

INDEX PAGE

YOU CAN GO-TO-PAGE BY CLICKING ON THE HEADING USING YOUR MOUSE-POINTER. CLICK ON THE RED BUTTON TO RETURN TO INDEX.



1 Admissions & Registration

- 1.1 Compliance to the Student Rights and Responsibilities
- 1.2 Registered Student of the Institute
- 1.3 Valid Registration
- 1.4 Required Registration Documents ...
- 1.5 Registration of Residence, Home & Term Address
- 1.6 Fees
- 1.7 Student T-Card
- 1.8 Deferrals
- 1.9 Withdrawal



2 Academic Conduct

- 2.1 Attendance and Class Participation
- 2.2 Unsatisfactory Attendance or Performance
- 2.3 Continuous Assessment
- 2.4 Examination Regulations
- 2.5 Awards and Results
- 2.6 Examinations and Assessments Review Committee (EARC)
- 2.7 Recheck or Review of Provisional Examination
- 2.8 Examination Infringement(s) and Academic Misconduct
- 2.9 Academic Appeals
- 2.10 Prizes.....
- 2.11 Conferring.....



3 General Discipline

- 3.1 General Conduct
- 3.2 Respectful Conduct
- 3.3 Institute Disciplinary Committee
- 3.4 Institute Disciplinary Appeals Committee (IDAC)
- 3.5 Health and Safety
- 3.6 Fire Safety
- 3.7 Outside Organisations
- 3.8 Responsibility



4 Special Regulations

- 4.1 Library Regulations
- 4.2 Computer Laboratory Regulations
- 4.3 Internet Usage
- 4.4 Design / Drawing Offices / Project Rooms Regulations.....
- 4.5 Clubs and Societies
- 4.6 Sports Facilities and Playing Field Regulations
- 4.7 On-Campus Speed Limits and Parking Regulations
- 4.8 Loan of Assistive Technology
- 4.9 Miscellaneous
- 4.10 Contacting the Ombudsman



5 Fees/Fines

- 5 Fees/Fines 2013/2014

► This section sets out your rights and responsibilities as a student of the Institute. Other documents, guidelines or regulations issued subsequent to this publication shall take precedence. You are expected to conduct yourself in an appropriate and responsible manner, to comply with Institute regulations on academic conduct and general discipline.

Any Student who acts contrary to the standards of conduct set out in our Rights and Responsibilities shall be investigated for alleged breach of the regulations and sanctions may be imposed accordingly.

Student Rights and Responsibilities



SCOPE OF THE RIGHTS AND RESPONSIBILITIES AND OTHER INSTITUTE REGULATIONS

The Student Rights and Responsibilities and other regulations apply to all students registered in the Institute. All registered students have accepted and are bound to abide by the rights and responsibilities and by such other regulations as are made from time to time.

Student Rights and Responsibilities and other regulations are available to read in the Student Handbook in hardcopy format or softcopy format online at www.ittralee.ie/rightsandresponsibilities.pdf. Other policies and procedures, are available to read online also and can be accessed by logging into the e-learning tool Blackboard.

GOVERNING BODY AND ACADEMIC COUNCIL

The policies and business of the Institute are overseen by a statutory Governing Body appointed by the Minister for Education and Skills. The Governing Body members represent the Institute, the State, staff, students, the community and businesses. It meets regularly to ensure that the Institute is participating in standards development and strategic development.

The Academic Council is appointed by the Governing Body to assist in the planning, co-ordination, and development of third level standards and activities. The Council meets several times a semester to discuss academic related developments or issues. Members of the Academic Council sit on committees associated with exams, exam infringements and disciplinary matters. Students are represented via the Students' Union on both the Academic Council and the Governing Body.

STUDENT DEFINITION

Any person who formally registers for a full-time or part-time undergraduate or postgraduate course of study is considered to be a student of the Institute.

An undergraduate student is a student who is attempting to gain his/her first major academic higher certificate or bachelor qualification. A post-graduate student is a person who already has an undergraduate degree and who is attempting to gain a higher academic degree such as higher diploma, masters or doctoral degree.

PROGRAMME REGULATIONS

Regulations relating specifically to your programme of study are provided separately through your academic department. The procedures and regulations published in this handbook refer to matters of a general nature that apply across the Institute as a whole.

INSTITUTE OF TECHNOLOGY TRALEE POLICIES

The Institute has created policies which link our vision and mission to our day to day operations. Policies allow us and our students to understand procedures, roles, obligations, responsibilities and our limitations by guiding the people in our Institute community. It starts with our Student Charter.

An example of policy documents follows for ITT Students. It is the students responsibility to familiarise and understand them as they are part of the Student Charter. Many are explained here in Section B of this handbook and all are online www.ittralee.ie/rightsandresponsibilities.pdf or [http://online@ittralee.ie](mailto:online@ittralee.ie) via Student Information/ Policies & Procedures Icon.

STUDENT CHARTER (PL.SS.0001)	
Bereavement Policy PL.SS.0002	Marks and Standards for HETAC accredited courses and FETAC Foundations Certificate EX.BB.0006
Childcare Protection Policy PA.AD.0003	Participation and Representing the Institute (Sports) PL.SS.0007
Complaints Procedure PR.QA.A10	Plagiarism, Collusion, Academic Integrity RR.B.2.2.3
Discipline Procedure RR.B.3	Posters Policy PL.SS.0008
Examination Regulations RR.B.2.4	Admissions & Registration Policy RR.B.1
Examinations Assessments and Review Committee RR.B.2.6	Recheck/ Review Examinations Results RR.B.2.7
Fees Policy RR.B.1.6	Substance Abuse PL.SS.0009
Garda vetting Policy PL.AD.0004	Use of Laboratories (Computer, Science, Engineering) RR.B.4
Health and Safety PL.SF.0005	Use of Library Facility RR.B.4.1
Institute Discipline Committee RR.B.3.3	View Examination Script RR.B.2.5.3



1. Admissions & Registration

1.1 | COMPLIANCE TO THE STUDENT RIGHTS AND RESPONSIBILITIES

These Rights and Responsibilities (including explanatory memoranda) apply to all registered students of the Institute of Technology, Tralee. By registering you are deemed to have accepted that you are bound by the Institutes Rights and Responsibilities. Other documents, guidelines or regulations issued subsequent to this publication shall take precedence.

1.2 | THE FOLLOWING ARE REGISTERED STUDENTS OF THE INSTITUTE:

Students pursuing full-time or part-time approved courses offered or collaboratively delivered by the Institute, post-graduate research students or students on Erasmus programmes who have fulfilled the requirements for valid registration (see RR.B.1.3 Valid Registration).

A student shall remain a registered student of the Institute from the date of registration to 31 May of the following year or until the date of the conferring on the student of an educational award at or after the deadline year to which the award relates, unless the student withdraws (see RR.B.1.3 Withdrawal of whole-time, registered students).

1.2.1 | Repeat Student Registration

(a) Repeat Exams Only Registration

Students registered to repeat examination only have been granted permission to repeat any outstanding examination(s) (as per examination transcript) without attending classes. Students registering to repeat exams only are liable for fees (see RR.B.1.6.3(a) Repeat Exam Only Fees). Students repeating exams only are not permitted to attend classes or undertake continuous assessment exams.

(b) Repeat and Attend Student Registration

Repeat and Attend students are required to repeat specified modules by attending classes and resitting examinations and assessments. Students registering to repeat and attend are liable for fees (see RR.B.1.6.3(b) Repeat and Attend Fees.4) . They can use the Institute facilities as with full-time registered students. Students who register and pay to repeat and attend on a full-time programme are registered as full-time students.

(c) Deferred Examination Registration

Students who have been granted a deferral in an examination (See RR.B.1.8.4 Deferring an examination(s) – single module/exam/assessment) must register to take the examination as instructed by the Examinations Office.

1.3 | VALID REGISTRATION

All students must comply with the registration process which is to register on a programme/module, to lodge all required documentation (See RR.B.1.4 Required Registration Documents) and to pay all fees by the date and time indicated by the Institute. Permission for late registration is granted only in exceptional circumstances.

If the registration requirements are not completed by the date and time specified, IT, Tralee is entitled to assume that the applicant has withdrawn his/her application for that programme/module and thereby forfeits all rights to a place on that programme/module. The right to the place on the programme module, having lapsed, cannot be reinstated except in exceptional circumstances.

1.4 | REQUIRED ADMISSIONS REGISTRATION DOCUMENTS

Some programmes have specific activities that require evidence of the students ability to participate in their programme. Applicants to the Institute are advised of such requirements prior to registration. Applicants will receive the relevant forms (either in paper format or online) to be completed prior to registration. Applicants failing to provide or lodge the necessary forms with the Institute will be unable to register and commence their programme

1.4.1 Physical ability to participate in a specified programme.

Applicants for specific programmes which involve moderately strenuous activities are required to have a valid certification of physical fitness ability received from a registered medical doctor.

1.4.2 Procedure for vetting students for placement in environments with children or vulnerable adults

Applicants for programmes which involve a work placement in environments with children and/or vulnerable adults are required to undergo the Institute Vetting Procedure. In addition, students of the Institute who engage with children or vulnerable adults as part of their programme of study are also required to undergo the Institute's Vetting Procedure.

To ensure the protection of the public and justify public trust and confidence, the Institute is committed to ensuring that only suitable candidates are allowed to undertake these programmes.

Offers on the relevant programmes are conditional and subsequently will be withdrawn if the Institute's Vetting Committee deems the applicant unsuitable for working in environments with children or vulnerable adults.

(a) GARDA VETTING APPLICATION FORM

Garda Vetting will be carried out on all relevant first year students and also students transferring to years other than first year. Students must complete a Garda Vetting Application Form and specify on the form their personal details and declare if they

have civil or criminal convictions and cases pending. Omissions or any false statements of misrepresentation will be deemed a serious matter by the Institute and may lead to deregistration. The completed form submitted by the applicant will be sent to the Garda Vetting Unit. If there are discrepancies between the Garda Vetting report and the applicants self-declaration, the authorised signatory will contact the applicant.

(b) STATUTORY DECLARATION FORM

As part of the Registration process, each student is required to complete a Statutory Declaration form. The Statutory Declaration Form states that the student will inform the Institute of any information relevant to his/her application or his/her continued term of study at the Institute. Any offence and/or convictions arising after the student has been registered in the programme of study must be disclosed to the Institute immediately. The Institute Vetting Committee has the right to revisit the status of any student in light of any additional information received by the Institute, post the individual being registered as a student.

The Institute Vetting Committee also reserves the right to oblige a student cohort or individual student to undergo again, the process for vetting students for placement in environments with children or vulnerable adults at any time during his/her course of studies at the Institute. If the Institute's Vetting Committee deems the student unsuitable for working with children or vulnerable adults, the student will be de-registered from his/her course of studies.

1.4.3 | INSTITUTE VETTING COMMITTEE (IVC) MEMBERSHIP

The Institute Vetting Committee will convene to review applications where issues have arisen either via a self-declaration or a Garda vetting report.

The Institute Vetting Committee Membership is as follows:

- Head of School of Science or nominee (Chairperson);
- Heads of Department in which the student is registered;
- A lecturer from each Department which delivers the programme in which the student is registered;
- Authorised Signatory;
- President of Students' Union or nominee;
- A representative from an external authority/body may also be a member of the committee. This person will be nominated by the Chair of the Institute Vetting Committee and may be involved in the Risk Assessment if such is required.

The quorum for the Institute Vetting Committee is four.

Functions

The role of the Institute Vetting Committee shall be to review all reports which have given rise to concerns and partition them into minor offences and serious offences.

