

LEABHAR NA MAC LÉINN STUDENT HANDBOOK 2021-22





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FÁILTE

Comhghairdeachas as ucht áit a bhaint amach sa choláiste agus fáilte chuig Institiúid Teicneolaíochta Leitir Ceanainn (LYIT).

Is Institiúid ar leith í an LYIT, le dhá champas, ceann i Leitir Ceanainn agus ceann eile sna Cealla Beaga. Le 350 ball foirne agus beagnach 5,000 mac léinn, tá timpeallacht thaitneamhach uileghabhálach cruthaithe ag an LYIT d'iomlán a fhreastalaíonn uirthi. Tá éagsúlacht leathan clár a thairiscint ag an Institiúid i réimse disciplín, ina measc: innealtóireacht, eolaíocht, ríomhaireacht, altracht, staidéir sláinte agus sóisialta, dearadh, gnó, turasóireacht, dlí agus na daonnachtaí. Ina measc, tá dámhachtainí ar fáil ó ardteastais suas go dtí céim dochtúireachta. Ach tá níos mó ná sin san LYIT - tá áiseanna spóirt den chéad scoth ann, clubanna agus cumainn, saol bríomhar mac léinn, comórtais spreagúla idir-ollscoileanna, polaitíocht mac léinn agus go leor, leor eile.

Tá súil againn go mbainfidh tú sult as do chuid staidéir san LYIT agus is í an chomhairle is fearr a thiocfadh liom a thabhairt duit ag an tráth seo ná iarraidh ort a bheith rannpháirteach. Déanfaidh baill foirne na hInstitiúide



agus Aontas na Mac Léinn a ndícheall lena chinntiú go mbeidh d'aistriú go dtí coláiste mín réidh, ach má bhíonn deacracht de shórt ar bith agat faigh i dteagmháil le duine éigin a bheas in ann cuidiú leat – ná coinnigh agat féin é go dtí nach féidir réiteach a fháil dó. Is cúis imní ar leith againn i mbliana, agus sinn ag oscailt arís tar éis shrianta COVID-19, agus is aidhm dúinn na hardchaighdeáin atá againn maidir le gníomhú mac léinn a choinneáil le linn an ama seo.

Ar deireadh, comhghairdeachas arís as ucht áit a fháil linne: béimid ag súil le caidreamh maith oibre agus guímid gach rath ar do chuid staidéir san am amach romhat.

Paul Hannigan
Uachtarán

WELCOME FROM PRESIDENT

Congratulations on achieving your place at college and welcome to Letterkenny Institute of Technology (LYIT).

LYIT is a unique Institute, with two campus' located in Letterkenny and Killybegs. With 350 staff and almost 5,000 students, LYIT has fostered a relaxed and inclusive atmosphere for all those who attend. The Institute offers a wide variety of programmes across a range of disciplines including: engineering, science, computing, nursing, health and social studies, design, business, tourism, law and humanities. These include awards from higher certificates right up to PhD. But there's more to LYIT than meets the eye. With excellent sports facilities, clubs and societies, vibrant student life, exciting intervarsity competitions, student politics and much, much more.

We hope you will find LYIT an exciting place to study and the best advice that I can give at this time is to get involved. All staff at the Institute and the Students' Union will do their utmost to ensure you have a smooth transition, but if you have any difficulties please contact somebody who can help you – don't let a problem fester until it can't be solved. We are particularly



concerned this year as we reopen following the COVID-19 restrictions and we aim to maintain our high standards in student engagement during this time.

Finally, congratulations on attaining a place with us, we look forward to a fruitful working relationship and wish you well in your future endeavours.

Paul Hannigan
Uachtarán

BIENVENUE

Au nom de l'Institut, je vous souhaite la bienvenue à l'Institut de Technologie de Letterkenny, surtout si c'est pour la première fois que vous y inscrivez.



SEIRBHÍSÍ TACAÍOCHTA MIC LÉINN STUDENT SUPPORT SERVICES



Catherine Lyster
Careers Officer

The Careers Service, can help you achieve your career goals by offering impartial and confidential advice in a welcoming and supportive atmosphere.

Our mission is to help you develop confidence in your career planning, and, when you are ready, we can support you in finding your first graduate-level position, starting your own business, or postgraduate studies. Finding the right path can be tricky, that's why our trained and professional Careers Officer is available to support you, whether it is discussing your options, overcoming obstacles to progress, presenting yourself to employers or finding opportunities.





How to contact us and where to find us?

The Careers Service is located on the first floor of the An Dánlann building, you can contact us at (074) 91 86812, 91 86855 or by email at careers@lyit.ie. All students are asked to register with LYIT Target Connect: <https://lyit.targetconnect.net/unauth/student/login> to avail of all services provided by the Careers Service.



How you can avail of the Careers Service

1. Booking a Careers Appointment

appointments with the Careers Service are in- person or via Microsoft Teams. We offer a range of 3 appointment options:

- **Quick Queries:** 15-minute drop-in sessions are available every weekday during term time between 9am-10am. Quick queries deal with a range of topics including where to begin with careers, CV or application feedback, finding work, further study and interviews. After a quick query you may be referred for a longer guidance appointment if necessary.
- **Mock Interviews:** 30 minutes in duration, by appointment only, providing you the opportunity to practice your interview technique and get feedback on your performance before an actual interview!



- **General Guidance Appointments:** 30 minutes in duration by appointment only. To book an appointment, please book an appointment through your Target Connect Portal.

2. Attending Careers Events

Throughout the year, the Careers Service organises various events both on-campus and online to help you on your career journey. Our focus is your success. These events include:

- **Virtual Careers Fair:** this is your opportunity to meet with local and national employers who are interested in your skills.
- **Virtual Postgraduate Studies Fair:** your opportunity to meet with postgraduate course providers offering courses of interest to you.
- **Specialist Virtual Careers Fairs:** the Careers Service organises recruitment fairs that are relevant to your area of study, for example; Nursing.
- **Virtual Careers Awareness Day:** presented by a panel of experts, this is your opportunity to get your career off to a great

start by learning top tips on job search techniques and presenting yourself on social media.

- **Guest Speakers:** The Careers Service invites employers to meet with class groups.

Details of all careers service events will be posted on: Target Connect, Facebook, Instagram, Blackboard and Email

3. Availing of our Resources

The Careers Service has an extensive range of resources available to all LYIT students.

- **Target Connect:** your first stop for careers advice, employer events, and finding a job or internship! By logging in you will be able to access everything you need to help you to not only search and apply for jobs but also to become the best candidate possible.
- **Careers Brief Newsletter:** jam-packed with careers related topics, produced once per semester.
- **Student Toolkit:** virtual library containing all the information you will require on your career options following your studies, videos on job search techniques and much more.
- **Careers Facebook and Instagram pages:** keep up to date with jobs and other career opportunities by using our Careers Social pages on Facebook and Instagram <https://www.facebook.com/lyit.careers/>

www.instagram.com/lyitcareersservice/



How you can make the most of the Careers Service:

- Make a list of questions you would like to ask. We recommend you take notes during your appointment.
- Bring a hard copy of your CV with you to your appointment, you can also email it in advance of your appointment or upload in on your Target Connect Portal to allow us time to review it!



Codes of Practice

The LYIT Careers Service promotes equality of opportunity and diversity and adheres to the code of practice in accordance with AHECS (Association of Higher Education Careers Services). www.ahecs.ie



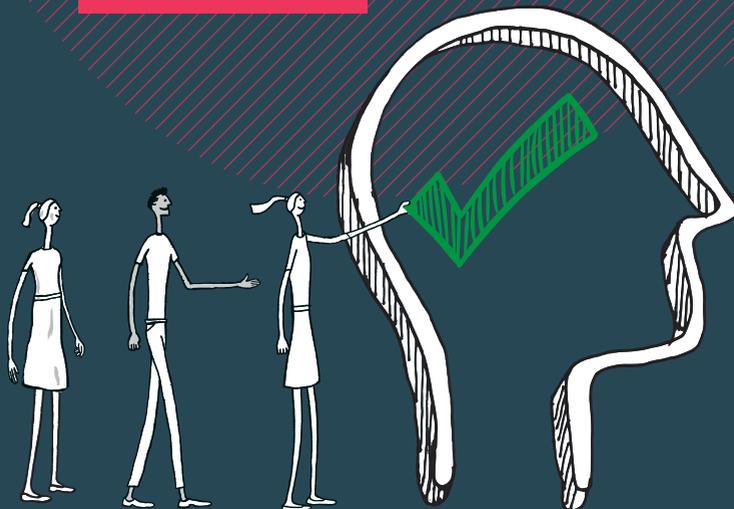
Limitations of Service

The Careers Service can advise you on planning your career goals by suggesting sources which will enable you to determine your next move, however, we cannot tell you what to do. Therefore, it is most important that you take responsibility for your own career planning.





STUDENT COUNSELLING SERVICE



College is a big step with many exciting experiences but also some challenges. Counselling can help you manage all kinds of difficulties, both academic and personal. You may wish to have a space to talk about something that you think is a small issue which has happened recently, or you may be trying to deal with something that you are finding overwhelming. Maybe you don't even know exactly what the problem is but are noticing that your mood is low, that you feel anxious or that you are finding it difficult to cope.

Student Counselling Service is a free, confidential service for all registered students of Letterkenny Institute of Technology. There are two counsellors located on campus and they can help you think and explore issues you are struggling with in a supportive, non-judgemental space.

The Student Counselling Service webpage on the LYIT website and the Student Toolkit are updated regularly and have further information about how the service works and how you can make an appointment. They also have many other resources that you might find helpful:

<https://www.lyit.ie/Student-Hub/Health-Wellbeing/Student-Counselling-Service>

Appointments

If you are feeling unsafe in yourself and have thoughts of self-harm or suicide please come over to the Student Services Suite in the An Dánlann building to see a counsellor. We are there to help you.

Emergencies will be seen on the day.

Counsellors are available Monday to Friday, 9am-5pm. To make an appointment please either:

- Drop over to the Student Services reception
- Tel: 074 91 86855
- Email: counselling@lyit.ie

Web: <http://www.lyit.ie/studentlife/student-services/counselling.html>

During the initial meeting, the counsellor will work with you to find out your needs and decide if counselling is the best form of help for you.

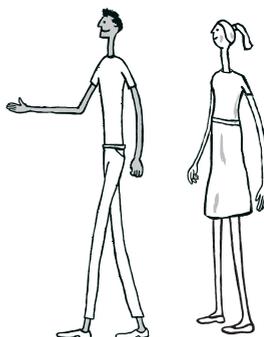
Common Problems

The following are some of the common problems experienced by students:

- Anxieties about aspects of study including exams & presentations
- General stress & anxiety
- Depression and suicidal thoughts
- Relationship difficulties
- Problems with food/eating
- Bereavements & parental separations

- Loneliness & homesickness
- Lack of self-confidence or low self esteem
- Making difficult decisions
- Traumatic experiences including rape, assault & abuse
- Difficulties with alcohol or drugs
- Issues around sex & sexuality
- Issues around gender identity
- Self-injury
- Unplanned pregnancy
- Bullying
- Anger management
- Worries about appearance

Students are reminded that emailing is not a confidential means of communication. Please note that the Student Counselling Service (SCS) cannot guarantee that personal and sensitive data, sent via email, is fully secure. Those who communicate through email are deemed to have accepted this risk. The alternative communication method offered by the SCS is contact by telephone.





HEALTH SERVICE



Hannah Glackin
LYIT Nurse



Mary Campbell
Killybegs Nurse

The Health Service is offered free to all full-time registered students and consists of a full-time nurse and daily GP session on-campus, either morning or afternoon.

The college nurse and doctor may be consulted in the Student Health Centre on the first floor of An Dánlann. Students are encouraged to call the Student Services Reception on 074 91 86855 to make an appointment, clearly stating name and telephone number.

Opening times for the Letterkenny campus are 9.30am to 5pm Monday to Thursday and 9.30am to 1pm Friday. Closed for lunch 1pm to 2pm daily. Opening times for Killybegs campus are 9.30am to 1pm daily.



The College Health Service places an emphasis on health promotion, mental wellbeing, contraception, sexual health, preventative medicine and healthy lifestyle programs. All information provided to the doctor or to the nurse is confidential and is not disclosed to any other person without the permission of the student concerned.

Students with any long-term illness should register with the Health Service *as early as possible*, in order to continue to provide medical care in conjunction with their own GP (who should, where possible, remain your primary health-care provider).

The on-campus GP service is not intended to replace your own GP but will provide you with immediate care when necessary.

The on-campus GP service is available Monday to Thursday during term-time. There will be no doctor available on campus on Fridays, however urgent/emergency GP appointments can be arranged through the nurse at the Doctor's main surgery.

The on-campus Doctor surgery will run **either** in the morning or in the afternoon. Emergency consultations will be attended to as a priority during surgery hours.

Off-Campus and Out of Hours Services

Off-Campus GP visits

If you avail of off-campus GP services, charges will normally apply, unless you have a Medical Card or GP Visit Card. All fees related to off-campus GP visits are a matter between the student and the service concerned.

The college GP's are available at their Ballyraine Park Health Centre by appointment. They have agreed a reduced consultation fee of €30 per off-campus appointment for LYIT students who do not have a Medical Card but who produce their current LYIT student card when attending the Ballyraine Health Centre. Their contact number is 074 91 29393.

Out of Hours Service

Emergency cover is available, via NoWDOC, from 6pm-8am on weekdays and from midday on Saturday, all day Sunday and Bank Holidays. The contact number for NoWDOC is 1850 400 911. A fee will be applicable for out of hours cover for those who do not have a Medical Card.

In the event of an emergency between 8am-9am and also 5pm-6pm, contact the Ballyraine Park Health Centre at 074 91 29393 for the doctor on call.



Students are reminded that emailing is not a confidential means of communication and it is recommended to call 074 91 86850/86855 for all requests.

ríomhphost agus moltar glao a chur ar 074 91 86850/86855 faoi choinne gach iarratas.

