



**INSTITUTE OF TECHNOLOGY,
TRALEE**

**FREEDOM OF INFORMATION
ACT, 1997**

**SECTION 15, REFERENCE
MANUAL**

Institiúid Teicneolaíochta Trá Lí

July 2002

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1. Introduction

This guide has been compiled in accordance with the requirements of Section 15 of the Freedom of Information Act (FOI), 1997. It is intended as a practical guide to the services of the Institute of Technology, Tralee, to assist you in ascertaining the information held by the Institute and how to access this information. It is not a definitive description of all our services and if you require further details please contact the relevant section.

The Freedom of information (FOI) Act, 1997 establishes three new statutory rights:

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

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

2. Mission Statement

To excel in teaching, research and development work, for the benefit of students, industry and the wider community

This statement is formulated within a vision of the Institute providing, in an efficient and effective manner; in an appropriately resourced and supportive environment; and within a framework of equality of opportunity easily accessible, multilevel programmes of teaching, research and development work which:

- develop a deep understanding of the chosen field of study; develop a capacity for independent critical thinking and foster academic scholarship;
- provide for initial and ongoing training and development of professional, managerial, practical and technical skills;
- afford students and staff of the Institute opportunities for intellectual and personal growth;
- lead to awards which are recognised nationally and internationally;
- contribute to the knowledge and human resource base relevant to, and needed for, economic, social and cultural development of the State in general and of the region served by the Institute in particular, and to co-operate and collaborate with other bodies with similar missions;
- are of the highest standards and bear the hallmark of excellence.

3. Description of main activities

Institute of Technology, Tralee is involved in the provision of third level education and training for the economic, technological, scientific, commercial, industrial, social and cultural development of the State with particular reference to the region served by the Institute.

The main activities of the Institute are:

- Delivery of third level education & training
- Engaging in research & development activities
- Governance, policy development & implementation
- Budget preparation & adherence
- Resource procurement & allocation
- Developing and maintaining linkages with other educational organisations, industry, commerce, the professions and the community
- Ensuring public accountability for the stewardship of the Institute and the use of resources to the Department of Education & Science.

4. Routinely Available Information

The Institute currently makes information routinely available to the public in relation to its functions, activities and schemes. Such information will continue to be available informally without the need to use the FOI Act.

Routinely available information includes:

| Category of Information | Content Description | Where available |
|----------------------------------|---|--|
| Prospectus of full-time courses | Describes all courses by School including subjects and progression | Admissions Office IT Tralee Tel: 066 – 714 5638 Email: info@ittralee.ie www.ittralee.ie |
| Prospectus of part-time courses | Describes all courses available on a part-time basis | Development Office IT Tralee Tel: 066 – 714 5611 Email: cppd@ittralee.ie |
| Student Handbook | Rights and responsibilities of students. Information on services available to students. | Admissions Office IT Tralee Tel: 066 – 714 5638 Email: info@ittralee.ie |
| General information on IT Tralee | Courses, staff, facilities, town of Tralee, research links | www.ittralee.ie |
| Annual Report | Activities, and developments at IT Tralee | Office of the Secretary/ Financial Controller Tel: 066 – 714 5615 Email: info@ittralee.ie |

5. Accessing information from the Institute under FOI legislation

5.1 Right to Information

Under the FOI Act, everybody has a right to:

- access records held by the Institute (Section 6 of the Act)
- amend records containing personal information where it is inaccurate, incomplete or misleading (Section 17 of the Act)
- reasons for decisions made by the Institute affecting the individual (Section 18 of the FOI Act)

These rights are supported by an internal review and external appeals procedure.

The following records come within the scope of the Act:

- all records relating to personal information held by the Institute irrespective of when created
- personnel records created since 21 April, 1995 as well as records created prior to that date where they are being used, or proposed to be used, in a way which adversely affects or may affect the person involved
- all non-personal records created since 21 April, 1998
- any other records necessary to the understanding of a current record

The following information is not covered by the Act:

- Information that has already been published and is routinely available from the Institute
- Non-personal information created before commencement date (21 April, 1998)
- Personal information relating to anyone other than the person requesting the information (with some limited exceptions)
- Sensitive information excluded by the Minister under the terms of the Act.

Applications for information should be addressed to:

**Ms. Brenda Clifford
Freedom of Information Officer
Institute of Technology, Tralee
Co. Kerry**

Telephone: 066-714 5694, Fax: 066-7145648, E-mail: foi@ittralee.ie

5.2 Requesting Information under FOI

- All requests must be in writing
- State that it is being made under the Freedom of Information Act.
- Requests should be as specific as possible and contain sufficient particulars to enable the record to be identified
- If information is required in a particular form i.e. photocopy, disk etc. this should be specified in the request.
- Contact details should be given to enable contact if it is necessary to clarify details of the request.

Proof of identity may be required, particularly when requesting personal information, so you may therefore be asked to produce your Passport, Driving Licence, Birth Certificate or other acceptable form of identification.

5.3 Assistance to Persons with a Disability

The Institute's FOI Office is available to provide assistance to persons with a disability to exercise their rights under the FOI Act.

5.4 FOI Process at IT Tralee

All requests will be acknowledged not later than 2 weeks after receipt of the request by FOI Office.

Requests will then be forwarded to the FOI Decision Maker in the relevant Department/Section who will normally make a decision within 4 weeks.

5.5 Internal Review

There are a series of exemptions under the FOI Act to protect sensitive information if the release of such information would damage key interests of the State or of third parties. Where such exemptions are invoked, the decision may be appealed. Decisions relating to the deferral of access, charges, forms of access etc. may also be subject to appeal. This form of appeal is known as *internal review*.

You may seek an internal review of the initial decision, which must be conducted by an official at a higher level than that of the original Decision Maker if:

- you are dissatisfied with the initial response received
- you have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

Requests for internal review should be addressed to:

**Ms. Brenda Clifford
Freedom of Information Officer
Institute of Technology, Tralee
Co. Kerry**

Telephone: 066-714 5694 Fax: 066-7145648 E-mail: foi@staff.ittralee.ie

Requests for internal review must be submitted within 4 weeks of the initial decision. The Institute must complete the review within 3 weeks. Internal reviews must normally be completed before a request for a review may be made to the Information Commissioner.

5.6 Review by the Information Commissioner

On completion of an internal review you may seek an independent review of the decision from the Information Commissioner. If you have not received a reply to your application for internal review within three weeks this is deemed to be a refusal and you may request a review by the Information Commissioner.

Requests to the Information Commissioner for a review may be made, in writing, to:

**Office of the Information Commissioner
18, Lower Leeson Street
Dublin 2**

**Telephone: 01-678 5222
Fax: 01-661 0570**

E-Mail: foi@ombudsman.irlgov.ie

6. Fees payable

Fees may be charged for:

- the cost of efficient search and retrieval of records
- the cost of reproducing records

(in the case of personal records costs of copying the records will not apply, save when a large number of records are involved)

Charges may not be imposed in relation to:

- time spent and advice taken in making decisions
- time spent and costs incurred in consulting with third parties

Charges may be waived in the following circumstances:

- (a) Where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- (b) Where the information would be of particular assistance to the understanding of an issue of national importance; or
- (c) In the case of personal information, where such charges would not be reasonable having regard to the means of the person requesting the information.

The FOI Act provides for fees as follows:

| | |
|--|--------------------------|
| Search & Retrieval | €20.95 (£16.50) per hour |
| Photocopying | €0.04 (3p) per sheet |
| 3.5" computer diskette containing copy documents | €0.51 (40p) per disk |
| CD-ROM containing copy documents | €10.16 (8.00) per CD-ROM |
| Radiograph (x-ray) | €6.35 per x-ray |

