



Institute Regulations Handbook



Institute of Technology Tallaght
Institiúid Teicneolaíochta Tamhlacht

Céad Mile Fáilte

Céad míle fáilte go dti Institiúid Techneolaíochta Tamhlacht , Baile Atha Cliath . Tá súil agam go mbaineann tú an taitneamh agus tairbhe as an seal a chaitheann tú anseo linn.

Welcome to the Institute of Technology Tallaght Dublin. We hope that you enjoy your time with us.

We ask you, whether you are a new or returning student to familiarise yourself with the contents of this booklet.

You must inform yourself about the rules and regulations relating to the Institute's academic programs, facilities and services. This booklet will make you aware of your obligations and rights.

I wish you a happy and fulfilling experience while attending the Institute.

John Vickery
Registrar

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Institute Regulations

This section of the Handbook contains a short summary of the Rules and Regulations and the general Code of Discipline. The regulations are correct at the time of going to Press. Any changes will be posted on the Registrar's Office Noticeboard and will be available in the Library and on the website.

Kindly also refer to pages 20 to 28 for details of General Student Discipline Policy and Procedures which were adopted by the Governing Body at its meeting held on 24 October 2002.

All students on registration must sign that they understand and agree to abide by these as a requirement for valid registration.

The Registrar will, from time to time, issue explanatory memoranda or bye-laws to give effect to these regulations.

The regulations and information contained herein constitute guidelines only in relation to matters appearing in this section and the final interpretation of any matter arising thereunder shall vest exclusively in the Director in accordance with the authority vested in him under statute in the context of his office. In addition, the Governing Body reserves the right to amend, alter or delete any particular part of the within guidelines, regulations or information during the course of the academic year.

Academic Vocabulary

First, before we detail the various rules and regulations, some helpful information in relation to academic vocabulary.

During your first few months at the Institute you are going to have to come to grips with a whole new vocabulary. You will hear words such as “modules”, “semesters”, “grade point average” [GPA], “continuous assessment”, “plagiarism” etc. In the following section we explain some of the academic jargon.

What is a semester?

In order to ensure maximum flexibility in course design and delivery the Institute has adopted the semester system to manage the academic year. Instead of the traditional three term academic year with end of term examination sessions, the academic year is divided into two 15 weeks semesters, winter and spring, with examination at the end of each semester. Overall performance in any subject will be determined not only by the final examination but also by continuous assessment of course work during the semester.

What is a module?

All of your lectures, practicals, tutorials are grouped together as a series of modules. Each module contains all of the information you are required to study about a specific topic. Modules are normally examined at the end of the appropriate semester. Results of these examinations are combined with your continuous assessment results to obtain an overall grade for each module.

What is continuous assessment?

Continuous assessment is a feature of all modules. This means that your progress is monitored throughout the semester through a combination of written tests, essays, reports, project work, laboratory practicals, etc. You should make yourself aware of your standing in continuous assessment in all modules. If your continuous assessment results are inadequate you may be required to repeat your continuous assessment work.

You should use continuous assessment to help you identify your academic strengths and weaknesses and the areas where you must take remedial action.

How do I progress?

To progress from one academic year to another students must pass the stage examination as a whole by attaining a Grade Point Average (GPA) of 2.0 with no fails in either semester in accordance with the marks and standards document. For those who do not succeed in passing at the first attempt repeat attempts are available. Examinations for the winter semester take place in January and the Spring/Summer semester in May/June. Repeat examinations for both semesters take place in the last two weeks of August. Students are allowed to progress to the Spring semester without passing all subjects but will have to repeat the subjects they failed, in the August repeat exams. They will not be permitted to progress to the second year until the subjects are passed. You should familiarise yourself with the Marks and Standards document which is available in the library and on the student intranet.

What is plagiarism?

Plagiarism means that you have deliberately represented someone else's work as your own. Normally plagiarism involves the use of someone else's work without giving full acknowledgement but it is also plagiarism to alter the form or context of that work in order to conceal the source. All Institute students are expected to use other people's ideas. You will use books and journals in the library, some assignments involve working collaboratively with others, and in some cases you may have access to other people's work on computer disk or over a computer network. When undertaking an assignment, you may sometimes legitimately make reference to similar projects undertaken by students on your own or another course in previous years.

However, other people's work must be used in a principled way, with due acknowledgement of authorship. Recognised standards of acknowledging the work of others will be discussed during your course, and it is important to retain guidelines which you may be given, and observe them.

Plagiarism means taking someone else's ideas or writings and presenting them as your own. Like cheating in an examination, plagiarism is a serious matter. Where there is evidence to suggest this, a formal process of enquiry may begin. If it is found that plagiarism has taken place you may fail the piece of work concerned, and will not necessarily be permitted to resubmit it for a pass mark. Plagiarism in a major piece of work at the final level of your course can result in a decision by the Examination Discipline Board not to award you a Degree/Higher Certificate. If evidence of serious plagiarism comes to light after the Examinations Board has agreed final results, the Institute reserves the right to invoke the Examinations Discipline procedure which may result in the cancelling of the award.

Where plagiarism, or other forms of assessment offence such as cheating, is suspected, decisions on assessed work will be made only when the facts have been established. All serious cases may be considered by the Examination Discipline Board. The procedures for dealing with plagiarism up to the point of the final Examination Board are detailed later in the Rules section of this handbook and are also available from the Registrar's Office.

Plagiarism is one of the most serious academic offences you can commit and if caught you render yourself liable to disqualification.

Institute Regulations

1.1 Introduction

It is the policy of the Institute to create an environment conducive to learning and the delivery of its mission where integrity of the individual is respected and upheld. To this end the Institute has developed a disciplinary code to secure this objective.

1.2 General and Academic Student Discipline

Alleged breaches of general student discipline shall be dealt with in accordance with the General Student Discipline Policy of the Institute, see pages 20 to 28 for details. Academic Student Discipline shall be dealt with under the Examinations Discipline Policy of the Institute.

1.3 Rights of Members

The provisions of these regulations are without prejudice to the legal rights of Members (as defined in the RTC ACT 1992 section 4) of the Institute.

No sanction shall be imposed on a student member of the Institute by or in the name of the Institute except in accordance with Institute Regulations. In the context of Institute Regulations no person may be charged twice with the same offence in relation to the same incident.

Details of processes and procedures are available from the Registrars Office.

1.4 Identification and Enforcement

All staff of the Institute have the right and a duty to demand identification where they feel, with good cause, that a breach of Institute Regulations has taken place. All members of the Institute are expected to ensure that those on Campus who infringe Institute Regulations are identified and dealt with according to the Regulations of the Institute.

An identity card is issued to all students of the Institute on registration. This card must be carried at all times. The identity card must be produced on demand to any staff member of the Institute or other person authorised by the Institute. The identity card remains the property of the Institute and must be surrendered to the Registrar's Office if a student withdraws during the course of a session. If lost a duplicate card must be obtained from the Students' Services Office, for which a fee will be charged.