Cártaí Leighis

Murar chláraigh tú go fóill le dochtúir teaghlaigh i Leitir Ceanainn/ Roinn Na Turasoíreacha ach go mbeidh tú i do chónaí i gceantar Leitir Ceanainn/ Roinn Na Turasoíreacha ar feadh níos mó ná trí mhí, bhéidir gur mhaith leat clárú le dochtúir áitiúil sa dóigh go mbeidh tú ábalta leanúint de bheith ag úsáid do Chárta Leighis go háitiúil. Beidh ort Foirm d'Athrú Dochtúra a líonadh agus na sonraí a thabhairt don dochtúir úrnua. Tá an fhoirm le fáil tré glao a chur ar Lo-call 1890 252 919, nó tig leat é a íoslódáil ó

<https://www.sspcrs.ie/portal/medapp/changedoctor.pdf>

Cuirtear i gcuimhne do mhic léinn nach modh cumarsáide rúnda atá i

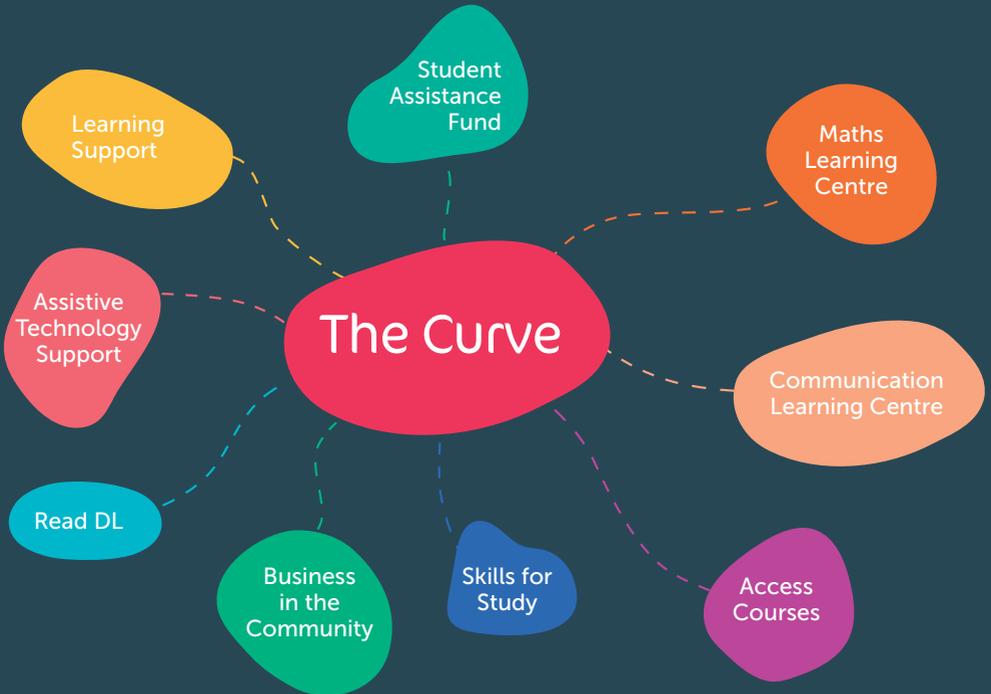
Medical Cards

Our Health Service also supports students with Medical Cards, and should you be eligible for one, you can apply on-line at **<https://www.hse.ie/eng/cards-schemes/medical-card/how-to-apply/>**

If you are not already registered with a GP in Letterkenny/ Killybegs but will be resident in the Letterkenny or Killybegs area for more than 3 months, you may wish to register with a local GP, so that you will be able to continue to use your Medical Card locally. You will need to complete a Change of Doctor Form, giving details of the new Doctor. The form is available from the Student Health Service or by phoning Lo-call 1890 252 919, or you can download it via **<https://www.sspcrs.ie/portal/medapp/changedoctor.pdf>**



THE CURVE



The Curve was established in LYIT (located on the 3rd floor in the main building), to fulfil LYIT's commitment to widening access to the Institute for people who have traditionally been unable to benefit from higher education opportunities. The Curve provides specific advice and support to a diverse range of students, including mature students, students from low income families, students with a disability and ethnic minorities.



Students with Disabilities

Letterkenny Institute of Technology welcomes students with additional needs, regardless of any physical, sensory or learning disability. Students with a disability are encouraged to contact Roisin Mc Cormack, Disability Officer, in Room 3456, on ext. 6172 or **roisin.mccormack@lyit.ie** as **early as possible** to outline their requirements and complete a Needs Assessment. Student supports are based on an assessment of need, meeting qualifying criteria, provision of relevant reports and availability of resources. Students can avail of supports such as assistive technology, learning support, examination support and personal supports.

Every attempt will be made to facilitate such students and to provide special equipment where college budgets allow. We will liaise with external groups such as the HSE, RNIB, DEAF/HEAR etc. as necessary. Students with dyslexia and related learning difficulties are requested to advise their Head of Department/ Faculty and the Learning Support Staff when they commence studies. Special arrangements can be made for such students at examination time **provided sufficient notice is given and up to date relevant reports are provided.**

LYIT has an open-door policy for students with disabilities and with

the aid of the Curve it hopes that any students, regardless of their disability, can be supported in achieving their full potential at LYIT.

The Union of Students in Ireland (USI) now has a full-time Disability Rights Officer who may be contacted via the Student Union Offices, (Tel: 074 91 86820).

The Department of Education and Science have, in recent years, operated a special scheme for students with disabilities (ESF Fund for Students with Disabilities) whereby finance is made available to help with the cost of special equipment or services they may require. Learning Support Staff will apply, on a student's behalf, for help under this scheme. Information is placed on institute notice boards annually, when the scheme deadline is announced by the Department. Students should contact the staff in Room 3456 for more details.



Mature Students

LYIT is particularly concerned with the successful access and participation of Mature Students on all courses and all aspect of college life. Mature students who are studying at LYIT can contact Brian McGonagle, Co-Ordinator of Access and Lifelong Learning on ext. 6170 or **brian.mcgonagle@lyit.ie** (before January) to discuss suitable course options. This also includes individuals who have a place on the Certificate

in Preparatory Studies for Higher Education.

As well as advice, The Curve will provide you with many support services during your time at LYIT. Call into The Curve any time for a chat and pick up a copy of "Mature Students guide to LYIT".

Students from Ethnic Minorities

The Curve welcomes enquiries from students from under-represented ethnic minorities (including members of the Traveller Community) and aims to assist students access higher education.

Contact Brian McGonagle on ext. 6170 or brian.mcgonagle@lyit.ie for further details.

Students from Low-income families

The Curve helps less well-off families and those with no tradition of third level study or those from areas of high unemployment to access higher education. This includes financial aid such as:

Student Assistance Fund – This limited fund may be available to students who are experiencing financial hardship and is advertised on the LYIT website, via student email and SU social media platforms. If you think you may qualify, you must complete an application form online to determine your eligibility. Applicants will be required to provide supporting documentation.



The Curve may also be able to provide you with additional academic, personal or social supports.

Bursary Scheme

Letterkenny IT is offering a number of bursaries to post-primary schools in the region, subject to a successful interview process.

The bursaries (entitled 'REACH') are targeting students who might not progress on to Third Level due to having a disability or lacking the financial wherewithal to participate. Successful applicants will get financial assistance and learning support in Maths and Communications where appropriate.

1916 Bursary

The purpose of this funding is to encourage participation and success by students from sections of society that are significantly under-represented in higher education.

All 1916 Bursary recipients must be economically disadvantaged, first time entrants to college **AND** from one of the following target groups:

- socio-economic groups that have low participation in higher education;
- first-time mature student entrants;
- students with a disability – particularly students with a physical/mobility impairment, students who are deaf/hard of hearing and students who are blind or have a visual impairment;





- Irish Travellers;
- those entering on the basis of a further education award;
- lone parents who have been confirmed by the Department of Social Affairs and Employment Protection as holding a means-tested social welfare payment; or
- ethnic minorities.

Students must be able to demonstrate that they would qualify for the highest level (the special rate) of SUSI grant and/or are in receipt of a Department of Social Affairs and Employment Protection means-tested social welfare payment.

Each bursary will be in the amount of €5,000 per annum.

For more details visit www.lyit.ie or call Brian McGonagle direct on (074) 91 86170.

Maths Support

Students experiencing difficulty with Maths, whatever their course of study, may avail of the Maths Learning Centre. Call up to the Curve in Room 3456 or contact Lucia Ramsey at lucia.ramsey@lyit.ie to discuss any support that may be needed.

Communications Learning Centre

Students requiring support around academic writing, exam technique and general study skills should get in touch with Karen Quinn at clc@lyit.ie or call up to Room 3456.



CHAPLAINCY SERVICES



Fr. Liam Boyle
Chaplain

The Chaplain welcomes you to Letterkenny Institute of Technology. Starting your studies in Letterkenny is a very important step in your life. For some it may mean leaving home, friends and familiar surroundings for the first time. While it is exciting and you look forward to making new friends and becoming that little bit more independent, for some, starting in college and getting used to a new way of life proves to be a difficult and even lonely time. The Chaplain is available and only too willing to help in whatever way they can.



The Oratory

The Oratory is situated behind the Student Union Shop in the main building. It is a place of prayer, a place of refuge, and a place of silence amidst the noise and bustle of college life. It is open to all students and staff.

Chaplain's Office
Student Service Suite
An Dánlann

Tel: 074 91 86830
Email: chaplaincy@lyit.ie



SPORT IN LYIT



Michael Murphy
Head of Sport

Whether you want to partake in sport on a recreational or competitive level, we have top class facilities and the support services at LYIT to meet your individual needs and support you throughout your third-level journey.

Our LYIT **gyms** are located in both our Letterkenny and Killybegs campuses. The gyms are free to use for all LYIT students and comprises a wide array of dual use cardio machines and resistance equipment. The Sports Centre staff are also here to help you on the way to meeting your exercise goals. Daily **exercise classes** are provided to those students who like to work within a small group setting – (see overleaf for class offering)





The multipurpose sports hall - located in An Danlann includes a climbing wall, handball wall, basketball courts, and other indoor sports facilities. This is the home to many of our **recreational sports societies** and competitive teams. Our **floodlit playing pitch** at An Danlann caters for our on-field sports preparation and demands.

LYIT's teams compete in the higher education and university competitions throughout the sporting calendar. These men's and ladies' **sports teams** have moved from strength to strength in recent years, and we are excited for that trend to continue in the coming years. We also support and encourage the participation and



competitive efforts of **individual sports** students, such as Athletics, Boxing and Karate. The following are a range of our LYIT sports teams.

- Basketball
- GAA
- Hurling
- Soccer
- Frisbee
- Badminton

To get more information or engage with any of the sport offering, get in touch by email on sportcentre@lyit.ie, LYIT Sport Centre social media Facebook and Twitter accounts, or just drop over to the **An Danlann reception**.





THE SPORTS CENTRE AN DANLÁNN



Helen Kennedy
Sports Centre Manager

Location	Sports Centre, An Dánlann
Tel.	074 9186800 / 9186868
E-Mail	sportcentre@lyit.ie
Website	lyit.ie/Student-Hub/Sports-Recreation/Sports-Centre





Opening Hours

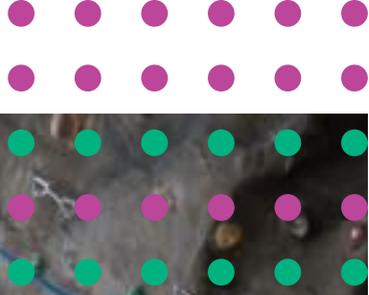
Monday	8.00am-9.30pm
Tuesday	8.00am-9.30pm
Wednesday	8.00am-9.30pm
Thursday	8.00am-9.30pm
Friday	8.00am-8.00pm
Saturday	10am-3pm (term time only)

Facilities

- > A large sports hall catering for many sports, classes and activities with seating for 344.
- > A climbing wall and indoor handball wall.
- > A new modern gym, refurbished in 2020, with dual-use equipment for various abilities.
- > A grass Prunty pitch.
- > Changing and showering facilities.
- > A café and student recreation room.

Sports Centre Services

- Provision of safe, clean and modern facilities.
- Health and fitness advice and guidance.
- Personal fitness instruction.
- A varied recreation programme for all user groups and individuals.
- Daily exercise classes e.g. spin fit, body conditioning, gym circuits.
- Inter-departmental activity and tournaments between students.
- Student clubs' provision and competition.
- All Ireland National League weekend basketball games.
- Donegal GAA development programme.
- Annual spring charity 5k run/jog/walk.
- Community use – for sports and social activities.
- Children's activity including summer camps and parties.



Recreation Programme

Everyone and all abilities are welcome to attend our classes. Schedule of classes is available on our website and issued via email. Classes and activity on offer include:

- Daily Spin Fit, Body Conditioning, Abs Blast, circuits, Kettlebells (toning & resistance)
- Pilates or Yoga courses.
- Student 5-a-side soccer league.
- Table tennis tournament
- Badminton / Basketball / Volleyball 'get together'.
- 'Try a new activity' and 'Try your gym' weeks in Semesters 1 and 2.

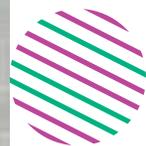
How to contact us and where to find us

The Sports Centre is located on the ground floor of An Dánlann, the building on the right on entering the campus from the Port Road. Just come through the revolving door and you'll find our reception.

E-Mail: sportscentre@lyit.ie  

What you can expect from us

- Facilities are FREE for full time students - club membership is also free.
- A friendly and efficient service and healthy exercise opportunities.



- High standards and quality regarding hygiene and maintenance of facilities and services.
- Exercise classes and advice on fitness, exercise, sport and competition.
- A promise to continuously improve our services.

What we expect from you

- Enjoy yourself! Make the most of your time at college by using the facilities and availing of the classes provided – not only for your own health but from a social point of view too.



- Keep fit and healthy - be wise, exercise.
- Become involved in clubs, recreation and exercise groups, a great way to socialise.
- Respect team-mates, opposition players and all who use the Sports Centre.
- Feedback regarding facilities and services is welcome, by chatting, by email or social media.

Please be aware

- Before using the fitness suite an induction is necessary. Inductions can be booked at reception by email or by social media and take place daily.
- Please bring your student ID card and swipe it at reception on each and every visit.

Talk to Us

Please let us know what you need and what you aim to achieve. We will guide you, happy to help.

Please tell us how we're doing by giving feedback by talking to us, by social media or by email.

Use your Sports Centre - healthy body, healthy mind





THE STUDENT UNION



The Students' Union is recognised by the college authorities as the representative body for students. It has its own constitution and organisation structure, with three full-time elected sabbatical officers. These are:



Adam O'Flaherty
Students' Union
President



Edward Grant
Students' Union
Welfare/Equality
Officer



Éanna McDermott
Students' Union
Education/
Communications
Officer

The Students' Union at Letterkenny Institute of Technology is affiliated to the Union of Students in Ireland (USI) and liaises with that organisation on student matters of national importance.

- Medical Service
- Insurance of students for all college activities
- Support of student services offered via the Students' Union

Funding

The Students' Union has the following source of funding available:

Contribution Charge - This is an agreed portion of the €3,000 (correct at time of going to print) paid by, or on behalf of, each registered student.

The contribution charge is collected at registration annually and is used to fund the following activities:

- HETAC examination entry fees for each student

We offer the following services:

Representation & Education

- We represent the voice of all students on committees including Governing Body, Academic Council, CUA SU Steering Group and Clubs & Societies Registration and Finance Committees.
- We are responsible for organising and facilitating the election, training and support of Class Reps throughout the year.