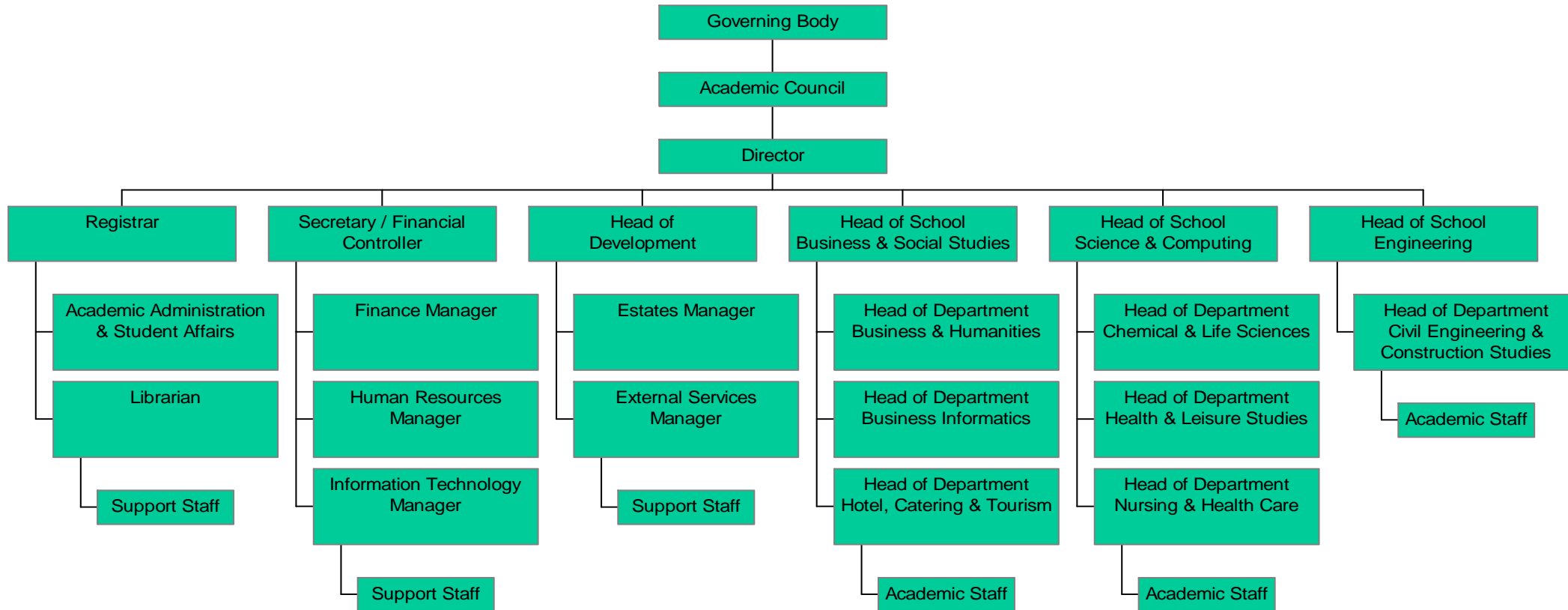
A deposit of 20% of the estimated costs may be required where the search charges are likely to exceed €50.79 (£40.00).

7. Organisational structure and types of records held by each Body, School, Department and Function

Institute of Technology, Tralee (ITT) was established in 1977 as part of a general programme of development of the higher education system in Ireland. With the passing of the Regional Technical Colleges Act, 1992, significant autonomy was delegated to colleges. In February 1998 Tralee was awarded Institute of Technology status by the Minister for Education.

The Institute has over 2,500 full-time students, 1,000 part-time students and employs over 300 staff. Its operations are spread over two separate campus sites: Clash (South Campus) and Dromtacker (North Campus). The following is an outline of the main organisational structure of the Institute:

Organisational Chart Institute of Technology, Tralee



7.1 GOVERNING BODY

Structure

The Institute's Governing Body has been established in accordance with the appropriate sections of the Regional Technical Colleges Act, 1992 and Regional Technical Colleges (Amendment) Act, 1994.

The Governing Body consists of:

Chairperson

Director

Six VEC nominees under Section 6(4) (a) and (b) RTC Act 1992

One Irish Congress of Trade Unions nominee

Two members of academic staff

One member of non-academic staff

Two registered students of the Institute

Five VEC nominees under Section 6(4) (g) of the Act

Members (excluding student members) hold office for a period not exceeding five years and are eligible for re-appointment.

Functions of Governing Bodies

Regional Technical Colleges Act 1992, Section 7 (1)

“Save as otherwise provided by this Act, the governing body of a college shall manage and control the affairs of the college and all property of the college and shall perform the functions conferred on the college by this Act, and shall have all such powers as are necessary or expedient for the purpose of those functions subject to such policies as may be determined by the Minister from time to time and to the programmes and budget approved annually by the vocational education committee and the Minister under *section 13* of this Act.”

Delivery of services

The Governing Body has reserved functions and is not involved in the delivery of executive functions of the Institute.

Information Held

All records pertaining to the Governing Body are maintained by the offices of the Director and Secretary/Financial Controller. These include:

Minutes of meetings

Standing orders

Reports Tabled

Academic Council Minutes

Miscellaneous reports

Contact points

Secretary/Financial Controller: Donal Fitzgibbon

Tel: 066 – 714 5615

Fax: 066 – 714 5652

Email: donal.fitzgibbon@staff.ittralee.ie

7.2 ACADEMIC COUNCIL

Establishment and Membership

In accordance with the requirements of Section 11 of the RTC Act 1992, the Governing Body of ITT has established a statutory Academic Council. The terms of reference of the Academic Council as approved by the Governing Body are contained in the Constitution of the Academic Council.

The membership of the Academic Council is as follows:

Ex-officio members:

Director (Chair)
Registrar (Secretary)
Heads of School
Heads of Department
Head of Development
Librarian

Academic Staff Representatives:

Four members of academic staff are elected by the staff of each School who are entitled to vote in College elections. Additional members may be elected such that the academic staff representatives exceed the ex-officio members of the Academic Council by one.

Student Representatives:

The President of the Students' Union and the male/female Vice-President of the Students' Union as appropriate.

Sub-Committee Structure

The Academic Council has the following sub-committees:

- Quality Assurance & Standards
- Academic Planning
- Research & Development/Post-graduate Studies Committee
- Student Affairs

Functions

Section 10 of the Act assigns particular functions to the Academic Council as follows:

- (a) to design, develop and assist in implementing courses of study in accordance with the programmes and budget approved annually under *section 13* of this Act and consistent with the functions of the college;

- (b) to make recommendations to the governing body for the establishment of appropriate structures to implement the courses of study referred to at *paragraph (a)* of this subsection;
- (c) to make recommendations to the governing body on programmes for research and development work;
- (d) to make recommendations to the governing body on programmes for the selection, admission, retention and exclusion of students;
- (e) be responsible, subject to the approval of the governing body, for making the academic regulations of the college;
- (f) to propose to the governing body, subject to the requirements of the Higher Education and Training Awards Council or any university or other authority to which *section 5(1) (b)* applies, the form of regulations to be made by the governing body for the conduct of examinations and for the evaluation of academic progress;
- (g) to make recommendations to the governing body for the award of scholarships, prizes or other awards;
- (h) to make general arrangements for tutorial or other academic counselling;
- (i) to exercise any other functions, consistent with this Act, which may be delegated to it by the governing body;
- (j) to assist in implementing any regulations which may be made by the governing body concerning any of the matters aforesaid.

Services to the public

The Academic Council has reserved functions and is not involved in the delivery of executive functions of the Institute.

Classes of Records Held

All records pertaining to the Academic Council are maintained by the Office of the Registrar. These include:

Minutes of meetings, Standing orders, Institutional and programmatic review procedures, New course evaluation procedures, Course Board procedures, Recommendations on entry requirements, Examination regulations, Marks and Standards procedures & practices for postgraduate students, Library regulations, Examination recheck and review procedures, Course quality assurance procedures, Regulations and procedures of the Academic Council.

Contact points

Registrar: Dr. Oliver Murphy
 Tel: 066 – 714 5691
 Fax: 066 – 714 5692
 Email: oliver.murphy@staff.ittralee.ie

7.3 OFFICE OF THE DIRECTOR

Function

The function of the Director as stated in the 1992 Act is to :“control and direct the activities of the college and (he/she) shall control and direct the staff of the college in the implementation of such activities and be responsible to the governing body therefore and for the efficient and proper management of the college”.

The Director is responsible for:

- Strategic planning and development
- Programmes & Budgets, including capital investment
- Institutional Review
- Liaison with external bodies
- Participation in strategic national and international bodies

Classes of Records Held

- Strategic Development Documents
- Annual reports
- Correspondence with external bodies including government departments
- Statistical information

Contact Points

Director: Mr. Michael Carmody
Tel: 066 – 714 5691
Fax: 066 – 714 5692
Email: michael.carmody@staff.ittralee.ie

7.4 OFFICE OF THE REGISTRAR

Functions

This Office in conjunction with the Academic Departments is responsible for formulation, initiation and execution of the Institute's policies on student recruitment and the delivery of courses within a national and local framework. To this end the Registrar co-ordinates the functions of the Academic Council. Administrative support and expertise emanates from within the Department.

A major emphasis is placed on quality assurance thus ensuring that the economy has an adequate supply of highly qualified and highly motivated graduates. The major disciplines pursued include Engineering, Science & Computing, Business and Humanities. A major function of the Registrar's Department is to oversee and to co-ordinate all matters relating to the administration of the Institute's policies regarding Admissions to the Institute. In addition it is also charged with maintaining student records, the administration of all examinations and maintenance of a graduate database. It also maintains an overview of the Institute's academic course delivery and maintenance of the schedule of courses.

Admission of Students

As part of the Admissions process each second level school is circulated with an up-to-date copy of the Institute's prospectus of full time courses. The prospectus is also freely available to members of the general public who may require a copy. Information about courses, their content, and job prospects is also freely available by contacting the Registrar's office.

Essentially there are two categories of Applicant, (a) applicants who must apply through the Central Applications Office and (b) direct applicants to the Institute. Applicants must satisfy the academic standards required by the Institute, in order that they can pursue their chosen course of studies. Successful applicants are obliged to register as a student and the Institute maintains a database of all students. For some students payment of fees is a necessary part of the registration process. The office also disburses grants to students on behalf of various grant awarding bodies for example Vocational Education Committees and Local Authorities.

