


RIGHTS & RESPONSIBILITIES



This section sets out your rights and responsibilities as a student of the Institute, and the conduct expected of you as a member of the Institute and local community. Other documents, guidelines or regulations issued subsequent to this publication shall take precedence.

NOTE: All students by registering in the Institute are deemed to have accepted they are bound to abide by the rights and responsibilities set forth in this Student Handbook and by such other regulations as are made from time to time. The Student Handbook is available on WebCT (<http://online.ittralee.ie>) and hard copies are available in the Institute Libraries.

1 Registration

1.2	Registered Students Category	74
1.3	Registered Student Status	74
1.4	Registration of Whole-Time (Full-Time) Third Level Students	74
1.5	Fees	75
1.6	T-Card	76
	1.6.1 Replacement of T- Card	76
	1.6.2 Refund of T-Card 'Top-Up'	76
1.7	Deferral of Institute Entry (CAO Courses)	76
	1.7.1 Deferral of Institute Entry (Direct Application to IT, Tralee)	76
1.8	Residence	76
1.9	Withdrawal of Whole-Time Third Level Students	76

2 Academic Discipline

2.1	Attendance and Class Participation	77
2.2	Continuous Assessment	77
2.3	Unsatisfactory Attendance or Performance	79
2.4	Examination Regulations	79
2.5	Awards and Results	82
2.6	Examinations and Assessments Review Committee (EARC)	83
2.7	Recheck or Review of Provisional Examination	83
2.8	Examination Infringement(s) and Academic Dishonesty	85
2.9	Academic Appeals	85
2.10	Prizes	87
2.11	Conferring	87

3 General Discipline

3.1	Introduction	87
3.2	General Conduct	87
3.3	Institute Disciplinary Committee	87
3.4	Institute Disciplinary Appeals Committee (IDAC)	89
3.5	Health and Safety	90
3.6	Fire	90
3.7	Outside Organisations	91
3.8	Responsibility	91

4 Special Regulations

4.1	Library Regulations	91
4.2	Computer Laboratory Regulations	92
4.3	Internet Usage	93
4.4	Design / Drawing Offices / Project Rooms Regulation	95
4.5	Clubs and Societies	95
4.6	Sports Complex and Playing Field Regulations	95
4.7	On-Campus Speed Limits and Parking Regulations	96
4.8	Fees and Fines Applicable	97

1. RIGHTS AND RESPONSIBILITIES

1.1 | REGISTRATION

These Rights and Responsibilities (including explanatory memoranda) apply to all registered students of this Institute. By registering you are deemed to have accepted that you are bound by the Rights and Responsibilities set out in this handbook, which may be amended.

1.2 | THE FOLLOWING ARE REGISTERED STUDENTS OF THE INSTITUTE:

Students pursuing full-time or part-time courses offered by the Institute, post-graduate research students or students on Erasmus programmes who have fulfilled the requirements for valid registration.

1.3 | REGISTERED STUDENT

A student shall remain a registered student of the Institute from the date of registration to 30 September 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 Section 1.9).

1.4 | REGISTRATION OF WHOLE-TIME (FULL-TIME) THIRD LEVEL STUDENTS

All students must complete the registration process and lodge the required documentation and fees by the date and time indicated on the Registration Forms. 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 course and thereby forfeits all rights to a place on that course. The right to the place on the course, having lapsed, cannot be reinstated except in exceptional circumstances.

1.4.1 | Garda Vetting

Applicants for programmes which involve a work placement in environments with children and 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 Process.

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.

Garda Vetting will be carried out on all relevant first year students and also students transferring to years other than first year.

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 ITT 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 request a 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.

The Institute Procedure for vetting students for placement in environments with children or vulnerable adults is available at: <http://www.ittralee.ie/en/GardaVettingPolicyandProcedure.pdf>

1.5 | FEES

Fees for courses are set each year by the Department of Education and Skills. A student is not validly registered until all relevant fees and deposits are paid in full. All tuition fees and student services fees 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 of October. This deadline will only be extended in exceptional circumstances.

From the 1st of November students who are not validly registered will no longer be entitled to attend at the Institute for classes, will have their Student T- Card disabled and will not be registered to sit for examinations.

A student may apply to withdraw from a course by notifying the Admissions Officer in writing (*see Section 1.9*). A student who has been granted a withdrawal will have their fees refunded only in accordance with the schedule below.