- We offer assistance and support to students who are experiencing academic issues including timetabling, course content/delivery, staff issues, exam structures to results etc.
- We offer information and guidance to students on SUSI Grant applications and other funding supports available within the institute.

Your Education & Communications Officer can be contacted for any of our education service related queries:

Email: **sueducation@lyit.ie**

Phone: **074 91 86825**

Mobile: **086 7702702**

Welfare & Equality

- We facilitate the provision of the Crèche Subsidy Scheme which is, subject to qualifying conditions, offered to low income parents in full-time third level education at LYIT.

- We organise a number of awareness raising campaigns each semester which cover a broad range of Health & Wellbeing themes. We also work in partnership with Student Services to deliver a number of these programmes each semester.
- We promote inclusivity and equality for all students at LYIT.





➤ Accommodation

Each year in August, we provide an up-to-date list of SU approved and available student accommodation. Random spot checks are carried out on a number of our listed accommodations each year to ensure that an acceptable standard is provided. We have negotiated a cap on the maximum cost of monthly rental with all our registered landlords. This cap is €320 inclusive of bills.

Your Welfare & Equality Officer can be contacted for any welfare, equality or accommodation related queries:

Email: suwelfare@lyit.ie

Phone: **074 91 86826**

Mobile: **086 7702700**

➤ Clubs and Societies

The Clubs & Societies Programme is co-ordinated and delivered by the Students' Union at LYIT. Registration and funding of Clubs & Societies is decided by two committees who are both made up of LYIT and LYITSU staff and LYITSU sabbatical officers.

With the dozens of diverse Clubs & Societies to choose from, there is something to suit all students to get involved in; from participating in teamwork activities, enjoying a great social life, developing as a person, striving for success outside the lecture theatre to learning about other cultures – all of these are important ways of enriching the student experience.

Students have the opportunity to set up a new club or society at the beginning of each academic year. Students can then sign up to the various clubs and societies on offer during Fresher's Week. There is another opportunity in semester 2 during RAG Week for students who wish to set up a new club or society and also a further opportunity for students to sign up to new or existing clubs or societies. There is currently no charge in operation for students to join a club or society.

Nationally, LYITSU is an active member of BICS (Board of Irish College Societies). Each year a number of our award-winning societies and their leaders are nominated for the national awards and have been successful in a number of categories throughout the years.

The Students' Union General Manager can be contacted for information on the Clubs & Societies Programme:

Email: josephine.wilson@lyit.ie

Phone: **074 91 86823**



Entertainments

Throughout the academic year, we run a number of fun and informational events both on and off campus. The main events usually take place in semester one during Freshers Week and then again in semester two during RAG Week. Events of an entertainment's nature are regularly provided and are promoted via our social media platforms.





LYIT Students' Union is Your Union and Your Voice and we aim to enrich your experience here at LYIT. We encourage all students to get involved in all that campus life has to offer. We are here for all students and provide a friendly listening ear to any student who would like to drop by for a chat, advice or support with any query you may have regarding your college experience. If we are unable to directly solve your query, we can signpost you to the correct service/support that can help.

How to contact us and where to find us

The Students' Union offices are located upstairs in the An Dánlann building of the Institute. Our offices are open from 9.00am-5pm Monday-Thursday and 9.00am-1pm Friday.

The SU President can be contacted for all general student enquiries:

Email: **supresident@lyit.ie**

Phone: **074 91 86820**

Mobile: **086 7702701**

You can also engage with the SU on our social and online platforms:



LYIT Students' Union



[lyit.su](https://www.instagram.com/lyit.su)

www.lyitsu.ie



TACAÍOCHTA BHREISE
DO MHC LÉINN

ADDITIONAL STUDENT
SUPPORT

ÁISEANNA STADÉIR
STUDY FACILITIES



John Devlin
Library

The library is at the academic heart of the Institute. All registered students have full access to the library and services provided until the 31st of August 2022. The Library endeavours to support the educational and research needs of staff and students.





How to contact us and where to find us?

The library is located on the ground floor of the LYIT to the left of the main entrance door. A member of staff is always available on the information desk to deal with any queries you may have.

Extended opening hours are as follows:*

Monday – Thursday:
9.15am – 9.30pm

Friday: 9.15am – 5.00 pm

Saturday: 10.00am – 5.00pm
(limited – examination periods only)

Sunday: 10.00am – 5.00pm
(limited – examination periods only)

Restricted opening hours are as follows:*

Monday – Friday: 9.15am – 1.00pm
and 2.00pm - 5.00pm

* Please check the library notice board as these opening times may vary occasionally.



What you can expect from us

*At going to print books can only be borrowed through a click and collect service as the stacks are taped off for safety reasons. Any member of staff will be happy to collect the books for you.' Things will return to normal when it is deemed safe to do so.





- **Books:** Normal loan books may be borrowed. Books that have a 'Reference Only' label may not be borrowed.
- **eBooks:** A variety of eBooks are available for consultation both on campus and off campus.
- **Borrowing books:** Undergraduate students may borrow 4 normal loan books, for two weeks. Post-graduate students may borrow 10 books for one month.
- **Online reservations and renewal of books:** Books that are on loan can be reserved online at <http://library1.lyit.ie>. Borrowed books that are not reserved by another reader may be renewed twice online on your library account at <http://library1.lyit.ie>.
- **Photocopying/Printing:** Students needing to use the printing/photocopying facilities can top up online using the software package SafeQ.lyit.ie. They enter the student card number and pin number and can deposit money from €3.00 - €40.00 using a debit/credit card only. The credited amount is linked to the student card which can be swiped when using the printing/photocopying facility.
- **Additional resources:** Journals, eJournals, newspapers, eNewspapers, online examination papers, CUAL, LOLA and databases are provided to support you with your studies.
- **Library Induction and Information Skills:** Library induction and specialised information skills classes will be provided at the beginning of each academic year. By attending

library induction and information skills classes you will learn how to identify different information resources in the library, how to use library research databases and how to develop effective information searching techniques. Please contact your lecturers to book this training.

- **Six Group Study Rooms:** All the rooms have wireless connectivity to large TV screens that will mirror what is on your laptop/ device. These rooms are available for groups that wish to discuss academic topics, and must be pre-booked electronically. Meetings or tutorials may not be held in these rooms. (The group study rooms will be made available when health and safety advice permits this).
- **Seating:** Individual study carrels facilitate private study.
- **Electronic Research Space:** A dedicated electronic research space is included in the library which provides computer access to electronic learning resources.
- **Inter Library Loans:** Books, eBooks, journals, reports and theses which are not available in our library may be borrowed from another library on inter-library loan.

Students with additional needs

If you have special needs please outline your requirements to the library staff. Every attempt will be made to facilitate your requirements where college budgets allow.



➔ Using other academic libraries

If you wish to use other Academic libraries for study purposes, a letter of introduction from the Librarian and your current College ID card is required. This letter can be obtained at the information desk.

It is recommended that if you intend to visit other academic libraries that you phone the library, in advance to ensure that you will get access.

➔ How you can help us to improve the library service

You may comment on any aspect of the library services by entering your views on the library catalogue at <http://library1.lyit.ie> under "Suggestions". You may also supply us with useful feedback by participating in our annual online library survey.

➔ Limitations of our service

You need a valid student ID card to avail of library services.

Computers in the library area are for research and not recreational use. The electronic research space is part of the library and as such all library rules including working in silence apply to this area.

The library staff do not deal with technical queries. If you have technical problems in the electronic research space, please contact the technician available at the desk in this area. If the technician is not available in the area please contact the computer services staff at the helpdesks located on the main corridor.



Further information

The online library guide (Library Research Bulletin) provides comprehensive information on all library services. You may access the online library guide on the library website at <http://library1.lyit.ie>. A library newsletter is published during the academic year. This newsletter provides you with further information on any new services introduced during the academic year. The Library calendar is emailed to students at the beginning of the academic year and provides detailed information on library opening hours.

Due to the ongoing virus crisis; library hours, seating accommodation, computer access, group study room numbers etc. may have to be changed. Entry is through the first-floor door at the top of the stairs. Exit is via the front door on the ground floor. For reasons of safety the computing suite and book stacks from Dewey number 821 to 999 are taped off from the main study seating area. Access and egress to this area are through the adjoining doors into the area on the first floor between the first-floor entry door and the first-floor coffee dock. Please adhere to the one-way system for all our safety.

Please be assured that working with all other parts of LYIT, especially Health and Safety, Estates and Computer services, that every effort will be made to keep everyone as safe as possible and that we will do

our utmost to give the best possible educational service to our users.

Library Facilities in Killybegs

The Killybegs library contains a comprehensive and ever-expanding collection of print and electronic resources in all areas of Culinary Arts, Hospitality, Travel/Tourism, Tour Guiding, Business and Management. These include books, e-books, journals, newspapers, theses, multimedia and special collections. It provides a wide range of services to assist learners with their study, borrowing and lending, reference and inquiry services, document supply, photo-copying, printing, scanning and binding services.

Killybegs Library Opening Hours

Monday – Wednesday:

9.00 am – 9.00 pm

Thursday:

9.00 am – 7.00 pm

Friday: 9.00 am – 1.00 pm



ERASMUS+ OFFICE



The mission of LYIT is to continuously develop as an academic institution of international repute. In order to achieve this goal, the Erasmus+ Office has signed over 40 bilateral agreements with other Institutions in Europe.



Over 70 Erasmus+ students are enrolled every year at LYIT and over 50 LYIT students take part in Erasmus mobility programmes for study and work placements in many European countries.

Where and when to find us:

The Erasmus+ Office is located on the ground floor across from the library.

It is open Monday to Friday 9.30am to 1.00pm and 2.00pm to 5.00pm.

Who to contact:

Erasmus+ Administrator

(Room 1150)

Email: erasmus@lyit.ie

Services we offer:

- We sign bilateral agreements with other European Higher Education Institutions
- We process application forms, learning agreements, change of mind forms available from our web link : <https://www.lyit.ie/Study-at-LYIT/International-Students/How-to-Apply>
- We organise the induction of incoming Erasmus+ students and provide them with an information pack

- We organise the mobility of LYIT students/staff and of students/staff from partner Institutions
- We promote an intercultural environment in LYIT with excursions and events organised throughout the year
- We send transcripts of records to Erasmus+ students and to their home Institutions

How you can help us

You can help us improve our services by filling in the questionnaire which will be e-mailed to you during the year.





INTERNATIONAL OFFICE (NON-EU SECTION)



Jill Murphy
International Education Manager

The mission of LYIT is to continuously develop as an academic institution of international repute. In order to achieve this goal, we encourage Non-EU students to apply to LYIT.



We currently have students from all corners of the globe.

Where and when to find us:

The International Office is located on the ground floor in the main building across from the library. We are open Monday to Friday 9.30am to 1.00pm and 2.00pm to 5.00pm.

Who to contact:

International Education Manager:

Jill Murphy (Room 1151)

Tel: 00 353 (0) 74 91 86068

Mobile: 00 353 (0) 87 9669196

Email: international@lyit.ie

Online non eu application link:

<https://noneuapply.lyit.ie>

Services we offer:

- Assisting Non EU students through the application process (programme choices, accommodation, visa information).
- We organise the induction of incoming Non-EU students and provide them with an information pack.
- We attend international recruitment fairs throughout the year in various locations.
- We promote an intercultural environment in LYIT with excursions and events organised throughout the year.
- We are on hand throughout the year to help or have a chat with our Non-EU students and look forward to getting to know them.





ADMISSIONS & FEES



The Admissions Office is predominantly involved in dealing with student admission to the various courses on offer in the institute. This includes providing information on course admission requirements (CAO and Direct Applications), organisation of formal student registration and collection of fees. The Admissions Office is also responsible for keeping student records updated and for compiling statistics and returns from these records which may be sent to agencies such as the Department of Education, HEA, Social Welfare, etc.

We offer the following service

- Advice on application procedures and deadlines, points, inter college or inter faculty transfers, re-application, repeat exams, etc.
- Advice on fees and payment options.
- Liaise with applicants, schools and the CAO in relation to CAO (first year) applications.
- Assist with applications for Advanced Entry.
- Provision of registration information including information about fee payment.
- Provision of student ID cards following registration and replacement cards (for a fee).
- Advice on applying for grants.
- Advice on de-registration for students who decide to leave college and the likely consequences of such an action.

How to contact us and where to find us

We are located behind the main reception desk at the entrance to the main building of the Institute.

Our opening hours are Monday to Friday 9.00am to 5.00pm.

You can contact us at (074) 91 86125, 91 86127, 91 86129, 91 86108, or by e-mail at admissions@lyit.ie

What you can expect from us

- A friendly, courteous and confidential service
- Relevant and accurate information on courses and fees
- Timely payment of refunds (in the event of refunds being due)
- Assistance in completing application forms
- Provision of confidential Computer Password
- Provision of a Student ID Card



What we expect from you

- Registration as per instructions issued.
- Provision of personal data necessary for the processing of your application, including name, address, PPSN, grant status.
- Payment of relevant fees when they fall due.
- Where applicable, evidence confirming your eligibility for a grant must be submitted.
- Provision of up to date contact details, including change of address.
- Provision of bank details, where refunds are due as a result of a late grant approval.
- If you decide to withdraw from college, you must complete a formal de-registration process. This is necessary to ensure that your student record is amended appropriately. Formal withdrawal is accomplished by completing the de-registration survey, which is available at <https://www.lyit.ie/Student-Hub/Administration-Services/Defer-Deregister>. There are fee implications of withdrawing, particularly in relation to the date of withdrawal.

Further information on the fee implications is available at <https://www.lyit.ie/Student-Hub/Administration-Services/Fee-Payment-Advice/Withdrawing-and-Fee-Implications>

The limitation of our service

We do not confirm student details to third parties such as potential employers. We can only confirm these details to the graduate themselves.

We cannot process Direct Entry Applications without full details on previous courses and examination results attained. The final decision regarding direct or advanced entry applications rests with the relevant Head of Faculty.

We cannot deal with queries without a relevant student ID card.







RANNÓG NA NDEONTAS



Is é SUSI a íocann deontais díreach chuig sealbhóirí deontais. Níl freagracht ar bith againne maidir le hincháilitheacht ná rátaí atá iníoctha in aon chás ar leith. Is ar an údarás deontais atá an cúram sin.



Cá bhfuil Oifig na nDeontas?

Tá an oifig taobh thiar den fháiltiú sa phríomhfhoirgneamh.



Conas teagmháil a dhéanamh linn

Téigh chuig an príomhfháiltiú agus iarr ar an Oifigeach Deontas.

Déan teagmháil fóin ar 074 91 86000.

Uaireanta Oifige

Tá an oifig ar oscailt 9.00am - 5.00pm, Luan go hAoine.