Full examination records are maintained and all results are issued to students. Students have the right to seek a recheck or review of examination results, and to appeal the nature which must be accompanied by a fee. The fee is refunded where an appeal is upheld. The Institute also maintains a register of graduates and is responsible for the issuing of graduate parchments, supplied by HETAC or FETAC, at the annual conferring of awards. The Graduate Placement office maintains significant links with employers and successfully places graduates with employers subsequent to and indeed before graduation.

Classes of Records Held

Applicants applying to the Central Applications Office are entered to a central database and subsequently transferred to the Institute's database. Some applicants may be required to fulfil criteria in addition to or instead of the normal entry requirements. Such applicants are required to present for interview or to submit extra works and satisfy the adjudicating personnel that they have the

ability to pursue their chosen course of studies. Full records are maintained of the entire process. Successful applicants are thereupon transferred to the registered student database. The records include previous academic achievements, biodata such as name, address, date of birth, next of kin, socio economic background, digitised signature and student image. In addition special needs or disabilities are recorded as is the previous employment status of new entrants. Financial records include fees levied and paid, grant status and all payments made to each student.

In conjunction with the various academic departments full examination and academic achievement records are maintained including marks obtained where applicable in continuous assessment, end of term, end of year and overall result. Records are also maintained of rechecks, reviews and appeals relating to examination results, subsequent deliberations and decisions made. Each year graduates are surveyed and the following records are maintained: place of employment, type of employment, salary range, details of further study undertaken and relevance of course to their current status.

Contact Points

| | |
|---|--------------|
| Registrar | 066-714 5691 |
| Academic Administration & Student Affairs Manager | 066-714 5618 |
| Admissions Office | 066-714 5638 |
| Examinations Office | 066-719 8686 |
| Email: info@staff.ittralee.ie | |

7.4.1 Academic Affairs

7.4.1.1 Admissions / Registration

Function

The dissemination of information about courses to prospective students and the process applications for courses from prospective students and process the registration of all students; maintenance of accurate records; provision of information to students and staff and production of accurate statistical information for the use of management, academic and administrative staff and appropriate outside agencies.

Services Provided

- Processing of applications for admission to Apprenticeship, Certificate, Diploma, Degree and Postgraduate courses validated by HETAC, FETAC and other bodies
- Liaison with the Central Applications Office (CAO) through which the majority of standard and special category applications to third level colleges are processed
- Processing of direct applications from applicants, including admission to add-on Diploma and Degree courses and those transferring to ITT from other colleges. The office also processes requests for a one-year deferral of a place from students
- Compilation of annual admissions statistics for all categories of applicant

- Revision and updating of application forms and other published information for applicants
- Issuing of attendance letters to students
- Organisation of interviews / assessments
- Compilation of information packs for all full-time students, containing details of academic advisory meetings, social and orientation meetings, etc.
- Organisation of Open Day, guidance counsellor meetings and attendance at career exhibitions.
- Maintenance of student record systems
- Issuing of student cards
- Supplying of class lists and statistical information
- Issuing VEC Scholarship cheques
- Issuing notices of de-registration

Classes of Records Held

- Application forms, files on registered students
- Correspondence with the CAO
- Student database
- Class lists
- Statistical reports

Contact Points

Admissions Officer: Ms. Lucy Fitzell
 Admissions/Registration Office: 066-714 5638
 Fax: 066-712 5711
 Email: info@staff.ittralee.ie

7.4.1.2 Examinations

Function

The administration of Institute examinations including, HETAC, FETAC, Department of Education & Science, City & Guilds and other appropriate examination bodies.

Services Provided

- Scheduling and timetabling of examinations, notification to students and staff
- Organisation of examinations including venues, distribution of examination papers to centres, invigilators, special needs, and transport
- Provision of examination results and examination transcripts, processing reviews, rechecks, appeals
- Maintenance of examination records, reissuing of transcripts

Records Held

- Examination entry forms;
- Database of examinations data
- Examination broadsheets (documents of official results);

- Pass lists (as published);
- Provisional pass lists (as published);
- Medical certificates/incident reports; examination re-entry forms;
- General correspondence files relating to the administrative work of the office.

Contact Points

Examinations Officer: Ms. Sinead Griffin

Tel: 066 – 719 1686

Fax: 066 – 719 1629

Email: examinations@staff.ittralee.ie

7.4.2 Academic Administration & Student Affairs Office

Function

The Academic Administration & Student Affairs Office provides the necessary support for students to pursue their academic programmes and career goals. The office facilitates the fullest participation by all students in the academic life of the Institute and contributes to the students personal and social development.

Services Provided

Student services include:

- Orientation Programme
- Access Office
- Accommodation
- Health Centre
- Chaplaincy
- Disability Support
- Counselling
- Financial Support
- Graduate Recruitment
- Sports and Societies.

Contact Points

Academic Administration & Student Affairs Manager: Mr. Dick Carmody

Tel: 066 – 714 5618

Fax: 066 – 712 5711

Email: dick.carmody@staff.ittralee.ie

Student Services Forum

Student Services Forum is comprised of student support services personnel and Students' Union Executive members. It advises Institute Management in relation to student services issues and provides for discussion and consultation between student services personnel.

7.4.2.1 *Orientation Programmes*

Orientation and induction programmes are run throughout the year on a range of issues and topics that assist students in the transition to third level education and in meeting the academic and personal challenges and opportunities of college life.

Orientation Programme Providers

Student Services Forum members, including Student Union Executive, in co-operation with the Academic Affairs Office, Schools of Study and assisted by external organisations as appropriate.

Services Provided

- Initial orientation on registration
- Pre-orientation for mature and disadvantaged students
- Clubs and societies days
- Drug Awareness
- Campus Watch
- Health, Welfare & Lifestyle programme
- Disability Awareness and support
- Dyslexia Awareness and support

Classes of Records Held

Literature and audio-visual material relating to student orientation programme.
Third part literature relating to student orientation.

Contact Points

Academic Administration & Student Affairs Manager: Mr. Dick Carmody
Tel: 066 – 714 5618
Fax: 066 – 712 5711
Email: dick.carmody@staff.ittralee.ie

7.4.2.2 *Access /Disability Support*

Function

The promotion of access to third level education in the Institute, particularly for groups which are under-represented in the student population; the provision of a range of disability supports to enable students to participate fully in the academic and social life of the Institute.

Services Provided

- Education and awareness programmes
- Primary and Secondary schools liaison
- Academic, personal, technical and financial supports
- Specific examination accommodation
- Personal and professional assistance
- Individual and group consultation

Classes of Records Held

- Applications for special accommodations, assistance

- Documentation relating to Institute/student undertakings and commitments
- Declarations or confirmation of fact

Contact Points

Access Officer: Ms. Valerie Moore
 Tel: 066 – 719 1682
 Fax: 066 – 712 5711
 Email: valerie.moore@staff.ittralee.ie

7.4.2.3 Accommodation Service

Function

To facilitate students in securing suitable accommodation while attending at the Institute.

Services Provided

- Advertising for suitable student accommodation.
- Compilation of accommodation lists.
- Publication of accommodation advice booklets for students and accommodation providers.
- Assisting and advising with students/parents accommodation enquiries.

Classes of Records Held

- Advice leaflets for students and accommodation providers
- Accommodation lists
- Third party literature relating to accommodation issues

Contact Points

Chaplain: Fr. Pat O'Donnell
 Tel: 066-719 1678 North Campus 066-7145639 South Campus
 Fax: 066 – 712 5711
 Email: pat.odonnell@staff.ittralee.ie

7.4.2.4 Health Service

Function

To provide a comprehensive on-campus medical service to students.

Services Provided

- General medical services including GP services
- Health promotion and education
- Preventative medicine
- Occupational health

Classes of Records Held

- Confidential student health records

- Health assessment forms

Contact Points

Nurse: Ms. Mary Corr
 Tel: 066–719 1679 North Campus 066–7145690 South Campus
 Fax: 066 – 712 5711
 Email: mary.corr@staff.ittralee.ie

7.4.2.5 Chaplaincy

Function

To provide pastoral care, counselling support and faith development to students.

Services Provided

- Religion services
- Bereavement protocol
- Personal support

Classes of Records Held

- Confidential student files
- Benevolent Fund documentation

Contact Points

Chaplain: Fr. Pat O'Donnell
 Tel: 066-7191678 North Campus 066-7145639 South Campus
 Fax: 066 – 712 5711
 Email: pat.odonnell@staff.ittralee.ie

7.4.2.6 Counselling Services

Function

To enable students to become more effective and resourceful in their academic, social and personal lives.

Services Provided

Confidential and personal consultation available to all students on a voluntary basis.

Practical skills training

Classes of Records Held

- Student contracts
- Student safety agreement
- Confidential student files

Contact Points

Counsellor: Clotilde O'Keeffe Lyons
 Tel: 066 – 714 5616
 Fax: 066 – 712 5711

7.4.2.7 *Financial Support*

Function

To provide limited financial support to students experiencing temporary or on-going financial difficulties that may impact negatively on their academic progress.