1.5 Residence

All student must register their home and semester time address if this is different from their home address with the Admissions office of the Institute. Any change in either the home or semester time address must be notified to this office within ten days of such a change taking place.

1.6 Registration Regulations

Within ten days of the deadline for close of acceptance of offers, IT Tallaght will issue a registration pack to those who accepted places on our courses. The bank giro for registration must be paid, the registration documentation must be fully completed and both must be brought in person to IT Tallaght on the date indicated on the invitation to register. Where an applicant fails to register on the appointed date his/her place becomes forfeit and the Institute may offer the place to the next student on the waiting list.

NOTE: The acceptance fee and registration fee paid by Students are not normally refundable. In the exceptional case of a refund being granted an administration fee will be charged. See Student Handbook for details.

Registration for Whole-Time Third Level HETAC Courses

Registration is required for all whole - time third level students, including repeat and transfer students. Registration and any required documentation and payment of fees must be completed and lodged in the Institute Admissions Office by the date and time indicated on the Letter of Offer of a Place on a specific Institute Course.

1.7 Late Registrations

If a student does not present at the appointed day(s) and time(s) for registration without prior written approval from the Institute then a late registration fee will apply.

If the requirements are not completed by a date and time specified IT Tallaght is entitled to assume that the applicant has withdrawn their application for that course and thereby forfeits all rights to a place on that course. The right to the place on the course, having lapsed, cannot be reinstated except in grave and exceptional circumstances. All of the documents, photographs etc. specified in the letter of offer must accompany the Registration Form. They cannot be lodged separately.

Adjudication for eligibility for a Maintenance Grant cannot be made until all the completed Registration Forms and associated documentation are lodged with the Admissions Office. Where a person who has been offered a place on a course is subsequently found to be outside the terms of the grants Scheme, he/she must pay course fees in full not later than the 30th of September or have a letter of guarantee from a Fee paying Authority (County Council or VEC) that it will pay the full fee on behalf of the applicant. If this is not done the registration process is not complete. Applicants who withdraw at this stage do not have any entitlement to a return of the booking deposit fee for student services & examinations.

1.8 Withdrawal from a Course

A student may withdraw from a course for approved reasons (e.g. health, family circumstances). Where a student wishes to withdraw from a course, written permission of the Registrar of the Institute must be sought. If granted, the student is deregistered, recorded as withdrawn, and forfeits all claims on a place in a class and on Institute facilities; forfeits his or her fee; forfeits any scholarship or financial grant arising from being a registered student of the Institute. If a student leaves a course without permission or if permission, when sought, is not granted, the student concerned can forfeit the right of consideration for re-entry to that course or to any other Institute course. Withdrawal forms are available from school secretaries. Students must return their student card. Delay in notification of withdrawal may affect future entitlement to free tuition fees and grants throughout the third level sector.

1.9 Regulations – General Principles

Criminal Offences (including theft) shall be referred to the civil authorities. Where damage is done to Institute property or private property full restitution shall normally be made. Academic offences will incur academic penalties.

1.10 General Regulations

- Students must at all times obey the lawful instructions of members of Institute staff
- Students must at all times carry their Institute identity card and produce it to Institute staff on request
- Misconduct in the Institute or its grounds may lead to suspension or expulsion
- All members of the Institute Staff are authorised to enforce immediate disciplinary measure (noting of student's name and identity card number for reporting to the appropriate Head of Department, expulsion from lecture, practical or tutorial) in respect of students whom they find violating the regulations of the Institute or otherwise misconducting themselves

- Students must observe the safety and hygiene regulations in force from time to time
- Students shall comply with all hygiene requirements when dealing with food or any other biological materials
- The consumption of alcohol in the Institute building or grounds is prohibited except where the Director has given permission, for example for a social function organised by a Institute club or society
- Students may not litter buildings or grounds of the Institute. These regulations also apply to students on industrial visits or during work placements as appropriate
- Smoking is not permitted within the Institute Buildings. and must be confined to the designated smoking area to the rear of the Institute
- Appropriate safety clothing and protective equipment must be used where designated
- Computer systems may be used only for course work and permitted communications
- Unauthorised copying of software and use of software unapproved by the Institute is strictly forbidden
- Unauthorised entry to computer accounts or unauthorised interference with computer operating software is strictly forbidden
- Parking of cars, motorcycles and bicycles is permitted only in the appropriate space provided by the Institute
- The use of Institute facilities for student events requires the prior approval of the Registrar
- Students must not interfere with Institute safety equipment, fire fighting equipment, alarm systems and closed circuit TV system

1.11 Offences

- Cheating or plagiarism in connection with academic work. (see also page 5)
- Furnishing false information to the Institute with intent to deceive
- Conduct which is liable to cause violence to persons or damage property. The physical abuse of person or persons, unlawful possession of offensive weapon(s) possession of drugs or narcotics, unlawful possession or use of dangerous chemicals or explosives
- Abuse of alcohol
- Conduct which is liable to interfere with normal Institute activity, (on or off campus)
- Interfering with or unreasonably impeding members of staff of the Institute in carrying out their duties
- Theft, fraud or misapplication in connection with funds or property of any kind in the Institute

- Offences in connection with academic awards or annual examinations or tests conducted by the Institute
- Falsification or misuse of Institute records, including degree, diploma or certification parchments
- False pretences or impersonation, relating to the Institute
- Refusal or failure to pay a fine or comply with any penalty imposed by an authorised officer other than the Director
- Deliberate obstruction or disruption of the Institute Administration and deliberate obstruction or disruption of classes, practicals workshops etc.
- Refusal to produce a Institute Identity Card at the request of any member of the Institute staff or any Institute Security Officer
- Failure to comply with any fire or safety regulation or instructions
- Copyright Warning Violation of legally protected copyright rights held by third parties in any jurisdiction and in any medium is regarded as a major breach of discipline. This covers both printed and electronic format. It includes inter alia, copyright in books, articles, newspapers, videos and still images, music or speech files and computer software. The improper use of institute computer facilities including access to the internet and for the use of any unapproved software is regarded as a major breach of discipline. It can lead to serious disciplinary and academic penalties.

The penalties in respect of major offences include reprimand, fine, suspension from academic or other privileges, or expulsion from the Institute, as well as in the case of damage to property or premises/ requirement to make good the damage.

1.12 Attendance & Class Participation

Students are required to pursue a course of study by attendance and participation at classes, lectures, tutorials, practicals, workshop classes, drawing office classes and project periods as timetabled.

Unsatisfactory attendance/ participation may result in refusal to permit a student to sit for examination. Where this refusal is proposed, the student shall be notified in writing by the Registrar. Any appeal must be lodged within ten days of the issue of the notice. This letter will, in general, be accompanied by notice of intention to deregister the student.

Unsatisfactory attendance is defined as less than 75% attendance at scheduled classes. No distinction is made between lecture, practical or workshop for the purpose of this regulation.