- Minor Offences are of a nature which does not warrant serious sanction/de-registration from the programme. All minor offences will be dealt with at Departmental level.
- Major Offences will be considered by the Institute Vetting Committee.

The Institute procedure for vetting students for placement in environments with children and vulnerable adults (PL.AD.0004) is available on blackboard at: <http://www.ittralee.ie/en/GardaVettingPolicyandProcedure.pdf>

1.4.4 CHILDCARE PROTECTION POLICY

Applicants for programmes which involve a work placement in environments with children are required to comply with the Institute's Childcare Protection Policy (PL.AD.0003).

1.5 | REGISTRATION OF RESIDENCE OR HOME & TERM ADDRESS

All students must register their home and term address with the Academic Affairs Office. Any change in either the home or term address must be notified to the office within ten days of such a change taking place. All correspondence is directed to the home address held on our Student Database.

1.6 | FEES

Fees for courses are set each year by the Higher Education Authority (HEA). A student is not validly registered until all relevant fees and deposits are paid in full. All tuition fees and Student Contribution Charge including any specified deposits outlined by the Institute must be paid on registration or at such a later time as may be specified by the Institute. At the time of registration students who have not paid all their fees will have a 'provisional registration' status allocated to them. Such students must pay all fees and deposits in full by the 31st January of the following year. This deadline will only be extended in exceptional circumstances.

1.6.1 | Staged Payment of Fees

The Institute operates a Staged Payment of Fees option for students who are unable to pay the full amount of the fees due in advance. The following is the process:

- Students apply to the Admissions Officer in early September
- Each application is reviewed and the student is advised accordingly
- A contract is issued outlining the terms of Staged Payment of Fees option and the payment dates
- Both the student and the Admissions Officer sign the contract confirming that the student is eligible for staged payment of fees
- The Institute sets out fixed payment dates for the staged payments. The contract is null and void if a scheduled payment is not met.
- Students cannot set up their own Staged Payment of Fees option. All requests for the facility to avail of Staged Payments of Fees must be directed to the Admissions Office.

1.6.2 | Fees for Additional Modules

If a student is registered on a full programme consisting of 60 credits, and requests permission

to take additional module(s), the student will be liable for the tuition fee element for the additional module(s). The Student Contribution fee is included in the original amount paid.

1.6.3 | Repeat Students Fees

(a) Repeat Exams Only Fee and Registration

Students must complete their Repeat Exams Registration Form and submit with payment before the exam entry deadline as advised by the Examinations Officer. Students repeating exams only are not permitted to attend classes or undertake Continuous Assessment exams.

(b) Repeat and Attend Student Fees

Students must complete their Repeat Exams Registration Form and submit with payment of their student contribution fee and tuition fee in advance of attending classes. **Students are not permitted to attend class until their fees payment is complete.** If you are required to repeat and attend modules from both semesters, you may register for either one or both semesters on the agreed date and the payment should reflect the registration status. You will not be allowed to progress to the second semester if your payment remains incomplete for the first semester that you are repeating.

1.6.4 | FEES FOR ACCS (ACCUMULATION OF CREDITS AND CERTIFICATION OF SUBJECTS) APPLICANTS

Applications for ACCs are made to the Admissions Office. Applicants who wish to undertake their course of study via the ACCs process must pay their student contribution fee and tuition fee in advance. These applicants are not permitted to receive their student t-card, attend class or sit exams if their fee payment is incomplete.

1.6.5 | FEES FOR POSTGRADUATE STUDENTS

A student who is offered a place on a postgraduate programme is required to register online and pay an initial deposit of their postgraduate fee (For 2013/2014 the initial deposit is €500) to secure the offer. The balance of the postgraduate fees must be paid in full at registration or within 30 days of commencement. The Grants Office section of the Institute's Finance Department is responsible for securing payment of the fees and charges promptly and in full, and for initiating recovery action if this fails. The Institute reserves the right to cancel a programme where the programme has received either insufficient numbers or insufficient fees/funds to run the programme. A refund of the deposit will be made on a pro-rata basis where the programme is not viable. For a refund of fees following commencement of the programme the rules for withdrawal of whole-time students apply (see RR.B. 1.6.7 and RR.B. 1.6.8)

1.6.6 | OUTSTANDING/UNPAID FEES (TUITION FEE AND/OR STUDENT CONTRIBUTION CHARGE)

Students with fees outstanding will be

- unable to sit exams or have exam scripts corrected or exam components (CA) corrected
- unable to view their examination results online or receive end of academic year provisional transcript of results,

- unable to register for the next academic year,
- unable to register for repeat examinations and if in the final year of the programme
- prevented from graduating or receiving their academic parchment until fees are paid in full.

Students with unpaid fees should contact the Grants/Finance Office.

If a student should choose to withdraw or defer from a programme in one academic year, without completing payment of fees due, the student will not be allowed to register on a subsequent year, without completing payment for the outstanding amount previously owed.

If a student is withdrawn for poor academic performance, unsatisfactory attendance or non-attendance, the student will remain liable for any outstanding or unpaid fees until they are paid in full.

A student who is granted a deferral for all or part of an academic year (see 1.8.3 Seeking a Deferral for all of part of an academic year), will remain liable for any outstanding or unpaid fees until they are paid in full.

1.6.7 | FEES RESPONSIBILITIES STUDENT WITHDRAWAL

A student may apply to withdraw from their course by notifying the Admissions Officer in writing (see Section 1.9). Students remain liable for fees up to the date that they officially withdraw from the Institute. Students must complete and sign an official Withdrawal/Exit Form. Students must also return their Student t-Card. For fee purposes the date of withdrawal will be considered that approved/witnessed by the Admissions Officer.

1.6.8 | FEES LIABILITIES STUDENT WITHDRAWAL OR STUDENT DEFERRAL- PLEASE READ CAREFULLY

FEES IMPLICATIONS

Students will be refunded Student Contribution Charge (SCC) and Tuition fees, where applicable, as follows: (WHERE APPLICABLE)

- Withdraw/Defer before the last Friday in September: Refund All fees/All SCC*
- Withdraw/Defer before the last Friday in October: Refund 90% fees/90% SCC*
- Withdraw/Defer before the 31st of January: Refund 50% fees/50% SCC*
- Withdraw/Defer after the 1st of February: No Refund Fees or SCC

Note: If you return to I T Tralee or any third level college subsequently, you may be liable for both Tuition Fees and Student Contribution Charge.

Note: If there are extenuating circumstances, requests for refunds of fees will be reviewed by the Office of the Registrar on an individual basis.

1.7. | STUDENT T-CARD

On completion of all registration requirements a T-Card will be issued. All registered students are issued with a T-Card at the start of the academic year. This must be kept carefully throughout the academic year. It must be produced on demand by an Officer of the Institute or other person authorised by the President or the Secretary/Financial Controller. Admission to Institute premises and/or facilities (e.g. library, laboratories) may be refused to a student or guest student who does not have his/her Student T-Card in his/her possession.

1.7.1 | Replacement of T-Card

Fees will be charged for the issue of a replacement T-Card. (See RR.B.5 Fees & Fines for amount applicable).

1.7.2 | Refund of T-Card 'top-up'

A fee will be charged for refund of T-Card 'top-up' funds. (See RR.B.5 Fees & Fines for amount applicable).

1.7.3 | You must carry your t-card on your persons while using any institute facility or service.

1.7.4 | You must use your t-card to record your attendance at scheduled classes.

1.8 | DEFERRALS

Deferral refers to a student temporarily leaving or postponing his/her programme of study or any element of it categorised as follows:

1.8.1 DEFERRAL OF INSTITUTE ENTRY – 1st Year Course via CAO Entry

Applicants offered a place on a course in August / September of any year may apply for deferral of entry to their course from September of that year to September of the following year. The applicant must not accept the offer through the CAO. The applicant must apply to the Academic Affairs Office, IT Tralee, requesting a deferral of entry by the date and time specified in the Letter of Offer.

Deferral should be sought only in exceptional circumstances e.g. for acute family, financial, personal or medical problems or for an opportunity to undertake significant work experience in Ireland or abroad in an area clearly related to the course. Requests for deferral should be accompanied by all relevant documentation. Deferral is valid for one year only.

An applicant to whom a deferral is granted must re-apply for the course through the CAO by 1st February of the following year placing the course for which deferral has been granted as the first and only choice on the CAO Application Form, otherwise the deferral lapses.

1.8.2 | DEFERRAL OF INSTITUTE ENTRY (DIRECT APPLICATION TO IT TRALEE) (continuing or add-on year)

Applicants offered a place on a course in August/ September of any year may apply for deferral of entry to their course from September of that year to September of the following year. The applicant must apply to the Academic Affairs Office, IT Tralee, requesting a deferral of entry by the date and time specified in the Letter of Offer.

Deferral should be sought only in exceptional circumstances, e.g. for acute family, financial, personal or medical problems or for an opportunity to undertake significant work experience in Ireland or abroad in an area clearly related to the course. Requests for deferral should be accompanied by all relevant documentation. Deferral is valid for one year only.

An Applicant to whom deferral is granted must re-apply for the course by 1st April of the following year placing the course for which deferral has been granted as the first and only choice on the Application Form, otherwise the deferral lapses.

1.8.3 SEEKING A DEFERRAL FOR ALL OR PART OF AN ACADEMIC YEAR

Registered students can apply for a deferral in their programme of study due to mitigating circumstances where they are unable to continue their studies on one or more of the following grounds:

- Medical: applicant must provide valid medical certificate received from a registered doctor/consultant or professional.
- Financial - Severe Financial Hardship: Students should inform themselves of the several services available to them in relation to financial assistance and financial advice while a student. It is only when all avenues of financial support have been considered that a student should apply to defer based on financial hardship.
- Personal: Bereavement of close family members such as parents or siblings or guardians or other traumatic event that has caused serious emotional, physical or mental difficulties to the individual and to their studies.

Before requesting a deferral a student should:

- Discuss with their academic Head of Department the circumstances and options available;
- Inform themselves of the Student Support Services network and make contact if the services can be of help in the situation;
- Meet with the Admissions Officer where the functional and financial implications of the request for deferral are discussed and appropriate paperwork completed.

Completed application forms together with evidence or supporting documentation of the circumstance(s) for which a deferral is being sought must be submitted to the Admissions Officer. Deferral of a programme in the first Semester (September to December) will not be granted after 31 October in year of application. Deferral of a programme in the second Semester (January to May) will not be granted after 1 February in year of application. Please see RR.B.1.6.8 Fees Liabilities for details of fee liabilities for student withdrawal or student deferral.

It is the responsibility of the student to follow the appropriate process when seeking deferral from their programme of study.

Nursing Students requesting a deferral should contact their Head of Department as there is a maximum time in which all Nursing Programmes must be completed. Students are advised before applying for a deferral that places on nursing programmes are limited and there will most likely be financial implications and fees to be paid on return if the place on the programme is available.

1.8.4 DEFERRING AN EXAMINATION(S) – SINGLE MODULE/EXAM/ASSESSMENT

Registered Students can apply for a deferral of an examination module on health or personal grounds. The student must write to the Examinations Officer within three days of the examination explaining with supporting certificate and/or documentation the grounds for the request. Please see RR.B.2.4.7 Extenuating Circumstances. If the request for deferral is granted, the student will be able to take the examination as a first attempt at the next available sitting otherwise the deferral lapses.

The granting of a deferral is an academic issue subject to academic regulations. The final decision rests with the Office of Registrar.