Tá an oifig dúnta le haghaidh lóin 12.30pm – 2.30pm.

Céard atá ar fáil uainn?

- Cabhair i gcás deacrachtaí maidir le deontais agus conas na deacrachtaí sin a réiteach.
- Cúirtéis agus rúndacht.

Céard atá ag teastáil againn uaitse?

- Go ndéanfa d'iarratas um dheontas chomh luath agus a fhógraíonn SUSI an dáta oscailte acu agus go mbeadh d'incháilitheacht críochnaithe agat sul a dtosaíonn tú ar an gcoláiste. Tá iarratais ar líne agus sonraí breise faoi iarratais ar fáil ar www.susi.ie.
- Go ndéanfa díchlárú foirmiúil sa chás go gcinneann tú ar an gcoláiste a fhágáil. Tá sé seo tábhachtach; féadfaidh an dáta oifigiúil díchlárú dul i bhfeidhm ar aisíoca chugat más ann dóibh, agus ar incháilitheacht um dheontais níos déanaí, sa chás

go gcinneann tú ar fhilleadh ar choláiste amach anseo. Tá foirm dhíchlárúithe ar fáil ar líne ag www.lyit.ie.

Cóid Cleachtais agus Caighdeán

Tá nósanna imeachta agus caighdeán, leagtha síos ag an gComhairle Acadúil, ar fáil inár lámhleabhar um Dheimhniú Cáilíochta.

Srianata ar na seirbhísí againn

- Níl baint ar bith ag Oifig Deontas LYIT maidir le méid an deontais um a bhfuil tú incháilithe. Is ar an Údarás Deontas atá an freagracht sin. Ní mór ceisteanna maidir le hincháilitheacht agus rátaí a sheoladh chuig SUSI.
- Déan iarratas go luath sa chás go bhfuil tú ag dul ar aghaidh chuig an chéad bhlian eile den chlár céanna trí SUSI (Student Universal Support Ireland) ar líne ag www.susi.ie, más iarratas nua é. Molaimid go láidir duit iarratas a dhéanamh chomh luath agus is féidir.



OIFIG NA NDEONTAS GRANTS OFFICE



SUSI grant holders are paid directly by SUSI. We have no part in deciding on eligibility or the rates that will apply in any individual case. This is a matter for the grant authority.

Where to find the Grants Office

We are located in the office behind reception in the main building.

How to contact us

Call to the main reception and ask for the Grants Officer.

Contact us by telephone on 074 91 86000.

When we are available to students

Office hours are 9.00am - 5.00pm, Monday to Friday.

The office is closed from 12.30pm – 2.30pm.

What can you expect from us?

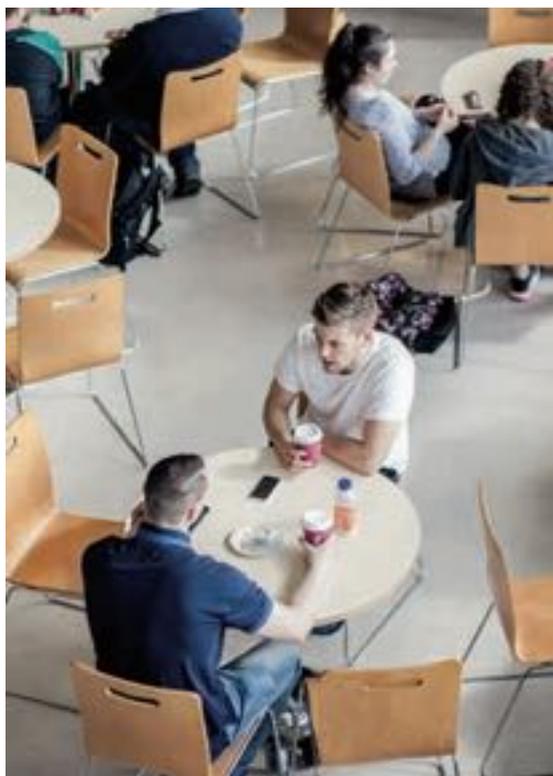
- Assistance with difficulties in relation to grants and how to go about resolving them.
- Courtesy and confidentiality.

What we expect from you

- That you make your grant application as soon as SUSI issue

their opening date and have your eligibility finalised before you start college. The online application facility and further application details are available on www.susi.ie

- That you formally deregister if you decide to leave college. This is important as a record of the official date of de-registration can have an impact on refunds, if any, due to you and it can have an impact on your eligibility for grants later on, should you decide to return to college at a later date. A de-registration form is available on line at www.lyit.ie.



➔ Codes of Practice & Standards

There are procedures and standards which are set out by the Academic Council in our Quality Assurance manual.

➔ The limitations of our service

- The Grants Office at LYIT has no part in deciding the amount of

grant for which you will qualify for. This is entirely up to the Grant Authority. Queries in relation to eligibility and rates must be addressed to them.

- Please apply early if you are progressing to the next year of the same programme through SUSI (Student Universal Support Ireland) online at www.susi.ie, if it is a new application. We strongly recommend that you apply as early as possible.





EXAMINATIONS



The Examinations Office is responsible for the administration of the semesterised and end of term examinations. The semester exams take place in January and May of each year, with repeat exams in August/September. Students commencing placement in January will take their exams in December.

The exams office proactively provides information to students of their exam schedule and results by email only.



What services we can offer you directly:

- ✓ The Exams office deals with the scheduling of exam timetables, venues, seating plans for both exams and conferring, and any special arrangements for students who will take their exam in a separate room or need additional assistance e.g. laptop, scribe or a reader.
- ✓ You can expect to hear from us on an annual basis when we notify you of details for your main exams. We contact you in November/December in relation to your semester exams in January and again in March/April relating to your exams in May.
- ✓ Details for your exams, or alternative assessment are emailed to your student account.
- ✓ The following information is available on the LYIT web page – Student Hub
 - Exam timetables are available on the LYIT web page
 - Exam seating plans are available on the LYIT web page
 - Exam results are available online only on the LYIT web page
 - Details on Conferring of Awards are on the LYIT web page.
 - Transcript of Results and Diploma Supplement are available via the Digitary link on the LYIT web page.





What you can expect from us:

- ✓ We will provide a friendly and efficient service.
- ✓ You will hear from us on a regular basis via the email.
- ✓ Advising you of student exam Consultation Day, reviews and rechecks of exam results.
- ✓ Drawing up of the exam timetables which cannot be altered to suit the needs of individual students or groups.
- ✓ Providing any special arrangements which have been requested, e.g. separate room for examinations, reader, scribe or laptop.
- ✓ Publishing the end of semester and end of year exam results to your student account.
- ✓ Publishing the end of year exam results via Digitary to your student email
- ✓ Processing the outcomes from Rechecks, Reviews and Appeals which must be receipted within 5 working days from the date of results being made available.
- ✓ Issue all graduands with their Diploma Supplement in October.
- ✓ Issue all graduands with the official parchment following conferring of awards.
- ✓ Under the Data Protection Act, all information regarding your

performance, attendance etc. is deemed confidential and will not be discussed with a third party without your consent.



Where we are located, how to contact us & when we are available:

- ✓ Monday to Friday 9.00am to 5.00pm. Closed for lunch 1.00pm – 2.00pm. We are located behind the main reception desk and all queries are dealt with at Reception. We are also contactable by e-mail and telephone at/on: exams@lyit.ie or 074 91 86124.



➔ Digitaly – Statement of Exam Results and European Diploma Supplement

- ✓ A Statement of Examinations Results is a formal statement of your end of stage examination performance, ratified by Letterkenny Institute of Technology. All undergraduate students will receive an electronic Statements of Examination Results at the end of each stage of study through a secure online solution product called Digitary.
- ✓ The electronic document is a web based digitally certified document, electronically signed by the Vice President of Academic Affairs and Registrar. It can be viewed, printed, downloaded and shared electronically as a digital document with anyone you authorise (e.g. potential employer(s), recruitment agencies, other Higher Education Institutions).
- ✓ Log in using this link: <https://core.digitary.net/#/user/shibboleth>
- ✓ The European Diploma Supplement (EDS) is issued electronically to graduands of Higher Education Institutions along with their parchment and transcripts of results. The Diploma Supplement provides additional information regarding the award which is not available



on the official certificate (Degree Parchment) such as the skills and competences acquired, the level of the qualification and the results gained, and entry requirements and access opportunities to the next level of education etc. This makes it more easily understood, especially for employers and institutions outside the issuing country.

- ✓ The Diploma Supplement is available to you via the Digitary online tool.
- ✓ It is digitally certified and electronically signed by President of the Institute. It can be shared electronically as a digital document with anyone you authorise (e.g. potential employer(s), recruitment agencies, other Higher Education Institutions).
- ✓ Log in using this link: <https://core.digitary.net/#/user/login>

Repeat of Examinations

Learners who have been unsuccessful in their exam(s) or had deferred an exam(s) will re-sit or attempt the exam as a first sitting in the Autumn exam session which is normally scheduled for the end of August. A fee is applicable for this exam and must be paid regardless of being grant holders, deferred students or unsuccessful students.



Application for Examination Deferral

Prior to any final examination session, a student encountering a problem preventing the learner from taking an examination(s), may apply for a deferral. To do so, the learner must complete a Personal Circumstances Form and submit to the examination's office. The exams officer will forward all applications to the relevant exam boards for consideration.



Medical certificates submitted for examinations which have been taken by a candidate are not considered by the exam board.

Conferring of Awards

Graduation normally takes place at the end of October each year. We will send you an invitation either electronically or by post for each graduand and two guests.

Each graduand will be required to wear academic dress. This can be hired from our supplier at a cost which is not available at this time of going to print. This facility will also be available online.

If you are unable to attend the Conferring of Awards, your parchment will be sent to you by post in the week following the ceremony.

Codes of Practice & Standards:

- There are procedures and standards which are set out by the Academic Council in our Quality Assurance Manual. Please see Assessment Regulations, Examination Regulations, Rechecks, Reviews and Appeals Procedures which are available on our web page: www.lyit.ie

What we expect from you:

- Adhere to the procedures and guidelines for the assessment of learners as set out in the Policies and Procedures section (see The Learner Charter Page 79).



AN INSTITIÚID THE INSTITUTE



Eolas Ginearálta

Bunaíodh Institiúid Teicneolaíochta Leitir Ceanainn sa bhliain 1971. D'fhás líon na mac léinn agus líon na gcúrsaí ar tairiscint thar na blianta sin. In 1993, fuair an choláiste stádas neamhspleách mar institiúid tríú leibhéal faoi reachtaíocht a d'achtaigh an tOireachtas.

Táimid bródúil as ár dtraidisiún acadúil agus tiomanta chun feabhsúchán leanúnach a dhéanamh ar chaighdeán na seirbhíse oideachasúla a ofrálann muid. Coinnítear réimse na gcúrsaí ar tairiscint sa choláiste faoi athbhreithniú rialta agus tugtar isteach cúrsaí úrnua i ndiaidh dianphróisis ceadúcháin. I mí Dheireadh Fómhair na bliana 2004, thug Comhairle na nDámhachtainí Ardoideachais agus Oilúna (HETAC) údarás tarmiligthe dúinn chun ár gcuid dámhachtainí féin a bhronnadh. Is ionann é seo agus aitheantas go bhfuil cruinneas agus foirfeacht ag baint lenár gcuid próiseas do dhearbhu caighdeán.



General Information

Letterkenny Institute of Technology was established in 1971. The number of students and the range of courses on offer have grown over the years. The college became an autonomous third-level institution in 1993 under legislation enacted by the Oireachtas.

We are proud of our academic tradition and committed to continuous improvement of the quality of the educational service we offer. The range of courses on offer in the college is kept under constant review and new courses are introduced following a very rigorous approval process. In October 2004, we obtained delegated authority from the Higher Education and Training Awards Council (HETAC) to make our own awards. This is acknowledgement that our quality assurance processes are thorough and robust.



Saol Mac Léinn

Gheobhaidh tú amach go bhfuil an saol sa choláiste i bhfad níos difriúla ná an saol sa mheánscoil. In Institiúid Teicneolaíochta Leitir Ceanainn, amharcfar ort mar dhuine fásta i ndomhan na ndaoine fásta agus beifear ag súil go ndéanfaidh tú gníomh dá réir. Tá cineálacha éagsúla mac léinn in LYIT, idir mhic léinn lánaimseartha, mhic léinn pháirtaimseartha agus mhic léinn um oideachas leanúnach. Tá cuid mhór ag LYIT le tairiscint d'fhoghlaimoirí. Tá rochtain ag na mic léinn lánaimseartha ag an Institiúid ar na háiseanna uile agus seirbhísí tacaíochta do mhic léinn. Tá mic léinn pháirtaimseartha nó mic léinn um oideachas leanúnach, atá ag staidéar 30 creidiúint nó níos mó, i dteideal úsáid a bhaint as na háiseanna agus na seirbhísí ag an Institiúid freisin.

Gach bliain, togtar ionadaithe do na mic léinn. Dá bharr sin, bíonn áit ag na hionadaithe tofa sin ar Bhord Bainistíochta an Choláiste agus ar an Chomhairle Acadúil; is féidir gnóthaí agus buarthaí na mac léinn a aithint. Moltar go láidir do gach mac léinn a bheith rannpháirteach agus gníomhach i gclubanna agus i gcumann Aontas na Mac Léinn agus iad féin a dhéanamh eolach ar a bhunrecht agus a bhuiséid. Níl cead ach ag mic léinn lánaimseartha atá cláraithe ag an Institiúid vóta a chaitheamh i dtoghcháin na mac léinn.

Le linn duit a bheith i do mhac léinn tríú leibhéal, beifear ag súil go nglacfaidh tú freagracht ar son do chuid oibre féin agus do clár staidéir. B'fhéidir go mbeadh cabhair de dhíth ort leis seo i dtús báire siocair go mbeidh measarthacht léitheoireachta agus ullmhúcháin ag teastáil don chuid is mó den obair chúrsa a bheidh ort a thabhairt do do léachtóir. Tá scileanna leabharlainne agus ábaltacht chun cuardach a dhéanamh san áit oiriúnach den leabharlann ina ngné bhunúsach de staidéar agus taighde. Gheobhaidh tú traenáil sa réimse sin le linn an chúrsa in Insealbhú Mac Léinn, atá mar chuid den phróiseas clárúcháin, ach chomh maith leis sin, tá sé tábhachtach a chuimhniú go bhfuil cuidiú ar fáil ó bhaill foirne na leabharlainne nó ó do léachtóir. Le do thoil, déan tú féin eolach ar na gnáthaimh seo am éigin i rith na bliana acadúla.