1.13 Books and Class Material

To ensure appropriate participation in the course of studies, students are expected to provide themselves with the recommended text books in subjects of their course of studies. In addition students must provide themselves with such practical manuals, notebooks, drawing boards and instruments, papers, pens and pencils and instruments/tools as are stipulated by the lecturers from time to time.

When required by the lecturer, as part of the safety/hygiene code in practical work areas, students must provide themselves with such clothing as overalls, laboratory coats, kitchen uniforms and with safety equipment such as goggles/glasses or hair nets etc. Where these items are mandatory for participation in the practical classes, a student will be excluded from such classes unless they are worn as directed.

1.14 Continuous Assessment

Continuous assessment work comprises class tests, essays, homework, projects, practicals and reports. It is structured to assist and direct students in their study programmes. It should be used by students to help them identify their academic strengths and weaknesses, and the areas where they must take remedial action.

Continuous assessment work must be the unaided work of the student. Copying from another student or from work previously submitted or direct copying from an unattributed source is academic cheating/plagiarism. This is regarded as a very serious offence. It can lead to disqualification by the Board of Examiners, with the penalties outlined in the disciplinary regulations of the Institute, or expulsion/suspension from the course. [See also page 5 for a definition of plagiarism and further details.]

Continuous assessment work shall be carried out as required by the academic validating authorities and as directed by the Lecturers and Teachers of the Institute.

Each student shall present the work on the date required and in the form required. Work for continuous assessment records shall not be accepted from a student for grading after the due date except in exceptional circumstances and with the permission of the relevant lecturer or Head of Department.

Students shall be informed regularly of their academic standing in continuous assessment work. Their attention is drawn to the requirement of a minimum pass mark in continuous assessment work before the End-of-Year examination results are considered by the Board of Examiners.

Where a Lecturer/Teacher is concerned about the academic standing of a student in continuous assessment work, he/she will advise the student of this verbally.

If the cause for concern continues, the student shall be advised of this in writing by the Head of Department or School.

If the cause for concern still persists, the Registrar shall notify the student in writing. In general this would mean that the student is unlikely to pass either the Summer or Autumn Examinations of the course. Students in this case are normally advised that it is in their own interest to withdraw from the examinations.

An Intern or Extern Examiner may hold a viva voce examination on any piece of continuous assessment material submitted and the mark for the viva voce may be the mark for that continuous assessment element of the course.

Students must retain their portfolios of continuous assessment work for presentation to Intern and or Externs Examiners, if and when required.

Mandatory or optional Business/Industrial visits may be organised by the Head of Department or School as part of class work, and written reports may be required from students as part of continuous assessment work.

1.15 Deregistration of Whole-Time Students

Where a student is absent from some or all classes for more than five days, without the prior written permission of the Head of Department, Head of School or Registrar in the period of five weeks immediately following the first day of the course and thereafter for ten days, without an acceptable explanation in writing (e.g. a medical certificate in the case of illness, or notification in the case of a bereavement), he/she will automatically cease to be a registered student of the Institute and thus will forfeit all claims on a place in a class and on Institute facilities, will forfeit his or her fees, will forfeit any scholarship or financial grant arising from being a registered student of the Institute. Every student who is to be de-registered will be informed by letter sent to his/her home address as given to the Institute on the Registration Form.

Any appeal against deregistration must be lodged with the Director within ten days of the date of issue of the deregistration notice.

Examinations

1.16 Examinations

All students following courses leading to a recognised award shall be required to take such examinations as may be prescribed for the course. These are detailed in the relevant Marks and Standards document for the course as approved by the Academic Council. That document also specifies the minimum pass grade for each module as well as the conditions under which compensation and exemptions may be granted and the overall examination passed. Where a course leads to graded levels of awards the minimum marks and conditions for each category of award are as set down in the Marks and Standards document.

1.17 Examination Registration

All students must formally enter for Examinations by paying the prescribed fee. The Examination fee is included in the registration giro.

Part-Time (ACCS) students must fill in an examination entry form and pay the appropriate examination fee(s) for the courses or for the modules they are registered for.

1.18 Semester and Supplemental Examinations

General Examination Regulations

- 1 Semester examinations are those set at the conclusion of a programme of study for a semester.
- 2 Where a candidate has not achieved a pass in the semester examination the Institute may permit him/her to take a supplemental examination in any or all of the outstanding subjects or elements of that examination where this is provided for in the Marks and Standards document for that year.
- 3 Where the Institute is satisfied that exceptional circumstances exist which prevent a candidate from taking the semester examinations, the conditions governing the presentation of such candidates for supplemental or other examinations shall be the same as for semester examinations.
- 4 Honours, Distinction or Merit can only be awarded on the basis of a first sitting of a semester examination except as defined in 3 above.
- 5 The conditions for exemptions in modules and elements of an examination are determined by the Institute for each course as appropriate to its character and are as set out in the Marks and Standards document relating to the course, and as approved by the Academic Council.

- 6 Examination papers and other related materials set and prepared on behalf of the Institute are the property of the Institute.
- 7 Examination scripts, dissertations, theses and other course material are the property of the Institute.
- 8 Examination papers shall provide clear instructions to the candidates specifying the number of questions to be attempted and the grades allocated for each question or part thereof.
- 9 In examinations where special texts, materials or other equipment are permitted in the examination then these shall be clearly specified on the examination paper and also notified to the candidate in advance.
- 10 Any candidate who is obliged to leave the hall temporarily must attract the attention of the invigilator who will arrange for him or her to be accompanied.
- 11 A candidate may not aid or attempt to aid any other candidate or obtain or attempt to obtain aid from another candidate communicate, or attempt to communicate with another candidate, write on mathematical log or statistical tables or any other materials supplied by the examination centre.
- 12 A candidate may not remove any leaves from his or her answer book. A candidate may not carry away any books, papers, mathematical tables, or any other materials supplied by the supervisors.
- 13 An internal or external examiner may hold a viva voce examination on any paper written or practical in any examination the mark for the viva voce be recorded by the board of examiners as the mark assigned for that paper.

1.19 Disqualification of Candidates

A candidate who violates the examination rules outlined may be disqualified by the Exam Board/Exam Disciplinary Board. The following mandatory penalty applies to all disqualified candidates.

- 1 All examination results presented to the Examination board by a disqualified candidate are declared null and void.
- 2 A disqualified candidate may not present before the Board of Examiners again for the period of one year.
- 3 A disqualified candidate in an award year is not eligible for the award of Merit or Distinction or Honours in the examination of that course.