1.9 | WITHDRAWAL OF WHOLE-TIME THIRD LEVEL STUDENTS

Withdrawal refers to leaving your course and forfeiting your rights to

1. a place on the programme,
2. a refund of fees (see RR.B.1.6.7 Fees Responsibilities Student Withdrawal),
3. sit examinations,
4. take repeat examinations,
5. return to resume the programme (conditions apply, contact Admissions Officer)

1.9.1 | A student may apply to withdraw from a course by notifying the Admissions Officer in writing. If withdrawal is granted, the student is recorded as withdrawn. Once a withdrawal has been granted, the student forfeits his/her place on the course of study and must return the Student T-Card to the Academic Affairs Office. (See RR.B.1.6.7 and RR.B.1.6.8 for Fees Responsibilities and Fees Liabilities – Student Withdrawal.)

Any student who has been granted a withdrawal from the course in their 1st year of study and who subsequently wishes to recommence this course or any other Institute course must re-apply in the normal manner, i.e. through CAO, etc.

A student in the second or subsequent years of their course of study, who has been granted a withdrawal, must re-apply for permission to resume his/her course of study to the Admissions Officer at IT, Tralee. Each application will be considered on its merits. Students may be required

to attend for interview.

1.9.2 | If a student leaves a course without permission, or if permission, when sought, is not granted, the student concerned may forfeit the right of consideration for re-entry to that course or to any other Institute. The student may be liable for fees.

1.9.3 | A student who is absent from

- (a) some or all classes for five days or more in total, without an acceptable explanation in writing, in the period of five weeks immediately following the first day of the course, shall be deemed not to have validly commenced his/her course, and shall be deemed to have withdrawn from his/her course.
- (b) some or all of their classes, without an acceptable explanation in writing, for ten days or more in total, the provisions as set down in 2.3 shall apply.

1.9.4 | Where the Institute deems a student to have withdrawn from the Institute, the student shall be notified by the Admissions Officer at his/her home address and will have ten days from the date of issue of the notification to lodge an appeal, in writing, with the Admissions Officer.

1.9.5 | A student who is deemed to have withdrawn from his/her course will forfeit:

- all claims of a place on his/her programme,
- use of Institute facilities;
- return of partial fees (if applicable);
- any scholarship/bursary,
- equipment or financial grant arising from being a registered student of the Institute.



2.ACADEMIC CONDUCT

All students are expected to approach their academic work with honesty and integrity. Students must comply with their academic programme requirements including satisfactory attendance, participation and they must undertake their academic work, study and research responsibly in a manner that is expected of a student in higher education.

2.1 | ATTENDANCE AND CLASS PARTICIPATION

Students are required to pursue a course of study by attendance at and participation in classes, lectures, tutorials, practicals, workshop classes, drawing classes and project work or any academic work assigned to you as part of the programme, as timetabled by the Institute.

Students will be required to access textbooks and other materials as stipulated by the lecturers from time to time. A registered student who is repeating and attending one or more modules is also governed by these regulations.

2.1.1 RECORDING OF ATTENDANCE

Student attendance is monitored using electronic recording of attendance. Students are required to record their attendance at every scheduled or timetabled class/lectures/tutorials/practicals, etc by 'swiping-in' using their T-Card (Student Card). Card Readers are situated at the entrance of each room.

In the event that the electronic swipe-in system or card-reader is unavailable for whatever reason, an alternative attendance recording method will be implemented.

Failure to comply with the recording of attendance may lead to withdrawal and other sanctions. (See RR.B.1.9 WITHDRAWAL OF WHOLE-TIME THIRD LEVEL STUDENTS).

2.2 | UNSATISFACTORY ATTENDANCE OR PERFORMANCE

Where the Institute decides that a student's attendance or standard of performance is unsatisfactory, the student shall be informed in writing and the student shall be given an opportunity to explain his/her unsatisfactory attendance or performance. The Institute may apply one or more of the following:

- permit the student to rectify his/her unsatisfactory attendance or performance
- refuse permission for the student to enter or sit examinations
- withhold the results of some or all examinations taken, including continuous assessment results, from the purview of the appropriate Examination Board
- require the student to repeat one or more modules in the following Academic Year
- deem the student to have withdrawn from the Institute. (See Sections RR.B.1.9.4 and RR.B.1.9.5)

2.3 | CONTINUOUS ASSESSMENT

In many modules, a proportion of the final grade achieved is allocated on the basis of the grades awarded for Continuous Assessment (CA). CA's are more likely to be formative and learner-involved as students learn by working throughout the module. CA's can take the form of any daily work (e.g. essays, quizzes, presentation and participation in class), projects/term papers, thesis, dissertation or practical work (e.g. laboratory work, fieldwork, clinical procedures, drawing practice) or any other form of examinable work. Students can monitor their learning experience, performance and progress in the module(s) during the academic year by reflecting on their CA grades.

The examination processes normally consist of both continuous assessment and formal end-of-semester, term/year examinations. However some modules may be assessed by continuous assessment only. This is governed by the Approved Course Schedule for the course. Students

should acquaint themselves with the requirements for assessment by consulting the module descriptors and assessment strategies described therein. The library of module descriptors is **available on the web (www.ittralee.ie, select your programme and select 'View Course Modules'.)** Marks/grades awarded for continuous assessments are provisional.

2.3.1 (a) | Continuous Assessment (CA) work can comprise of in-class examinations, essays, homework projects or 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.

2.3.1 (b) | Each student shall present the work on the date and in the specified or required format. Work for continuous assessment records will not be accepted from a student for grading after the due date except in exceptional circumstances. In some programmes, especially for practical work, a minimum attendance regulation may also apply.

2.3.2 (a) | Students are given their grades for continuous assessment work during the academic year.. Where a student has not performed a satisfactory proportion of continuous assessment work, or whose continuous assessment marks are such that a pass in the examination module as a whole is unlikely, the student should take appropriate action, where feasible, before the final examination. For example, a student could seek advice on study skills, time management or talk to their lecturer about their individual performance.

2.3.2 (b) | A viva voce is an oral examination where an examiner will ask questions of the student being examined (eg, project presentation, CA alternative repeat strategy.) The student will answer the question in such a way as to demonstrate their knowledge of the module. In exceptional circumstances, an Intern or extern examiner may decide to hold a viva voce examination on any piece of continuous assessment or other examination and the mark for the viva voce will be the mark for that continuous assessment element.

2.3.2 (c) | Students must retain portfolios of continuous assessment work and any other assessment material returned to them by their lecturers for presentation to Intern and/or Extern Examiners, if and when required.

CONTINUOUS ASSESSMENT RESULTS ISSUED TO THE STUDENT ARE PROVISIONAL UNTIL THEY HAVE BEEN RATIFIED BY THE ACADEMIC COUNCIL

2.3.3 | Academic Integrity

Academic integrity is an essential component of third level education. All students must follow principles of intellectual honesty and standards to earn their qualification.

Whether an undergraduate or post-graduate student, all examinable elements (eg: continuous

assessment (CA), project work, reports, dissertation, thesis, etc) must be the student's own work. It is accepted that in the production of assignments, students will use textbooks, journals, material accessed from the Internet, or other sources. Students must reference and acknowledge correctly by following standard referencing practice. Students must indicate when any material used is being quoted directly and citing the source. Students must acknowledge also the influence or inspiration of other sources even when they are not being quoted directly. The assignment bibliography should incorporate reference to all other people's works and ideas using the standard referencing practice. Failure to comply with this standard may constitute an act of plagiarism.

Prior to submission of any work which contributes to the students grades, the onus is on the student to ensure they have complied with the referencing guidelines (available in the programme handbook or from the Lecturer (internal examiner) or on your Blackboard)

2.3.3 (a) | Plagiarism

Plagiarism is defined as the representation of another person's ideas or work as one's own without appropriate acknowledgement in order to gain academic credit. Plagiarism applies to text, graphics, tables, formulae, code or any representation of ideas in print, electronic or any other media. Plagiarism whether intentional or unintentional is a serious academic offence.

2.3.3 (b) | Fabrication

Fabrication is defined as the falsification of data or information in any formal academic exercise. This includes making up data to back up arguments or inventing quotations. Data falsification is where false claims are made about research performed, including selective submitting of results to exclude inconvenient data and/or generating bogus data. Fabrication is a serious academic offence.

2.3.3 (c) Collusion

Collusion is the presentation by a student of an assignment as his/her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. All students involved in alleged collusion will be subject to investigation. This includes students willingly supplying unauthorised material (colluders) in the act of academic misconduct.

2.3.3 (d) Dealing with Academic Dishonesty or other academic offense(s) or misconduct.

Suspected academic dishonesty or other academic offense(s) by students may be handled directly between the Lecturer and the student (possibly with the assistance of the head of department, school and/or other member(s) of the department.) if the lecturer deems the issue to be of relatively minor significance. Otherwise, where there is sufficient evidence of academic dishonesty or other academic offense(s) (whether intentional or unintentional), the matter will be referred to the Examinations and Assessments Review Committee (EARC) (See RR.B.2.6.2). EARC will investigate documented instances of alleged plagiarism, fabrication, collusion or other breaches of academic integrity notified to the Office of the Registrar. After a full investigation

by the EARC, the student may be disqualified, expelled or another sanction imposed as deemed appropriate by the Committee.

Until the allegation of academic misconduct (plagiarism, fabrication, collusion or other breaches of academic integrity) against the student/graduate has been proven, all parties associated with the issue and subsequent investigation are required to observe confidentiality. A breach of confidentiality in relation to these matters will be regarded as a serious matter.

2.4 | EXAMINATION REGULATIONS

Examinations provide the opportunity for candidates to demonstrate what they have learned in their programme. Examination regulations are fundamental in ensuring that all candidates can complete their examinations in an ordered and composed environment. Students must comply with the Regulations. The Institute's Examination Regulations are available on Blackboard and are also posted outside Examination Centres. Any alleged violation(s) of the regulations are a serious matter and will be investigated accordingly.

2.4.1 Examination Entry

2.4.1 (a) All students who are duly registered and who are in good financial standing with the Institute will be registered automatically for all first sittings of examinations.

2.4.1(b) | Repeat Examination Entry (see also RR.B.1.5.3)

Students cannot be entered for repeat examinations unless the registration form is submitted to the Examinations Office and the fee is paid (if applicable) by the deadline specified by the Examinations Office.

2.4.1(c) | Exam Module Discrepancies and Correction

The Examinations Office will email each student details of module registration. On receipt of same the onus is on the student to notify the Examinations Officer, by e-mail or hard copy on or before the date specified, of any discrepancies in the information published. The student should retain a copy of such notification. Notification of discrepancies after the specified date will be subject to an administration charge (see RR.B.5, Fees and Fines).

2.4.2 | Examination Timetables

Examination Timetables and other relevant information are posted on the ITT website at <https://examtimes.ittralee.ie>. Timetables are subject to change particularly in relation to dates, times and venues. It is the responsibility of each examination candidate to check their timetable regularly in the event of changes after initial release.

2.4.3 | Examinations Venue Rules

Candidates are students presenting for examinations and have agreed to and accept the rules and responsibilities governing academic discipline and standards.