- **Withdrawal granted between the beginning of the academic year and the last Friday in September:**
Refund Full tuition fee, if applicable and full Student Services Fee.
- **Withdrawal granted after last Friday in September and before last Friday in October:**
Full Tuition Fee, if applicable and 90% of Student Services Fee.
- **Withdrawal granted after last Friday in October and on or before last Friday in Semester 1:**
50% of Tuition Fee, if applicable and 50% of Student Service Fee.
- **Withdrawal after 1st February:**
No refund of fees granted.

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

STUDENTS WHO ARE NOT VALIDLY REGISTERED WILL NOT BE PERMITTED TO SIT EXAMINATIONS.

1.6 | T-CARD

On completion of all registration requirements a T-Card will be issued.

1.6.1 | Replacement of T-Card

Fees will be charged for the issue of a replacement T-Card. (See Section 4.8 for fees applicable)

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

A fee will be charged for refund of T-Card 'top-up' funds. (See Section 4.8 for fees applicable).

1.7 | DEFERRAL OF INSTITUTE ENTRY (CAO Courses)

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.

1.7.1 | Deferral of Institute Entry (Direct Application to IT, Tralee)

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 | RESIDENCE

All students must register their home and term address (if different) with the Academic Affairs Office of the Institute. Any change in either the home or Tralee address must be notified to this office within ten days of such a change taking place. All correspondence is directed to the home address.

1.9 | WITHDRAWAL OF WHOLE-TIME THIRD LEVEL STUDENTS

1.9.1 | A student may apply to withdraw from a course by notifying the Admissions Officer in writing before 1st February of the Academic Year. 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.

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 Courses.

1.9.3 | A student who is absent from 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.

Where a student is absent from some or all classes, without an acceptable explanation in writing, for ten days or more in total, the provisions of Section 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 course; use of Institute facilities; his/her fee; any scholarship, equipment or financial grant arising from being a registered student of the Institute.

2. ACADEMIC DISCIPLINE

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, as timetabled by the Institute. Students must provide themselves with textbooks and other materials as are stipulated by the lecturers from time to time. A registered student who is repeating one or more modules is also governed by these regulations.

2.2 | CONTINUOUS ASSESSMENT

2.2.1 | Student progress is regularly monitored over the academic year. 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 with the lecturer and/or Course Director. Marks/grades awarded for continuous assessments are provisional.

Continuous Assessment (CA) work comprises of class tests, essays, homework projects and reports.

It is structured to assist and direct students in their study programmes. It should be used by students to help them identify their academic strengths and weaknesses and the areas where they must take remedial action.

Each student shall present the work on the date and in the form required. Work for continuous assessment records will not be accepted from a student for grading after the due date except in exceptional circumstances.

2.2.2 | Students are informed of their standing in continuous assessment work. It is the responsibility of students to make themselves aware of their standing in continuous assessment work. 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. An Intern or Extern Examiner may hold a viva voce examination on any piece of continuous assessment or other examination material submitted and the mark for the viva voce may be the mark for that continuous assessment element of the course. 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.

2.2.3 | Academic Dishonesty

Continuous assessments (CA) and project work submitted must be the student's own work. It is accepted that in the production of CA material and project work, students will use textbooks, journals, material accessed from the Internet, or other sources. While it is accepted that students may assist one another in relation to CA and project work, such assistance should not be of a nature which facilitates/encourages plagiarism. If plagiarism occurs a penalty may be applied to all parties involved. Students must accurately refer to sources of information used. Where direct quotes are being included in the assessment, quotation marks must be used and the work clearly referenced. The bibliography should incorporate reference to all other people's works and ideas, which inspired the submitted CA or project work. Failure to comply with this may constitute an act of plagiarism.

2.2.3 (a) | Plagiarism

Plagiarism is defined as the representation of another person's ideas or work as one's own. Plagiarism is a serious academic offence.

2.2.3 (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.

The Examinations and Assessments Review Committee (EARC) will investigate instances of alleged plagiarism, fabrication or other breaches of academic integrity notified by the lecturer(s) to the Office of the Registrar (see section 2.6.2, Rights and Responsibilities). After a full investigation by the EARC, the student may be disqualified, expelled or another sanction imposed as deemed appropriate by the Committee.

2.3 | 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 1.9.4 and 1.9.5)

2.4 | EXAMINATION REGULATIONS

2.4.1 (a) | Examination Entry

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 Section 4.8, *Fees and Fines*).

