

# LEABHAR NA MAC LÉINN STUDENT HANDBOOK

## 2020-21

lyit | educating  
for life





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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 4,500 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 tionchar 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 guíimid 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 4,500 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 given the impact of COVID-19 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**  
**President**

## 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 vous y inscrivez.

# New Academic Year 2020/21

LYIT will welcome 4,500 students in September 2020, with all full-time programmes scheduled to commence on Monday 28 September. A range of measures to combat the Covid-19 virus pandemic will continue into the new academic year. Subject to public health advice we plan to move towards maximising onsite provision and returning to normal schedules over the course of the academic year. During this academic year we will adopt a blended learning model with a combination of remote/online learning and face-to-face delivery. LYIT's ambition is to provide the maximum possible face-to-face delivery of programmes, particularly for first year students, with the aim of achieving a least 50% on campus delivery. Different programmes will have delivery models to facilitate the optimal student engagement experience.

"We in the Students' Union have been working closely with LYIT management to plan for the new academic year. We will work together to make sure that students have a safe and rewarding experience this academic year and that students can enjoy

participation in sports clubs and societies and avail of the full range of supports and services which LYIT has to offer" – Mary Hernandez, Students' Union President 2020/21.

"We look forward to the return of our current students and welcoming around 1,100 new first years on 28 September, preceded by registration and induction. The health, safety and wellbeing of our students and staff is of paramount importance to us. We will do everything we can to preserve an authentic on-campus student experience and to ensure the best possible learning experience for new and returning students." – Paul Hannigan, President.



# Seirbhísí Tacaíochta Mic Léinn Student Support Services



**John Devlin**  
Librarian

## Áiseanna Staidéir Study Facilities

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 2021. 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

- **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.

- **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 special 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. It is more than probable that access will be via the ground floor entrance and egress out via the first floor door using a one way system to avoid contact.

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.



# Careers Service



## 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 You Can Avail of the Careers Service

### 1. Booking a Careers Appointment

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 practise 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 contact: Student Services Administrator, Tel: 074 91 86855, Email: [brenda.hamilton@lyit.ie](mailto:brenda.hamilton@lyit.ie) or call in to the Student Support Services Reception, An Danlann.

**Due to Covid-19 restrictions, all of the above services will be delivered by Zoom for the foreseeable future. You can book a zoom appointment by emailing: [careers@lyit.ie](mailto:careers@lyit.ie)**

### 2. Attending Careers Events

Throughout the year, the Careers Service organises various events to help you on your career journey.

**Our focus is your success. These events include:**

- **Careers and Postgraduate Studies Fair:** the largest event of its type in the North West, this is your opportunity to meet with local and national employers and postgraduate course providers who are interested in your skills. You can also obtain expert careers





advice from professional bodies and find out about volunteering opportunities at home and abroad.

- **Specialist Careers Fairs:** the Careers Service organises recruitment fairs that are relevant to your area of study.
- **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.

Due to Covid-19 restrictions, all of the above services will be delivered online for the foreseeable future. Details of all careers service events will be posted on:

**Facebook**  
**Instagram**  
**Blackboard**  
**Email**

### 3. Availing of our Resources

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

- Careers Facebook page: keep up to date with jobs and other career opportunities by using our Careers Facebook page <https://www.facebook.com/lyit.careers/>

- Careers Brief Newsletter: jam-packed with careers related topics, produced once per semester.
- Profiling for Success: a suite of aptitude tests and careers inventory to assist you in your career planning.
- Blackboard: virtual library containing all the information you will require on your career options following your studies, videos on job search techniques and much more.

### 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 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](http://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



## Nicole Murray Counsellor

College is a big step with many rewards but also some challenges. Counselling can be helpful for all kinds of difficulties, both academic and personal. You could be dealing with something serious or it could be something which you think is a small issue that has happened recently. Maybe you don't even know exactly what the problem is but are finding it difficult to cope.