- a. Candidates must present themselves at the examination room at least thirty minutes before the start of their first examination and at least fifteen minutes before the start of subsequent examinations. Doors to the exam rooms will be closed 5 minutes prior to the commencement of each exam. Students who arrive at exam rooms after this time will not be allowed into the exam room until after the exam has commenced. No additional time will be granted to students at the end of the exam.
- b. In exceptional circumstances a candidate may be admitted to the examination after the examination papers have been distributed and the examination has commenced. Candidates may leave an Exam Centre once the Attendance Roll for all candidates in the Exam Centre has been signed and at least one hour has elapsed. Any candidate who is obliged to leave an exam centre temporarily must attract the attention of the invigilator. If the invigilator is satisfied that the grounds to leave are legitimate, he/she will arrange for the candidate to be accompanied. Any time absent from the examination centre will be specified on a candidate's examination script. In addition, any candidate who leaves the exam centre prior to the last half hour of an exam will have his/her time of departure noted on his/her script.
- c. It is the responsibility of the candidate to ensure they park their vehicle so as not to cause an obstruction or in a manner which may require a candidate to leave the examination session/examination hall. If a candidate is required by the Gardai or Officer of the Institute to leave the exam hall in order to move the vehicle, such candidate will not be allowed to return to the exam hall.
- d. A candidate must sit in the place assigned to him/her for the duration of the examination, unless otherwise directed by the supervisor.
- e. Candidates must have their Student T-Card with them and present it for all Examinations. They must place the t-card at the top right-hand side of their assigned desk.
- f. A candidate must obey all instructions given by the Examination Co-ordinator and/or Invigilator. The EARC (Section B 2.6) will be convened to investigate any instances of non-compliance and the Committee may make reasonable inferences in relation to the non-compliance with the instructions given by the Examination Co-ordinator and/or Invigilator.
- g. Candidates will be supplied with answer books, graph paper and mathematical tables. However, they must supply their own pens, pencils, drawing instruments, erasing fluids, etc.
- h. Candidates are not permitted to bring unauthorised supplies or personal property into the examination hall. The Institute does not accept any responsibility for loss of student personal property left outside of the exam venue. Any personal property belonging to the student when left outside the examination venue will be confiscated by Institute staff or contracted official (eg Security Guard) if such property is causing a disturbance of any type (eg, mobile phone or any device activating a sound such as an alarm, incoming call, incoming text, etc).
- i. A candidate who has a query on an Exam Paper should complete the Examination Paper Query Form. The form will be provided to the candidate on request by an invigilator during the exam. Once the form is complete, it must be handed to the invigilator before leaving the exam centre. The completed form will be brought to the attention of the internal examiner.

2.4.4 Conduct during Examinations

During an examination, a candidate may not:

- a. Bring with him/her into the Examination Hall or Practical Area, nor have on him/her, nor within his/her reach, any book, paper, memoranda, or notes, other than those provided by the supervisor.
- b. Bring with him/her into the examination hall jackets, bags, pencil cases, glasses case, sweets or drinks other than bottled water/soft drink not exceeding 50cl. Responsibility for the safety of these items rests with the candidate.
- c. Bring with him/her into the Examination Hall or Practical Area, nor have on him/her, nor within his/her reach, any electronic devices such as mobile phones, smart phone, iphones, ipods or any other media player or device with storage capacity. All types of mobile phones left outside of the examination hall must be turned off. Mobile phones that are confiscated in the exam hall or mobile phones confiscated due to being left turned on outside of the examination hall and causing a disturbance will be removed to the Examinations Office. Students/candidates may have to wait a week to collect these and will face a fine of a minimum of €50.00. The Examinations Officer has the authority to refer the matter for investigation to the EARC. An Institute Official has the right to review text messages and other content which appear to be relevant to the investigation based on section 2A(1)(d) of the Data Protection Acts 1988 and 2003. (Students will be advised when they can collect their phones/other media device accordingly. Where the item remains uncollected for a period of more than 90 days from the date it was first confiscated it will either be destroyed or donated to a charity at the Institute's discretion.)
- d. Bring with him/her into the Examination Hall or Practical Area, nor have on him/her, nor within his/her reach, any electronic device which has an inherent storage capacity or provides access to stored information without first seeking the approval of the Examination's Officer. Such requests should be forwarded to the relevant official of the Institute at least one month in advance of commencement of examination. An Institute Official has the right to review content which appears to be relevant to the investigation based on section 2A(1)(d) of the Data Protection Acts 1988 and 2003. An international student may bring an electronic dictionary into the examination hall. However, this must be authorised by the International Office one month prior to the scheduled examination. The International Office, or nominee, will forward the electronic dictionary to Computer Services to ensure that no exam related material is stored on same. The electronic dictionary will then be forwarded to the Examinations Office, who will issue same at the relevant examination session.
- e. Any student for whom English is not their first language may use paper dictionary (word for word format only). Conditions apply - further information can be obtained from the Examinations Officer.
- f. Aid or attempt to aid another candidate/person.
- g. Obtain or attempt to obtain aid from another candidate/person.
- h. Communicate or attempt to communicate with another candidate/person.
- i. View or attempt to view another candidates answer book during the examination.

- j. Write on any mathematical table or other tables provided during the examination, calculators or calculator covers, mathematical or drawing instruments, or on any part of the person or furniture.
- k. Write anything not relevant to the subject matter of the examination in his/her answer book.
- l. Remove any leaves from his/her answer book.
- m. Remove from the examination centre any books, papers, mathematical tables or other materials supplied by the examination invigilator/co-ordinator.
- n. Bring with him/her a USB key into a lab practical exam (if a USB key is required, then this will be issued by the exam invigilator/co-ordinator to the student prior to the commencement of the exam)
- o. Store exam related material in any drive other than the drive specified by the invigilator/examiner
- p. Behave so as to disturb other candidates/person.
- q. Borrow drawing, writing or other materials during the examination.
- r. Leave the examination hall/building and return during the examination period unless the examination Supervisor is satisfied that the need to leave the examination session is genuine (e.g. illness, urgent need to use the toilet). A candidate who leaves or is required to leave the examination hall/examination building, and is unsupervised may not re-enter the exam hall. The only exception to this is in the event of an emergency evacuation of the examination hall for health and safety reasons.

2.4.5 | Breach of Examination Regulations

Breach of examination regulations is a serious matter. Breaches of regulations which are of an academic nature will be investigated by the Examinations and Assessments Review Committee (EARC). (See RR.B.2.6 for Membership and Role and Function). Breaches of regulations which are of a non-academic nature will be investigated by the Institute Disciplinary Committee (IDC). (See RR.B.3.3 for Membership and Role and Function.)

2.4.6 | Disqualified Candidate

Any candidate who violates the examination rules and regulations may be disqualified or any other sanction as deemed appropriate be imposed by the appropriate committee. The following apply to disqualified candidates:

- All examination results presented to the Board by a disqualified candidate are declared null and void.
- A disqualified candidate may not present before the Examinations and Assessments Review Committee again for a period of one year.
- A disqualified candidate at the award stage of a course is not eligible for an award higher than a Pass Classification.

2.4.7 | Extenuating Circumstances

- (a) Where serious difficulties arise which affect the attendance or performance of a candidate in an examination (e.g. illness, an accident), the candidate should submit details,

in writing, to the Examinations Officer within 3 days of the examination for consideration. Communications received regarding absence from examination(s) will be reviewed by Examinations Board and deliberated on by the Examinations Board.

(b) A Candidate may not communicate with a Lecturer relating to an examination once the formal end of semester examinations have commenced and until the results have been published. If a student wishes to inform the Institute of any extenuating circumstances which affected their performance during an examination they should communicate directly with the examinations office within 3 days of the examination in question as per (a) above. Inappropriate communication by students to Lecturers in relation to examinations may be referred to the Examinations and Assessments Review Committee (EARC).

2.4.8 | Viva Voce Examination

An Intern or Extern Examiner may hold a viva voce examination (see RR.B. 2.2.2(b) for definition) on any paper in any written or practical Examination. The mark for this viva voce examination may be recorded by the Board of Examiners as the mark assigned for that paper.

2.4.9 | Number of Attempts

A student who has not passed examination module(s) may be permitted or required to resit the examination up to a maximum number of attempts.

- a.** A candidate shall not have more than four consecutive examination sessions to pass an examination module based on the syllabus module material examined at the first Examination Session which the Institute deems the candidate eligible to sit. Subsequent attempts at passing the examination module shall be on the basis of the current syllabi. Where a module is no longer available, the Institute shall determine comparable modules which the candidate shall be required to take.
- b.** Number of attempts (Clinical Placement-Nursing Students). Nursing students are required to undertake clinical placement at each stage of their programme. They are allowed three attempts in total for each stage. Failure to successfully complete the Clinical placement on the third attempt will result in immediate de-registration from the Nursing Programme.

2.4.10 | Number of Repeat Examinations for Students on 4th or 5th Year Programmes (Add-on Honours Degrees whose duration extends over one academic year)

Modules on these programmes are run on a two year cyclical basis. Students who are required to repeat a module in an academic year, in which the required module is not being delivered, will be afforded one repeat sitting for the said module. The repeat sitting for the module will be held at the Autumn session, along with all other repeat examinations.

2.5 | AWARDS AND RESULTS

Boards of Examiners are convened following each examination session to consider the results of each student who has formally entered for the examination. When necessary, the Examinations and Assessments Review Committee (EARC), will also be convened to consider requests for recheck/review of examination results, and to investigate alleged examination infringements. The Board of Examiners and the EARC should allow for full and frank discussion of all borderline cases before a final decision is made. A **borderline case** is defined to be any candidate presenting for an award whose GPA is within 0.05 of the threshold of an award classification for alphabetically graded programmes or within 1.5% of the threshold of an award classification for numerically graded programmes. EARC will consider all borderline cases which result from broadsheet amendments. In addition EARC may adjust marks/ grades and/or the overall award granted to a student by the Board of Examiners, having reviewed the profile of results subsequent to any broadsheet amendments.

2.5.1 | Issue of Examination Results

The Board of Examiners, or when appropriate, the Examinations and Assessment Review Committee (EARC), shall determine an overall result for each candidate. This is the only legally determined result of the Examination. Results approved by the Examination Board will be available online on the Institute's student intranet (ie Self Service Banner.) The date of online publication will be regarded as the official date of results. After final approval of both semester examination results by Academic Council, students will be provided with an individual Statement of Examination Results to their postal address held on our Student Database (See RR.B.1.5 Registration of Home & Term Address). A student requesting additional copies of his/her academic transcript will be charged an administration fee (See RR.B.5, Fees and Fines).

2.5.2 | To assist students in evaluating their performance, an academic transcript will be issued to students. The module results specified in the transcript are indicative of performance. They are not determined formally by the Board. Academic Transcripts are not issued to students who have outstanding unpaid fees (either tuition or student contribution charge). Academic transcripts are not issued where library material remains unreturned or unpaid outstanding library fees/fines remain. An additional administration fee will be payable on any library material not returned, or fees or fines not paid to the Institute by the date of posting of provisional exam results on the Institute's notice boards. (See Section 4.8 for Fees/Fines applicable)

2.5.3 | View Script

A candidate may request to view his/her own examination script and related examination material, as appropriate, for formal examinations organised by the Examinations Office. The candidate must submit his/her request in writing to the Examinations Officer. Written requests must be submitted within ten calendar days of the release of examination results in the Institute. The candidate, when viewing the requested material, may be accompanied by a nominee of his/her choice. The Examinations Officer or their nominee will be in attendance for the viewing.

The candidate may not copy or attempt to copy in any way the material nor may write on the script. The facility is to VIEW only and not anything else.

Requests to view documentation (outlined in RR.B. 2.5.3 View Scripts) for modules

- which are being considered by the Examination and Assessment Review Committee as part of a recheck/review procedure.
- in which the overall grade/result has yet to be determined by the Examination Board will not be processed until the Examination and Assessment Review Committee has made its final determination.

An administration fee, per module, will be charged for the processing of the above requests. (See RR.B.5, Fees/Fines)

2.5.4 | Staff/Student Meetings

Following the issue of results, lecturers involved in the specific assessment will be available to students (as specified by the Examinations Officer) to review the result achieved. Students must adhere to the guidelines issued by the examinations office with reference to the specified time in which such a meeting will take place. Such consultations aim to give formative feedback to students, in particular to those who need to repeat.

