day, extra-curricular activities, portfolio preparation courses and non-accredited part-time courses.
- Work experience placements or temporary employees.
- Those brought onsite by parents.
- As subjects of academic research.
- As participants of IADT-supported activities, such as the FIS project.
- As participants of activities or events organised by other organisations who either rent or use rooms or pitches (such as sporting clubs).

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

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

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

### 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 computers (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.

Everyone should be fully aware of your means of escape; please take the time to walk around the buildings and note exit routes. 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:**

- 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 should contact the Access Office and assist in the development of a Personal Emergency Evacuation Plan (PEEP) for you. This should be done at the start of your studies, so that you and others will be familiar with it in the event of an emergency evacuation.

## **Accidents + Incidents**

### **If an accident occurs:**

- Inform the lecturer if in class, or the Caretakers' Desk 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' Desk.
- 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 your 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 in the case of genuine injury.

### Use of Machinery + Equipment

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

### Use of Materials

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

### Security of Student Work + Belongings

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

### Alcohol, Drugs + Substance Abuse

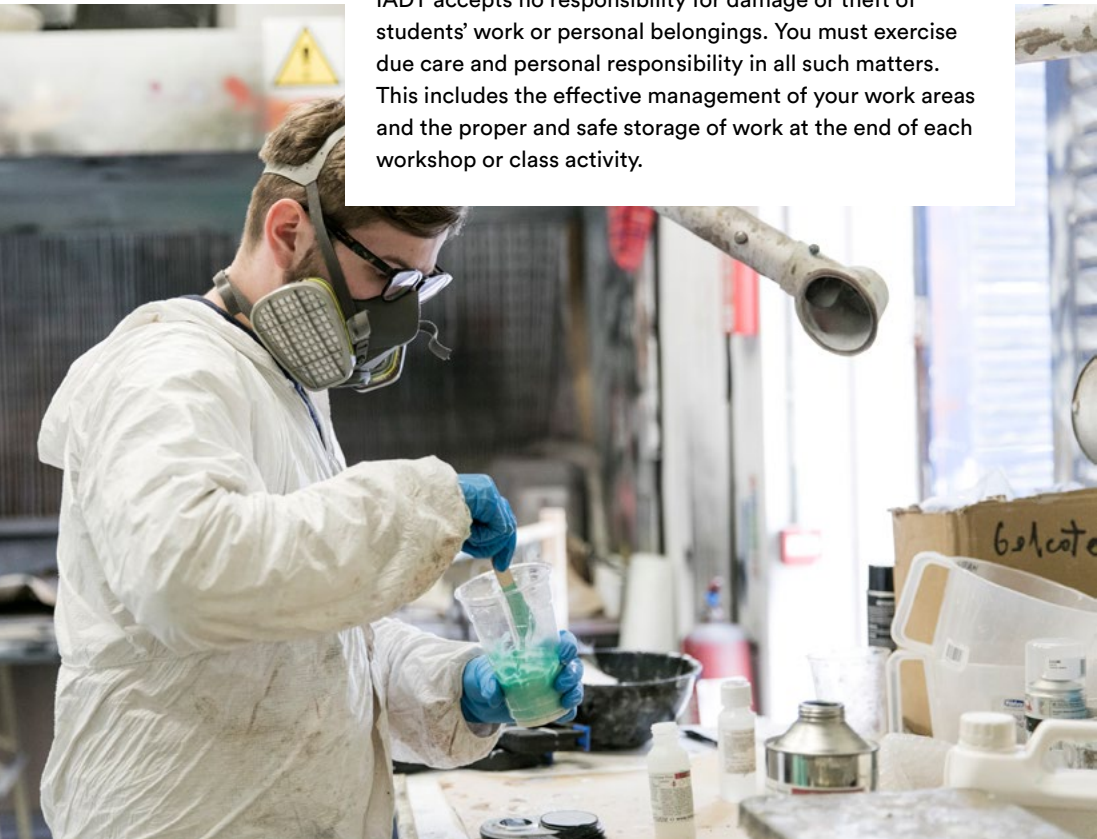
Students at IADT are not permitted to bring / use / partake of alcohol or non-prescribed drugs on campus.

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

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

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

Read more about Health + Safety at IADT at [iadt.ie/about/corporate/health-safety](http://iadt.ie/about/corporate/health-safety).



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

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

### **Sanctions for Breach of Regulations**

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

- Reprimand or caution
- Written or verbal apology
- Withdrawal of privileges / limited access to facilities
- Reimbursement of the Institute for losses incurred through student breach of good conduct
- Academic Penalties (repeat assessments, grades capped)
- Disciplinary suspension
- Fines
- Expulsion

Read the IADT Student Disciplinary Procedures on [iadt.ie/about/iadt-policies-procedures/student-policies](http://iadt.ie/about/iadt-policies-procedures/student-policies).

### **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 page 18 (Access Office) regarding supports which may be available.

### **Parking**

Subject to the availability of car park spaces, parking will be available at all times that IADT is open, i.e. 7am – 10pm Monday to Friday, and 8am – 5pm on Saturdays.

### **Apply for a Parking Permit**

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

### **Parking Regulations**

Read the IADT Parking Policy and Parking Rules on [iadt.ie/about/campus-info/campus-parking](http://iadt.ie/about/campus-info/campus-parking).

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

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

Our Student Complaints Procedures are intended to help you bring matters of concern about your experience at IADT to our attention. This will enable an investigation into those concerns with the aim of finding a satisfactory resolution. IADT's aim is that most matters can be dealt with through informal processes in a spirit of conciliation.

Complaint forms are available online, from the Faculty Offices and the Information Point. The process provides welcome feedback to help make improvements at IADT, and helps us to identify and implement best practice. These procedures complement the Learner Charter, and are 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. It outlines expectations and responsibilities, and enables learners to review whether IADT has met its commitments as a learning provider.

The procedures outline 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 document which is available in the Faculty Offices and in the Office of Academic + Student Affairs.

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

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

Students are also actively involved in Programme Boards through the class representatives. This is an opportunity to make views known on all aspects of programmes of study.

For up to date Complaints + Disciplinary procedures and Mutual Respect Policy, please refer to [iadt.ie/about/iadt-policies-procedures](http://iadt.ie/about/iadt-policies-procedures).



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

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

**Contact Details: Office of the Ombudsman**

**A** 18 Lower Leeson Street, Dublin 2

**T** 1890 223 030 (Lo-call)

**E** info@ombudsman.ie

**W** ombudsman.ie

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

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

**Contact Details: Ombudsman for Children's Office**

**A** 52-56 Great Strand St, Dublin 1

**T** 1800 20 20 40

**E** ococomplaint@oco.ie

**W** oco.ie

**Get in touch**

**T** + 353 1 239 4400

**E** info@iadt.ie

**W** iadt.ie

@myiadt on all social media

- A Student Canteen
- B Starbucks
- C Costa Coffee
- D Student Health Centre
- E Student Services + Counselling

- 1 Atrium Building
- 2 Roisin Hogan House
- 3 Students' Union - Chapel Block
- 4 Quadrangle Building
- 5 Carriglea Building
- 6 National Film School
- 7 Backlot Building
- 8 Media Cube

- 9 Car park A + Fire Assembly Point
- 10 Car park B - Set down only
- 11 Car park C
- 12 Campus Orchard
- 13 Car park D + Fire Assembly Point
- 14 Car park D + Fire Assembly Point
- 15 IADT All Weather Pitch