The Student Counselling office is located upstairs in An Dánlann and is a free confidential service to all registered students of Letterkenny Institute of Technology. The counsellor is a chartered psychologist. Counselling offers a space where you can think through issues in a supportive, non-judgemental environment.

The Student Counselling Service webpage on the LyIT website is updated regularly and has further information about how the service works and how you can make an appointment. It also has many other resources that you might find helpful, like links to; self-help booklets and organisations that offer help on issues that you or someone close to you might be struggling with. <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 student services to see the counsellor, we are there to help you.

Emergencies will be seen on the day.

The counsellor is available Monday to Friday, 9am-5pm. To make an appointment please:

- Drop over to the Student Services Reception
- Tel: Student Services on 074 91 86855
- Email: [counselling@lyit.ie](mailto: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.

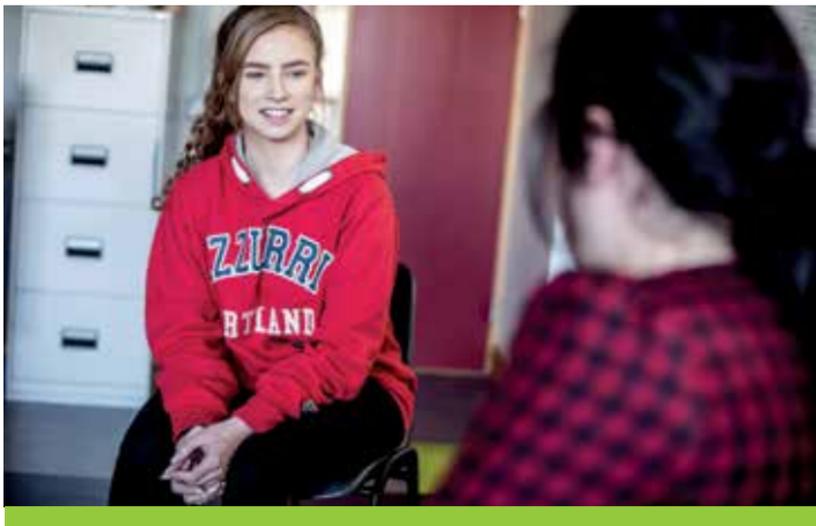
## Common Problems

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
- Self-injury
- Unplanned pregnancy
- 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 methods offered by SCS is contact by telephone.



# Health Service



**Hannah Glackin**  
**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 are 9.30am to 5pm Monday to Thursday and 9.30am to 1pm Friday. Closed for lunch 1pm to 2pm 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 Ballyrairie Park Health Centre by appointment. They have agreed a reduced consultation fee of €25 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 Ballyrairie 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 Ballyrairie Park Health Centre at 074 91 29393 for the doctor on call.

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/>



# Cártaí Leighis

## Medical Cards

Murar chláraigh tú go fóill le dochtúir teaghlaigh i Leitir Ceanainn ach go mbeidh tú i do chónaí i gceantar Leitir Ceanainn ar feadh níos mó ná trí mhí, bfhéidir 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 ríomhphost agus moltar glao a chur ar 074 91 86850/86855 faoi choinne gach iarratas.