2.6 | EXAMINATIONS AND ASSESSMENTS REVIEW COMMITTEE

2.6.1 | Membership

The Examinations and Assessments Review Committee consists of:

- The Registrar or nominee (Chairperson)
- Head of School
- Head of Department (nominated by the President)
- Three elected academic staff members of the Academic Council

(Head of School/Head of Department may not be from the same School). The quorum shall be four and must include at least one academic staff representative.

The President may co-opt :

- Additional persons onto the Committee to ensure both genders are represented;
- Additional persons from other third level institutions or other external bodies where additional expertise is required.

2.6.2 | Functions

The role of the EARC is to consider/investigate matters of an academic nature, including:

- requests for recheck/review of examination results;
- alleged examination infringements;
- alleged academic dishonesty including plagiarism.

In investigating the above matters, the EARC has the role and function of an Examination Board. The decisions of the EARC may only be altered on appeal by the student to the Examinations and Assessments Appeals Committee (EAAC). (See Section 2.9.3)

2.6.3 | Decisions

All decisions of the Examinations and Assessments Review Committee (EARC) shall be by majority vote. In the event of a tie, the Chairperson shall have a casting vote.

2.7 | RECHECK OR REVIEW OF PROVISIONAL EXAMINATION

2.7.1 | Request for Recheck and/or Review

A candidate may request a recheck or review of provisional examination results issued by the Board of Examiners. However, examination results, which have been deliberated upon by the Examination and Assessment Review Committee (EARC) or Examination Assessment Appeals Committee (EAAC), may not be the subject of a review or recheck. A candidate may request a recheck or review of marks for one or more examination modules in accordance with the procedures in this section. A request for a recheck or review must be received by the Examinations Officer, on the Examination Recheck/Review Request Form E1, signed by the candidate, by the date specified by the Examinations Office. Details/deadlines are available on Blackboard at <http://online.ittralee.ie/> or on the homepage of <https://ssb.ancheim.ie/ittralee/>. It shall be the responsibility of the student to ascertain his/her result.

A request for a recheck must be accompanied by the appropriate fee (per module). A request for a review must be accompanied by the appropriate fee (per module) (See RR.B.5 for fee applicable). In the event of a revision of a mark/grade and/or overall result as a result of a recheck or review, the appropriate fee will be refunded.

2.7.2 | Recheck and Review

- A recheck consists of a check of the recording and compilation of marks.
- A review consists of a re-consideration of the decision by the Examination Board in view of additional information provided by the candidate.
- A recheck or review may cause a mark/grade and/or overall result to be increased, decreased or remain unchanged.

2.7.3 | Grounds for Re-Check

A recheck will be carried out where the provisions of RR.B. 2.7.1 above have been complied with.

2.7.4 | Grounds for Review

The completed Examination Recheck/Review Request Form E1 must clearly identify the student's t-number, programme of study and module title for which a review is sought, specify the grounds for which the review is sought, and must contain all the information which the

candidate requires to be taken into account in the review.

The grounds for review must be specified under one or more of the following headings, which in the opinion of the candidate, is valid:

- a. Where the candidate claims the examination regulations or procedures of the Institute have not been properly implemented or
- b. Compassionate circumstances related to the candidate's examination situation of which the Board of Examiners were unaware (Ref RR.B.2.4.7) or
- c. There is a significant variation between the candidate's performance in the written examination compared to
 - his/her continuous assessment in the specified module and/or
 - other modules in the programme of study.(normally, this would be not less than 20% of the maximum marks or the equivalent alphabetical grade).

Where a request for a review is not granted, a recheck of the relevant module(s) will be carried out if requested by the candidate, where the provisions of RR.B.2.7.1 have been complied with.

If during the formal examination period a candidate deems that his/her performance, in the formal written end of semester/end of year examinations, organised by the Examinations Officer, has been affected due to extenuating circumstances e.g. sickness, then the candidate must submit in writing, to the Examinations Officer, the circumstances in relation to same, within three working days of their final written examinations.

Please note that reviews will only be considered where the EARC is satisfied that the nature of the compassionate circumstances is such that it was reasonable for the student not to have notified the relevant Examination Board.

2.7.5 | The Examinations and Assessments Review Committee

The Examinations and Assessments Review Committee may, having considered the issues, decide to:

- Reject the request for a review, or
- Uphold the request for review and carry out the review.

The Examinations and Assessments Review Committee shall decide, having considered the evidence presented to it, the outcome of the review.

The candidate shall be notified of the outcome of the review.

Any EARC decision stands unless and until it is overturned on appeal.

2.7.6 | Status of Results

Normally, reviews/rechecks will be decided upon by the Examinations and Assessments Review Committee prior to the adoption of results by the Academic Council of the Institute.

If, as a result of a review/recheck, an amendment is recommended by the Examinations and Assessments Review Committee to the provisional examination results, such amended results will be submitted to Academic Council for endorsement. Where a decision of an Examinations and Assessments Review Committee is such that a final result for the candidate will not be available by the date of adoption of results by the Institute, the provisional results will be issued to the candidate and will be submitted to the next scheduled meeting of the Academic Council for endorsement.

2.8 | EXAMINATION INFRINGEMENT(S) AND ACADEMIC MISCONDUCT

2.8.1 | Procedure

When dealing with alleged examination infringements or alleged academic misconduct including suspected plagiarism, the student shall be requested to attend a meeting of the EARC and shall:

- be given at least one weeks' notice in writing from the date of issue of the notice;
- be advised of the alleged examination infringement(s);
- be provided with a copy of the reports on the alleged infringements which are held by the EARC.
- be entitled to be accompanied at the meeting by a person of his/her choice, who may be a Students' Union representative or a Solicitor.

EARC shall investigate the alleged infringement(s), including an assessment of evidence presented to it in person or in writing.

EARC shall offer an opportunity to the student to hear the evidence against him/her and to speak on his/her own behalf. The student may nominate a person to speak on his/her behalf. In the event that the student does not attend the meeting, EARC shall proceed on the basis of the evidence available to it. EARC shall be entitled to seek additional information if deemed appropriate.

The Registrar may seek expert advice, if required, from an Institute staff member, External Examiner or a staff member of another institution. If EARC is investigating an alleged incident that potentially involves more than one student, the Chair of the EARC may decide to hear the case on a collective or individual basis.

2.8.2. | The investigative process in the event that EARC decides on the requirement for an external investigation in the case of a third party award or a non-delegated award.

- a. EARC will be convened. Membership will be as per See RR.B.2.6.1 of the Student Handbook.
- b. The EARC will delegate to a three-person External Panel, the investigation of the complaint.

The membership of the three-person External Panel comprising of experts proposed by QQI or other relevant awarding body.

- c. The Terms of Reference for the External Panel are:
 - To review relevant documentation;
 - Interview such persons as are deemed to be relevant;
 - Reach conclusion(s) in relation to the documented allegation(s);
 - Make recommendations;
 - Write and issue a report to the EARC within four working weeks of receipt of the documentation. The panel make seek additional time from the Chairperson of the EARC where it deems it necessary.
- d. The EARC will re-convene on receipt of the report of the External Panel. The Chairperson of the EARC will forward the report to the graduate and the awarding authority.

2.9 | ACADEMIC APPEALS

2.9.1 | A student may appeal a decision affecting him/her made by an Examinations and Assessments Review Committee or Registrar of the Institute.

2.9.2 | Validity of Appeals

In order for an appeal to be considered, the process to be followed by the student is as follows:

- The student's appeal, in the form of a letter, is to be received by the President not later than the date specified in the letter notifying the student of the decision of an Examinations and Assessments Review Committee;
- Be accompanied by the appropriate fee (details available at <http://online.ittralee.ie/> under the heading Academic Affairs and Support Services icon "Examinations");
- Clearly specify the grounds for appeal;
- Include all documentation which the student wishes to be taken into account.

The documentation submitted by the student in relation to the appeal will be considered by the Chairperson of the Governing Body (or nominee) and the President of the Institute (or nominee) to determine if the grounds are sufficient to refer the matter to the Examinations and Assessment Appeals Committee (EAAC) for its consideration.

The only valid grounds for appeal are that the EARC did not follow Institute procedures or that there are exceptional documented circumstances of which EARC was unaware.

2.9.3 | Examinations and Assessments Appeals Committee (EAAC) Membership

The Institute shall establish an Examinations and Assessments Appeals Committee (EAAC) to decide upon appeals received. The EAAC consists of:

- President (Convenor) or nominee
- Chairman of the Governing Body, or Nominee (Chairperson)

- Two Executive members nominated by the President
- Two elected Academic Staff members drawn from the panel established for EARC (RR.B.2.6.1).
- President of the Students' Union or nominee who shall be one of the two Vice Presidents.
- The President may co-opt to the Committee:
 - additional persons to ensure both genders are represented
 - additional persons from other third level institutions or external bodies where additional expertise is required.
- A person previously involved in the matter under consideration shall not sit on the committee.

A quorum for a valid meeting of the EAAC shall be 4 persons and must include an academic staff member. Members should declare a potential conflict of interest to the President in advance of an EAAC meeting and should not participate if deemed appropriate by the President.

2.9.4 | Functions

The role of the Examinations and Assessments Appeals Committee (EAAC) shall be to:

- Consider the relevant report of the Examinations and Assessments Review Committee or the Registrar's report.
- Invite the appellant to attend the EAAC meeting. The appellant may be accompanied by a person of his/her choice, who may be a Students Union representative or a solicitor. The appellant and/or his/her nominee may address the Committee on the circumstances of his/her appeal. The EAAC may also seek further information or advice from such persons as it considers necessary, including persons from other Institutes or external bodies or a solicitor. They may invite such persons to attend and address the EAAC. The EAAC shall, having considered the circumstances, decide the outcome of the appeal. The appellant shall be informed in writing of the outcome by the President.

2.9.5 | Decisions

All decisions of an Examinations and Assessments Appeals Committee (EAAC) shall be by majority vote.

In the event of a tie, the Chairperson shall have a casting vote. No further appeal will lie within the Institute in respect of the circumstances of the appeal i.e. where appropriate, the Registrar shall notify the Academic Council of the outcome of the appeal.

2.10 | PRIZES

Prizes may be awarded by the Institute to acknowledge academic achievement.

2.11 | CONFERRING

An Autumn Conferring Ceremony is held for full-time and part-time third-level graduates of the Institute, HETAC Graduates, and FETAC Graduates. Additional conferring ceremonies and prize giving ceremonies are held as required during the year. Students who are being conferred are expected to be appropriately dressed, and to wear academic dress, where required. Academic

Dress consisting of a gown, epitogue or hood and mortar board. (for female graduates only) is worn by graduands at the Autumn Conferring Ceremony.



3. General Discipline

3.1 | GENERAL CONDUCT

Students must obey all lawful instructions of the President and Staff of the Institute or Contractors operating on behalf of the Institute. Failure to comply with such instructions can result in disciplinary action. Students must behave in a responsible manner, having due consideration for persons and property in the Tralee community including the Institute.

3.2 | RESPECTFUL CONDUCT

Students must be respectful towards staff, contractors and fellow students across our diverse college community. Discrimination in respect of gender, marital status, family status, religion, sexual orientation, age, disability, race and/or membership of the Traveller community will not be tolerated.

Inappropriate communication with staff, contractors or students, either verbal or written, will result in disciplinary action. Alleged instances of inappropriate communication by a student will be investigated by the IDC (See RR.B.3.3, Institute Disciplinary Committee)

3.3 | INSTITUTE DISCIPLINARY COMMITTEE

The role of the Institute Disciplinary Committee (IDC) is to investigate alleged breaches of discipline of a non-academic nature by students, and to decide penalties to be imposed where appropriate.