2.4.1(b) | Repeat Examination Entry

Students cannot be entered for repeat examinations unless fee is paid and registration forms submitted to the Examinations Office by no later than:

- last working day of October for Winter Examinations
- last working day of February for Summer Examinations
- Friday 22nd June for Autumn Examinations

2.4.2 | Breach of Regulations

Examination Regulations are available on Blackboard/WebCT (<http://online.ittralee.ie>) and are also posted outside Examination Centres. The following regulations apply to all Institute Examinations. Any alleged violation of the 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 Section 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 Section 3.3 for *Membership and Role and Function*).

2.4.3 | 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 examination candidates to inform themselves of these notices.

2.4.4 | 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.

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.

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 Gardaí 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.

A candidate who has a query on an Exam Paper may complete the relevant form. The form will be issued to the candidate by an invigilator during the exam. If a candidate wishes to complete the form, he/she should do so after his/her exam script has been collected by an invigilator. Once the form is complete, it must be handed to the invigilator before leaving the exam centre.

A candidate must sit in the place assigned to him/her for the duration of the examination, unless otherwise directed by the supervisor.

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.

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.

Students must have their Student T-Card with them for all Examinations.

2.4.5 | 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 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.
- 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. Attempt to use any book, paper, memoranda, or notes, other than those provided by the supervisor.
- 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. 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.
- j. Write anything not relevant to the subject matter of the examination in his/her answer book.
- k. Remove any leaves from his/her answer book.
- l. Remove from the examination centre any books, papers, mathematical tables or other materials supplied by the examination invigilator/co-ordinator
- m. 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)
- n. Store exam related material in any drive other than the drive specified by the invigilator/examiner
- o. Behave so as to disturb other candidates/person.
- p. Borrow drawing, writing or other materials during the examination.
- q. 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 is required to leave the examination hall/examination building, and is unsupervised, then he/she 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.

2.4.6 | Any candidate who violates the Examination Rules outlined above 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 |

(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 | An Intern or Extern Examiner may hold a viva voce examination 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 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.

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 | 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 Board of Examiners. Results approved by the Examination Board will be available on the Institute's intranet via Self Service Banner and a provisional transcript of the results obtained will be mailed to the student. A student requesting additional copies of his/her academic transcript will be charged an administration fee (see Section 4.8, 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 not returned all outstanding library material and/or who have not paid any outstanding library or other Institute fees or fines. 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.

Requests to view documentation (*outlined in Section 2.5.3*) 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 Section 4.8, Fees/Fines*)

2.6 | EXAMINATIONS AND ASSESSMENTS REVIEW COMMITTEE (EARC)

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 RESULTS

2.7.1 | Request for Recheck and 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 at <http://online.ittralee.ie/webct> 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 Section 4.8 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 Section 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:

- Where the candidate claims the examination regulations or procedures of the Institute have not been properly implemented or
- Compassionate circumstances related to the candidate's examination situation of which the Board of Examiners were unaware (Ref 2.4.7) or
- 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 under ground (c) above is not granted, a recheck of the relevant module(s) will be carried out if requested by the candidate, where the provisions of Section 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 effected 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 DISHONESTY

2.8.1 | Procedure

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

- be given at least one week's 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.

2.9 | 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 Examination Appeal Form E3, 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/webct> under the 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 (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 or 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, epitogues or hood and mortar board (for female graduates only) is worn by graduands at the Autumn Conferring Ceremony.

3. GENERAL DISCIPLINE

3.1 | GENERAL

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. Admission to Institute premises and/or facilities (e.g. library, laboratories) may be refused to a student who does not have his/her Student T-Card in his/her possession.

3.2 | GENERAL CONDUCT

Students must obey all lawful instructions of the President or Staff 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.

Students must be respectful towards staff 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 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 (*Section B 3.3*)

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 week's 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 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 Section 4.8, *Fees and Fines*) may be imposed on a student for the following:

- a. Parking of cars, motorcycle and pedal cycles on Institute grounds in places other than authorised zones.
- b. Breaking the speed limit of 15km/h on Institute grounds.
- c. Careless/dangerous driving on Institute grounds.
- d. Littering the buildings or grounds of the Institute.
- e. Consumption of food or beverage in lecture rooms, laboratories, workshops, and library. Chewing gum is specifically prohibited throughout the Institute buildings.
- f. Smoking in any part of the buildings of the Institute.
- g. Removal of furniture from designated areas.
- h. 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 (see Section 4.8 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

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 Section 4.8 for fines applicable).