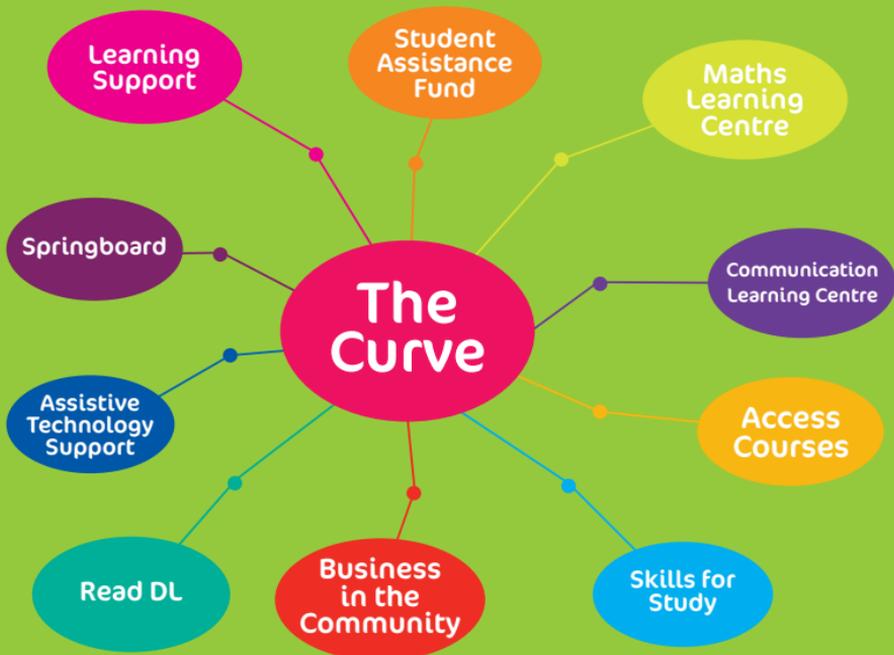
If you are not already registered with a GP in Letterkenny but will be resident in the Letterkenny area for more than 3 months, you may wish to register with a local GP, so that you will be able to continue to use your Medical Card locally. You will need to complete a Change of Doctor Form, giving details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

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.



# 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](mailto: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/School 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 an up to date Psychological Assessment is 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](mailto: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 student notice boards. If you think you may qualify, you must complete an application form and have an interview with the Co-ordinator of Access and Lifelong Learning, the Chaplain and the Student Welfare Officer to determine your eligibility. Qualifying students will be required to provide proof of expenditure.

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



### 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 Joe English at [joe.english@lyit.ie](mailto:joe.english@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 [karen.quinn@lyit.ie](mailto:karen.quinn@lyit.ie) or call up to Room 3456.

and learning support in Maths and Communications where appropriate.

For more details visit [www.lyit.ie](http://www.lyit.ie) or call Brian McGonagle direct on (074) 91 86170.

# Chaplaincy Services

The Chaplains welcome 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 Chaplains are 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, a place of silence amidst the noise and bustle of college life. It is open to all students and staff. A daily Mass is celebrated at 10.30am. Bible Reading and Prayer takes place most Thursdays at 1pm. All staff and students are welcome. *The Roman Catholic Chaplain is full time and is available on campus every day.*

## Religious Services:



Fr. Liam Boyle

### Roman Catholic

#### Fr. Liam Boyle, College Chaplain

Mount Carmel, Drumkeen,  
Co. Donegal.

Tel: 074 91 86830

Email: [liam.boyle@lyit.ie](mailto:liam.boyle@lyit.ie)

### St Eunan's Cathedral

Sentry Hill Rd., Letterkenny,  
Co. Donegal

Tel: 074 91 21021

Saturday (Vigil) 7.30pm

Sunday 8am, 10am, 12 noon,  
6.30pm

Also, 11am (Polish) monthly (phone  
to confirm)

### Church of Irish Martyrs

Gortlee Rd., Ballyraine,  
Letterkenny, Co. Donegal

Tel: 074 91 27600

Saturday (Vigil) 6.30pm

Sunday 9.30am, 11.30am



Rev. Canon Harry  
Gilmore



Rev. Andrew Watson

### Church of Ireland

#### Rev. Canon Harry Gilmore

Tel: 074 91 51013

Email: [harry.gilmore@lyit.ie](mailto:harry.gilmore@lyit.ie)

Sunday Service 8am, 10.30am

Wednesday Eucharist 10.30am

### Presbyterian Church

#### Rev. Andrew Watson

The Manse,  
Dunfanaghy,  
Co. Donegal.