1.20 Regulations Governing the Conduct of Candidates during Examinations

- 1 The Examination centres are the National Basketball Arena, Tymon Park, Tallaght, Dublin 24, the Institute of Technology Tallaght, St. Maelruains Hall, Old Blessington Road, Tallaght and such other locations as designated by the Institute from time to time.
- 2 Candidates should be in attendance at the Examination centre at least ten minutes before the commencement of their examination.
- 3 Candidates will only be admitted on the production of their current student ID cards.
- 4 Examination answer books will be provided in the centre.
- 5 Each candidate must enter his/her examination number, and desk numbers on the answer book. Candidates' names should not appear on the answer book under any circumstances. Students must use separate answer books for each section of the question paper if requested.
- 6 All work should be done on the answer book or other material provided.
- 7 Candidates should not have in their possession any notes, drawings or other material during the examination nor have any written information on their persons or body. Students may only have on their desks the writing materials and approved calculators necessary for the exam. Pencil cases, glasses cases or any other containers including covers for calculators must be placed on the floor and must not be touched without the expressed permission of the examination invigilators. Candidates are allowed to bring in and use pocket calculators. Devices such as programmable calculators, personal organisers or watches with memory function are not permitted. Calculators or electronic devices with any of the following facilities are not allowed: data banks, dictionaries, language translators, text retrieval, capability of remote communication.
- 8 A candidate may not leave the exam centre within 30 minutes after the commencement of the examination and may not be readmitted after once having left the centre; where a candidate is permitted with the specific permission of the invigilator to do so as an exceptional matter, such candidate must surrender his/her examination question paper and answer scripts to the invigilator.
- 9 When requested, a candidate must occupy the place assigned to him/her in the centre. Candidates are not allowed to have any communication with another candidate. Should a candidate require anything he/she should attract the invigilator's attention by raising his/her hand.
- 10 Smoking in the exam centre is not permitted.
- 11 Portable/Mobile phones/Walkmans/Portable radios/Portable tape recorders/Paging devices are not permitted in the examination hall.

- 12 A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the examination room at the discretion of the invigilator on handing his/her answer book to the invigilator.
- 13 A candidate who completes his/her work during the last ten minutes of the examination must remain in his/her seat until the Invigilator has collected his/her answer book and he/she should not leave the room until the time appointed for the conclusion of the examination, unless permitted to do so by the Invigilator.
- 14 A candidate shall in all matters relevant to the examination submit to and obey the directions of the invigilators.
- 15 A candidate may be expelled from the exam centre if his/her behaviour is such as might jeopardise the successful conduct of the examination.

16 A candidate who breaches these regulations in any way or uses or attempts to use any unfair means renders himself/herself liable to disqualification.

- 17 A student who considers that illness will prevent him/her from attending an examination (or for any of the sessions thereof) should see his/her medical advisor and request a medical certificate for an appropriate period. If the certificate is granted, it must be forwarded immediately to the Head of School. If the illness is short of duration, the student should complete the remaining sessions of the examination.

1.21 Examination Results

Provisional Examination results will normally be published on Institute Notice Boards at 14:00 three working days after the Examination Board Meeting. Statements of current results will only be posted to candidates after the Spring Semester Examinations. These statements will contain the provisional results for both the winter and spring semesters. The results posted on the notice boards and statements sent to candidates are the only official communication of results between the Institute and its students. Any queries relating to examination results can only be dealt with through the Examination Office. Examination results will not be given out over the telephone.

1.22 Procedures For Examination Appeals

Post Examination Review Policy

The Institute has adopted a policy that, during the period following the issuing of provisional results, students should be afforded the opportunity of discussing their results with appropriate staff. Such consultation should aim (i) to give guidance to students regarding future performances, repeats etc. Or (ii) to discuss results being questioned with a view to explaining how answers should have been structured.

Post Examination Review facilities are made available through Heads of Department to students. The policy covers all grades. Students are advised to avail of Post Examination Review procedures. Post Examination Review procedures are an opportunity to avail of counselling, NOT an opportunity to question marks. No appeal can be lodged unless the Post Examination Review procedure has been followed.

If a student wishes to dispute results after Post Examination Review then he/she can do so through the Institute's Appeals mechanism. The hallmark of the Post Examination Review procedure is that it is INFORMAL. It is at the discretion of the lecturer involved to decide what format it will take. There is NO obligation to show the student the script. The student is NOT entitled to ask for a copy of the script. The above procedure does NOT prevent lecturers from meeting and giving advice to any student should they wish to do so.

1.23 Procedure for Examination Recheck and Review

General Information

Students may obtain a recheck or a review of marks for one or more examinations only by following the procedures outlined below. Any request for rechecks or reviews that deviate in any manner from the appropriate procedure will not be dealt with by the Institute. Appeals will not be accepted unless the appropriate form has been signed by the student concerned. Third party appeals will not be accepted.

Examination Appeal requests must be completed on the appropriate form. Examination Appeals Forms [AP1] are available from the Students' Services Office.

The form must be completed and signed by the appellant.

The form, which must be accompanied by the appropriate fee, should be lodged with the Registrar's Office, where it will be date stamped.

Definitions

Recheck - means the administrative operation of checking the recording and the addition or marks which may result in one of the following outcomes;

Mark remains unchanged

Mark is increased

Mark is decreased

Review - means the re-consideration detail of all or part of the existing examination material where feasible by the internal and external examiner(s) and reconsideration by the Examination Board of a full set of results.

Grounds for a Review

Before a review is initiated the Institute must receive in writing by recorded post the signed request on form APE for a review from the student concerned.

The submission must clearly identify the element or elements of the examination for which the review is being sought. It must also specify the grounds on which the review is sought and must contain all information which the candidate requires to have taken into account in the review.

The grounds for review must be specified under four headings: You must clearly indicate how these grounds apply in each appeal you make. Appeals which are not covered by these grounds will not normally be considered.

- (a) The examination regulations of the Institute have not been properly implemented.
- (b) The regulations do not adequately cover the candidates case.
- (c) Compassionate or medical circumstances related to the candidates examination situation which were made known to the Institute by the candidate, in writing to the appropriate Head of Department or to the Registrar, prior to or during the examination concerned of which the Board of Examiners was unaware.
- (d) Significant performance related information which the appellant believes was not considered by the Board of Examiners.

NOTE: An appeal on the sole grounds of disagreement with an assessment grade will not normally be considered.

Appeal for Recheck

A request for a recheck must be received by the Registrar not later than ten working days after the date of posting of the exam results on the Institute notice boards. Only a written request for a recheck, on the approved form and signed by the student will be considered. The Institute will charge a fee per subject which must be included in the request for a recheck. In the event of a successful recheck the fee shall be refunded to the student.

Appeal for Review

A request for a review must be received by the Registrar not later than ten working days after the date of the posting on the Institute notice boards of the exam results. Only a written request for a review, on the approved form and signed by the student will be considered. A review will automatically include a recheck. The Institute will charge a fee per subject which must be included in the request for a review. In the event of a successful review the fee shall be refunded to the student.

In the event of the written appeal proving unsuccessful the student has the right to further appeal in writing to the President within 5 days of receiving the original decision.