3.3.1 | Membership of the IDC

- Registrar or nominee (Chairperson)
- Head of School/Head of Department/Head of Function (nominated by the President)
- Member of academic staff (nominated by the President)
- Member of Administration/support staff (nominated by the Registrar)
- President of Students' Union or nominee who shall be one of the two Vice Presidents
- The President may co-opt:
 - Additional persons onto the Committee to ensure both genders are represented;
 - Additional persons from other third level institutions or other external bodies where additional expertise is required.

3.3.2 | Functions

The role of the IDC is to investigate alleged breaches of discipline of a non-academic nature by students, and to decide penalties to be imposed, where appropriate. The decisions of the IDC

may only be altered on appeal by the student to the Institute Disciplinary Appeals Committee.

3.3.3 | Decisions

All decisions of the IDC shall be by a majority vote. In the event of a tie, the Chairperson shall have a casting vote. The Students' Union member shall not participate in the vote.

3.3.4 | Procedures

The IDC in carrying out its investigation shall request the student to attend a meeting of the IDC and the student shall:

- Be given at least one weeks' notice in writing from the date of issue of the notice;
- Be advised of the alleged breach of discipline;
- Be provided with a copy of the reports on the alleged breach(es) which are held by the IDC;
- Be entitled to be accompanied at the meeting by a person of his/her choice, who may be a Solicitor.

A quorum for a valid meeting of the IDC shall be three members of the Committee.

IDC shall investigate the alleged infringement(s), including an assessment of evidence presented to it in person or in writing. IDC shall offer an opportunity to the student to hear the evidence against him/her and to speak on his/her own behalf. The student may nominate a person to speak on his/her behalf.

In the event that the student does not attend the meeting, IDC shall proceed on the basis of the evidence available to it.

IDC shall be entitled to seek additional information if deemed appropriate.

If the IDC is investigating an alleged incident that potentially involves more than one student, the Chair of the IDC may decide to hear the case on a collective or individual basis.

3.3.5 | After full investigation by the Institute Disciplinary Committee, a student may be expelled, suspended, or given a lesser sanction for one or more of the following causes which are Institute related, or other similar causes:

- a. Unauthorised entry to computer systems;
- b. Unauthorised interference with computer operating software;
- c. Theft or non-accidental damage to any furniture, equipment or books of the Institute. The cost of replacement/repair shall be borne by the student(s) concerned;
- d. Deliberate obstruction or disruption of the Institute administration including failure to comply with valid instructions of Institute staff, contractors or designated authorities.
- e. Deliberate obstruction or disruption of classes, practicals, workshops, etc.
- f. Infringement of the Institute equality policy by deliberate harassment of other members of the Institute.
- g. Tampering with the picture or any of the information printed or encoded on the T-Card in any way, including the replication of any said information.

- h. Careless/dangerous driving on Institute grounds
- i. Maintenance of the Professional and Service Industry required by the programme of study.

3.3.6 | After full investigation by the Institute Disciplinary Committee, a student may be expelled, suspended, or given a lesser sanction for one or more of the following causes related to the public image of the Institute, or other similar causes:

- a. Physical abuse of persons;
- b. Inappropriate communication;
- c. Unlawful possession of an offensive weapon(s);
- d. Unlawful possession of drugs or narcotics;
- e. Unlawful possession or use of dangerous chemicals or explosives;
- f. Abuse of alcohol.
- g. Damage to property, including student accommodation
- h. Deliberate harassment of others
- i. Careless/dangerous driving on Institute ground

(These sanctions will also apply where a student has been convicted by a Court of Law).

3.3.7 | After full investigation by the Institute Disciplinary Committee a student may be suspended or given a lesser sanction for the following:

- Gambling and/or the playing of cards or games of chance for money which are prohibited in the Institute's buildings or grounds.
- The consumption of alcohol in the Institute's buildings or grounds which is prohibited except where the President or Registrar has given permission. (e.g. for a social function organised by an Institute Club or Society).

3.3.8 | Appropriate fines and/or sanctions(See RR.B.5, Fees and Fines) may be imposed on a student for the following:

- a. failure to carry Student t-card on your persons whilst on Institute Grounds or representing institute at events on/off campus.
- b. Parking of cars, motorcycle and pedal cycles on Institute grounds in places other than authorised zones.
- c. Breaking the speed limit of 15km/h on Institute grounds.
- d. Careless/dangerous driving on Institute grounds.(3rd time)
- e. Littering the buildings or grounds of the Institute.
- f. Consumption of food or beverage in lecture rooms, laboratories, workshops, and library.
Chewing gum is specifically prohibited throughout the Institute buildings.
- g. Smoking in any of the Institute buildings other than the designated smoking areas.
- h. Removal of furniture from designated areas.
- i. Mobile phones may not be switched on in classrooms, laboratories, workshops, library or examination centre.

Where the fine is not paid within 10 days of it being imposed, the matter may be referred to the Institute Disciplinary Committee.

3.4 | INSTITUTE DISCIPLINARY APPEALS COMMITTEE (IDAC)

A decision of the Institute Disciplinary Committee (IDC) may be appealed to the IDAC. The IDAC will also consider any appeals arising from the Complaints Procedures: Staff and Students. The IDAC Appeal Form E4, is to be received by the President not later than the date specified in the letter notifying the original decision;

- Be accompanied by the appropriate fee (seeRR.B.5 for fees applicable);
- Clearly specify the grounds for appeal;
- Include all documentation which the student wishes to be taken into account.

The documentation submitted will be considered by the Chairperson of the Governing Body (or nominee) and the President (or nominee) to determine if the grounds are sufficient to refer the matter to the Institute Disciplinary Appeals Committee for its consideration.

The only valid grounds for appeal are that the original Committee did not follow Institute procedures or that there are exceptional documented circumstances of which the Institute was unaware.

Requests for an appeal deemed to have met the criteria will be forwarded to the IDAC for consideration.

3.4.1 | Membership

The membership of the IDAC is as follows:

- President (Convenor) or nominee;
- Chairman of the Governing Body, or nominee (Chair);
- Two Executive members nominated by the President;
- President of the Students' Union or nominee;
- One Academic Staff Member (nominated by the President);
- One administration/support staff member (nominated by the Registrar);
- The President may co-opt:
 - Additional persons onto the Committee to ensure both genders are represented;
 - Additional persons from other third level institutions or other external bodies where additional expertise is required.

A person previously involved in the matter under consideration shall not sit on the committee. A quorum for a valid meeting of the IDAC shall be four persons.

The student will be given one week's notice in writing of the date of the meeting of the IDAC and may attend such meetings accompanied by a person of his/her choice, who may be a solicitor.

There is no further appeal process within the Institute

3.5 | HEALTH AND SAFETY

Students must observe the health, safety and hygiene rules in force within the Institute. They shall carefully observe and comply with any special requirements for the use of certain machines and materials. Refusal to do so may result in refusal of admittance of a student to any class.

Students shall wear appropriate personal protective equipment/clothing for practical laboratory and workshop classes as directed by the Institute, Head of School or Department or Lecturer in charge of a class.

Students shall wear such safety and/or hygiene clothing, shields, goggles and hairnets as directed by the Head of School or Department or Lecturer in charge of a class. Students shall comply with all hygiene requirements where dealing with food or other biological materials. Students shall not engage in dangerous practices in any class. Failure to observe these regulations may result in refusal to admit a student into a class, or to suspension from a class.

Should an accident occur within the grounds or premises of the Institute, the student shall complete an Accident/Incident Report Form available from School Administrators/Security and submit to the Head of School within one week of the accident. This provision also applies where the student is representing the Institute at other venues, or where the student is required by the Institute to be present at other venues. Breaches of Health and Safety may be referred to the IDC for investigation.

3.6 | FIRE SAFETY

In the event of a fire or other emergency, all students shall obey the instructions of the staff of the Institute.

Students must participate in fire drills as are organised from time to time.

A student who causes a bomb scare or similar hoax will be suspended by the President from the Institute. The Governing Body will be notified of the suspension at its next meeting and will review the duration of the suspension. A fine will be imposed for the inappropriate activation of the fire alarm and for the inappropriate use of fire extinguishers. A fine will also be imposed for inappropriate activation of the emergency exit door alarms (see RR.B.5 for fines applicable).

3.7 | OUTSIDE ORGANISATIONS

Groups or organisations, outside of the Institute, may be permitted in exceptional circumstances to address students in designated areas only during the following times: 10.55am - 11.10am or 1.10pm - 1.50pm or 3.55pm - 4.10pm

Written permission of the Registrar or President is required. Application for such permission must be made in writing at least ten days before the date of the address.

3.8 | RESPONSIBILITY

The Institute cannot accept any responsibility for injury to students resulting from careless conduct, neglect or disregard of regulations on the part of the student. The Institute is not responsible for the loss of or damage to the property of any student on the Institute premises or grounds or elsewhere.

Students are expected to behave inside and outside the Institute in a becoming manner and to avoid all behaviour which would reflect adversely on the Institute.



4. Special Regulations

4.1 | LIBRARY REGULATIONS

The following may use the Institute Library:

- Registered students of the Institute;
- Graduates of the Institute (with permission of the Institute Librarian);
- Other persons (with permission of the Institute Librarian) living in the region served by the Institute may be admitted to occasional use of the library. Such persons will normally be in industry, commerce or education.

All users of the Institute Library shall take care to ensure that an appropriate atmosphere of study is maintained in the Institute Library. Strict silence must be observed.

All students must carry their T-Cards with them when using the Library and produce it when requested by the Library staff. Users of the Institute Library shall treat all learning materials with due respect and care and shall not destroy, deface, mark or damage any such material. Any user who wilfully causes such destruction or damage can be fined and/or excluded from use of the library for a specified period. All damage must be made good as far as possible before user's privileges are restored.

Any user who activates the Book Alarm System in the Institute Library will be subject to the appropriate fine (See RR.B.5, Fees and Fines) or suspension from the library or Institute.

Users may borrow certain books and reports on the production of their valid Student T-Card. Material to be borrowed must be checked out by the Library Staff, or by the users themselves through the Library's Self Issue stations. Removal of material from the Library without it being checked out is a very serious violation of Library Regulations. So also is any attempt to bypass the Book Alarm System. Users of the Institute Library shall obey the instructions of the Institute

Librarian or Library staff.

Library materials may be photocopied only if such photocopying does not violate copyright. Bags may not be brought into the Library. Food or beverages (other than water) may not be brought into or consumed in the Library. Mobile phones may not be switched on in the library (see RR.B.3.3.8). A fine (See RR.B.5, Fees and Fines) may be imposed for breaches of these regulations. Seats may not be reserved in the Library. Any student library account that has outstanding fines of €10 or more will have their Computer and Library Account suspended. Students violating these regulations may be excluded from use of the facilities of the Institute by the Registrar or referred to the Institute Disciplinary Committee.

4.2 | COMPUTER LABORATORY REGULATIONS

The following may use the Institute computer laboratories:

- Registered students of the Institute
- Others from time to time, as approved by the IT Manager

4.2.1 | Violations of the Computer Laboratory

Regulations are categorised into low, medium or high categories with appropriate penalties for same. Additional information on violations pertaining to breach of Computer Laboratory Regulations (see RR.B.5 Fees and Fines).

Students will be issued with passwords at the beginning of the academic year. If a student requires a password to be reissued, they should contact the Computer Services Helpdesk and a password can be obtained. However, a fee will incur - see RR.B.5. Issuing of passwords by the Computer Services Helpdesk to any student, will require the student to have their T-Card, otherwise some identification with a picture (e.g. passport, driver's licence) will be required before the password can be given.