Email: [andrew.watson@lyit.ie](mailto:andrew.watson@lyit.ie)

Mobile: 0044 7863 288937

Sunday Service 11.30am,  
Main Street, Letterkenny, Co.  
Donegal.

### Letterkenny Baptist Church

#### Pastor Stephen Wilson

73 Port Road,  
Letterkenny,  
Co. Donegal.

Tel: 074 91 22789

Mobile: 00 44 7955 085264

[www.](http://www.letterkennybaptistchurch.com)

[letterkennybaptistchurch.com](http://letterkennybaptistchurch.com)

Sunday Service, 11am

Weekday Housegroups (phone  
to confirm)

# 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 40 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](mailto:erasmus@lyit.ie)

### What 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**

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)

Email: [international@lyit.ie](mailto:international@lyit.ie)

Online non eu applications link:

[noneuapply.lyit.ie](https://noneuapply.lyit.ie)

Tel: 00 353 (0) 74 91 86068

Mobile: 00 353 (0) 87 9669196

### What services we offer:

- 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.
- Assisting Non EU students through the application process (programme choices, accommodation, visa information).



# 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](mailto: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 School.

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



# Rannóg na nDeontas

## Grants Department

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 for lunch 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.studentfinance.ie](http://www.studentfinance.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 online at [www.lyit.ie](http://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.studentfinance.ie](http://www.studentfinance.ie), if it is a new application. We strongly recommend that you apply as early as possible.

# Examinations

The semester exams take place in January and May of each year, with repeat exams in August. 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 continuous assessment are emailed to your student account.
- 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.

### 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.
- Providing access to students to view their final exam results via the web.
- Processing the outcomes from Rechecks, Reviews and Appeals which must be receipted within 5 working days from the date of results being made available.
- 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: **claire.mcloone@lyit.ie** or 074 91 86124.

### 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.

## 1. Regulations

- Learners must familiarise themselves with the following Institute documents:
  - the regulations and procedures set out here,
  - the Learner Charter,
  - the relevant Learner Information Pack,
  - Rechecks, Reviews and Appeals Procedures,
  - current Marks and Standards document.
- In particular, candidates must be familiar with any relevant
  - assessment schedule for the particular programme,
  - penalties for work submitted late,
  - procedures for seeking a continuous assessment deadline extension,
  - assessment criteria used to mark submitted work,
  - guidelines for referencing.
- 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 School (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 School (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 school 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 School 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 school 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 school 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.



### 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 examinations 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.

### 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.

### Conferring of Awards

Graduation normally takes place at the end of October each year. We will send you an invitation 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 registered post in the week following the ceremony.



# Eolas Ginéarálta General Information



# Córas Iompair Transport



# Córas Iompair

## Ag Taisteal go Leitir Ceanainn/thart ar Leitir Ceanainn

Tá freastal mhaith córais iompair ar Leitir Ceanainn. Glacann anturas ó Bhaile Átha Cliath, BaileÁtha Luain nó Gaillimh tuairim is 4 uair a chloig. Cuireann roinntcomhlachtaí bus seirbhísí laethúla ar fáil as/go dtí Leitir Ceanainn. Gominic, cuireann siad seirbhísí breise ar fáil ag an deireadh seachtaine, agamanna atá curtha in oiriúint do mhicléinn agus do dhaoine a thaistílíon go seachtainiúil. Tá Ceannáras Bus Éireann agus an pointe leagansíos d'fhormhór na gcomhlachtaíbus príobháideacha thart fá siúl 5 nóiméad ón champas.

## Tacsaithe

Tá seirbhís tacsáí ar fáil ag Cearnógán Bhaile ar an Phríomhshráid. Arndóigh, is féidir leat glao a chur artacsáí le theacht faoi do choinne fosta. Seo a leanas cuid de na huimhreachatacsaithe do Leitir Ceanainn:

<b>Letterkenny Cabs</b>	1800 272000 074 91 27000
<b>Swilly Cabs</b>	1800 216666 074 91 21666
<b>High Road Cabs</b>	074 91 27400
<b>A Cabs</b>	074 91 22272

Bíonn iomlán na seirbhísí tacsáí ag feidhmiú go mall san oíche, ruda fhóireann dóibh siúd ag fágáildioscónna, clubanna oíche &rl.