2 General Student Discipline Policy & Procedures

(adopted by the Governing Body on the 24 October 2002)

Introduction

It is the policy of the Institute to create an environment conducive to learning and the delivery of its mission where integrity of the individual is respected and upheld. To this end the Institute has developed a disciplinary code to secure this objective

1.0 Norms of Behaviour

All persons attending programmes or modules of study in the Institute in whatever capacity are expected to behave responsibly at all times, to treat others with dignity and respect, to observe and abide by the Institute Regulations (published in the Student Handbook) and not to engage in any illegal, malicious or other activity which might bring the good name of the Institute into disrepute.

2.0 Definition of Terms

The term “campus” is understood to mean the lands, grounds and buildings of the Institute situated in Tallaght, any other associated sites which are used for institute activity from time to time such as the Technician Development Centre, the National Basketball Arena, St. Maelruin’s Church and Parish Hall and any sporting events or areas where the institute is represented.

A “student” is understood to mean a person who is registered on a programme, course or module of learning, or for an examination or for repeat tuition. This term also includes a person who is a course participant or has attended course work but has not formally registered with the Institute at the material time in whatever capacity.

Minor Breaches of General Student Discipline (“Minor Breaches”)

Minor Breaches are those acts or omissions which adversely disrupt the orderly and responsible conduct of any Institute activity in breach of Institute Regulations

The following is a non-exhaustive list of examples of such offences:

- Creating excessive and unnecessary noise or other nuisance on campus which disrupt the normal functioning of Institute activities, including classroom and learning activities, college activities or examinations.

- Smoking in designated non-smoking areas
- General conduct which in the view of the relevant Head of School may disrupt academic activities or the learning process of others
- Obstruction or harassment of any member of staff or student of the Institute in the performance of their work or learning or leisure activities.

Major Breaches of General Student Discipline (“Major Breaches”)

Major breaches of discipline are those acts or omissions which adversely affect the rights of any member of staff or student or which breach Institute Regulations.

The following is a non-exhaustive list of examples of such offences.

- Intentionally, recklessly or negligently indulging in any activity which may cause physical harm to any person on the campus or at an Institute sponsored activity whatsoever. This includes engaging in any form of fighting or physical confrontation.
- Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment (including repeated phone calls), sexual harassment, racial harassment, harassment on the basis of ethnicity, intimidation, threats or other conduct which threaten or endanger that person’s emotional, mental or physical well-being.
- Possession, distribution or use of illegal drugs.
- Abuse of alcohol on campus or acting under the influence of alcohol.
- Theft or willful damage to any Institute property or to the property of any person on campus in whatever capacity.
- Possession or use of weapons. “Weapons” include, but are not limited to: firearms, ammunition, dangerous knives, explosives, flammable fuels, dangerous chemicals, incendiary devices and fireworks or any sporting or other equipment utilized for other than its designated purpose.
- Activating an emergency alarm without cause, damaging or misusing safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on campus or setting fire to college property or property of persons on campus.
- Being contemptuous or disorderly at any hearing of an Institute Disciplinary Board or Appeal Board and failing to comply with any lawful instructions thereof.
- Multiple Minor Breaches over any period of the student’s attendance.
- Use of posters, pamphlets, graffiti etc which result in harassment or intimidation of any person or group or the promotion of any activity which in the opinion of the Director is not compatible with the ethos of the Institute.

- Non payment of fees
- Illegal, reckless, deliberate misuse of Institute equipment or property for purposes other than as designated by the appropriate Head of School or other member of the Senior Management Team or for any illegal activity.
- Illegal, reckless, deliberate misuse of Institute equipment including computing facilities.
- Breaches of Health and Safety Regulations
- Any activity which in the reasonable view of the Director is likely to impugn the reputation of the Institute.

NOTE 1: The examples of Minor Breaches and Major Breaches do not purport to be exhaustive or exclusive in any way.

NOTE 2: Where a complaint or allegation is found to be frivolous the Head of School may impose a sanction on the person responsible. Appeals under Note 2 are made to the Director in writing whose decision is final.

3.0 Allegations of Minor Breaches

Any allegations from whatever sources must be considered by the Head of Department in the first instance. For the purposes of these proceedings the Head of Department will be the Head of that Department in which the student is registered. In the case of a student registered on programmes/courses in more than one department, the Head of Department for the purposes of these proceedings will be the Head of that Department in which the student is registered for the greater/greatest number of programmes/courses.

Within 4 working days of the receipt of the allegation the Head of Department will separately meet with the student and the person(s) alleging the Minor Breach(es).

The Head of Department will

- consider all submissions related to the alleged offence.
- review the evidence
- allow the student challenge the evidence.
- determine in writing whether a Minor Breach has occurred
- impose a suitable sanction (examples include reprimand, issuing of an apology.)
- Refer the matter to the Head of School if the Head of Department thinks a Major Breach of Student Discipline may have occurred

Any appeals from a finding or direction by a Head of Department shall be made in writing by the student to the Head of School (who is the direct line manager of the Head of Department) within 5 working days of the notification of such finding or direction by the Head of Department.

The Head of School:

- Will consider the report from the Head of Department
- Will consider all documentation relating to the issue
- Will consider any new evidence
- Will consider any mitigating circumstances
- Will meet with the student and seek further information, if appropriate
- Will meet with instigator of the allegation, if appropriate
- May call witnesses.

The Head of School will make a decision based on the information available.

The decision may be to:

- Uphold the decision of the Head of Department
- Amend the decision of the Head of Department
- Dismiss the decision of the Head of Department

4.0 Allegations of Major Breaches

A Major Breach will be considered by a Board of Enquiry as detailed in this document.

The purpose of a Board of Enquiry is to determine whether a Major Breach of an offence against Regulations has been committed by a student and to determine the appropriate sanction. That determination will be based on the balance of probabilities.

4.1 Stage One Board of Enquiry (“Stage One”)

Stage One will be initiated where

- (a) A Head of School is of the firm view, without making any imputation as to guilt, that the allegation against the student by reason of its gravity or nature, or level of recidivism in relation to Minor Breaches, would be more suitably considered a Major Breach, or

- (b) Substantial written allegations of a Major Breach are made to any of the Senior Management Team in the Institute by a staff member or student.

The Director or his/her nominee will, within 5 working days of a written request based on (a) or (b) above, create or cause to be initiated a Stage One procedure. Where a person against whom an allegation is made does not formally acknowledge a letter indicating a Stage One procedure within 5 days of its issue, the Director or his/her nominee will make one follow-up enquiry.

4.1.1 Composition of Stage One

Members of the Stage One Board will comprise:

- The Director's nominee, who will act as Chairperson of the meeting and
- A Head of School or Head of Department (who is not of the school in which the student is registered) and, in the case of a 4.1a above, is not the instigator of the Stage One.
- The nominee of the President of the Students' Union
- The Director or his/her nominee may direct a member of the administrative staff to act as recording secretary

4.1.2 Duties of Members

It shall be the duty of the Members to

- Invite all parties to state their case(s) informally.
- Meet with all parties separately
- Meet, in an informal manner, with others who may provide relevant details
- Give full and proper examination of all the relevant details of the alleged offence
- Come to a finding of fact on the evidence.