All students must carry their T-Card/Smart Card with them when using the computer laboratories and produce them when requested by Institute Staff or any contracted service of the Institute. Failure to produce a valid Student T-Card will lead to your student account being disabled for a period of one week after 6pm. In the event that you need to log a call / problem with the Computer Services Helpdesk in person you will also need to present your T-Card.

Food and beverages may not be brought into or consumed in the Computer Laboratories. Mobile phones must be switched off/put on silent in the Computer Laboratories (see RR.B.3.3.8). A fine may be imposed and computer account disabled for a specified period for breaches of these regulations (See RR.B.5, Fees and Fines).

It is an offence to use, access, or store any unlicensed software on any Institute system. It is also an offence to copy or use any licensed software by the Institute, in any way that infringes that

licence. Breaches of copyright may result in legal proceedings and in some cases constitute criminal offences. The Institute disclaims all liability in such cases.

Only Institute staff may install or delete software on Institute computers. The installation or playing of games on computers is strictly prohibited, unless approved by the IT Manager and carries a fine, with a more substantial fine being imposed for repeat offences (See RR.B.5, Fees and Fines).

Any student responsible for the installation of a virus on any computer will be liable to severe disciplinary action. Unauthorised entry to computer systems or interference with operating software including introduction of virus onto computer systems, misuse of email or hacking into accounts is a most serious offence (see RR.B.3.3.5 above).

Using transparencies in any LaserJet printer within the Institute is strictly prohibited and carries a fine with repeat offenders being fully liable for the repair of the damaged device. See RR.B.5 and note that the Student T-Card is confiscated and the student computer account is disabled until fine is paid.

Students are required to maintain privacy of their password and not provide their password to any other student or any other person. Sharing your computer account details with anyone has implications for you and the person in receipt of your details by way of a substantial fine for both parties as well as the matter being referred to the disciplinary committee. It is also an offence to use another student's account with or without the student's permission.

Students using Computer Laboratories will treat all furniture, equipment, manuals, software, books and materials with due respect and care, and shall not destroy, deface, mark or damage any such material.

Any user who wilfully causes such destruction or damage can be fined and/or excluded from use of the computer laboratories for a specified period. All damage must be made good as far as possible before user privileges are restored. Removing any piece of IT equipment from Lecture Theatres, Classrooms or Computer Laboratories is strictly prohibited and is treated as a serious offence that will be investigated by the Disciplinary Committee. Removal of such items will also cause disruption to classes and it will affect other staff and students who use these facilities in carrying out their work.

Places may not be reserved in laboratories. However, class groups may be timetabled for access in non-class periods. Faults, failures or malfunctions observed for any type of computer hardware or software must be reported immediately to the Lecturer or the Computer Services Helpdesk. When accessing remote, web based services provided by the Institute from outside the Campus, the Institute's Computer Laboratory and other acceptable usage regulations remain applicable.

Other policies, manuals and procedures are available at <http://online.ittralee.ie/> under the Admin - Computer Services course which all students have access to. Information in this section is current and any changes will supersede information in this handbook.

Students violating these regulations may be excluded from use of the facilities of the Institute by the IT Manager or referred to the Institute Disciplinary Committee.

4.3 | INTERNET USAGE

Access to the Internet is available to students through HEAnet and the Institute and its students are obliged to comply with HEAnet's acceptable user policy (<http://www.heanet.ie/about/aup>).

It is not permitted under this policy for any person to:

- Compromise the privacy of others
- Destroy the integrity of computer-based information
- Waste resources
- Create or transmit defamatory material, unsolicited material, commercial material, discriminatory or illegal material.

It is expressly forbidden to: create, access, download or transmit any offensive, indecent or pornographic images, data or other material, or any data capable of being resolved into obscene or indecent images or material. A substantial fine is imposed for breaches of these regulations and the matter is also investigated by the IT Manager and may be referred to the Institute Disciplinary Committee.

The accessing of child pornographic material is a notifiable offence to An Garda Síochána under the Child Trafficking and Pornographic Act 1998 & 2004.

After full investigation by the Institute's Disciplinary Committee, a student may be expelled, suspended or given a lesser sanction for breaches of this regulation.

Internet access is controlled and requires each user to authenticate themselves using their T-number and password.

4.3.1. | Social Media/Networking

The Institute recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, LinkedIn, blogs and wikis. However, students' use of social media can pose risks to the Institute and other student's confidential and proprietary information, and reputation, and can jeopardise compliance with legal obligations. To minimise these risks and to ensure that our IT resources and communications systems are used only for appropriate purposes and in line with the Institute's Internet and Security Acceptable Usage Policy, the Institute expects students to adhere to this policy.

This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Wikipedia, all other social networking sites, and all other internet postings, including blogs.

Social media should never be used in a way that breaches any of the Institute's rules or other policies. For example, students are prohibited from using social media to:

- (a) breach our Internet and Security Acceptable Usage Policy;
- (b) breach any obligations they may have relating to confidentiality;
- (c) defame or disparage the Institute or its partners, suppliers, other students, staff or other stakeholders;
- (d) harass or bully staff or other students in any way;
- (e) breach data protection and privacy obligations; or
- (f) breach any other laws or ethical standards.

Students should never comment on staff of the Institute on social or professional networking sites, as such references can be attributed to the organisation and create legal liability for both the author of the reference and the organisation.

The contents of our IT resources and communications systems are the Institute's property. Therefore, students should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received or printed form, or stored or recorded on our electronic information and communications systems. We reserve the right to monitor, intercept and review, without further notice, student activities using our IT resources and communications systems, including but not limited to social media postings and activities, to the extent reasonably required to ensure that our rules are being complied with and you consent to such monitoring by your use of such resources and systems. Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the Institute.

Students are personally responsible for what they communicate in social media. Remember that what you publish might be available to be read by the public (including the Institute itself, future employers and social acquaintances) for a long time. Keep this in mind before you post content.

Breach of this policy may result in disciplinary action up to and including expulsion from the Institute. Any student of the Institute suspected of committing a breach of this policy will be required to co-operate with the Institute's investigation.

4.4 | DESIGN/DRAWING/PROJECT ROOMS REGULATIONS

All users of these offices, facilities and rooms shall take care to ensure that an appropriate atmosphere of study/ work is maintained at all times. These offices and rooms may be used outside normal class periods only with permission of and in accordance with the instructions of the appropriate Head of School/Department.

Users of these facilities shall treat all furniture and equipment therein with due care. Damage caused wilfully or through culpable carelessness may lead to exclusion from use of the facilities by the Registrar. As far as possible, all damage must be made good before the user privileges are restored.

The following are forbidden in the Design/Drawing Offices and Project Rooms:

- The consumption of food and beverage;
- Dangerous work practices;
- Careless use of equipment or materials;
- Construction of dangerous apparatus or equipment.

Students violating these regulations may be excluded from use of these facilities by the Registrar.

4.5 | CLUBS AND SOCIETIES

Clubs and Societies may be organised by registered students of the Institute. They must operate under the aegis of the Sports Council or of the Societies Council, as appropriate. The establishment of all new Sports Clubs must be approved by the Sports Council of the Institute. The establishment of new Societies must be approved by the Societies Council of the Institute. Clubs and Societies may separately or jointly, organise sporting, social and cultural events. For a Club or Society to function it must have a Captain or Auditor, a Secretary and a Treasurer and at least seven other active members. All accounts are held by the Sports or Societies Council, as appropriate.

All social and sporting events of Institute Clubs and Societies are held by permission of the President or Registrar and under such conditions as may be prescribed. Persons, not being a member of the Institute, may not be invited to take part in, or be present at any meeting or activity of an Institute Club or Society without the prior permission of the Registrar.

All registered students and members of the Institute Staff may be members of Institute Clubs and Societies. Other persons, with the permission of the Registrar, may be nominated and elected to membership of an Institute Club or Society for that academic year.

A Club or Society may not allow its logo to be used to promote a commercial event or venue without the prior written consent of the appropriate officer.

4.6 | SPORTS FACILITIES AND PLAYING FIELD REGULATIONS

At all times students must obey the lawful instructions of the Sports Officer(s)/GAA Games Development Officer, Lecturers, Coaches of the Institute or other Institute contracted person.

Any student engaging in foul, dangerous or reckless play or who being a spectator, interferes with play or training shall be suspended from use of the sports facilities for a specified period and shall be personally liable for his/her actions.

Sports apparatus or equipment may be used only with permission of the Sports Officer(s)/ Lecturers/ coaches.

Activities in the sports facilities will be in accordance with the timetable issued by the Registrar on the recommendation of the Sports Officer(s).

The following activities are forbidden in the sports facilities:

- Smoking;
- Consumption of food or beverages in any area other than the canteen area;
- Misuse of sports equipment or apparatus;
- The wearing of outdoor shoes in the gymnasium area;
- The bringing of dirt or mud into any of the buildings or facilities from the fields or surrounding area;
- Rough or dangerous play in the pool, gymnasium, fields, showers or locker rooms.

Students must wear footwear and clothing including protective/safety gear which is appropriate to the physical recreation activity being engaged in.

Users of the Sports Complex and other sports facilities shall treat all furnishings, fittings, apparatus, equipment, floor areas, shower and locker rooms with due respect and care and shall not destroy, deface, mark or otherwise damage any of these. Any student who wilfully or through culpable carelessness causes destruction or damage to sports facilities or who behaves dangerously shall be excluded from the use of sports facilities for a specified period by the Registrar.

The Code of Conduct laid down in this section shall also apply to members of the Institute when representing the Institute at other venues.

4.7 | ON-CAMPUS SPEED LIMITS AND PARKING REGULATIONS

The Institute has a strict 15kph speed limit regulation while travelling in any vehicle on the Institute Campus/ Grounds. The penalty for speeding offences on Institute grounds is suspension from the course of study for a period and payment of fine or in serious breaches of the regulation expulsion from your course.

There are designated areas on the Institutes' grounds for student parking. Vehicles illegally parked may be clamped or removed and a fee will be imposed.

4.8 | LOAN OF ASSISTIVE TECHNOLOGY

Students registered with a disability may avail of a loan of assistive technology/equipment (AT) through the disability service at the Institute. The student must be fully-registered (including all fees paid) on a course at the Institute and registered with the disability service to avail of a loan. A specific qualifying criterion applies to eligibility for assistive technology. On leaving the course - deferring, withdrawing or postponing students must return the loaned equipment within one month.

Students availing of a loan of assistive technology (eg laptop, software, other assistive technology) must sign an agreement and declaration that they will follow the terms and conditions, the rules and regulations and any other specified instruction relating to the loan from the Institute to the student. Any

student failing to return loaned items will be subject to the appropriate fee (normally the cost of the equipment/assistive technology and any legal fees incurred by the Institute in re-cooping the items.)

Students availing of a loan of assistive technology must agree to the upkeep of the equipment. Fines will be imposed for the misuse (or abuse) of laptops units, software or any other item loaned to the student.

4.9 | MISCELLANEOUS

The Rights and Responsibilities set out in the Handbook are those approved by the IT, Tralee Governing Body as at July 2013. The President or Registrar will from time to time issue explanatory memoranda in relation to these Regulations.

The Governing Body of the Institute of Technology, Tralee reserves the right to alter or amend these Rights and Responsibilities from time to time to provide for the good manage of the Institute.

4.10 | THE OMBUDSMAN

The function of the Ombudsman is to investigate complaints from members of the public who believe that they have been unfairly treated by certain public bodies.