3.7 | OUTSIDE ORGANISATIONS

Groups or organisations, outside of the Institute, may be permitted in exceptional circumstances to address students in the Student Dining Hall 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 Section 4.8, 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 law.

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 Section 3.3.8*).

A fine (*see Section 4.8, 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 is available in Section 4.8 of this handbook.

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 Section 4.8*. 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. 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. Failure to produce a valid Student T-Card will lead to your student account being disabled for a period of one week after 6pm.

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 Section 3.3.8*). A fine may be imposed and computer account disabled for a specified period for breaches of these regulations (*See Section 4.8, 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 Section 4.8, 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 Section 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 Section 4.8 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. 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/webct> 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.

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 recognise 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 students 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)/Lecturers/Coaches of the Institute.

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 your 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.

MISCELLANEOUS

The Rights and Responsibilities set out in the Handbook are those approved by the IT, Tralee Governing Body as at May 2011. 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 management of the Institute.

4.8 | FEES AND FINES

The following tables set out the Fees and Fines applicable for the Academic Year 2010/2011. All fees/fines must be paid by 1st June. Examination results will be withheld until fees/fines have been paid.

FEE TYPE	DESCRIPTION	REF.SECTION	AMOUNT PAYABLE AND CONDITION
Administration Fee	T-Card	Section 1.6	<p>A €10 fine will be imposed on students who do not collect their cards by the specified date.</p> <p>Issue of Replacement T- Card: A fee of €10 applies for replacement 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 Fees	Section 1.5	<p>Fees for courses, once paid by the individual, are refundable only in accordance with the schedule below.</p> <p>Withdrawal granted between the beginning of the academic year and last Friday in September: Refund full tuition fee, if applicable and full Student Services Fee.</p> <p>Withdrawn granted after last Friday in September and before last Friday in October: Full Tuition fee, if applicable, and 90% of Student Service Fee.</p> <p>Withdrawn granted after last Friday in October and on or before last Friday in Semester 1: 50% of Tuition Fees, if applicable and 50% of Student Service Fee.</p> <p>Withdrawn after 1st February No refund of fees granted.</p>
Administration Fee	Repeat Examination Fee	Section 2.4.1(b)	<p>Repeat Examination Fee €120 (Non refundable) Late Application Fee for Repeat Examination €20</p>
Administration Fee	Library	Section 2.5.2	<p>€10.00 fee will be imposed for any library Material/Books not returned or any outstanding unpaid fines by the date of the Examinations and Assessments. Review Committee meeting or release of provisional results.</p>

FEE TYPE	DESCRIPTION	REF.SECTION	AMOUNT PAYABLE AND CONDITION
Administration Fee	Copies of Transcripts	Section 2.5.1	€10.00 for each additional copy of Transcript of Results issued by IT Tralee
Administration Fee	Recheck and Reviews	Section 2.7.1	€20.00 per module - Fee for recheck €40.00 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 Deadlines)	Section 2.4.1	€60.00 fee imposed on student for processing module registration details after the date specified by the Examination Office
Administration Fee	Viewing of your own Examination Script and other related examination material	Section 2.5.3	€10.00 per module
Administration Fee	Fee for copying of Syllabi		€50.00 (Full Programme)
Administration Fee	Replacement of Parchment		€65.00
Administration Fee	Replacement of European Diploma Supplement		€65.00
Administration Fee	Opening of Recycling Bins		€10.00
Administration Fee	Mobile phone or other unapproved electronic device confiscated during an examination session	Section 2.4.5 (c)	€50

FEE TYPE	DESCRIPTION	REF.SECTION	AMOUNT PAYABLE
Fine	Parking of cars, motorcycle and pedal cycles on Institute grounds in unauthorised places.	Section 3.3.8 (a)	€10.00
Fine	Careless/dangerous driving on Institute grounds (further sanctions may also be imposed by the Institute)	Section 3.3.8 (c)	€100.00
Fine	Littering the buildings or grounds of the Institute.	Section 3.3.8 (d)	€10.00
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 (e)	€10.00
Fine	Smoking in any of the buildings of the Institute (further sanctions may be imposed by the Institute)	Section 3.3.8 (f)	€50.00
Fine	Removal of furniture from designated areas	Section 3.3.8 (g)	€10.00
Fine	Mobile Phones switched on in Lecture Rooms /Theatres, Demonstration Laboratories, Library, etc.	Section 3.3.8 (h)	€10.00
Fine	Activation of the Book Alarm System in Institute Library	Section 4.1	€10.00
Fine	Inappropriate activation of the Fire Alarm	Section 3.6	€50.00
Fine	Inappropriate activation of the Emergency Exit Door Alarm	Section 3.6	€10.00
Fine	Inappropriate use of Fire Extinguishers	Section 3.6	€50.00