## Baile Átha Cliath go LeitirCeanainn

Cuireann Bus Éireann agus BusMcGinley seirbhís laethúil ar fáil arfeadh an slí seo. Ag am priontála bhian táille fillte do mhic léinn ar an slíseo mar a leanas: Bus Éireann - €26.50ticéad fillte agus Bus McGinley - €26ticéad fillet.

## Gaillimh go Leitir Ceanainn

Tá seirbhís laethúla a gcur ar fáil agBus Éireann agus ag Feda Ó Dónaill.Cuireann roinnt comhlachtaí buspriobháideacha ó bhailte eile saniarthar (m.sh. Cathair na Mart,Caisleán an Bharraigh, Béal an Átha)a gcuid sceideal in oiriúint chun gombeifear in ann ceangal a dhéanamhleis na busanna ar feadh an slí seo.Bus Éireann - €27 ticéad fillte agusBus Feda - €30 ticéad fillte.



# Transport

## Getting to and around Letterkenny

Letterkenny is well served by road transport. Driving time from Dublin, Athlone or Galway is approximately 4 hours. Several bus companies operate daily services to/from Letterkenny. Often they provide extra services at weekends and the schedules are designed to facilitate students and workers who commute weekly. The Bus Éireann Depot and the drop-off point for most of the private bus companies are about 5 minutes walk from the campus.

## Taxis

Taxi service is available from the Main Street at the Town Square. Obviously, you can also phone for a taxi to come and pick you up. The following are some taxi numbers for Letterkenny:

<b>Letterkenny Cabs</b>	1800 272000 074 91 27000
<b>Swilly Cabs</b>	1800 216666 074 91 21666
<b>High Road Cabs</b>	074 91 27400
<b>A Cabs</b>	074 91 22272

All taxi services run late schedules, which suit those leaving discos, nightclubs, etc.

## Dublin to Letterkenny

Bus Éireann and McGinley's Bus operate along this route. At the time of printing (August 2020) the return fare for students on this route was as follows: Bus Éireann - €26.50 return and McGinley's - €26 return.

## Galway to Letterkenny

Bus Éireann and Feda O'Donnell operate daily services. Some private bus companies from other towns in the west (e.g. Westport, Castlebar, Ballina) arrange their schedules to link up with buses operating along this route. Bus Éireann - €27 return and Feda O'Donnell - €30 return.



# Accommodation Service

The main accommodation types provided in town are apartments and house shares. These are provided by a private arrangement with landlords and comprise of fully furnished living area, kitchen, bathroom and bedrooms. A limited number of 'digs', where a room, breakfast and evening meal are provided in a family home, are also available as an alternative.



### We offer the following service

- The Student Union compiles and updates a list of accommodation each year.
- This list is generally available from the Welfare Officer in the Student Union Office from mid-August. Tel: (074) 91 86826.
- A copy is automatically sent to all those who are being offered a place via the CAO. After you receive your accommodation list you are advised to check here first, before making any commitment to the taking of an accommodation.
- Booking accommodation from landlords not included on our list may prove problematic as we are not in a position to assist or negotiate on your behalf if a difficult situation arises in the course of an academic year.
- We provide an approximate guide to prices of rental of accommodation in Letterkenny. The rates below are sample weekly rates from 2020. They are given as a rough guideline only:

- 5-day lodgings: €100 (arrive Sunday evening-depart Friday midday)
- Sharing Flat/House: €65- €80 (utilities extra)
- Apartment: €80-€85 (utilities extra)

Please Note: Our advice is to shop around

### How to contact us and where to find us

The service is available at the Student Union Office, located upstairs in the Multi-Purpose Centre at the Institute. The office is open from 9.30am-5pm, Monday-Thursday and 9.30am-1pm on Fridays. The Student Union Welfare Officer deals with the accommodation service.