If you feel that you have been unfairly treated or are not satisfied with our decision on your complaint, it is open to you to contact the Office of the Ombudsman. By law the Ombudsman can investigate complaints about any of our administrative actions or procedures as well as delays or inaction in your dealings with us. The Ombudsman provides an impartial, independent and free dispute resolution service.

MAKING CONTACT

Office of the Ombudsman
18 Lower Leeson Street,
Dublin 2



Lo-call 1890 22 30 30

Tel: 01 639 5600

Fax: 01 639 5674

Email: ombudsman@

ombudsman.gov.ie

www.ombudsman.ie



5 FEES AND FINES

The following tables set out the Fees and Fines applicable for the Academic Year 2013/2014. All fees/fines must be paid by 1st June. Examination results and transcripts will be withheld until fees/fines have been paid.

▼ Fee Type	▼ Description	▼ Ref.Section	▼ Amount Payable And Condition
Administration Fee	T-Card	Section 1.7	<p>A €10 fine will be imposed on students who do not collect their t-cards by the specified date.</p> <p>Issue of Replacement T-Card A fee of €10 applies for replacement of T-Card</p> <p>Refund of T_Card 'top-up' A fee of €5 applies for refund to t-card 'top-up'</p>
Administration Fee	Withdrawal / Deferral fees	Section 1.8 and 1.9	<p>Fees for courses, once paid by the individual, are refundable only in accordance with the schedule below.</p> <p>Withdrawal/Deferral granted between the beginning of academic year and last Friday in September: Refund full tuition fee, if applicable Refund full Student Contribution Charge, if applicable</p> <p>Withdrawal /Deferral granted after last Friday in September and before last Friday in October 90% tuition fee if applicable and 90 % of Student Contribution Charge, if applicable.</p> <p>Withdrawal /Deferral granted after last Friday in October and on or before 31st January 50% of Tuition fees, if applicable and 50% of Student Contribution Charge if applicable</p> <p>Withdrawn/Deferred after 1st February No refund of fees granted.</p>

Fee Type	Description	Ref.Section	Amount Payable And Condition
Administration Fee	Repeat Examinations Fee	Section 1.6.3 (a) & Section 2.4.1 (b)	Repeat Examination Fee €120 (Non refundable) Late application fee for repeat examination €20 (in addition to repeat fee)
Administration Fee	Library	Section 2.5.2	€10 fee will be imposed for any library Material/Books not returned or any outstanding unpaid fines by the date of Examination and Assessments Review committee meeting or release of provisional results.
Administration Fee	Copies of Transcripts	Section 2.5.1	€10 for each additional copy of Transcript of results issued by IT Tralee
Administration Fee	Recheck and Reviews	Section 2.7.1	€20 per module – fee for Recheck €40 per module – Fee for Review (refundable if recheck/review successful)
Administration Fee	Appeals	Section 2.9.2	€60 (refundable if the appeal is successful)
Administration Fee	Course Electives (Relates to Examinations Deadline	Section 2.4.1 (c)	€60 fee imposed on student for processing module registration details after the date specified by the Examinations Officer
Administration Fee	Viewing of your own Examination Script and other related examination material	Section 2.5.3	€10 per module
Administration Fee	Fee for copying syllabi		€50 (full programme)
Administration Fee	Replacement of parchment		€65
Administration Fee	Opening of Recycling Bins		€10

Fee Type	Description	Ref.Section	Amount Payable And Condition
Administration Fee	Mobile phone or other unapproved electronic device confiscated during and examination session	Section 2.4.3 (h) & 2.4.4 (c)	€50
Fine	Failure to present T-Card on request by Institute Staff or Contractor	Section 1.7	€20
Fine	Failure to carry T-Card on your persons	Section 3.3.8(a)	€20
Fine	Parking of Cars, motorcycle, and pedal cycles on Institute Grounds in unauthorised places	Section 3.3.8(b)	€10
Fine	Careless/ dangerous driving on Institute grounds (further sanctions may also be imposed by the Institute)	Section 3.3.8 (c&d)	€100
Fine	Littering the buildings or grounds of the Institute	Section 3.3.8 (e)	€10

▼ Fee Type	▼ Description	▼ Ref.Section	▼ Amount Payable And Condition
Fine	Consumption of food or beverage in lecture rooms, laboratories, workshops, and library. Chewing gum is specifically prohibited throughout the Institute Buildings	Section 3.3.8 (f)	€10
Fine	Smoking in any of the buildings of the Institute (further sanctions may be imposed by the Institute)	Section 3.3.8(g)	€10
Fine	Removal of furniture from designated areas	Section 3.3.8(h)	€10
Fine	Mobile phones switched on in Lecture rooms/theatres, demonstration laboratories, library, etc	Section 3.3.8(i)	€10
Fine	Inappropriate activation of the Fire Alarm	Section 3.6	€50
Fine	Inappropriate activation of the Emergency Exit door alarm	Section 3.6	€10

Fee Type	Description	Ref.Section	Amount Payable And Condition
Fine	Inappropriate use of Fire Extinguishers	Section 3.6	€50

FEES/FINES PERTAINING TO BREACH OF LIBRARY REGULATIONS

Fee Type	Description	Ref.Section	Amount Payable And Condition
Overdue main items	Late return of library main collection material	Issue of further material not allowed until all items returned and fines cleared	20c per item for first 5 days 50c per item for next 10 days
Overdue non return of main item	Library material that is more than 15 days overdue	Suspension of Computer and library account until all items returned and fines cleared	
Overdue counter item	Late return of library counter collection material	Issue of further material not allowed until all items returned and fines cleared	40c per hour
Overdue non-return of counter item	Library – counter material that is more than 3 days overdue	Suspension of computer and library account until all items returned and fines cleared	
Administration Fee	Library material/ books not returned		€20 fine will be imposed for any library material not returned or any outstanding unpaid fines by the date of issue of results.

▼ Fee Type	▼ Description	▼ Ref.Section	▼ Amount Payable And Condition
Fines	Mobile phone switched on in library		€10 fine for the use of a mobile phone in the Library
Fines	Activation of Book Alarm System in Institute Library		€10 fine if alarm is set off.
Fines	Eating/Drinking (other than water)		€10 fine if found eating/drinking (other than water) in the library
Fines	Inappropriate activation of internal library emergency exits doors/door alarms		First offence €20 (second offence €50)

For repeat offences a heavier fine and/or an alternative sanction may be imposed.

FEES/FINES PERTAINING TO BREACH OF COMPUTER LABORATORY

Disciplinary Procedure

Violations of policy are investigated by the IT Manager (CSM) and/or Registrar, subject to the following guidelines.

LOW	Forgotten Passwords	Student pays for password to be reissued. Passwords will be reissued on a daily basis, between 12.00pm and 1.00pm ONLY.	€5.00
	Failure to produce valid Student T-Card	Disable account for 1 week (after 6pm)	€10.00
MEDIUM	Eating and Drinking in Computer Labs	Staff member confiscates Student T-Card, student pays to get it back. Student account disabled until fine is paid. This also applies if any rubbish (cans, bottles, wrappers, etc.) is found in the vicinity of where the student is sitting.	€10.00
		For repeat offences a heavier fine will be imposed.	€40.00
	Playing of games, IRC	Staff member confiscates Student T-Card, student pays to get it back. Student account disabled until fine is paid.	€10.00
		For repeat offences a heavier fine will be imposed.	€40.00
	Installation/Modification	Disable account, IT Manager meets student and may refer issue to the Institute Disciplinary Committee	

HIGH	Use of Transparencies in Printers	Lecturer/Technician confiscates Student T-Card, student pays €30 to get it back. Student account is disabled until fine is paid. For repeat offences, student will be liable for the repair to damaged device.	€30.00 €200+
	Misuse of E-Mail	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee	
	Introduction of virus onto computer systems	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee	
	Tampering with or misuse of Computer Equipment or any assistive technology	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee. Fine imposed	€100+

HIGH	Hacking other accounts	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee	
	Installing Non-Institute Equipment into the ITT Network without prior permission	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee	
	Logging out of assigned exam account & into another account during computer practical examinations	Disable account, CSM meets with student and may refer issue to the Institute Disciplinary Committee or EARC.	
	Giving your computer login a/c details to others	Disable account for 1 week and fine imposed	
	Use of another student's account	Disable accounts for 1 week and fine imposed as a result of using account knowingly and being in receipt of student's account information	€30.00
	Use of another student's account	Disable accounts for 1 week and fine imposed as a result of using account knowingly and being in receipt of student's account information	€30.00
	Accessing or Downloading Pornographic Material	Staff member confiscates Student Smart Card, student pays fine for its' return. Student account disabled until fine is paid. The matter is also investigated by the IT Manager and may be referred to the Institute Disciplinary Committee. As accessing child pornographic material is a notifiable offence, all incidents will be notified to the relevant authorities.	€50.00

THESE GUIDELINES ARE SUBJECT TO CHANGE AND REVIEW

- Students who violate policy shall have their Student t-Card confiscated. It can be retrieved from the Computer Services Helpdesk.
- Offences will be investigated and evaluated by the Computer Services Manager in consultation with the Computer Technicians and other members of Institute staff or contractors as deemed necessary and are subject to the guideline listed above.
- Minor offences will result in a student losing access to computer systems after 6pm for a period of one week.
- Repeat offences may be subject to harsher penalties.
- Major violations of policy will result in the matter being referred to the Registrar, who may decide to convene the Institute Disciplinary Committee (IDC) to review the matter. The IDC has the authority to suspend, expel or impose a lesser sanction on the students concerned. The President will report serious breaches of regulations to the Governing Body.

Fines/ penalties which are not paid within 10 days to the relevant department will result in the Student t-card being disabled and hence computer, library and other access rights will be denied.



Where to go

GET THE RIGHT HELP WHEN YOU NEED IT

It is important that you know where to go and whom to contact if you have any questions.

- If you are worried about your academic ability in your programme or for any of the modules within – you should talk to your lecturer, head of department or contact admission for advice on your options.
- If you want to leave your course it is important that you know your rights but also you know your responsibilities. Talk to your lecturer, head of department, the Students' Union, the Student Affairs Office or any of the support services staff to get the right advice and to learn your options.
- If you are concerned about the physical, mental or emotional welfare of yourself, a classmate, friend or flatmate you should contact the Student Health Centre without delay (Extn 1679 or 0878275982). For non-term time contact Oakpark Medical Centre (066 7126255) or for outside of working hours contact South Doc 1850 335 999.
- For financial help and advice you should contact the Chaplain or Access Office.
- For accommodation advice, contact the Students' Union.
- If you have a question and can't find the answer in the Student Handbook or other publication, then use any of the red phones situated throughout the Institute Buildings.



Emergency Services



Emergency Operator	999
Gardai	999
Garda Confidential	1800 666 111
Tralee Garda Station	066 71 02300
Ambulance	999
College Doctor	1679
Fire Brigade	999
Hospital	999
Tralee General Hospital	066 718 4000
College Security (Red Phone)	1676



IT, Tralee Services Contacts



Academic Administration and Student Affairs Manager	1722/5665
Academic Affairs Office – Admissions	5660/5622/5638/5635
Access Officer – Valerie Moore	1682
Lifelong Learning Officer – Mary Strich	1702
Careers Officer- Louise Nagle	1783
Chaplan – Fr. Kevin Sullivan	1674
Computer Services Helpdesk	1699
ITT Chaplain	066 7191674/ 0868658736
ITT Student Health Centre	066 7191679/ 0878275982
ITT Counsellor	066 7191690/ 086 3049966
ITT EXAMINATIONS OFFICE	066 714 5640 / 5604