Laistigh den Institiúid agus amuigh i measc an phobail i gcoitinne, beifear ag dréim go n-iompróidh tú féin i slí a chosnóidh dea-chlú an choláiste agus go dtabharfaidh tú urraim do chearta dhaoine eile. Mura gcloítear leis na caighdeáin seo, d'fhéadfaí smachtbhannaí a fhorchur, fiú a bheith curtha ar fionraí ina measc. Mar chuid den lámhleabhar seo tá Cairt na Mac Léinn, ina bhfuil cearta agus dualgaisí na mac léinn agus próiseas smachta an choláiste araon leagtha síos.

Student life

You will find college life is a very different experience from life in secondary school. At Letterkenny Institute of Technology, you will be regarded as an adult in an adult world and expected to act accordingly. There are different types of students at LYIT, from full-time to part-time, and online students. LYIT has a lot to offer learners. Full-time students at the institute have access to all facilities and student support services. Part-time students or online students, studying 30 credits or more, are also eligible to avail of facilities and services at the institute.

Each year, student representatives are elected. These elected representatives have a place on the Governing Body of the college and on the Academic Council. Through this representation, the affairs and concerns of students can be identified. All students are strongly advised to take an active interest in the Student Union Clubs and Societies and to familiarise themselves with its constitution and budgets. Only full-time registered students at the institute have the right to vote in student elections.

As a third-level student, you are expected to take responsibility for the planning of your own work and



study programme. In this area, you may need assistance at first, as most of the course work requested for handing in to your lecturer requires a certain amount of reading and preparation. Library skills and the ability to search in the appropriate area of the Library are a fundamental aspect of study and research. You will receive training in this area during the course of Student Induction as part of the registration process, but it is also important to remember that help is at hand, by contacting the library staff, or your lecturer. Please familiarise yourself with these procedures at some point during the academic year.

Both within the institute and in the community at large, you are expected to behave in a way that protects the good name of the college and with due regard to

the rights of others. Failure to meet these standards may result in sanctions up to and including suspension. This handbook includes the Learner Charter, which sets out both the rights and responsibilities of students and the college's disciplinary procedures.

The Campus (Letterkenny and Killybegs)

The main campus, located at Port Road Letterkenny, comprises 26,600 sq m of buildings. The buildings comprise of:

- A Teaching and Ancillary Services building including library, banking, shop, oratory, administration, restaurant and two cafeterias.
- CoLab, which accommodates business development, incubation units and research space.
- An Dánlann, a Multi-Purpose Centre, which accommodates a Sports/Multi-purpose Hall, Dining Facility, Students Services and Student Union Offices.

The Killybegs campus comprises 4,100 sq m of buildings comprising of general teaching rooms, teaching kitchens and a library.

The floor plans, available from main reception, and the wall mounted floor plans posted throughout the buildings provide additional information and guidance in relation to the layout of each floor.



Access and facilities for the disabled are provided extensively throughout all buildings and include motorised entrance doors, lifts, wheelchair hoists, deaf loop aids, tactile room numbering, disabled accessible toilets and disabled refuge points.

The Estates Office

The Estates Office oversees the planning, development, use and maintenance of the campus physical facilities and rented premises, land and infrastructure. It is responsible for campus Security, Waste Management, Energy Management, Cleaning/Housekeeping, Grounds Maintenance, Litter Control, Car Park/Traffic Management, Room Bookings and also plays a major role in relation to Health & Safety and the planning of Special Events.

We provide the following Services to Students:

- Student Lockers
- Security/Lost Property Service
- Maintenance of buildings and grounds physical infrastructure, furniture and fittings, cleaning, lighting and heating
- Health & Safety Services
- Maintaining a safe environment
- Bicycle/Car Parking/Traffic Management
- Special services in relation to Disabled Access & Facilities



- Waste Recycling Facilities
- Arrangements for Special Events

How to contact us:

Lockers can be booked online at: lyit.ie/student-hub – for further information please refer to locker procedures below.

Security and lost property services are provided by the uniformed security personnel located adjacent to the main reception - for further information please refer to Security right.

All other reports/requests for services provided by Estates should be made to:

Letterkenny Campus

The Estates Office Administrator,
Ms Lorraine Kessack, Tel:
074 9186112, or by email to:
maintenancerequests@lyit.ie

Killybegs Campus

The Maintenance Foreman,
Mr Tommy Doherty, Tel: 074
9166763, or by email to:
maintenancerequestssot@lyit.ie

When contacting the Estates Office to report faults/request services etc., please try to provide as

much detail as possible e.g. room number, description of fault/service requirement, name of person making the request and any other pertinent information.

What you can expect from us:

We endeavour to respond to all requests as quickly as possible and where necessary make improvements to ensure a better campus for all.



Limitations of our service:

Whilst we endeavour to resolve all Estates related issues promptly, we are bound by some constraints and cannot ensure that improvement will always be immediate. Some changes may involve long term planning and/ or phased implementation and may depend on funding/other resources and/or a suitable timeframe for implementation.

What we expect from you:

Familiarisation and compliance with the following procedures and directives as outlined in various sections this handbook:

- Fire Safety & Evacuation Procedures and Equipment
- Security Precautions
- Locker Procedures
- Waste Management & Energy Conservation Policies
- Transport

In addition, you are requested to be respectful, courteous and co-operative towards caretaking, maintenance, security and cleaning staff and to show respect for your environment by disposing of litter in a responsible fashion, eating and drinking in designated dining areas only, and by maintaining the 'graffiti free' status of this campus.



How you can help us to improve the service:

Your feedback is most welcome as it helps us to identify where we can make improvements in the services we deliver. If you have any suggestions in this regard please email lorraine.kessack@lyit.ie

Security Precautions

The institute tries to ensure that no one will suffer as a result of loss of personal belongings. Security personnel are present on campus. The security office is located opposite the main reception. A CCTV system is in operation which is monitored by the Estates Office. We do advise, however, that the best method of security of personal effects is to be vigilant and make use of the lockers available.



The following are some points to bear in mind:

- If you see anyone acting suspiciously on the campus, you should contact security personnel immediately.
- Bicycle racks are provided near the main entrance to the institute. Please ensure that bicycles are securely locked to bicycle racks while unattended.
- Be careful with money. Do not carry large amounts of money around with you. We recommend that you use the ATM facility which is accessible during institute opening hours and accepts all major banking cards.
- Write your name and class group clearly on all books, calculators, folders etc., this will assist greatly in the recovery of lost property.
- Record the make, model and serial number on your bicycle and keep this record in a safe place.

All lost property should be reported immediately to security personnel. If you have lost something please report to security on discovering the loss and check with them regularly thereafter.

Students are advised to take normal safety precautions both on and off the campus. With the assistance of the Garda Síochána, a campus watch scheme is already in operation to reduce further any incidences of crime. Although Letterkenny Institute of Technology has up to now enjoyed a crime free existence, campus watch will ensure for us an organised system to reduce the opportunity for crime.

Locker Procedures

Locker allocation is administered by the Estates Office and may be booked online at

lyit.ie/student-hub (see 'Online Services for Students' section).

Lockers come in two sizes small and large. The 'large' lockers are designed to be able to fit an A1 board or folder and other design or engineering related college items. The 'small' lockers fit an A4 folder and any other general college items.

To book a locker appropriate for what you are studying simply go to

the online locker booking system at lyit.ie/student-hub and choose your area of study. You will then be guided as to where is most suitable.

Lockers are allocated on a first-come-first-served basis and are for the duration of your stay with LYIT. When booking your locker, a free locker key will be provided if available from an existing spare stock of keys returned by former students. If a free locker key is not available, you will be advised on how to purchase a key from a designated ironmonger at the time of booking.



Each student issued with a locker key is responsible for the locker allocated and must be aware that:

- Locker rental is for the duration of the students stay at LYIT
- All lockers are allocated on a first come first served basis
- If a free locker key is not available when booking a locker then the key will have to be purchased by the student from a designated ironmonger (details provided at time of booking)
- No dangerous or illegal items may be stored in lockers
- Lockers are to be used for related course items and items of apparel only
- Lockers must be emptied of all perishable contents by 30th June of each academic year, or when the student ends their stay at LYIT
- The locker key must be returned at the end of the students stay at LYIT
- If a desired locker becomes unavailable when booking then the next best locker will be offered as an alternative. It cannot be guaranteed that the next best locker will be free of charge
- The Institute reserves the right to remove and dispose of the contents of any locker at any time if deemed necessary

For further information on how to return your locker key, emptying your locker, Q&As and how to contact the Estates Department go to the LYIT online locker booking system available from lyit.ie/student-hub.



Waste & Energy Management Policies

The Institute has a policy on waste management, which sets out to eliminate or reduce as much waste as possible. Where waste has been produced the institute has a recycling procedure that is intended to ensure safe disposal and re-use where appropriate.

Students are requested to assist, in every way that they can, to promote this initiative by observing some of the following pointers.

1. Use primary separation recycling bins where provided e.g. aluminium drinks cans and plastic bottles, batteries etc.
2. Reduce the production of waste paper by minimising the use of photocopying and printing double sided where.
3. Turn off PC's and monitors at the equipment switch or power source when not in use. This will have a major effect on energy usage and reduction of carbon dioxide emissions to the environment.

Parking

In the interests of sustainability, students are encouraged where possible to:

- Use Public or local Bus Services
- Car Share with others – <https://carsharew.liftshare.com>
- Cycle
- Walk

Various car parks are available on campus for LYIT staff, students and visitors. Additionally, there are various off-campus car parking facilities available within close vicinity to the campus.

Detailed information on parking is available at

<https://www.lyit.ie/About/Campus-Facilities/Maps-Transport/Parking>





COMPÁL KILLYBEGS KILLYBEGS CAMPUS





The Killybegs Campus is home to the Department of Tourism, formally the Tourism College Killybegs. It was established in 1969 and has the reputation as the leading college for educating and training people in or aspiring to a career in the tourism industry. On 1 February 2007, the former Tourism College Killybegs became a School of Letterkenny Institute of Technology and it offers learners a unique opportunity to train and be educated in what is now the most exciting and challenging career choice on offer in the country. Internationally acclaimed as one of the top Tourism and Catering Colleges in Europe, the learners have been awarded numerous accolades for their participation in

winning a wide range of international culinary, hospitality and bar service competitions.

There are approximately 200 full and part-time learners in the Killybegs campus. The campus is divided into a number of buildings. The main building houses classrooms, lecture theatre, training kitchens, training bar, accommodation and facilities lecture theatre, computer laboratories, collaborative learning suite and the library. The Millennium building houses 2 training kitchens and a training restaurant and the Tourism Building houses a lecture theatre, computer laboratory and a training coffee house.



Existing Facilities

- Purpose-built restaurant facility with full menu and 42" plasma screen TV.
- Fully stocked library.
- 3 computer laboratories.
- Collaborative Learning Suite
- 7 fully equipped, state-of-the-art training kitchens.
- A fully equipped, state-of-the-art training restaurant.
- A fully equipped training bar.
- Classrooms/Seminar Rooms.
- Student Recreation Room with pool table, internet access and vending machine.
- Learner services areas incorporating College Nurse, Learner Support Services Officer and Student Union Office.
- Learner lockers.

- An all-weather, floodlit Astro Turf playing field.
- Car parking facilities.

Sports Facilities

The Killybegs campus has gym facilities and an all-weather, floodlit Astro Turf playing field which can be used to play soccer, basketball, tennis etc.

Fire safety and evacuation

Assembly Point/Location	Building
Lower Front Car Park	For all learners and staff in Main Building, Barry's, Millennium and Tourism Buildings at time of alarm sounding.



SAFETY IN THE COLLEGE





➔ Where and when to find us:

All students should read and understand the following details and, if in doubt, any health, safety or welfare concerns should be clarified with your Head of Faculty. Further detail on Health and Safety matters are contained in LYIT's Institute Safety Statements for your Faculty and the various procedural documents outlined below. These documents are accessed on the Institutes Health & Safety intranet link: <https://intranet.lyit.ie/HealthSafety.aspx>

- Institute Safety Statement
- First Aid and Defibrillators
- Incident Reporting
- Fire Safety
- Procedures

➔ Safety in the College

First Aid & Defibrillators

First aid and defibrillators are available on each campus. In addition to the Medical Centres are located in the Sports Centre, Letterkenny Campus & in the main building, Killybegs Campus. Always ensure you know where medical centres are located, how to contact first aiders and where the nearest first aid facilities are located.

Emergency Services dial 999 or 112

First Aid Emergency

- **Letterkenny Campus:** call first aiders by dialling 6007 from an internal phone or 074 91 86007 from a mobile.
- **Killybegs Campus:** call first aiders by dialling 6610 from an internal phone or 074 91 86610 from a mobile.

Tell the first aider where the victim is located; give the building, closest room number and floor you are on. The first aider will then proceed to the victims' location.

Defibrillators Locations

Letterkenny Campus

1. Main Building behind Main Reception desk
2. Main Building, 3rd Floor nursing corridor, opposite the lift beside office 3401
3. Main Building, 3rd Floor, connecting corridor between Science Labs and Lecture Theatres opposite the top of stairwell no. 2
4. CoLab Building, opposite the reception desk
5. An Dánlann – (Sports Centre) beside the reception desk
6. An Dánlann – (Sports Centre) in Medical Centre

Killybegs Campus

7. Main Building beside Reception desk
8. Barry's Building, inside Main Entrance

First Aid Boxes are located at all receptions, laboratory and kitchen areas of the campuses.

Incidents Reporting

All accidents or incidents that occur on the Institute campus, regardless of their severity must be reported

immediately to your Head of School. This so a full investigation can be carried out and a control measure put in place to prevent a reoccurrence of the incident. This also applies to any hazardous situations that you become aware of please notify a member of staff immediately and your Head of School.

Fire Safety and Evacuation Procedure

All students are advised to familiarise themselves with the Institutes' **Fire & Emergency Safety Management Procedure** and the following safety matters set out below. For a copy of the Fire & Emergency Safety Management Procedure follow this link: <https://intranet.lyit.ie/HasFireSafety.aspx>

Fire Assembly Points

Students should make their way to the nearest **Fire Assembly Point** in the event of an emergency evacuation or fire drill. This is the designated safe place for students to wait.





No Smoking Policy

The Institute has a no smoking policy operational throughout the whole of the Institute campus. Smoking is not permitted in any of the buildings, outside any entrance or anywhere on the campus grounds other than in the following designated smoking areas where receptacles for matches and cigarette ends are provided.

- outside at the west side of the main building
- outside the main restaurant
- outside the maintenance store adjacent to the Ramelton Rd. Car Park
- at the smoker's bin near the entrance to An Dánlann

The Institute's Executive Board wishes to clarify that prohibition of smoking in Letterkenny Institute of Technology includes the prohibition of e-cigarettes or electronic cigarettes. The use of e-cigarettes is now only permitted in the designated external smoking areas.