Services Provided

Providing advice and guidance to students in regard to good finance management

Benevolent fund assistance for short-term financial difficulties

Access assistance fund – assistance for on-going long term financial difficulties

Classes of Records Held

- Grant/loan documentation
- Financial records
- Finance Reports (Internal/external)

Contact Points

Chaplain: Fr. Pat O'Donnell

Access Officer: Ms. Valerie Moore

Tel: 066 – 714 5690

Fax: 066 – 712 5711

Email: pat.odonnell@staff.ittralee.ie valerie.moore@staff.ittralee.ie

7.4.2.8 *Graduate Recruitment*

Function

To maximise the employment and professional development potential of Institute graduates.

Services Provided

- Comprehensive student and graduate databases
- Comprehensive employer and recruitment agencies database
- Career presentation by employers
- Industrial visits
- Interview training and preparation
- CV design and completion
- Graduate surveys

Classes of Records Held

- Graduate database
- Employer database
- Student/graduate surveys

Contact Points

Graduate Placement Officer: Ms. Louise Nagle

Tel: 066 – 714 5641

Fax: 066 – 712 5711

Email: louise.nagle@staff.ittralee.ie

7.4.2.9 Sports Programme

Function

To provide a range of recreational and competitive sport activities for the student population and to encourage student participation in the administration and promotion of sports clubs.

Services Provided

Promotion of sport as a healthy social activity
Organisation of team and individual sports
Management of playing, training and travel arrangements

Classes of Records Held

- Sports Council Constitution
- Club membership documentation
- Sports financial files
- Student release forms

Contact Points

Sports Officer: Ms. Jennifer Healy
Tel: 066 – 714 5644
Fax: 066 - 712 5711
Email: jennifer.healy@staff.ittralee.ie

7.4.2.10 Societies Programme

Function

To provide a wide range of social and cultural activities and to encourage students participate in administration and promotion of societies.

Services Provided

- Promotion of societies as a relaxing and entertaining social activity
- Support for students interested in running societies – from finance to room bookings to travel arrangements
- Organisation and development of existing societies as well as promoting new activities

Classes of Records Held

- Societies Council Constitution
- Societies membership documentation
- Societies financial files

Contact Points

Societies Officer: Ms. Ann Looney
Tel: 066 – 714 5658 Extn. 2242
Fax: 066 – 712 5711
Email: ann.looney@staff.ittralee.ie

7.4.3 Library

Function

Provision of an academic library service to all Schools and course areas within the Institute for all staff, students and researchers.

Services Provided

1. Access to information in print format via books, journals and inter-library loans service.
2. Access to electronic and computer-based information via subscription databases, the internet, library catalogues.
3. Advice and training on searching for and sourcing information.
4. Study areas for staff and students.
5. Other services including photocopying, printing facilities.

Classes of Records Held

1. Borrower details: name, address, course code, phone number, fines, loans.
2. Bibliographic records.
3. Library holdings records.
4. Financial records, suppliers details.
5. Staff: contact numbers, training log.

Contact Points

Librarian: Mr. Pat Doherty

Main Library South Campus: Tel. 066 – 7145600 Extn. 2101

Main Library North Campus: Tel. 066 7191683

7.5 SECRETARY/FINANCIAL CONTROLLER

Functions

The Secretary/Financial Controller has Institute-wide responsibilities in the following areas:

- All aspects of finance
- Legal affairs
- Secretariat to the Institute's Governing Body.
- Insurance administration,
- General administration including Health and Safety, Campus Company developments, Research and Development funding etc.
- Human Resources Management
- Computer Services Management

1) Legal Affairs

The Secretary/Financial Controller is responsible for the management of the legal affairs of the Institute. Presently the Institute uses two firms of solicitors, one locally to address public procurements, contracts etc. and the other nationally to address industrial relations and other sector-wide issues.

2) Insurance Administration

The Finance function is responsible for the administration of all insurance within the Institute. It is responsible for reviewing all policies, seeking changes as necessary, submitting claims on behalf of the Institute, staff or students and ensuring that all insurance matters are handled in a timely manner.

3) Health and Safety

The Secretary/Financial Controller is responsible for Health and Safety within the Institute. The management of Health and Safety is addressed by means of a committee structure consisting of:

- a) a steering group consisting of the Personnel Officer, the Buildings Officer and the Secretary/Financial Controller, and
- b) a Joint Consultative Committee consisting of the above, branch representatives of the various unions within the Institute and other interested parties.

4) Secretariat to Governing Body

The Secretary/Financial Controller provides the secretariat to the Institute's Governing Body. He is responsible for the scheduling of meetings, drafting and agreeing the agenda with the Director and Chairman, attendance at all meetings, preparing presentations for the Board, from time to time, agreeing minutes of meetings with the Director and Chairman.

Classes of records held

- Executive minutes
- Minutes of Health & Safety Meetings
- Safety Statement

- Accident/incident report forms
- Results of insurance tenders
- Insurance policies / claims
- Election documentation/procedures – student union, academic council, governing body
- Campus Companies documentation
- All documentation relating to the legal affairs of the Institute
- All documentation/correspondence relating to Governing Body including minutes
- Documentation relating to Campus Companies
- General correspondence

Contact Point(s)

Secretary/Financial Controller: Mr. Donal Fitzgibbon
 Tel: 066 – 7145615
 Fax: 066 - 7145652
 Email: donal.Fitzgibbon@staff.ittralee.ie

7.5.1 Finance Office

Function

The role of the Finance Office is the overall management of the financial affairs of the Institute. Financial planning, budgetary policy and development and financial control fall within its remit.

Services provided

- Payroll administration,
- Purchase Order / Creditor payments
- Fee Invoicing and collection
- Sundry Debtor invoicing and collection
- Lodgements / Cash Management
- Student Grant Payments and Fee Reconciliation
- Capital Expenditure reporting
- Fixed Asset accounting
- Research and Development / European Project Reporting and Self Financing activities
- Bank reconciliations
- Petty Cash administration

a) Payroll Administration

The Payroll Department operates on a weekly and monthly cycle.

Payroll is processed on a computerised system and all staff are encouraged to provide a bank account to allow direct credit transfer of payment into a specified bank account.

b) Purchase Order / Creditor Payments

This area is responsible for the processing of Institute Purchase Orders and Creditor invoices. Creditor payments are processed on a monthly basis. The Institute processes approx. five hundred Purchase Orders and Invoices on a monthly basis.

c) Fee Invoicing and collection

Where tuition and/or registration fees are not being claimed from the Department of Education and Science fee invoices are prepared and issued by Finance to the relevant Grant Authority or individual student.

d) Sundry Debtor invoicing and collection

Where the Institute is required to raise an invoice to a third party, excluding tuition fees, a sundry Debtor invoice is raised by Finance.

e) Lodgements/Cash Management

All the Institute's Lodgements are processed through the Finance Department. The frequency of lodgements varies depending on the time of the year. A monthly cash forecast is prepared and submitted to the Department of Education and Science to enable the Institute to draw down the current grant instalment. Where surplus funds exist they are placed on fixed deposit to maximise interest received.

f) Student Grant Payments and Fee Reconciliation

When all full-time student registrations are complete a file of students, with ESF maintenance entitlements, is generated from the DITA (student registration) system. This file is then downloaded into a Megapay, payments module in the Registration Department. On completion this file is used each month for nine payments over the academic year.

At each academic year end both the full-time and part-time student numbers are reconciled with fees received and receivable to ensure all appropriate fees have been fully accounted for and reconciled.

g) Capital Expenditure reporting

The Institute's Capital Expenditure funding comes from two main sources i.e. the Department of Education and Science Building Unit and from the non-pay element of the recurrent expenditure grant. On approval, Building Unit projects are put in train subject to the appropriate tendering and contracts being completed. When approved, the contract sum and design team fees are drawn down from the Building Unit, based on certified invoices. On completion, final payments are based on the final account. The Institute prepares a monthly capital expenditure report for building unit funded

Projects for the Building Unit which reflects funding draw down for the year to date and projected expenditure against budget for the remainder of the calendar year.

h) Fixed Asset

Where fixed assets are identified, when processing Purchase Orders and nominal ledger payments, an asset number is generated. Assets are coded by type and by department and when in place are located, tagged and depreciated.

i) Research and Development / European Project Reporting and Self Financing activities

The analysis coding structure, within the nominal ledger, facilitates the setting up of Research and European funded project accounts as well as self-financing initiatives. This incorporates all non-recurrent income/expenditure activities within the Institute. Research and European projects are normally initiated through the Development office and self-financing projects may also start in either this manner or through academic departments directly.

Some Research and all EU funded projects require periodic reporting which, in most cases, is not consistent with standard Institute financial reporting. Some European projects also require separate bank accounts which require to be reported and reconciled individually.

j) Bank reconciliations

As part of the periodic financial reporting all Institute bank accounts need to be fully reconciled to the appropriate bank statement. This process is now carried out using information downloaded from the bank via modem and transferred into Sun (financial system) accounts by file import. The actual bank reconciliation process is then largely performed using the Sun Accounts Bank Reconciliation module together with some manual intervention.

k) Petty Cash administration

Petty cash administration involves the payment, reconciliation and general administration of all sundry cash disbursement activities. It involves the retention of a float and regular balancing of receipts and advances.

l) Travel & Maintenance processing

Travel & maintenance claims are processed on a monthly basis by the accounts department. All claims are reviewed and checked to ensure that all payments are within the guidelines laid down by the Department.

m) Prompt Payments

The requirements are set out by the Prompt Payment of Accounts Act, 1997, which came into operation on 2 January 1998. All public bodies are obliged to

pay interest on invoices greater than 45 days from receipt of the invoice or receipt of the goods whichever is the later.