4.1.3 Decisions

The Members may decide that:

- There is no case to answer and no further action is necessary.
- There is a case to answer and consequently may further decide to impose a sanction. Such sanction might include, reprimand, warning, temporary suspension from the Institute, restricted access to its facilities, expulsion from a club or society, or any combination of the above.
- There is a case to answer which would be more properly referred to a Stage Two Board of Enquiry

4.1.4 Stage One Board of Enquiry Appeal

Appeals are made in writing to the Director within 5 working days of notification of the decision of the Stage One Board of Enquiry. The decision of the Director shall be final.

4.2 Stage Two Board of Enquiry (“Stage Two”)

Stage Two can only be initiated by the written request from the Chairperson of Stage One. The Director or his/her nominee will, within 5 working days of receipt of the written request, create or cause to be initiated the Stage Two procedures.

4.2.1 Stage Two Composition

The Board will comprise:

- The Director or his/her nominee, and
- Any other two members of the Senior Management Team who have not been involved in a Stage One Board of Enquiry on the matter.
- The President of the Student’s Union

The Director or his/her nominee will act as chairperson of Stage Two. The Director or his/her nominee may direct a member of the administrative staff to act as recording secretary.

Members may designate one or more alternates so that in the event of their unforeseen or unavoidable non-availability at any session, the procedures of the Stage Two may take place as scheduled. Where insufficient numbers of alternates are available from the Senior Management Team, direct reports to the relevant Senior Management Team member are acceptable alternates in cases of emergency.

4.2.2 Stage Two Procedures (1)

The chairperson will provide to the student copies of all the written allegations 5 working days prior to the meeting of Stage Two. The Chairperson may invite a written response from the student within a specified number of days. Any written responses will be circulated to the complainants for comment as appropriate. The chairperson will also provide the student with a copy of the procedures that the Board will follow.

It shall be the function of the Members to:

- Consider all of the relevant evidence submitted regarding the alleged offence(s)
- To consider any submissions made by the student in person and/or by a person accompanying the student.
- To determine whether an offence has been committed and to impose a sanction if an offence has been committed.

4.2.3 Stage Two Procedures (2)

Meetings of the Board will proceed as follows:

- 1 The chairperson shall cause to be set out for the Members
 - The full details of the alleged offence,
 - All written statements relating to the alleged offence,
 - The names of the witnesses to be called.
- 2 An initial meeting of the Board will be summoned at which the student and his/her chosen representative will be requested to attend. In the event of the non-attendance of the student the Board may decide to make a determination on the allegations. The Board may also require a legal representative of the Institute to advise should issues of law arise.
- 3 The quorum for a meeting of the Board will be all of the Members or their valid alternates as appropriate.
- 4 A student against whom a complaint is made, may be permitted, by request to the chairperson, to question any complainant for the purposes of challenging, clarifying or amplifying any evidence being offered by that person. Such clarifications may either be given at a further meeting of the Board convened in accordance with paragraph 1 or by written response from the complainant(s).
- 5 The chairperson may rule out of order any behaviour which s/he deems to constitute the badgering of any witnesses whose attendance is directed by the Board, or the introduction of any matter which s/he deems not to be directly relevant to the business of the particular investigation.
- 6 The Members will not consider any matter they deem to be extraneous to the specific complaint(s) at the meeting of the Board.
- 7 The Board may invite comments or clarifications on the complaints and responses from the student, as it considers necessary.
- 8 Where an adjournment of the meeting is sought, this may be granted at the sole discretion of the chairperson.
- 9 The Members will consider the evidence available and arrive at a determination and will make their determination in private after the respective presentations by the student and any witnesses at the meeting of the Board.
- 10 The Board will take careful note of the evidence and any submissions made.
- 11 Having heard the evidence and the submissions, and taking careful note thereof, the Board will then advise the student of the possible sanctions which it may, in its consideration of the issues and after due deliberation, decide to impose.

- 12 The Board may reserve its decision. It will undertake to furnish this decision within a specified number of days.
- 13 When a decision is delivered it will be circulated to all parties as expeditiously as possible.

4.2.4 Witnesses

Members may summon as a witness any person who, in the belief of the Members, can provide relevant evidence or testimony.

A student, against whom the allegation is made, shall be permitted to call witnesses, in his/her defense.

A student, against whom the allegation is made, shall be permitted to be accompanied by another person during questioning.

The determination of the Members shall not be compromised by the refusal or inability of any witness to attend.

4.2.5 Decisions

The Members may decide that:

- There is no case to answer and that no further action be taken.
- There is a case to answer and consequently may further decide to impose a sanction. Such a sanction might include reprimand, warning, probation, short term, longer term or permanent expulsion from Institute, restricted access to Institute facilities, expulsion from a club or society or any combination of the above.
- To refer any complaint which relates to commission of a criminal offence to the relevant authorities.

Before imposing a suggested sanction for a Major Breach which would have significant academic impact on a student's academic progression, the chairperson will advise the Standing Committee of Academic Council. The Standing Committee of Academic Council will furnish its observations to the chairperson within 3 working days. The Members will reconvene within 5 working days of advising the Standing Committee of Academic Council. Having considered any observations from the Standing Committee of Academic Council, the Members may either vary or affirm its proposed sanction. The chairperson will notify the decision to the student by registered post to the student's address appearing on the Institute files. This notification will take place within 3 working days of the final decision on sanction. Copies of this notification will be forwarded to the relevant Head of School and the Registrar.

4.2.6 Stage Two Appeals

Appeals, clearly stating the reasons for the appeal, are to be made in writing to the chairperson of the Governing Body with copy to the Secretary and the Director of the Institute who will notify the

Stage Two Members. Only appeals which are received within 10 working days of the written notification of the decision of the Stage Two and which are based on new evidence or mitigating circumstances, not already taken into account, will be considered. The chairperson of the Governing Body will convene a meeting of the Standing Committee of Governing Body to consider such appeals.

In the case where an appeal in full accordance with the procedure has been lodged in time, the chairperson of Stage Two may, at his/her absolute discretion vary (or defer) the implementation of the sanction imposed by the Stage Two Board of Enquiry pending the outcome of the appeal.

The Standing Committee of Governing Body will issue its determination on the appeal within 10 working days of receipt of the written appeal.

If, in the opinion of any member of the Senior Management Team, a proposed sanction is excessively lenient and where the proper conduct of the Institute's affairs may be compromised such a member of the Senior Management Team may initiate any appeal procedure outlined in this procedure.

5.0 Unforeseen Delays

At any stage in the procedure, including appeals, a person against whom an allegation is made may be unable to attend on the appointed day. The relevant Boards will give due weight to the reasons adduced for non-attendance before deciding whether or not to continue with the relevant stage of the procedures. Except in exceptional circumstances any delay due to inability to attend should not exceed 10 days.