Green and white signs marked "Fire Assembly Point" identify the assembly points these are designated as follows:

Fire Assembly points Letterkenny Campus

Assembly Point	Location
A	Rear Car Park to Ramelton Rd. side of grounds
B	Between Colab and Nursing Block of Main Building
C	Front Car Park to Port Rd. side of grounds
D	Front Car Park to Port Rd. side of grounds
E	Car Park between Main Building and An Dánlann

Covid-19

Please adhere to all national guidance and public health advice in relation to COVID-19. Students must adhere to all COVID-19 measures that have been put in place on campus. Students must also adhere to and follow all COVID-19 control measures outlined by LYIT staff e.g. technical staff, lecturers, heads of department and heads of faculty in their department or school. If in doubt contact your head of department for clarification on COVID-19 requirements for your department or School. For more information: <https://www.lyit.ie/Student-Hub/Covid-19-Student-Support-Information>

Remember

The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing.

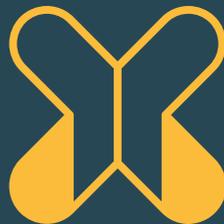
Further Information on COVID-19 requirements on campus available from:

- Your Head of Department and/or Head of Faculty
- LYIT Health Service: Tel: 074 91 86850 /Mobile: 087 205 2600
- HSE: <https://www2.hse.ie/coronavirus/>
- HSPC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>



POLASAITHE AGUS NÓSANNA IMEACHTA MAC LÉINN

STUDENT POLICIES AND PROCEDURES





Data protection notice to students

As a student of LYIT, some of your personal data will be processed by the Institute.

LYIT (“the Institute”) processes your personal data in order to carry out its functions. Personal data held by LYIT is treated with the highest standards of security and confidentiality in accordance with data protection legislation and LYIT’s Data Protection Policy. The Institute is a Data Controller for personal data we process about you. The purpose of this privacy statement is to explain how your personal data is used and shared by LYIT

For more information:

<https://www.lyit.ie/Student-Hub/Administration-Services/Data-Protection>

LYIT is committed, through a partnership with our learners to ensuring good working relations on campus and an efficient and effective academic environment.

THE LEARNER CHARTER

An extract from Quality Assurance Handbook



6.1 - Learner Responsibilities and Code of Conduct

6.1.1 - Introduction

LYIT is committed, through a partnership with our learners to ensuring good working relations on campus and an efficient and effective academic environment. LYIT is committed to:

1. Making awards that provide opportunities for personal and social development.
2. Ensuring our awards are relevant to current and future economic and social needs in our region and nationally.
3. Promoting our awards nationally and internationally, with employers and other stakeholders.
4. Promoting and supporting progression through the National Framework of Qualifications.
5. Promoting equality of opportunity and the recognition of the diversity of our learner groups.



6. Monitoring and evaluating the effectiveness of programmes, courses and services, including learner feedback.

6.1.2 - Expectations of LYIT

LYIT has the right to expect that learners will:

1. Provide complete and accurate information about themselves, their qualifications and previous experience.
2. Inform LYIT of any relevant change in their circumstances.
3. Inform LYIT if they decide to withdraw from their studies.
4. Treat all staff, fellow students and stakeholders with courtesy and respect (both in physical and virtual environments).
5. Inform LYIT of any concerns regarding equality, discrimination, harassment or safety.
6. Behave in a manner that will not bring the institute into disrepute.
7. Make themselves aware of all programme requirements including attendance requirements.
8. Submit all coursework adhering to guidelines and within the stipulated timeframe
9. Make themselves familiar with the information provided during induction and via the VLE, noticeboards and by email.
10. Adhere to LYIT's Assessment Regulations.

6.1.3 - Learners at LYIT have the right to expect:

1. A statutory right to two representatives on Governing Body.
2. A statutory right to two representative on Academic Council.
3. Up-to-date and accurate information relating to programmes, applications, entry requirements; entry procedures; fees and grants; facilities and services.
4. To have applications considered in a fair, efficient and timely manner.
5. That LYIT will select learners who are judged (based on aptitude, knowledge and previous performance) to be able to undertake their programme of study.
6. That they will have any special requirements considered by LYIT.
7. The right to expect quality educational and support facilities.
8. The provision of a Student Handbook and an appropriate period of induction.
9. Written guidelines on Teaching, Learning and Assessment strategies which are explained during induction.
10. Regular feedback on their academic progress.
11. The right to be treated with

courtesy and respect and to be treated equally irrespective of: gender, marital status, age, disability, race, religion, sexual orientation, ethnicity and membership of the travelling community.

12. The right to fair and just procedures, including appropriate appeals procedures, in all matters involving breaches of the Code of Conduct.
13. The right to information regarding student services which include: professional counselling, learning supports, health services and clubs and societies.
14. The right to be able to represent personal views in a reasonable manner.

6.1.4 - Code of Conduct for Learners

LYIT recognises the respect due to learners as responsible individuals. Accordingly, it expects that each learner will behave on campus, or on activities off-campus under the aegis of the Institute, in a mature, reasonable and honest manner which protects the good name LYIT; meets the requirements of his/her programme of study; has due regard to the rights of others; and does not adversely affect the conduct of institute business. While self-discipline will be expected and encouraged, failure to meet the standards expected may result in sanctions up-to-and including suspension and exclusion.

The following Code of Conduct with specific provisions shall apply:

1. Learners must pay the appropriate LYIT fees and charges prescribed for each year in advance of registration.
2. Only learners who are validly registered (and carrying their student id) may be admitted to classes.
3. Learners shall at all times obey the lawful instruction of LYIT staff.
4. Student cards must be produced when requested by any member of Institute staff on campus.
5. Persons unable to show evidence of registration may be required to leave the Institute grounds.
6. Learners shall refrain from conduct liable to infringe the rights of others.
7. Learners shall respect Institute property at all times. Learners may be held liable for the cost of repair or replacement of Institute property damaged by them.
8. Learners shall respect the property and persons of all members of the campus community.
9. Unauthorised use or entry to LYIT or its facilities is prohibited.
10. Learners must comply with the academic discipline including the requirements of attendance, assessments and examinations as laid down by the school or department.

11. Learners are personally responsible for what and how they communicate on or through social media and they must adhere to the standards of behaviour expected of by LYIT.
12. Learners must comply with the Assessment Regulations of LYIT.
13. Learners shall comply with all Health and Safety regulations of LYIT.
14. Smoking, the consumption of alcohol and illicit substances is forbidden by LYIT
15. The display of posters is subject to the approval of the Estates Office or Students Union Office.
16. Vehicles and bicycles may be parked only in authorised places and are parked at owner's risk.
17. LYIT does not accept responsibility for any loss of personal property. Learners should report any such loss to the LYIT.

No learner will be disadvantaged through availing of the complaint procedure. However, LYIT expects that in raising possible issues of complaint, students themselves will have observed their obligations and responsibilities as outlined in 6.1. LYIT expects that learners will not engage in frivolous or vexatious complaints.

At LYIT most problems will be dealt with locally, in a spirit of conciliation. Thus the formal complaints procedure should be seen as a last resort in the search for a solution. Any party involved in a complaint has the right to be accompanied and represented by a person of his/her choice at every relevant stage of the procedure. Learners may choose a representative from the Students' Union, but they must make their own arrangements in this matter. The procedure is intended to produce a speedy and efficient resolution. The aim is to prevent unnecessary delay, whilst ensuring a full and fair assessment of the particular circumstances of any individual complaint.

Complaints provide an important source of feedback on the performance of the Institute's services and members. As such the Institute will monitor the registration of complaints and the progress towards resolution. The VP for Academic Affairs and Registrar will include a section on complaints in his/her annual report to the Academic Council to ensure complaint trends are monitored and that relevant quality issues are

6.2 - Procedures for Learners' to make a complaint

6.2.1 - Introduction

These procedures apply to all learners at LYIT undertaking a programme of study operated by the Institute. This procedure does not cover academic appeals for which there is a separate procedure (outlined in Chapter 5, section 5.8).

identified and addressed. Information that would identify any of the parties involved will not be included in this report. All complaints should normally be made within 20 working days of the alleged incident, matter or concern. Anonymous complaints will not be accepted.

6.2.2 - Stage 1

1. Learners who feel that they have been treated unfairly or inequitably have the right to express their complaint.
2. The learner should first try to address the issue with the subject of their complaint or with the immediate manager/supervisor of the service
3. Stage 1 will generally be an oral process and a written record will not be made. However staff members involved will be encouraged to share their experience of the process to the benefit of their School/ Department.
4. If the learner's complaint is not resolved locally then Stage 2 of the procedure, outlined below, should be followed.

6.2.3 - Stage 2

1. The Institute appreciates that there may be occasions where Stage 1 is inappropriate and/or that a more formal approach is necessary.
2. The relevant Head of School/ Department will explain to the learner the operation of the

remaining stages of the Procedure for Learners making a complaint.

3. At this point the learner should complete a complaint form (provided by the School). The completed complaint form should be forwarded to the Head of School. The complaint should be specific and comprehensively documented. The complaint form must detail the learner's name and contact details, any relevant documentation, and dates, locations and witnesses as appropriate. Details of previous efforts to resolve the matter should also be provided.
4. Where the Head of School is the subject of the complaint, the complaint form should be forwarded to the VP for Academic Affairs and Registrar. The VP for Academic Affairs and Registrar will identify an appropriate manager within the Institute to deal with the complaint consistent with this procedure.
5. The Head of School/Central Service Manager will acknowledge receipt of the complaint within five working days. It is the Institute's aim that all complaints under Stage 2 will be resolved within 20 working days.
6. At this point the Head of School/ VP for Academic Affairs and Registrar will advise the person who is the subject of the complaint and provide that person with a copy of the complaint.



7. The Head of School/Manager will arrange to meet with the learner to discuss the complaint. The learner may, if so desired, be accompanied by a Students' Union representative or another student. The Head of School/Manager will take a written record of the meeting.
8. To establish the facts of the complaint the Head of School/Manager will hold a separate meeting with the person who is the subject of the complaint (who may be accompanied by a colleague or union officer), and may also interview any material witnesses. The Head of School/Manager will make a written record of the meeting(s).
9. The Head of School/Manager will notify both parties in writing of the result of the complaint and the reasons for the decision. Where the result of the complaint includes consequent action or recommendations, the Head of School/Manager shall notify the appropriate person(s) or committee, internal or external to the school, without undue delay.
10. The Head of School/Manager will provide an annual report on Stage 2 complaints to the VP for Academic Affairs and Registrar who will bring them to the attention of Academic Council.

6.2.4 - Stage 3

1. If the complaint remains unresolved under Stage 2, either party may write to the VP for Academic Affairs and Registrar, outlining how the complaint resolution process has progressed in their view.
2. The Head of School/Manager will be asked to submit the original complaint to the VP for Academic Affairs and Registrar, the evidence considered under Stage 2 and the Head of School's/Manager's report on the complaint and the reasons for the decision.
3. The VP for Academic Affairs and Registrar will forward the complaint and the accompanying information to two members of the Executive Board (nominated by the President) for their consideration. The President's nominees will examine the material and may seek further information from the learner to clarify matters concerning the complaint. They may decide, if in their opinion the evidence justifies it, to uphold (or not to do so) a complaint without proceeding further with the complaint process.
4. The President's nominees will otherwise interview separately, the learner and the subject of their complaint and any appropriate witnesses. The learner may be accompanied by a fellow learner or a Students' Union representative. The staff

member who is the subject of the complaint may also be accompanied by a colleague or union officer.

5. The President's nominees will agree a written record of these meetings.
6. LYIT aims to complete this stage of the complaint's procedure within 10 working days. The parties to the complaint will be informed if delays are expected.
7. The VP for Academic Affairs and Registrar will notify both parties in writing of the decision reached concerning this stage of the procedure and the reasons for it, together with any recommended consequent action.
8. The VP for Academic Affairs and Registrar shall notify the appropriate person(s) or committee without undue delay concerning changes recommended or required as a consequence of the complaint.

6.2.5 - Stage 4 (Appeal)

1. Either party may appeal the outcome of Stage 3 within 10 working days of receipt/knowledge of the decision. The relevant party must confirm the wish to appeal in writing to the President.
2. The President will seek appropriate advice on the composition of a complaints committee and the protocol to be adopted before establishing

the complaints committee to examine the appeal.

3. Typically the complaints committee will have four members, chaired by the President (or his/her nominee) and include an experienced manager from another IoT a member of LYIT's Executive Board and the President of the Students' Union (or his/her nominee). No member of the committee will have been previously associated with the complaint.
4. The committee will receive the documentation so far generated by the complaint and will consider that documentation.
5. The hearing will enable the committee to consider the way in which the complaint has been handled at any previous stage of the procedure and/or to reconsider the appropriateness of the result of the previous stage of the procedure. However, the hearing will not be conducted as an alternative to any part of the disciplinary procedures which apply to members of staff.
6. The decision of the committee will be final as far as LYIT's process is concerned.
7. The President will inform both parties, in writing, of the decision of the committee and the reasons for the decision.
8. If the committee decides that certain actions have to be taken as a consequence of the

complaint or appeal, the President will nominate an individual to monitor such actions.

6.2.6 - Ombudsman and the Ombudsman for Children

Normally, it is expected that engagement with the Office of the Ombudsman and/or the Ombudsman for Children Office will only occur after the internal processes have been exhausted. The Office of the Ombudsman and the Ombudsman for Children Office would expect any complainant to have first taken reasonable steps to seek redress through the standard college complaint procedures before contacting his office. The Ombudsman will only deal with complaints once all existing internal complaints procedures have been exhausted. The Ombudsman provides an impartial, independent and free dispute resolution service. The Ombudsman can examine complaints from learners about:

- Decisions a learner considers to be unfair.
- A failure to give the learner clear reasons for decisions.
- A failure to communicate with the learner on time.
- Providing the learner with incorrect, inaccurate or misleading information.
- A failure to deal properly with a learner complaint.

The Ombudsman for Children Office (OCO) functions to protect

the rights of individuals or groups by independently and impartially investigating complaints made about public bodies. Specifically, the OCO will investigate complaints made by or on behalf of children in relation to the administrative actions of public bodies like LYIT.



6.3 - Learners' disciplinary procedures

6.3.1 - Disciplinary Procedures

These procedures apply where there is an alleged breach of LYIT's Code of Conduct for Learners (6.1.4). LYIT assumes that learners will comply with the requirements of the Code of Conduct on a voluntary basis through the exercise of mature self-discipline. Should it become necessary to invoke disciplinary procedures, and it is hoped that this will rarely occur, the following procedures will apply:

1. Allegations of breaches of the Charter may be made by any member of staff. While the accountability of learners is in the main to the Head of School/ Department, learners are also accountable and amenable to other Central Services Staff and to individuals employed by LYIT on a contract for services basis.
2. Where it becomes appropriate that disciplinary proceedings be invoked arising from a complaint by one learner against another

learner, the formal procedure will be initiated by the relevant Head of School/Department.