Contact Points

| | |
|-----------------|---------------------------|
| Finance Officer | 066 – 714 5632 |
| Payroll | 066 – 714 5616 Extn. 2198 |
| Purchasing | 066 – 714 5601 |
| Payments | 066 – 714 5602 |
| Fax: | 066 – 712 0565 |
| Email: | finance@ittralee.ie |

7.5.2 Human Resources

Function

The Human Resources Office is responsible for all aspects of human resources management in the Institute including the development, implementation and co-ordination of policies and programs relating to employee relations, staff training and development, superannuation, staff welfare, personnel administration and industrial relations in accordance with Institute policy, procedures and also relevant employment legislation.

Services provided

The services provided by the Human Resources Office include:

- Personnel Administration
- Recruitment
- Staff Training and Development
- Superannuation
- Employee Relations
- Staff Welfare

Human Resources Administration

The Human Resources Office is responsible for developing and implementing the Institute's policies in Human Resources and Industrial Relations, procedures and practices in accordance with relevant legislation and Department of Education and Science provisions and oversee their implementation. The Office ensures that the Institute complies with current employment legislation, equality and other appropriate legislation, having regard to Department of Education and Institute regulations.

The Human Resources Office is responsible for the accuracy of information contained on all Personnel Records and conformity to requirements of the Data Protection Act and other relevant legislation. This includes recording details of annual leave, sick leave, job-sharing, career break arrangements and annual increments. Maintaining and updating individual personnel files.

Recruitment

The Office is responsible for the management of staff recruitment in the Institute. It has a responsibility to manage and evaluate selection policies and recruitment

and appointment procedures in accordance with Department of Education & Science and Institute regulation, implementing best practice assessment and selection techniques.

Staff Training and development

The Human Resources Office's role involves the development, promotion and management of staff development in the Institute in consultation with Heads of Functions. The Department arranges training courses for staff along with the induction of new employees in consultation with Heads of Function.

Superannuation

The Human Resources Office is responsible for ensuring that the Finance Office are authorised to make deductions in respect of members of the education sector superannuation schemes and to maintain a register of all members of the Schemes. The Office also provides information on the Superannuation Schemes to Staff.

Employee Relations

The Human Resources Office is involved in all aspect of Industrial Relations in the Institute liaises with the Department of Education & Science, Council of Directors and such other relevant bodies as necessary.

Staff Welfare

The Human Resources Office manages the staff welfare function within the Institute.

Classes of Records Held

Records are held in the following general areas:

| | |
|--|---|
| <u>Personnel Records of employees:</u> | Application form, Letter of offer, Contract of employment, Payroll Authorisations [new employee, promotion, termination]. Records of annual leave, career break, parental, maternity and sick leave. |
| <u>Recruitment & Selection:</u> | Advertisements, Job descriptions, Application forms, Screening & Shortlisting records, Interview report form, Selection Board recommendations, Department of Education & Science Circulars, Agreements with staff representative bodies, Pay scales as provided by the Department, Guidelines on HR policies and procedures |
| <u>Administration</u> | |
| <u>Employee Relations</u> | Copies of employment legislation, Correspondence with Local and National Union representatives, Correspondence with Dept. of Education, Council of Directors and HR Managers in other Institutes. |
| <u>Superannuation</u> | Superannuation Register, Details of Superannuation Schemes, Benefit Statements, Department Circulars. |
| <u>Training</u> | Details of courses attended. Training budget, Applications for higher degree support subsidy. |

Other

General correspondence relating to individual staff members

Contact points

Human Resources Manager: Ms. Siobhan Garvey

Tel: 066 – 714 5614

Fax: 066 – 714 4648

E-mail: personnel@staff.ittralee.ie

7.5.3 Information Technology Services

Function

- Specification, purchase, installation and integration of hardware and software
- Responsibility for the management and control of the Institutes computer network.
- To manage the support of the Institutes staff and student PCs.
- To develop appropriate policies, practices and procedures for the efficient operation of the Institutes information technology services.
- To provide support for the Institutes web servers and other Institute servers.
- To support the Institutes MIS requirements.
- To manage the student and staff e-mail systems.
- To manage the safety and security of users data and systems.

Services Provided

Help desk support to the general staff and student body.

Classes of Records Held

- Network account details for both staff and students
- List of computer equipment in various offices
- e-mail logs.
- Web proxy logs.
- Data/records held for the different departments/offices by way of backups and on relevant server hard disks.

Contact Points

Information Technology Manager:

Mr. Andrew Quirke

Tel: 066 – 7191671

Fax: 066 - 7191627

Email: helpdesk@staff.ittralee.ie

7.6 DEVELOPMENT OFFICE

Function

Development is a central management function in Tralee, which supports and promotes research, training, commercial development, external liaison and campus/facilities management.

Services Provided Directly to the Public

The Development Office supports:-

1. Continuing Professional & Personal Education
2. Research & Development
3. Consultancy
4. Training
5. Facilities Management
6. International Students
7. Freedom of Information

Classes of Records Held

- **Research & Development**
Funding applications and results, project reports, research outputs.
- **Services to Industry and the Community**
Consultancy agreements/contracts/records and reports. Tenders.
- **External Links, National & International**
Records of negotiations, Memoranda of Agreement, contracts, transactions, outcomes.
- **Freedom of Information**
Freedom of Information Act, FOI requests and responses, Section 15 document.

Contact Points

Head of Development: Dr. Jerry Clifford
Tel: 066 - 714 5617
Fax: 066 - 714 5636
Email: jerry.clifford@staff.ittralee.ie

7.6.1 External Services Office

Function

To liaise with industry and community groups for the development of research, consultancy, and training and development programmes.

Services provided directly to the public

- Continuing Professional & Personal Development (CPPD) opportunities
- Links industry needs to staff expertise
- Liaises with development organisations e.g. Shannon Development
- Facilitates application for funding for research projects
- Provision of training both on and off campus to industry, community groups and development organisations

Classes of Records Held

- Payments records for: CPPD lecturers, researchers and consultants
- Contracts for research and consultancy
- Examination results of CPPD students
- Research and consultancy proposals submitted to funding agencies and other external bodies
- Governing Body Scholarship documentation

Contact points

External Services Manager: Ms. Brid McElligott

Telephone: 066 – 714 5611

Fax: 066 – 714 5636

Email: cppd@staff.ittralee.ie

7.6.2 Estates Office

Function

1. Capital building program
2. Maintenance of buildings and grounds
3. Management of directly employed staff
4. Management of contract staff

Services Provided directly to the Public

External booking of facilities.

Classes of Records Held

All records pertaining to the above

Contact points

Estates Manager: Mr. Donal Hunt

Tel: 066 – 714 5680

Fax: 066 – 714 5682

Email: robert.reidy@staff.ittralee.ie

7.6.3 International Office

Function

Co-ordination and management of international activities (study, research, curriculum development, projects) for staff, students and partners.

One stop unit for information on international possibilities.
Student recruitment
Initiation of ITTs overseas contacts.

Services Provided Directly to the Public

Information and advice on study and work experience abroad.
Accommodation
International networking database
Support and follow-up.

Classes of Records Held

- Student application details (incoming international students and outgoing ITT students)
- Examination results for incoming international students and outgoing ITT students
- Bilateral contracts with international partners and companies offering overseas work placements – Leonardo
- Institutional Socrates contracts for student mobility, staff mobility, projects, ODL, ECTS
- Students and staff mobility funding
- HEA international funding
- Annual statistics on mobility
- Course syllabi
- Accommodation information

Contact Points

Institutional Co-ordinator: Mr. Gerard O'Carroll
Tel: 066 – 714 5612
Fax: 066 – 714 5647
Email: gerard.ocarroll@staff.ittralee.ie

7.7 SCHOOL OF BUSINESS AND SOCIAL STUDIES

Functions of the School

To be responsible for the management, control and general administration of the School of Business and Social Studies at the Institute of Technology, Tralee. The provision and offering of a range of full-time educational programmes and programmes of study on a part-time basis. The portfolio of courses offered ranges from National Certificate through National Diploma and Degree to Postgraduate Degrees. The School of Business and Social Studies comprises of the following Departments at present:

- Department of Business and Humanities
- Department of Business Informatics
- Department of Hotel, Catering and Tourism

Services Provided Directly to the Public

Provision of Information regarding the work of the School: Academic Disciplines and courses, School Research, School Publications, School Links with the world of work and the wider community, Institutional Links.

Management and Operation of Academic and Research Programmes; Staff Training and Development; Staff Interviewing and Recruitment; Community Liaison, Student Advice and General Student Counselling.