6.0 Gender Balance

In so far as is practicable the Institute will endeavour to ensure that there is both female and male representation on all Boards.

7.0 Examination Discipline

Whereas matters of Examination Discipline may be dealt with under this policy the Director, at his/her absolute discretion, may elect to designate nominated members of Academic Council to examine issues of this nature and make recommendations to him/her. There is nothing in this policy to preclude the generation of new policies or amendments to existing policies which would then take precedence.

Nothing in this procedure shall be deemed to prejudice any existing or further rights of any party under law.

3. Sexual Harassment

IT Tallaght views sexual harassment in the most serious light and will not tolerate its practice. The Institute views it as a major breach of General Student Discipline and the related policy and procedures are detailed on pages 20 to 28.

What is sexual harassment?

Sexual harassment is unwanted conduct of a sexual nature, or based on sex, which is offensive to the recipient. It can take many forms such as leering, ridicule, embarrassing remarks or jokes, unwelcome comments about dress or appearance, deliberate abuse, offensive use of pornographic materials, unwanted physical contact. Whatever the nature of the harassment, it will be UNWANTED behaviour which is unwelcome and unpleasant. IT Tallaght views sexual harassment in the most serious light and will not tolerate its practice

What to do?

- Tell the harasser that his/her behaviour is unwelcome and ask him/her to stop.
- Report the matter as soon as possible to an appropriate person (e.g. Student Affairs Manager, Students' Union, Nurse, Chaplain, Lecturer, Head of Department).
- Keep a record of individual incidents as they occur.
- See procedures on anti-bullying, harassment and sexual harassment on the student intranet.

4. Services and Facilities Regulations

4.1 Library Regulations

The library regulations listed below are in the interest of all users. Regulations are also on display on library notice boards. Please ensure that you are aware of library regulations and abide by them at all times.

Regulations:

- Students must have their institute id card with them at all times to avail of library services.
- Library users will not cause any noise or disturbance which is likely to distract or inconvenience other users. All mobile phones should be switched off.
- No food or drink is allowed in the library.
- Bags must not be taken into the library.
- No library material may be removed without authorisation.
- Library users will not deface or otherwise abuse library property.
- Institute identity cards must be produced when requested.
- Library users are responsible for all items borrowed using their id card.
- All items on loan are subject to recall at any time.
- Users must not reserve reading/study spaces by leaving their belongings on tables or desks.
- Occasional users of the library should ask at the library desk for details of membership.
- Library privileges may be limited or withdrawn if regulations are not observed.

4.2 Regulations governing student usage of IT Tallaght's Computing Services

- Registered students may use the computer facilities only for the purpose of pursuing the academic course for which they have registered with the Institute.
- The computing facilities are free to registered students for course work.
- Course work is defined as usage in connection with courses which lead to Certificates, Diplomas and other awards of the ITT, and usage in connection with short courses, seminars or extra-mural activities organised by the ITT as part of its normal activity.
- Use of computing facilities in connection with courses organised by outside bodies is regarded as external use and is chargeable on an actual usage basis at rates currently in force by the ITT.

- The ITT does not guarantee the availability of computing facilities for activities not organised by the ITT.
- Programs executed on the computing systems must either originate in the ITT, or be programs constructed by students in accordance with course assignments. The execution of games or programs for entertainment is specifically excluded.
- Access to the computing systems is controlled by individual passwords. Students must keep their passwords secret and prevent others from using their accounts. It is forbidden to use the account of another member of the institute.
- The ITT requires that all users of the computing services agree to the general conditions of use which are on display in the computer laboratories and various other sites, and which may change from time to time
- No eating and drinking is allowed in Computing labs. Students who break this regulation will be penalised.

4.3 Regulations governing student usage of IT Tallaght's Network Services

- Registered students may use the network services only for the purpose of pursuing the academic course(s) for which they have registered with the Institute.
- Local network services are available to all registered students for course work only. The times of availability may be restricted. Outside of restricted times the network services will be made available subject to any technical limitations that may exist during such periods.
- Storage space on the local networks must not be used by students to store data or programs.
- Global (international) network services may be made available to registered students where the course includes activities which require such services. Time and access restrictions may apply.
- Students will be held responsible for any use/abuse of the network services which interfere with other users (locally or globally) or obstruct the use of the computing services.
- Students are not permitted to transfer programs or data via the global network services which do not constitute a part of an on-going course in the IT, unless the object of the exercise is to gain experience with network usage and the activity is supervised by a member of staff.

Notes

- *User accounts are normally closed after the end of spring semesters*
- *Users are responsible for creating backups of their data*
- *Users who fail to observe the Regulations may be denied access to computing facilities*

4.4 Clubs and Societies Regulations

The detailed regulations covering the registration and financial responsibilities of clubs and societies are contained in a separate booklet which is available from the Sports and Recreation Officer. Clubs and Societies may be organised by registered students of the Institute and they must be operated under the aegis of the Student Services Committee. The establishment of all new Clubs and Societies must be approved by the Student Services Committee following the procedures outline in the specific regulations. Clubs and Societies may separately or jointly organise sporting social and cultural events. For a club or society to function properly it must have a chairman, a secretary and a treasurer and other active members. Each Club or Society must have an authorised bank account into which grants will be paid by the Student Services Committee. All business, social and sporting events of Institute clubs and societies are held by permission of the Director or his authorised officer and under such conditions as he may prescribe. Persons not being a member of the Institute may be invited to take part in or be present at any meeting of a Club or Society. Students are encouraged to participate actively in Societies and Clubs. All Clubs and Societies must stay within the requirements of the law.

4.5 Locker Regulations

- Lockers are allocated within Schools on a first-come-first-served basis to students holding valid identity cards
- Each student issued with a key is responsible for the upkeep of the locker allocated to him/her
- Any damage to lockers must be reported immediately to the Student Services Office
- The Office will only deal with the individual student to whom a locker has been rented
- While reasonable care is taken IT Tallaght does not accept liability for property lost, stolen or damaged on the Institute premises or grounds
- Where keys have been lost or mislaid replacement keys will only be issued to the student to whom the locker has been rented and lockers will only be opened at this person's request
- No food or beverages may be stored in lockers
- No dangerous or illegal items are allowed in lockers
- Heavy project materials may not be kept in lockers at any time
- The Institute Authorities reserve the right to open lockers at any time in the interest of Institute security
- The Institute Authorities will open lockers for inspection at any time on the reasonable request of a competent authority - Fire Service, Gardai etc.

- Locker privileges may be withdrawn from any student who does not observe the regulations
- Lockers are only allocated on the basis that all applicable Regulations are understood and accepted in full
- 50% of the annual charge is refundable when the key is returned and provided the locker is in a satisfactory condition
- Lockers are to be used for items of apparel and course materials only
- There is a non refundable charge to replace a lost or damaged key
- The Institute accepts no responsibility for loss or damage to property stored in the lockers

These regulations may be amended at any time by the Institute Authorities.