### What you can expect from us

- A comprehensive guide to the accommodation available for students in Letterkenny.
- Advance examinations by the Student Union Officers are carried out on all of the new accommodation sites made available to us.
- Assistance by phone or in person on accommodation queries.

- Up-to-date advice on your rights as a tenant and the appropriate amount of deposit to be paid in advance to your landlord.

### What we expect from you

- Above all else we expect students to behave with responsibility in the rented accommodation and as part of the community.
- That all payments are made to your respective landlords with the same regularity that has been agreed by both parties.
- That the accommodation is maintained to a satisfactory level.
- That problems regarding accommodation are referred to the landlord firstly and subsequently, to the Student Union Officers in the event of any difficulties.

### A note on deposits

The payment of a deposit tends to be standard practice in getting a place to stay. Normally you are expected to pay the price of one month's rent as a deposit. This is returnable at the end of your stay, providing you have paid all of your

bills (electricity, heating etc.) and left the house clean and tidy.

### Accepting the accommodation - the next step

If you are satisfied with the accommodation, remember to do the following:

1. Get a signed copy of your tenancy agreement from your new landlord
2. Compile a list of all inventory in the house, remember to include any damage existing prior to your occupancy
3. Get a rent book, keep a signed record of each payment of rent
4. Make sure your landlord is registered with the Residencies Tenancies Board (RTB)

### Notice to Quit

All tenants have the right to 4 weeks notice to quit before any action on the part of the landlord/lady to evict can commence, (except in the case where your tenancy agreement has expired, in this case no notice is necessary).

## Personal Information and supplying this type of information

When seeking accommodation, please be conscious of accommodation providers seeking personal information, such as student numbers, CAO numbers and PPS numbers. Students are not recommended to supply this type of information. It is illegal in many circumstances to request details of a person's PPS number. Students can check whether a particular organisation, person or agent is entitled to request or use your PPS Number by contacting Client Identity Services in the Department of Social Protection by phone at 1890 927 999 or (071) 96 72616.

## Leaving before the tenancy expires

The preferred approach to renting accommodation is based on you being satisfied with what you have examined and being prepared to stay there for the agreed term. Leaving before the agreed term expires causes difficulties. In many instances these difficulties cannot be reconciled and either or both parties of the agreement will feel aggrieved.

Should you decide to leave before the tenancy expires and have made a lease agreement, you are not entitled to your deposit back. You have made an agreement to pay rent for the duration of the lease and you may be forced to honour this agreement, irrespective of having moved out.

Should you decide to leave before the tenancy expires, and have not made a lease agreement, it is your duty to provide a four-week notice in writing to the landlord for your entitlement of refund of deposit.

The decision to leave accommodation before the tenancy period has expired is not a recommended process for this reason.