Classes of Records Held

- Government Reports
- School Publications
- Minutes of Executive, Management, Academic Council and Course Board Meetings
- Copies of Staff Expense Claims
- Annual Non-Pay Budget Data
- Examination Broadsheets
- Green & White Examination Result Sheets
- Examination Papers
- Examination Claim Sheets
- Academic Course Submissions and Work-in-Progress
- School Review Documentation
- Head of School Correspondence
- Head of Department Correspondence
- Lecturer Correspondence
- External Examiners' Correspondence and Reports
- Copies of Student References provided by School
- Student Attendance Records and Correspondence
- Class/Lecturer Timetables

- Student Class/Address Lists
- Staff Contact Numbers and Addresses
- HETAC, FETAC, CERT documentation.

Contact Points and Telephone Numbers

Head of School: Mr. Brian O'Connor
 Tel No: (066) 719 1659
 Fax No: (066) 719 1626
 E Mail: brian.oconnor@staff.ittralee.ie

7.7.1 Department of Business and Humanities

Functions of the Department

The department offers third-level courses at certificate, diploma and degree levels in Business Studies and the Humanities. It also offers research and taught postgraduate degrees. The department manages and administers these courses in accordance with Institute Policy and Academic Council Regulations. The Head of Department reports to the Head of School of Business and Social Studies.

Courses

Business Studies

National Certificate in Business Studies
 Advanced Certificate in Business Studies
 National Certificate in Business & Language (French)
 National Certificate in Business & Language (German)
 National Diploma in Business Studies (Marketing)
 National Diploma in Business Studies (Accounting)
 National Diploma in Business Studies (International Business)
 Bachelor of Business Studies

Humanities

National Diploma in Applied Social Studies in Social Care
 BA in Folk Theatre Studies

Further Functions of the Department/Head of Department:

- Recruitment and selection of departmental staff (together with the School and Personnel Office)
- Ensuring standards/quality of courses
- Encouraging and facilitating staff development and training
- Preparing course timetables
- Liaising with other Departments on Institute-wide matters.
- Ex-officio member of department course boards
- Facilitating the appointment of course leaders and year tutors

- Various administrative tasks including handling specific queries.
- Promoting courses (marketing and PR activities)
- Meeting staff and students as appropriate
- Proposing budgets and materials for classes.
- Reviewing and making decisions as appropriate on student applications for courses
- Planning for academic year
- Giving academic leadership in course development and reviews

Course Boards

- Holding meetings as per agreed schedules.
- Providing feedback to students.
- Promoting courses (marketing and PR activities)
- Course development
- Reviewing and evaluating courses annually and reports to the School and Academic Council.

Services Provided Directly to the Public

Provision of information regarding the work of the department through the school office: academic disciplines and courses, research projects, links with the world of work and the community, institutional links. Provides information on courses. Provides references for students and graduates.

Classes of Records Held

- Examination papers and marking schemes.
- Continuous assessment marks.
- “Green and White” mark-sheets.
- Copies of examination results on broadsheets from Registrar’s Office.
- Copies of statistics from administration on examinations throughput.
- Course Board minutes.
- Copies of timetables
- Annual non-pay budget data.
- Copies of part-time claims summary.
- Academic course development and review documents.
- Head of Department correspondence.
- Lecturer correspondence.
- Copies of Extern Examiner’s reports.
- Copies of postgraduate students’ progress reports
- Copies of Student References provided by Department
- Relevant awarding authority documentation.
- Lists of students on department courses.

Contact Points

| | |
|---------------------|--|
| Head of Department: | Mr. Patrick McGarty |
| Tel: | (066) 719 1660 |
| Fax: | (066) 719 1626 |
| E Mail: | patrick.mcgarty@staff.ittralee.ie |

7.7.2 Department of Business Informatics

Functions of the Department

The Department offers third-level courses at certificate, diploma and degree levels in Office Information Systems, Information Systems Management, eBusiness and Multimedia. It also offers research postgraduate degrees in these disciplines. The department manages and administers these courses in accordance with Institute Policy and Academic Council Regulations. The Head of Department reports to the Head of School of Business & Social Studies.

Courses

Office Information Systems

National Certificate in Business Studies (Office Information Systems)

Information Systems Management

National Diploma in Business Studies (Information Systems Management)

BA in Information Systems Management

eBusiness

BBS eBusiness

Multimedia

BA in Interactive Multimedia

Further Functions of the Department/Head of Department:

- Recruitment and selection of departmental staff (together with the School and Personnel Office)
- Ensuring standards/quality of courses
- Encouraging and facilitating staff development and training
- Preparing course timetables
- Liaising with other Departments on Institute-wide matters.
- Ex-officio member of department course boards
- Facilitating the appointment of course leaders and year tutors
- Various administrative tasks including handling specific queries.
- Promoting courses (marketing and PR activities)
- Meeting staff and students as appropriate
- Proposing budgets and materials for classes.
- Reviewing and making decisions as appropriate on student applications for courses
- Planning for academic year
- Giving academic leadership in course development and reviews

Course Boards

- Holding meetings as per agreed schedules.
- Providing feedback to students.
- Promoting courses (marketing and PR activities)

- Course development
- Reviewing and evaluating courses annually and reports to the School and Academic Council.

Services Provided Directly to the Public

Provision of information regarding the work of the department through the school office: academic disciplines and courses, research projects, links with the world of work and the community, institutional links. Provides information on courses. Provides references for students and graduates.

Classes of Records Held

- Examination papers and marking schemes.
- Continuous assessment marks.
- “Green and White” mark-sheets.
- Copies of examination results on broadsheets from Registrar’s Office.
- Copies of statistics from administration on examinations throughput.
- Course Board minutes.
- Copies of timetables.
- Annual non-pay budget data.
- Copies of part-time claims summary.
- Academic course development and review documents.
- Head of Department correspondence.
- Lecturer correspondence.
- Copies of Extern Examiner’s reports.
- Copies of postgraduate students’ progress reports
- Copies of Student References provided by School
- Relevant awarding authority documentation.
- Lists of students on department courses.

Contact Points

Head of Department: Ms. Kay Fitzgerald
 Tel: (066) 719 1687
 Fax: (066) 719 1626
 E Mail: kay.fitzgerald@staff.ittralee.ie

7.7.3 Department of Hotel, Catering and Tourism

Functions of the Department

The department offers courses in the Tourism, Hotel and Catering area validated by HETAC and FETAC. The Head of Department reports to the Head of School of Business & Social Studies.

Courses

National Diploma in Business Studies (Tourism)
National Diploma in Business Studies (Tourism and Languages)
National Diploma in Business Studies (International Hospitality Management)

Craft Courses

Certificate in Professional Cookery
Certificate in Hospitality Skills
Certificate in Tourism Skills
Certificate in Bar Skills
Advanced Certificate in Tourism Business Studies

Part-time Tourism Courses

Marketing for Small Tourism Enterprises
Certificate in Tourism & Customer Care
Certificate in Irish Home Hospitality
Marine & Countryside Guiding

Further Functions of the Department/Head of Department:

- Recruitment and selection of departmental staff (together with the School and Personnel Office)
- Ensuring standards/quality of courses
- Encouraging and facilitating staff development and training
- Preparing course timetables
- Liaising with other Departments on Institute-wide matters.
- Ex-officio member of department course boards
- Facilitating the appointment of course leaders and year tutors
- Various administrative tasks including handling specific queries.
- Promoting courses (marketing and PR activities)
- Meeting staff and students as appropriate
- Proposing budgets and materials for classes.
- Reviewing and making decisions as appropriate on student applications for courses
- Planning for academic year
- Giving academic leadership in course development and reviews

Course Boards

- Holding meetings as per agreed schedules.
- Providing feedback to students.
- Promoting courses (marketing and PR activities)
- Course development

- Reviewing and evaluating courses annually and reports to the School and Academic Council.

Services Provided Directly to the Public

Provision of information regarding the work of the department through the school office: academic disciplines and courses, research projects, links with the world of work and the community, institutional links. Provides information on courses. Provides references for students and graduates.

Classes of Records Held

- Examination papers and marking schemes.
- Continuous assessment marks.
- “Green and White” mark-sheets.
- Copies of examination results on broadsheets from Registrar’s Office.
- Copies of statistics from administration on examinations throughput.
- Course Board minutes.
- Copies of timetables.
- Annual non-pay budget data.
- Copies of part-time claims summary.
- Academic course development and review documents.
- Head of Department correspondence.
- Lecturer correspondence.
- Copies of Extern Examiner’s reports.
- Copies of postgraduate students’ progress reports
- Copies of Student References provided by Department
- Relevant awarding authority documentation.
- Lists of students on department courses.