5. Evacuation & Emergency Procedures

5.1 Smoking

Smoking is strictly prohibited in all parts of the Institute.

The Institute has adopted a very clear and unambiguous anti-smoking policy. It has done so on the basis of the serious harmful effects of passive smoking which have been established beyond doubt. This policy entails designating a smoking zone. The designated smoking area is located to the rear of the Institute. Smoking on campus is confined to this area. The entire Institute building has been designated a non-smoking area.

5.2 Security

The Institute will obviously try to prevent theft and losses on campus. However the Institute cannot accept any responsibility in the event of losses or theft of property. As with most Institutes, particularly those based in cities, IT Tallaght has its share of security problems. In addressing these the Institute employs security staff and has installed a sophisticated closed circuit television system throughout the Institute. The work of the Institute's security staff would be very much assisted if all the Institute's members, students and staff, became more security conscious. You can assist by bearing the following points in mind

- If you see someone acting suspiciously either on the campus or in buildings, you should contact the Caretakers [Ext 2610/2601] or Security [Ext 2617] immediately
- Be particularly vigilant about bikes. Securely lock your bike to the bicycle racks provided
- Be careful with money. Keep it with you all the time - but don't carry large sums of money
- Take normal precautions regarding your personal safety both on and off the campus
- Keep your locker key safe
- Do not leave any valuables unguarded
- Write your name and class group on all books, calculators, folders and other belongings

5.3 Fire and Emergency Drills

Fire and Emergency drills are held in the Institute on a regular basis so that students will be familiar with procedures in the event of an emergency. When these are arranged all students must leave the building at the time of the drill and cooperate with all instructions. It has been noticed during such drills that some students do not take these seriously and are reluctant to leave the building. This is a serious disciplinary matter as failure to practice the evacuation of the buildings could leave to a loss

of lives in a real fire. It is important to go to your assembly point and not stand close to the buildings.

In the event of a fire or other emergency all students shall obey the instructions of the authorised personnel. Students must participate in fire drills as are organised from time to time. Any student who in the absence of a fire, discharges fire fighting equipment or causes a bomb scare or similar hoax will be subject to the full rigour of the Institute's General Student Discipline Policy.

5.4 Emergency Evacuation

EVACUATION PROCEDURES

When the ALARM sounds

1. LEAVE IMMEDIATELY BY THE NEAREST EXIT
2. TAKE ONLY YOUR IMMEDIATE BELONGINGS
3. CLOSE THE DOOR OF THE ROOM YOU VACATE
4. DO NOT USE THE LIFT
5. DO NOT RETURN FOR ANYTHING
6. GO TO THE DESIGNATED ASSEMBLY POINT
7. DO NOT LEAVE THE ASSEMBLY POINT UNTIL AUTHORISED

The lecturer in charge of the class should indicate the exit route and ensure that all of his/her students evacuate the building and go to the designated assembly point in an efficient and orderly manner.

- Please familiarise yourself with the green evacuation signs in the corridors and with the location of the various assembly areas.
- Please ensure that you are familiar with the escape points and assembly areas as shown on the attached drawing.
- Bring the class roll if you have one
- Keep the roadways around the building clear.

Assembly points are defined by which door is exited. Fire exits will have signs designating which assembly point is to be used for that exit. Nobody, Staff or Student, should leave the assembly area until the all-clear is given.

Wardens have been appointed on each floor to ensure that all rooms have been cleared.

The caretakers will contact the emergency services. A control centre, with a designated controller (one of the caretakers), will operate at the front door. The person that activates the alarm must make him/herself available to the controller and the fire-brigade.

All incidents must be recorded on an incident sheet. These are available from the caretakers, the laboratory technicians or the school secretaries.

The silencing of the alarm does not indicate the all clear to re-enter the building.

The ALL-CLEAR SIGNAL to re-enter the building will consist of 3 blasts from an air horn.

Target evacuation time 2.5 minutes

5.5 Emergency Evacuation Procedures for Evening and Other Non-Standard Times

In the event of there being an emergency evacuation required during the evening, e.g. after the day-time classes are finished, or other such time when the "day time" wardens and controllers are not normally on duty, the following are the procedures to be followed in addition/substitution to day time procedures:

The caretaker on the desk will immediately on hearing the alarm ring security and require that the yard gate is opened and that the roadway is kept clear.

One caretaker will act as warden for the ground floor, ensuring that it is cleared in an orderly manner, and return to the front entrance as quickly as possible to act as controller.

The second caretaker will act as warden for both upper floors and as soon as they are cleared return to the front desk to assist the controller.

Lecturers to the part-time courses should take their class to the designated assembly point, by the most direct and safest route consistent with the condition prevailing. The main entrance should not be considered as the only route for egress.

People should not congregate around the main entrance under any circumstances, as this area must be kept free for the incident controllers and emergency services.

Note:

On hearing the alarm leave the building quietly and quickly.

Take only your immediate belongings.

Close the door to the room you are vacating.

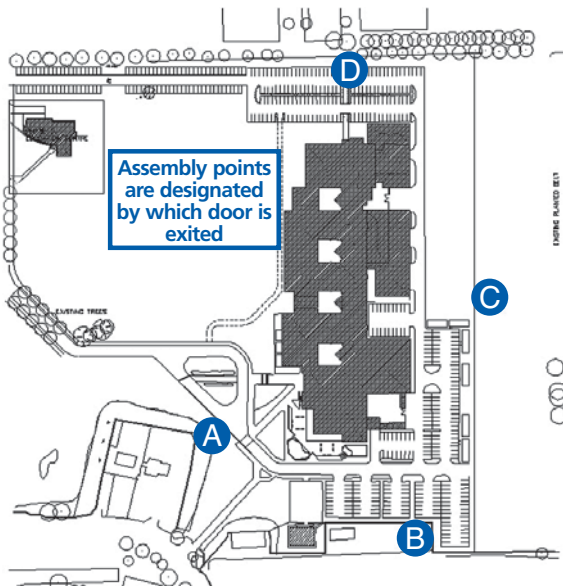
Do not use the lift.

Assist anyone who may be disabled, but wheel chair users should park in the escape stairways one friend may stay with them, they will be assisted out of the building.

The target time for clearing the building is 2.5 minutes.

5.6 Emergency Assembly Points

- A** denotes Location for all not attached to any school
- B** denotes Location for School of Science
- C** denotes Location for School of Business
- D** denotes Location for School of Engineering



Check Institute Intranet for up to date versions of Institute floor plans.

Schedule of Fees

Available on request from the Registrars Office.

Important contact Phone Numbers

Registrars Office	4042 131/4042 114
School of Business and Humanities	4042 333
School of Science	4042 436
School of Engineering	4042 500

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