FEES/FINES PERTAINING TO BREACH OF LIBRARY REGULATIONS

FEE TYPE	DESCRIPTION	RECOMMENDED ACTION	FEE/FINE WHERE APPLICABLE
Overdue Main item	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 fee will be imposed for any library material not returned or any outstanding unpaid fines by the date of issue of provisional results.
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 doors		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 REGULATIONS

Disciplinary Procedure

Violations of policy are investigated by the IT Manager 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)	
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 to the Institute Disciplinary Committee	
High	Use of Transparencies in Printers	Staff member confiscates Student T-Card, student pays €30 to get it back. Student account is disabled until fine is paid.	€30.00
		For repeat offences, student will be liable for the repair to damaged device.	€200+
	Misuse of E-Mail	Disable account, CSM meets with student and may refer to the Institute Disciplinary Committee	
	Introduction of virus onto computer systems	Disable account, CSM meets with student and may refer to the Institute Disciplinary Committee	
	Tampering with or misuse of Computer Equipment	Disable account, CSM meets with student and may refer to the Institute Disciplinary Committee	

FEES/FINES PERTAINING TO BREACH OF COMPUTER LABORATORY REGULATIONS

Disciplinary Procedure

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

High	Hacking other accounts	Disable account, CSM meets with student and may refer 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 to the Institute Disciplinary Committee	
	Logging out of assigned exam account and into another account during computer practical examinations	Disable account, CSM meets with student and may refer to the Institute Disciplinary Committee	
	Giving your computer login a/c details to others	Disable account for 1 week and fine imposed	€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 to collect, 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 as deemed necessary and are subject to the guidelines 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, WHOM TO ASK

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
Gardaí	3103
Garda Confidential	1800 666 111
Tralee Garda Station	066 7122022
Ambulance	3100
College Doctor	3104
Fire Brigade	3101
College Nurse	3105
Hospital	3102
Tralee General Hospital	066 7126222
College Security	3106

IT, TRALEE SERVICES CONTACTS

Academic Administration and Student Affairs Manager	1722/5665
Academic Affairs Office - Admissions	5660/5622/5638
Access Officer - Valerie Moore	1682
Adult Education Office - Mary Stritch	1702
Careers Officer - Louise Nagle	1783
Chaplain - Fr. Kevin Sullivan	1674
Computer Services Helpdesk	1699
ITT Chaplain	066 7191674 / 086 8658736
ITT Nurse	066 7191679 / 087 8275982
ITT Counsellor	066 7191690 / 086 3049966

NOTES

NOTES

FAST FIND INDEX

	page		page
Academic Calendar	4	Health Centre	28
Academic Administration & Student Affairs Office	20	Health and Safety	56
Academic Integrity	62	International Student Office	55
Access Office	33	Library	52
Accommodation Service	49	Mature Students	34
Admissions Office	22	School of Business	14
Attendance	60	School of Engineering & Construction Studies	15
Banking Services	53	School of Science & Computing	15
Bus Timetable	71	Maps of North and South Campus	10
Careers Office	38	Orientation	16
Catering Services	54	Progression to Degree	63
Chaplaincy	30	Registrar's Office	8
Computer Laboratories and Facilities	50	Registration	17
Computer Services Helpdesk	50	Rights and Responsibilities	72
Computer Technicians	50	Scholarships	44
Conferring	87	Societies	40
Continuous Assessment	60	Sports Clubs	42
Counselling Service	31	Student Services Centre	28
Creche Service	54	Student Services Fee	66
Data Protection	18	Student Support Services	26
Disability	33	Student T-Card	19
Dyslexia Support	37	Student Travel	54
Emergency Services	103	Students' Union	45
Equal Opportunities	57	Students with Disability	33
Examinations Office	22	Student Withdrawal from Course	24
Exemptions (Subject/Module)	24	Traveller Community	36
Financial Issues	64	Tuition Fees	65
Fees	65		
Freedom of Information	57		
Graduation	24		
Grants	66		