Contact Points and Telephone Numbers

| | |
|---------------------|--|
| Head of Department: | Ms. Mary Rose Stafford |
| Tel: | (066) 719 1664 |
| Fax: | (066) 719 1626 |
| E Mail: | mary.rose.stafford@staff.ittralee.ie |

7.8 School of Science & Computing

Functions of the School

The school of science is composed of the following sections:

- Department of Chemical & Life Sciences
- Department of Computing
- Department of Health & Leisure
- Department of Nursing and Health Care Studies

The School of Science & Computing

- Develops and delivers higher education courses in Computing, Multimedia, Nursing, Science and Health & Leisure
- Assists applicants and their advisors
- Seeks out, heeds and informs the needs and opinions of its stakeholders
- Encourages and facilitates research
- Promotes economic and social development
- Endeavours to raise the public awareness of Science, Computing, Health & Leisure and Nursing
- Plans and carries out its activities in accordance with health and safety procedures
- Carries out its activities in ways that contribute to the enhancement of (or minimise its impact on) the environment
- Strives continually to improve the standard of all it does
- Assists in the development of the Institute's Strategic Plan
- Develops and manages the resources both physical and human allocated to it
- Prepares staff and student timetables for the delivery of its courses

Head of School

- Participates in the recruitment and selection of staff to deliver courses in the department
- Ensures quality standards are maintained in the delivery and assessment of courses
- Encourages and facilitates staff development
- Prepares teaching schedules for the courses within the departments
- Liaises with other heads of department / schools
- Appoints course leaders and year tutors
- Deals with correspondence relating to School and Department matters
- Promotes courses and discipline areas with the department
- Facilities staff and students as appropriate
- Manages Department/School resources including overseeing procurement, deployment and maintenance of capital and class purchases
- Reviews and makes decisions as appropriate on transfer applications

- Advises staff and students
- Liaises with the college support services for students in need
- Member of senior management team
- Liaises with development agencies
- Liaises with community groups
- Represents Department/School/Institute on National Groups/Forums

Services Provided Directly to the Public

- Provides information about its courses
- Advises applicants on admission to its courses
- Provides references for students and graduates
- Deals with other enquiries directly or refers them to the appropriate agency

Classes of Records Held

- Examination papers (past)
- Examination claim forms
- Minutes of School and Course Board Meetings
- School publications
- Staff references
- Student attendance and performance details
- Staff contact numbers and addresses
- Course documents
- Government reports
- Correspondence
- Continuous assessment results for scheduled assessments
- Medical certificates submitted by students
- Timetables
- Staff CVs

Contact Points

| | |
|---------------------------------------|--|
| Head of School of Science & Computing | Mr. Seamus O'Shea |
| Tel. | 066 - 719 1655 |
| Fax: | 066 - 714 5651 |
| E-Mail | seamus.oshea@staff.ittralee.ie |

7.8.1 Department of Chemical & Life Sciences

Function

The Function of the Department of Chemical & Life Sciences is to contribute to the Institutes Statutory functions. Its functions are:

- To assist the School and Institute in the provision of quality education, research and development services in the areas of Chemistry, Biology and Physics to students, the community and industry
- This is achieved through:

- The development of third level academic programmes at undergraduate and post graduate level
- The delivery of third level academic programmes through the provision of tuition and a range of supports to students who are undertaking these courses
- supporting staff in the provision of Research and Development services to the community and industry by undertaking research and consultancy
- promotion and participate in initiatives to develop science
- reviewing the programmes and activities of the department to ensure that they are in accordance with the Institutes policies, strategies and strategic plan.

Services Provided Directly to the Public

1. The Department provides the following courses

- National Certificate in Science (Applied Biology)
- National Certificate in Science (Applied Chemistry)
- National Certificate in Science (Photonics)
- National Certificate in Science (Good Manufacturing Practice)
- National Diploma in Science (Analytical Science)
- National Diploma in Science (Food Science)
- National Diploma in Science (Photonics)
- B.Sc. in Analytical Science with Product/Process Development
- Graduate Diploma in Laboratory Science in Education
- M.Sc. in Laboratory Science in Education

Courses are provided in either full-time or ACCS mode with some being provided in both.

2. Information on courses and R & D services offered by the Department
3. Advise to applicants on courses
4. Provide advise to the public where possible in regard to services other than those provided by the Department can be sourced
5. Support for national initiatives such as Department of Education & Science in-service courses
6. Consultancy services as requested through the Development Office

Classes of Records Held

- Reports and publications of relevance to Departments activities
- Lists of students enrolled on courses
- Records of students progress on courses in the form of continuous assessment results, notes of meetings, and attendance records
- Copies of students examination results held by the Exam office

- Reports prepared by the staff of the Department such as Course development records, Course Proposal Documentation, Course Review documentation
- Course handbooks
- Minutes of Course Board meeting and other course board related correspondence
- JAWs meetings minutes
- Staff and student contact details
- Intra-departmental staff correspondence and correspondence between Department staff and other Departments and service functions within the Institute
- Correspondence with the general public and outside agencies
- Correspondence between the Department and students
- Staff CV's
- Staff, class and student timetables

Contact Points

Head of Department of Chemical & Life Sciences: Mr. Pat Flanagan
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 Fax: 066 – 714 5651
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7.8.2 Department of Computing & Mathematics

Function of the Department

The Department of Computing & Mathematics is one of the departments within the School of Science. Working within the School of Science, the department

- Develops and delivers higher education courses in computing, information technology and multimedia
- Provides tuition in Mathematics, Statistics and Computing within the School of Science & Computing and the other Schools with the Institute.
- Assists applicants to the department and their advisors
- Seeks out, heeds and informs the needs and opinions of its stakeholders
- Encourages and facilitates research in Computing, Maths and Multimedia. It carries out research and development activities on its own and with partners in Ireland/Europe
- Promotes economic and social development
- Participates in skills-shortage initiatives in computing
- Participates in part-time and alternative provision of education, in co-operation with the Development Office
- Endeavours to raise the public awareness of information technology
- Plans and carries out its activities in accordance with health and safety procedures
- Carries out its activities in ways that contribute to the enhancement of (or minimise its impact on) the environment
- Strives continually to improve the standard of all it does

- Assists in the development of the Institute's Strategic Plan
- Develops and manages the resources, both physical and human, allocated to it

Courses Provided by the Department

The Department provides the following courses for school leavers:

- National Certificate in Computing
- National Diploma in Computing
- Bachelor of Science in Computing (Software Development)
- Bachelor of Science in Computing with Enterprise Studies
- Bachelor of Science in Computing with Internet Development
- Bachelor of Science in Computing with Multimedia
- National Certificate in Computing Information Technology Support
- National Diploma in Computing Information Technology Support
- Graduate Diploma in Computing in Education
- M.Sc. in Computing in Education

The department maintains a strong programme of research Masters in Computing. The Department reviews its courses periodically in line with national and international norms.

Contact Points

Head of School of Mathematics & Computing

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7.8.3 Department of Health & Leisure Studies

Function of the Department

The Department of Health & Leisure Studies is one of the departments within the School of Science. Working within the School of Science, the department

- Develops and delivers higher education courses in Health and Leisure studies
- Provides tuition in Health & Leisure within the School of Science & Computing and the other Schools with the Institute.
- Assists applicants to the department and their advisors
- Seeks out, heeds and informs the needs and opinions of its stakeholders
- Encourages and facilitates research in Health and Leisure studies
- It carries out research and development activities on its own and with partners in Ireland/Europe
- Promotes economic and social development

- Participates in part-time and alternative provision of education, in co-operation with the Development Office
- Endeavours to raise the public awareness of Health and Leisure Studies
- Plans and carries out its activities in accordance with health and safety procedures
- Carries out its activities in ways that contribute to the enhancement of (or minimise its impact on) the environment
- Strives continually to improve the standard of all it does
- Assists in the development of the Institute's Strategic Plan
- Develops and manages the resources, both physical and human, allocated to it

Courses Provided by the Department

The Department provides the following courses for school leavers:

National Certificate in Health & Leisure Studies

National Diploma in Health & Leisure Studies

Bachelor of Science in Health, Fitness & Leisure Studies

The department maintains a strong programme of research Masters in Health & Leisure studies.

The Department reviews its courses periodically in line with national and international norms.

Services Provided Directly to the Public

- Provides information about its courses
- Interviews mature applicants and non-standard applicants
- Provides references for students and graduates
- Deals with other enquiries directly or refers them to the appropriate authority

Classes of Records Held

- Examination papers (past)
- Minutes of course board meetings
- School publications
- External examiners reports
- Staff references
- Student attendance and performance records
- Staff contact numbers and addresses
- Course documents
- Government reports
- Correspondence
- Continuous assessment results for scheduled assessments
- Medical certificates submitted by students
- Timetables
- Staff CVs

Contact Points

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7.8.4 Department of Nursing & Health Care Studies

Functions of the Department

The function of the Department for Nursing and Health Care Studies can be described within the following areas:

- The development, provision and marketing of appropriate Nursing, Midwifery and Health Care related courses and educational activities.
- Contributing to the development of the Institute and the achievement of the mission of the institute by:
 - Acting as a specialist resource for other departments within the Institute.
 - Participating in appropriate institute activities.
- Supporting the extension of knowledge within Nursing, Midwifery and Health Care related fields by facilitating research, academic study, consultancy and appropriate joint projects between the Institute of Technology, Tralee and health care providers.

Services Provided Directly to the Public

1. Courses leading to
 - National Diploma in Nursing in General Nursing (entry to this course now closed)
 - National Diploma in Nursing (ACCS);
 - B Sc in Nursing (ACCS);
 - B Sc in Nursing in General Nursing (from September 2002);
 - B Sc in Nursing in Psychiatric Nursing (from September 2002);
2. Advice on careers in nursing and health care

Classes of Records Held (from September 2002)

Examination related material

- Examination papers, model answers and marking schemes
- Continuous Assessment marks
- Marks aggregation sheets ('Green and White' sheets)
- Broadsheets of results
- Examination analysis records
- Minutes of Examination Board Meetings
- Student *Ad Miserecordiam* submissions (sick notes etc.)