3. Where circumstances warrant it, the Institute authorities may suspend a learner pending the completion of inquiries and without prejudice to the outcome of disciplinary procedures.
4. Nothing in these procedures shall prevent the Institute from referring matters to the Garda Síochána where it considers this to be appropriate.
5. Where a disciplinary action results in the imposition of a sanction against a learner, that fact will be noted on the learner's record and may be taken into account by the Institute authorities in responding to requests for character references if such is deemed relevant and appropriate.

Allegations of breaches of the Charter will be dealt with through a staged process.

- > Stage 1 – Informal
- > Stage 2 – Formal
- > Stage 3 – Appeal

LYIT staff shall initiate formal disciplinary procedures in the event of serious breaches of the Code of Conduct.

6.3.2 - Stage 1 (Informal)

1. The complainant who have observed a learner breach the Code of Conduct or are who was affected by a breach of the code

is entitled to raise the matter with the learner concerned with a view to reaching a resolution.

2. The complainant may bring the matter to the attention of the Head of Department and request their assistance in resolving the issues.
3. Stage 1 will generally be an oral process and a written record will not be made. However, staff members involved will be encouraged to share their experience of the process to the benefit of their School/ Department.
4. The staff member must have good reason to believe that the correct learner has been identified.
5. Allegations of serious breaches of the Code of Conduct and for allegations of a less serious breach, where informal efforts have failed to resolve the issue satisfactorily, should proceed to Stage II.

6.3.3 - Stage 2 (Formal)

1. The Institute appreciates that there may be occasions where Stage I is inappropriate and/or that a more formal approach is necessary.
2. At this point the staff member concerned should outline in writing the alleged breach of the Code of Conduct and forward the details to the learner's Head of School. The information should



- be specific and comprehensively documented. The staff member must detail the learner's name, class etc., dates, locations and witnesses as appropriate. Any previous efforts to resolve the matter should also be described.
3. The Head of School will acknowledge receipt of the documentation within five working days. It is the Institute's aim that all alleged breaches of the Code of Conduct, under Stage II, will be resolved within 21 days.
 4. The Head of School will arrange to meet with the staff member to discuss the allegations. The Head of School will make a written record of the meeting.
 5. To establish the facts of the complaint the Head of School will hold a separate meeting with the learner concerned (who may be accompanied by a fellow learner or Student Union representative), and may also interview any material witnesses. The Head of School will make a written record of the meeting(s).
 6. The Head of School will notify both parties in writing of the result of the complaint and the reasons for the decision. Where the result of the complaint includes consequent action or recommendations, the Head of School shall notify the appropriate person(s) or committee, internal or external to the School, without undue delay.

The Head of School can, as appropriate, impose the following sanctions:

1. The imposition of a period of probation of not more than 20 working days during which the learner will be obliged to fulfil all academic requirements of his/her programme
2. Withdrawal or restriction of certain rights for a period not exceeding 20 working days
3. Suspension from the Institute for a period of not more than 20 working days
4. A requirement to pay compensation for damage caused
5. Recommend to the President the permanent exclusion of the learner(s) from the Institute.

Compliance with the sanctions will be monitored. Failure to comply will be referred back to the Head of School.

6.3.4 - Stage 3 (Appeal)

1. The Learner may appeal the outcome of Stage 2 within 10 working days of receipt/knowledge of the decision. The learner should confirm his/her wish to appeal the outcome of Stage 2 in writing to the VP for Academic Affairs and Registrar.
2. The President will seek appropriate advice on the composition of a learner disciplinary appeal committee and the protocol to be adopted

before establishing the learner disciplinary appeal committee to examine the learner's appeal.

3. Typically the learner disciplinary appeal committee will have four members, chaired by the President (or his/her nominee) and include an experienced manager from another Institute of Technology, a member of the Institute's Executive Board and the President of the Student Union (or his/her nominee). No member of the committee will have been previously associated with the complaint.
4. The committee will receive the documentation so far generated by the disciplinary proceedings and will consider that documentation and hear other evidence at a hearing.
5. The hearing will enable the committee to consider the way in which the disciplinary proceedings has been handled at any previous stage and/or to reconsider the appropriateness of the result of the previous stage of the process.
6. The decision of the learner disciplinary appeal committee will be final as far as the

Institute's learner disciplinary procedures are concerned.

7. The President will inform both parties, in writing, of the decision of the committee and the reasons for the decision.

8. If the committee decides that certain actions have to be taken as a consequence of the disciplinary process or appeal, the President will nominate an individual to monitor such actions.

6.3.5 - Ombudsman and the Ombudsman for Children

Normally, it is expected that engagement with the Office of the Ombudsman and/or the Ombudsman for Children Office will only occur after the internal processes have been exhausted. The Office of the Ombudsman and the Ombudsman for Children Office would expect any complainant to have first taken reasonable steps to seek redress through the standard college complaint procedures before contacting his office. The Ombudsman will only deal with complaints once all existing internal complaints procedures have been exhausted. The Ombudsman provides an impartial, independent and free dispute resolution service. The Ombudsman can examine complaints from learners about:

- Decisions a learner considers to be unfair.
- A failure to give the learner clear reasons for decisions.
- A failure to communicate with the learner on time.
- Providing the learner with incorrect, inaccurate or misleading information.

- A failure to deal properly with a learner complaint.

The Ombudsman for Children Office (OCO) functions to protect the rights of individuals or groups by independently and impartially investigating complaints made about public bodies. Specifically, the OCO will investigate complaints made by or on behalf of children in relation to the administrative actions of public bodies like LYIT.

6.4 - Fitness to Study

LYIT aims to ensure that all our students benefit fully from higher education in terms of both learning and personal development. We recognise that students may encounter difficulties which may impact their academic studies and participation in student life. Our Fitness to Study procedures are guided by the Equal Status Act. This policy supports both students who face such challenges and the health and well-being of the wider student and staff body. This policy applies to all LYIT registered students. The policy is intended to cover circumstances not covered by other LYIT policies. If there are concerns that a student may not be fit to engage in study or to participate in the life of LYIT more widely, action will be taken to identify both the issues involved and the appropriate support available to the student. All data generated as part of a Fitness

to Study review will be stored as per GDPR.

6.4.1 - Circumstances giving rise to a review of student fitness to study

A student's fitness to study may be reviewed if:

- A student experiences physical or mental wellbeing difficulties which have a negative impact on their studies or the experience of others around them.
- A student displays a lack of engagement with academic work.
- A student displays behaviour giving rise to concerns of underlying problems.
- A student is a disruption to the teaching and learning activities of other students.
- A student displays persistent behaviour which is unacceptable.
- A student advises an LYIT member of staff of difficulties they are experiencing.
- Concerns emerge through an external third party (for example placement mentor). LYIT supports early intervention in support of students who may be experiencing such challenges with the three stages outlined below designed to respond appropriately where there is cause for concern.

6.4.2 - Stage 1 – Emerging Concerns

Where there are concerns about a student's physical or mental health,

wellbeing, or safety, the matter should be brought to the attention of the Head of Department who can make an initial approach in order to discuss the situation. This should be done in a supportive and understanding manner, clearly identifying the nature of the concerns to the student, and encouraging them to discuss the issues. In some cases the student may be unaware of the impact of their actions on others. The student should be advised of any appropriate sources of support and be encouraged to access them. In some cases the student may acknowledge underlying difficulties and seek to suspend their studies until matters are resolved. In making the decision to suspend studies students should be directed to appropriate sources of advice in order that the student may make an informed decision. Suspension of studies must be agreed by the relevant School following consultation with the Head of Department. The Head of School/ Department should notify Registry that the student has suspended their studies due to fitness to study concerns. The School should also notify the Registry Office of any requirements for the return to study, such as medical evidence or the requirement to engage with LYIT support.

If the student is unable to respond positively to the concerns raised, the Head of Department will prepare a report for the Head of School and invoke Stage 2.

6.4.3 - Stage 2 – Continuing

Concerns (Referral to a Review Panel)

Where the nature of the issues appear to require a more formal supportive intervention and concerns about a student's behaviour continue, the matter will be referred by the Head of Department to the Fitness to Study Review Panel (the Panel). Stage 2 may also be invoked directly by the Head of Department when there is a sudden significant concern about a student's health, wellbeing, behaviour, safety and/or ability to study. Stage 2 focuses on working with the student to address the concerns and to ensure that they can either continue their studies immediately, or take positive steps to work towards re engagement with their studies. The student is entitled to select a Students Union representative or a fellow student, to accompany, assist or represent them at the meeting. It should be noted that legal representation is not appropriate and therefore not permitted at this stage of proceedings.

The VP for Academic Affairs and Registrar will assist the Head of School in convening the Fitness to Study Panel (FTSP). The membership of the FTSP which will include:

- Student Union Representative.
- Member of the Student Support Services (not previously involved in the case).

- An Academic Staff representative from the student's Programme Board.
- The Head of School (Chairperson).
- A Head of Department (from another Department).
- A student with a Disability also has the right to be accompanied by a support worker as appropriate to their needs.

The Panel meeting will:

- Will review the report from the Head of Department.
- May meet with the student to allow them to explain the situation from their perspective.
- Ensure that the student is fully aware of the concerns and any impact their behaviour is having on others
- Agree an action plan with the student to find a constructive way forward.
- Ensure that the student understands the possible outcomes if difficulties remain or the action plan is not followed.

The student will be notified of the date and time of the meeting at least a week in advance of the meeting, although with their agreement a meeting may be held in a shorter timeframe. Any associated documentation will be circulated to the Panel and the student in advance of the meeting. In some cases, a medical or other professional

assessment may be sought in advance of a Panel meeting and it may be necessary to delay the meeting until this information is available. If the student does not attend then the FTSP can meet in their absence.

After meeting with the student, the panel will meet privately to agree an outcome and, if appropriate, agree an Action Plan. The outcome, together with any Action Plan will be sent to the student in writing within 5 working days of the meeting. The student will be advised of their current position and any options, including whether the case is being referred to Stage 3. Action Plans will set out:

1. The responsibilities of both the student and LYIT.
2. Dates for completion or a review of progress.
3. Any arrangements for suspension of studies (including relevant dates, any conditions for return to study for example, required medical evidence of fitness to study or the requirement to engage with LYIT support.
4. Identify any anticipated consequences should there be insufficient progress.

6.4.4 - The Right of Appeal

Students have the right to appeal the outcome of Stage 2 to the Ombudsman. Normally, it is expected that engagement with the Office of the Ombudsman and/or

the Ombudsman for Children Office will only occur after the internal processes have been exhausted. The Office of the Ombudsman and the Ombudsman for Children Office would expect any complainant to have first taken reasonable steps to seek redress through the standard college complaint procedures before contacting his office. The Ombudsman will only deal with complaints once all existing internal complaints procedures have been exhausted. The Ombudsman provides an impartial, independent and free dispute resolution service. The Ombudsman can examine complaints from learners about:

- Decisions a learner considers to be unfair.

- A failure to give the learner clear reasons for decisions.
- A failure to communicate with the learner on time.
- Providing the learner with incorrect, inaccurate or misleading information.
- A failure to deal properly with a learner complaint.

The Ombudsman for Children Office (OCO) functions to protect the rights of individuals or groups by independently and impartially investigating complaints made about public bodies. Specifically, the OCO will investigate complaints made by or on behalf of children in relation to the administrative actions of public bodies like LYIT.



EXAM REGULATIONS



1. Regulations

- 1.1** Learners must familiarise themselves with the following Institute documents:
- a) the regulations and procedures set out here,
 - b) the Learner Charter,
 - c) the relevant Learner Information Pack, d) Rechecks, Reviews and Appeals Procedures,
 - e) current Marks and Standards document.
- 1.2** In particular, candidates must be familiar with any relevant
- a) assessment schedule for the particular programme,
 - b) penalties for work submitted late,
 - c) procedures for seeking a continuous assessment deadline extension,
 - d) assessment criteria used to mark submitted work,
 - e) guidelines for referencing.
- 1.3** Learners are encouraged to consult the current Marks and Standards document concerning regulations related to continuous assessment marks.

2. Learner Responsibilities

- 2.1** Candidates must:
- ensure that they are correctly registered on programmes
 - ensure that they are correctly entered for examinations
 - attend examinations, class tests, practical's etc.
 - complete all continuous assessment work as required
 - immediately notify the Head of Faculty (or his/her nominee) in writing of reasons for absence from class tests, practical's etc. (supplying relevant documentary evidence)
 - immediately notify the Head of Faculty (or his/her nominee) in writing of compassionate circumstances that have impeded their examination/ assessment performance
 - comply with any course board requirements for (i) receipting work, (ii) seeking deadline extensions, and (iii) referencing
 - retain a copy of submitted work where possible
 - retain any receipts for submitted work

- check the web for all your exam information, i.e. timetables, exam regulations, seating plan, results availability and closing dates for reviews and rechecks
- check your e-mails regularly for exam information up-dates
- It is the responsibility of candidates to check the date, time and venue for each of their examinations. Candidates are also advised to check their faculty notice board for any special notifications relating to examinations.
- Any candidate who fails to attend for any examination, who arrives late, or who leaves early for any reason other than they have completed the examination, is required to send a written explanation to the relevant Head of Faculty or Department immediately. A medical certificate must be supplied in addition to the explanation if the absence was due to illness.

3. Identity Card

- A student sitting an examination must display his/her valid Institute Identity Card prominently on the examination desk.
- The examination supervisor will allow a candidate, without

the necessary ID, to begin the examination.

- The examination supervisor will record the absence of the required ID and ensure that the student's identity is clearly established before he/she leaves the examination centre.

4. Examination attendance

- Candidates should assemble at least 15 minutes before the examination starts but must not enter the examination hall until so instructed by the supervisor.
- No candidate may enter the examination hall 30 minutes after the examination has started without permission from the examination supervisor.
- Extra time will not normally be allowed to a student who arrives late.
- Candidates must sit at the desk bearing their name and examination number. At each venue, candidates will occupy the place assigned to them for the entire examination cycle unless otherwise directed by the examination supervisor (e.g. in unusual circumstances where groups overlap).



5. Examination materials

- Candidates must equip themselves with the materials required, i.e. pens, rulers, approved calculators, etc. as appropriate for each examination.
- Candidates are responsible for ensuring that calculators, etc. are in working order.
- Candidates will not be permitted to borrow materials from other candidates.

6. Examination conduct

- Candidates shall not begin writing until so instructed by the examination supervisor.
- A candidate shall not, for any reason whatsoever:
 - > Communicate in any way with any other candidate.
 - > Have in his/her possession, use, or attempt to use any book or paper not supplied by the supervisor or specified on his/her examination paper.