- Extern examiners' comments and reports

Course Management Records

- Timetables
- Staff allocation sheets
- Student lists – names, contact details, LC results, course preference
- Course Board meeting minutes, agendas, notices of meetings
- Student progress records
- Joint Academic Workshops meetings minutes
- Notes taken (with agreement of student) during student interviews
- Student absences notes
- Lecturer substitution records

Programmatic Review and Course Development Records

- Copies of Programmatic Review documentation (submissions and reports)
- Copies of new course proposal documentation (submissions and reports)
- Course Documents (reconstructed proposal documents to include Panel's amendments)
- Student Handbooks

General

- Diaries and Year Planners
- Minutes of School Board meetings
- Minutes of Academic Council meetings
- Minutes of QA Sub-Committee of Academic Council
- Correspondence with students, staff, management, external academic agencies, external industrial agencies, the public
- Principal's Reports, Director's Reports

Contact Points

Head of Department of Nursing & Health Care

Dr. Gary Brown

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7.9 SCHOOL OF ENGINEERING & CONSTRUCTION STUDIES

Functions

Working within the overall mission of the Institute, the School of Engineering is responsible for the management, control and general administration of engineering educational programmes and related activities at Institute of Technology, Tralee. The Head of School reports to the Director of Institute of Technology, Tralee.

The School of Engineering comprises:

- Department of Civil Engineering & Construction Studies
- Department of Agricultural & Manufacturing Engineering
- Engineering Trades
- Accelerated Technician

Services Provided Directly to the Public:

- Provision of academic and research programmes
- Provision of consultancy and company based programmes
- Provides information on the work of the School, its courses, research activity and the links with industry, the professions, other institutions and the wider community.
- Advises applicants on admission to its courses
- Provides references for students and graduates
- Deals with other enquiries directly or refers them to the appropriate agency

Classes of Records Held

- Minutes of Institute Executive Meetings
- Minutes of Academic Council and some AC Sub-Committee Meetings
- Minutes of Course Board Meetings
- Examination papers (past)
- Examination results (Broadsheets)
- Continuous assessment results for scheduled assessments (Green & White Sheets)
- External examiners reports
- Student class and address lists
- Medical certificates submitted by students
- Course and Staff Timetables
- Staff and Student references
- Staff CVs
- Staff contact numbers and addresses
- Course documents
- NCEA Programmatic Review documents
- Course submission documents
- NCEA/HETAC/ regulations and reports
- Government and sundry reports
- Non-pay budget details
- Travel claim forms for staff

- Copies of examination payment claim forms
- Copies of orders placed
- Correspondence

Contact Points

Head of School: Mr. Kevin Lynch
 Tel: 066 – 714 5606
 Fax: 066 – 714 5650
 Email: kevin.lynch@staff.ittralee.ie

7.9.1 Department of Civil Engineering & Construction Studies

Function of Department

The function of the Department of Civil Engineering & Construction Studies is to contribute to the Institute's effort to fulfil its function as laid out in Acts of the Oireachtas. It does this in a number of ways. These include

- The provision of courses at craft, certificate, diploma, degree and post-graduate level in disciplines related to civil engineering and construction;
- The assurance of the quality and standards of such courses;
- The provision of research, consultancy, information and educational services to the general public and to the civil engineering and construction industries in particular;
- Assisting the Institute in its development and well-being;
- Leading and participating in the professional and social aspects of the academic and engineering communities
- Leading and participating in the social and cultural development of the general community.

Services Provided Directly to the Public

- A. Courses leading to
 - National Certificate in Construction Studies;
 - National Diploma in Construction Studies;
 - B Sc in Facilities Management;
 - B Sc in Construction Management;
 - National Certificate in Civil Engineering;
 - National Diploma in Civil Engineering;
 - National Craft Certificate (NCC) in Carpentry & Joinery.
- B. Advice on careers in engineering and construction
- C. Occasional short courses (CPD) for members of the construction industry e.g. SMETS (Site Management Education and Training Scheme) for the Construction Industry Federation.
- E. CPD courses for teachers of technical subjects at second level e.g. CAD.
- F. Consultancy and testing services as requested through the Development Office.

G. Technical information resources for professionals and other members of the public.

Classes of Records Held

Examination related material

- Examination papers, model answers and marking schemes
- Continuous Assessment marks
- Marks aggregation sheets ('Green and White' sheets)
- Broadsheets of results
- Examination analysis records
- Minutes of Examination Board Meetings
- Student *Ad Miserecordiam* submissions (sick notes etc.)
- Extern examiners' comments and reports

Course Management Records

- Timetables
- Staff allocation sheets
- Student lists – names, contact details, LC results, course preference
- Course Board meeting minutes, agendas, notices of meetings
- Student progress records
- JAWs meetings minutes
- Notes taken (with agreement of student) during student interviews
- Student absences notes
- Lecturer substitution records

Programmatic Review and Course Development Records

- Copies of Programmatic Review documentation (submissions and reports)
- Copies of new course proposal documentation (submissions and reports)
- Course Documents (reconstructed proposal documents to include Panel's amendments)
- Student Handbooks

General

- Diaries and Year Planners
- Minutes of School Board meetings
- Minutes of Academic Council meetings
- Minutes of QA Sub-Committee of Academic Council
- Correspondence with students, staff, management, external academic agencies, external industrial agencies, the public
- Principal's Reports, Director's Reports

Contact Points

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7.9.2 Department of Agricultural & Manufacturing Engineering

Function of Department

The Department of Agricultural & Manufacturing Engineering is one of the departments within the School of Engineering and supports the mission of the Institute and the School.

Services Provided

- Develops and delivers higher education courses in Agricultural and Manufacturing engineering
- Provides tuition in engineering subjects to the School of Science & Computing and Business & Social Studies
- Assists applicants to the department and their advisors
- Seeks out, heeds and informs the needs and opinions of its stakeholders
- Encourages and facilitates research in agricultural and manufacturing engineering
- Promotes economic and social development
- Participates in skills shortage initiatives in the area of manufacturing technology and precision engineering
- Participates in part-time and alternative provision of education in co-operation with local manufacturing companies in the South-West
- Endeavours to raise public awareness of engineering and technology
- Plans and carries out its activities in accordance with health and safety procedures
- Carries out its activities in ways that contribute to the enhancement of (or minimise its impact on) the environment
- Strives continually to improve the standard of all its endeavours
- Contributes to the development and realisation of the Institute's strategic plan
- Develops and manages the resources allocated to it

Courses Provided

National Certificate in Agricultural Engineering

National Diploma in Agricultural Engineering

National Certificate in Mechanical Engineering

National Diploma in Production Engineering

National Certificate in Manufacturing Engineering

National Diploma in Mechanical & Electronic Engineering

National Certificate in Manufacturing Technology (Skills Shortage – full-time and ACCS)

National Diploma in Manufacturing Technology (Skills Shortage – full-time and ACCS)

National Certificate in Technology – Precision Engineering (Skills Shortage – full-time and ACCS)

Contact Points

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7.9.3 Engineering Trades Section

Function

This Department offers block release courses for apprentices in the following disciplines:

- Agricultural Engineering
- Carpentry & Joinery

ITT offers these courses in association with FAS and the Department of Education & Science.

Services Provided

- Preparation and organisation of timetables (3 changes per year)
- Ensure classrooms, workshops, labs and equipment are available and in a suitable condition
- Allocate non-academic duties to all full-time lecturing staff and support staff.
- Confirm that sufficient class materials are available
- Interview part-time staff when necessary
- Prepare induction material for all students in the department
- Control student timesheets and ensure their return to FAS on a weekly basis
- Control payment for setting examination papers for FAS
- Prepare and organise examination timetables and repeat timetables
- Organise end of term examinations and board meetings (3 per year)
- Enter final examination results and check before posting to student and FAS
- Monitor all arrangements for examinations, referrals, board meetings and ensure that they conform to the National Procedures/Department of Education & Science
- Attend Institutes of Technology Apprenticeship Committee meetings and Institutes Curricula meetings (National)
- Report to Head of Department and Head of School on a regular basis
- Retraining of staff has to be planned to suit timetabled/lecturing hours
- Set up new courses and assist in the planning of new workshops, laboratories and classrooms
- Organise extra summer courses in the areas of carpentry and joinery
- Prepare budgets and detailed schedule of expected expenses for the year
- Consultations with FAS, Department of Education & Science (National and Regional), Industry, students and parents
- Lecture up to 6 hours per week
- Notify repeat students

Classes of Records Held

- Minutes of Course Board Meetings
- Examination papers (past)
- Examination results (assessment summary sheets)
- Continuous assessment result for scheduled assessments
- Examination Appeals documentation
- Student class and address lists

- Student attendance records
- Copies of results letters to students
- Medical certificates submitted by students
- Course and staff timetables
- Staff and student references
- Course documentation
- ITAC regulations and reports (FAS / Department of Education & Science)
- Non-pay budget details
- Copies of examination payment claim forms
- Copies of orders placed
- General Correspondence

Contact Points

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