- > Aid or attempt to aid, another candidate.
 - > Obtain, or attempt to obtain, aid from another candidate.
 - A candidate must raise his/her hand if he/she wishes to attract the attention of the supervisor during the examination.
 - No student may leave the examination centre until one hour of examination time has elapsed.
 - A candidate may not leave the examination temporarily unless accompanied by an examination supervisor.
 - A candidate may not leave the examination hall in the last fifteen minutes of the examination period.
 - At the end of the examination period, the candidates must cease work on the paper immediately on instruction from the supervisor.
 - Before submitting scripts, each candidate must ensure:
 - > That the information required on the front of the examination script is completed in respect of each script submitted,
 - > That the candidate's number appears on any additional materials submitted (e.g. graph paper etc.), that the question number to which this material relates is clearly indicated and that such material is inserted into and handed in with the answer book.
 - At the end of the examination, each candidate must submit his/her script to the examination supervisor and sign the appropriate attendance sheet, confirming the answer book has been collected.
- Candidates must not:
- Write on any of the examination materials supplied (e.g. mathematical tables etc.) other than on the answer script.
 - Remove, or attempt to remove, from any answer book, any leaf, or part of a leaf.
 - Remove, or attempt to remove, from the examination hall, any answer books, or part of an answer book, whether used or unused.



7. Exam Results

- You are expected to keep safe your exam results as you print them via the web.
- In the event that you require a duplicate of your parchment or exam results, ensure you provide us with accurate details, i.e. student number, course title,



years of attendance, re-sit examinations, if any. A fee of €65 applies for a duplicate parchment and may apply for duplicate result letter.

Instructions for Exam Candidates:

1. General Information

It is the responsibility of candidates to check the date, time and venue for each of their examinations. Candidates are also advised to check their faculty notice board for any special notifications relating to examinations.

2. Assemble for Examination

Candidates should assemble at least 15 minutes before the examination starts, but must not enter the examination hall until so instructed by the supervisor.

3. Entering the Exam Hall

Books, papers, wireless communication such as computers, mobile phones and personal organisers, or notes in any form must not be brought into the examination hall.

No candidate may enter the examination hall 30 minutes after the examination has started without permission from the supervisor. Extra time will not normally be allowed to a student who arrives late.

4. Smoking

Smoking is not permitted in examination halls.

5. Materials

Candidates must equip themselves with the materials required, i.e. pens, rulers, approved calculators, etc. as appropriate for each examination. Candidates are responsible for ensuring that calculators, etc. are in working order. Candidates will not be permitted to borrow materials from other candidates.

6. Seating

Candidates must sit at the desk bearing their name and examination number. At each venue, candidates will occupy the place assigned to them for the entire examination cycle, unless otherwise directed by the supervisor (e.g. in unusual circumstances where groups overlap).

7. General Conduct

Candidates shall not begin writing until so instructed by the supervisor. At the end of the examination, they must cease writing immediately on instruction from the supervisor.

A candidate shall not, for any reason whatsoever:

- Communicate in any way with any other candidate.
- Have in his/her possession, use, or attempt to use any book or paper not supplied by the supervisor or specified on his/her examination paper.
- Aid, or attempt to aid, another candidate.
- Obtain, or attempt to obtain, aid from another candidate.

8. Seeking the Attention of the Supervisor

A candidate must raise his/her hand if he/she wishes to attract the attention of the supervisor during the examination.

9. Leaving the Hall

No student may leave the examination centre until one hour of examination time has elapsed. A candidate may not leave the examination hall temporarily unless

accompanied by a supervisor. A candidate may not leave the examination hall in the last fifteen minutes of the examination period.

10. Handing in Completed Scripts

At the end of the examination each candidate must submit his/her script to the supervisor and sign the attendance sheet.

Before submitting scripts, each candidate must ensure:

- That the information required on the front of the examination script is completed in respect of each script submitted.
- That the candidate's number appears on any additional materials submitted (e.g. graph paper etc.), that the question number to which this material relates is clearly indicated, and that such material is inserted into and handed in with the answer book.
- That his/her script is handed in to the supervisor and that he/she has signed the appropriate attendance sheet confirming that the answer book has been collected.

11. Surrendering Examination Materials

Candidates must not:

- Write on any of the examination materials supplied (e.g. mathematical tables, etc.) other than the answer scripts.
- Remove, or attempt to remove, from any answer book, any leaf, or part of a leaf.
- Remove, or attempt to remove, from the examination hall, any answer books, or part of an answer book, whether used or unused.

12. Failure to Attend an Examination

Any candidate who fails to attend for any examination, who arrives late, or who leaves early for any reason other than that they have completed the examination, is required to complete a Personal Circumstances Form or a Deferral Form which is available on Blackboard or from your Faculty office and return to your School Administrator immediately. A medical certificate must be supplied in addition to the explanation if the absence was due to illness.

Maoin Intleachtúil ag LYIT

De ghnáth, is de chuid LYIT iad Cearta Maoine Intleachtúla (MI) a bhaineann le haon ábhar nó saothair a chruthaíonn Baill Foirne nó Mic Léinn le linn dóibh a bheith faoi fhostú nó faoi oideachas ag LYIT. Aithníonn agus spreagann LYIT an prionsabal gur chun an leasa poiblí is mó ba cheart MI a thugtar chun cinn ag LYIT a úsáid. Tá an Oifig Forbartha ag LYIT ar fáil chun cuidiú le baill foirne agus mic léinn acmhainneacht tráchtála a gcuid aireagán a thabhairt chun críche.

Intellectual Property at LYIT

As a general rule, the Intellectual Property (IP) rights, in or to any

material or works created by Staff or Students in the course of their employment or education by LYIT, is the property of LYIT. LYIT recognises and encourages the principle that IP developed at LYIT should be used for the greatest public benefit and the Development Office at LYIT is available to assist staff and students realise the commercial potential of their inventions.

Additional policies

Student related policy and procedural documents are contained in the Student Toolkit. These include policies such as:

- Respect & Dignity at Work:
- Children in the Workplace:
- Protection of Children and Vulnerable Adults:





EOLAS GINÉARÁLTA GENERAL INFORMATION



Córás Iompair Transport

Getting around

LYIT's vibrant campuses attract students not only from the North West and other parts of Ireland but also from various international destinations, including through the Erasmus exchange programme.

The institute's two campuses are based in Letterkenny, the commercial hub of the county, and in Killybegs, a picturesque fishing town and Ireland's premier sea port. Wherever you are traveling from, LYIT is easy to reach.

For more information:

<https://www.lyit.ie/About/Campus-Facilities/Letterkenny-Campus>

<https://www.lyit.ie/About/Campus-Facilities/Maps-Transport/Killybegs-Campus>



Accommodation Service

LYIT Student Union Accommodation List

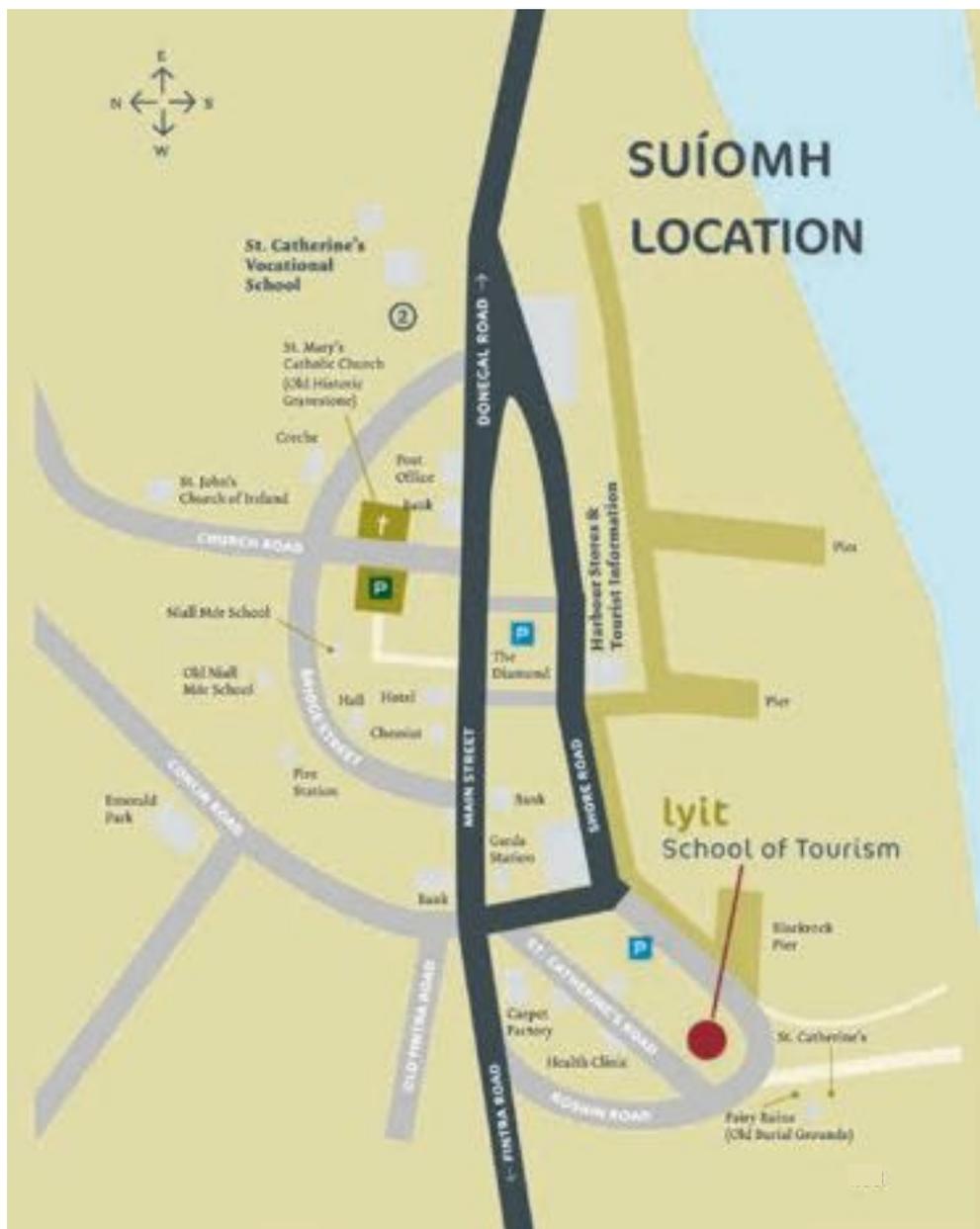
The SU Accommodation List provides a comprehensive list of third-party accommodation (LYIT does not have on-campus accommodation) available in the area; this list is made available to all registered students as soon as CAO offers to students become available. The list is also circulated to returning students. All accommodation providers on the accommodation list must be registered with the Private Residential Tenancies Board (PRTB).

The approved list is available to view on the SU website - www.lyitsu.ie.

<https://www.lyitsu.ie/accommodation/>



Map of Killybegs





Academic Calendar 2021/22

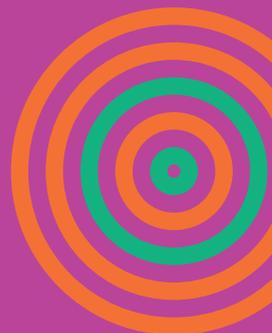
Winter Semester (2021)	
Wednesday, 1 September – Tuesday, 7 September	Autumn Examinations (10 am – 5 pm)
Wednesday, 1 September	Start of Academic Year
Friday, 3 September	LYT Information Day (11 am – 4 pm) * (date to be confirmed – LCE results)
Monday, 13 September – Wednesday, 15 September	Student Registration (all Students, excluding Repeats)
Wednesday, 15 September – Thursday, 16 September	Examination Board Meetings
Wednesday, 15 September – Friday, 17 September	Induction for Year 1 Students
Thursday, 16 September	Examination Results Published
Friday, 17 September	Examination Results Consultation (11 am – 4 pm)
Monday, 20 September	Start of Teaching Block 1 (Classes begin)
Monday, 18 October	Careers Fair *
Friday, 22 October	End of Teaching Block 1 (classes end)
Monday, 25 October	Public Holiday – College Closed
Tuesday, 26 October – Wednesday, 27 October	Staff Planning and Meetings
Thursday, 28 October – Friday, 29 October	Conferring of Awards *
Monday, 1 November	Start of Teaching Block 2 (Classes begin)
Thursday, 18 November	LYT Open Day *
Thursday, 23 December	End of Teaching Block 2 (Classes end)
Friday, 24 December – Monday, 3 January	College Closed for Christmas
Tuesday, 4 January	College Reopens
Monday, 10 January – Wednesday, 19 January	Semester 1 Examinations (10 am – 9 pm)
Saturday, 15 January	Examination Contingency Date
Monday, 17 January – Friday, 21 January	Schools Engagement Week: Taster Days, DICE, VEX Robotics *
Wednesday, 19 January	LYT Open Evening (Letterkenny Campus, 5 – 8 pm) *

* Public information on Covid-19 will determine if these events are held online or on campus.

Each semester has 15 teaching weeks and two exam weeks – a total of 15 weeks.

Note that the details in this calendar may be subject to amendment.

Spring Semester (2022)	
Monday, 24 January	Start of Teaching Block 3 (classes begin)
Thursday, 3 February	RAG (Raise and Give) Day - no classes
Thursday, 3 February – Friday, 4 February	Examination Board Meetings
Monday, 7 February	Examination Results Published
Friday, 11 February	Examination Results Consultation (2 – 5 pm; no classes)
Saturday, 5 March	LYT Open Day (10 am – 2 pm) *
Thursday, 17 March	Public Holiday – College Closed
Friday, 8 April	End of Teaching Block 3 (classes end)
Friday, 15 April – Monday, 18 April	College Closed for Easter
Tuesday, 19 April	College Reopens
Monday, 25 April	Start of Teaching Block 4 (classes begin)
Monday, 2 May	Public Holiday – College Closed (Library will open)
Thursday, 5 May	LYT Open Evening (5 – 7 pm) *
Friday, 6 May	End of Teaching Block 4 (Classes end)
Monday, 16 May – Wednesday, 25 May	Semester 2 Examinations (10 am – 9 pm)
Monday, 6 June	Public Holiday – College Closed
Tuesday, 7 June – Thursday, 9 June	Semester 1 Repeats (10 am – 5 pm)
Thursday, 9 June – Friday, 10 June	Examination Board Meetings
Tuesday, 14 June	Examination Results Published
Wednesday, 15 June	Examination Results Consultation (11 am – 4 pm)
Monday, 20 June	End of Academic Year
Monday, 1 August	Public Holiday – College Closed
Wednesday, 17 August	LYT Information Day (11 am – 4 pm) *
Wednesday, 24 August – Friday, 26 August or Wednesday 31 August – Friday, 2 September	Semester 2 Repeats (10 am – 5 pm)



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