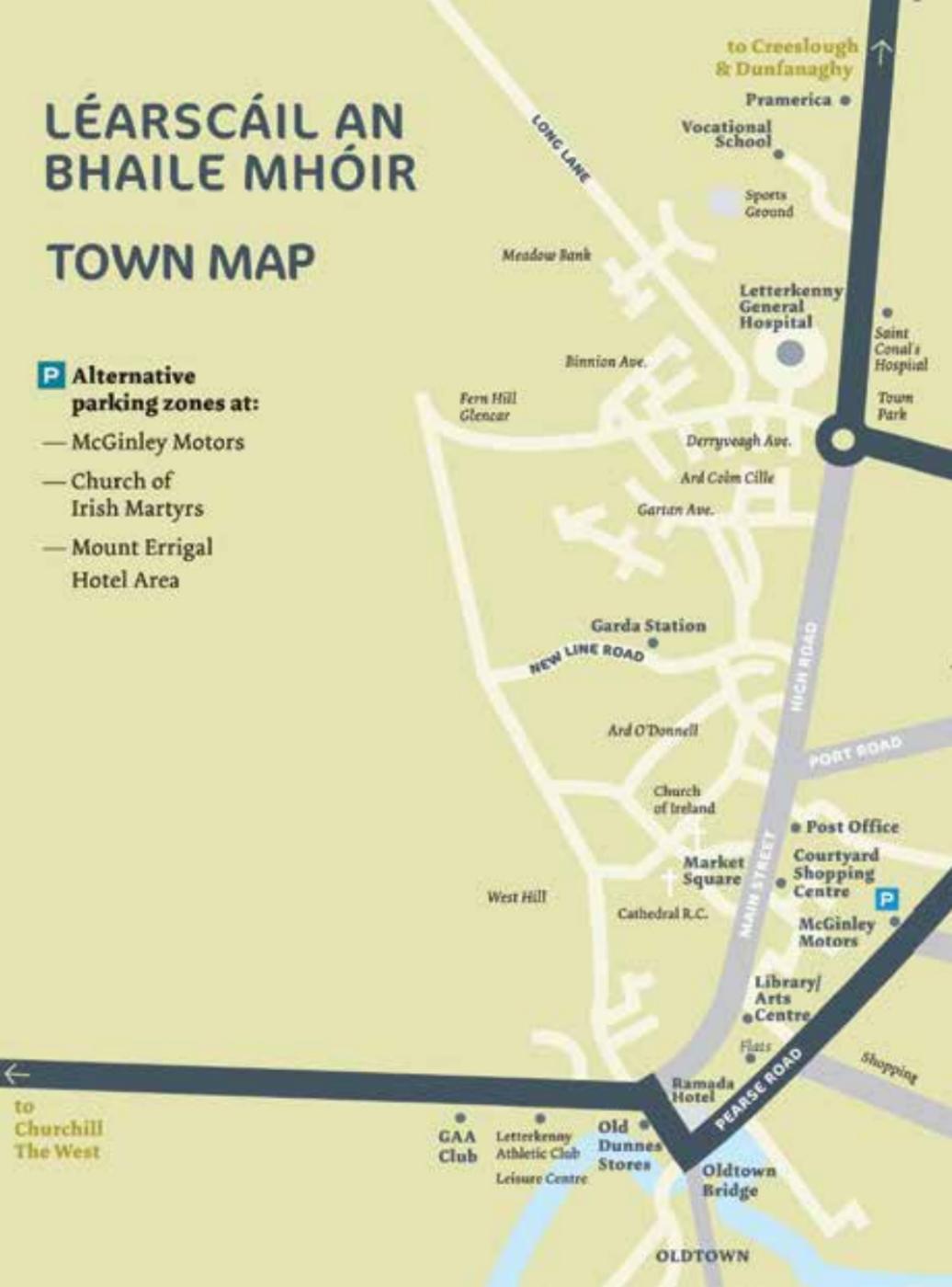


# LÉARSCÁIL AN BHAILE MHÓIR

## TOWN MAP

**P** Alternative parking zones at:

- McGinley Motors
- Church of Irish Martyrs
- Mount Errigal Hotel Area



to Creeslough & Dunfanaghy

Pramerica

Vocational School

Sports Ground

Meadow Bank

Letterkenny General Hospital

Saint Conal's Hospital

Town Park

Binnion Ave.

Fern Hill Glencar

Derrysveagh Ave.

Ard Ceim Cille

Garraun Ave.

Garda Station

NEW LINE ROAD

Ard O'Donnell

Church of Ireland

Market Square

West Hill

Cathedral R.C.

Post Office

Courtyard Shopping Centre

McGinley Motors

Library/Arts Centre

Flats

Ramada Hotel

Old Dunnes Stores

Oldtown Bridge

OLDTOWN

LONG LANE

NICH ROAD

PORT ROAD

MAIN STREET

PEARSE ROAD

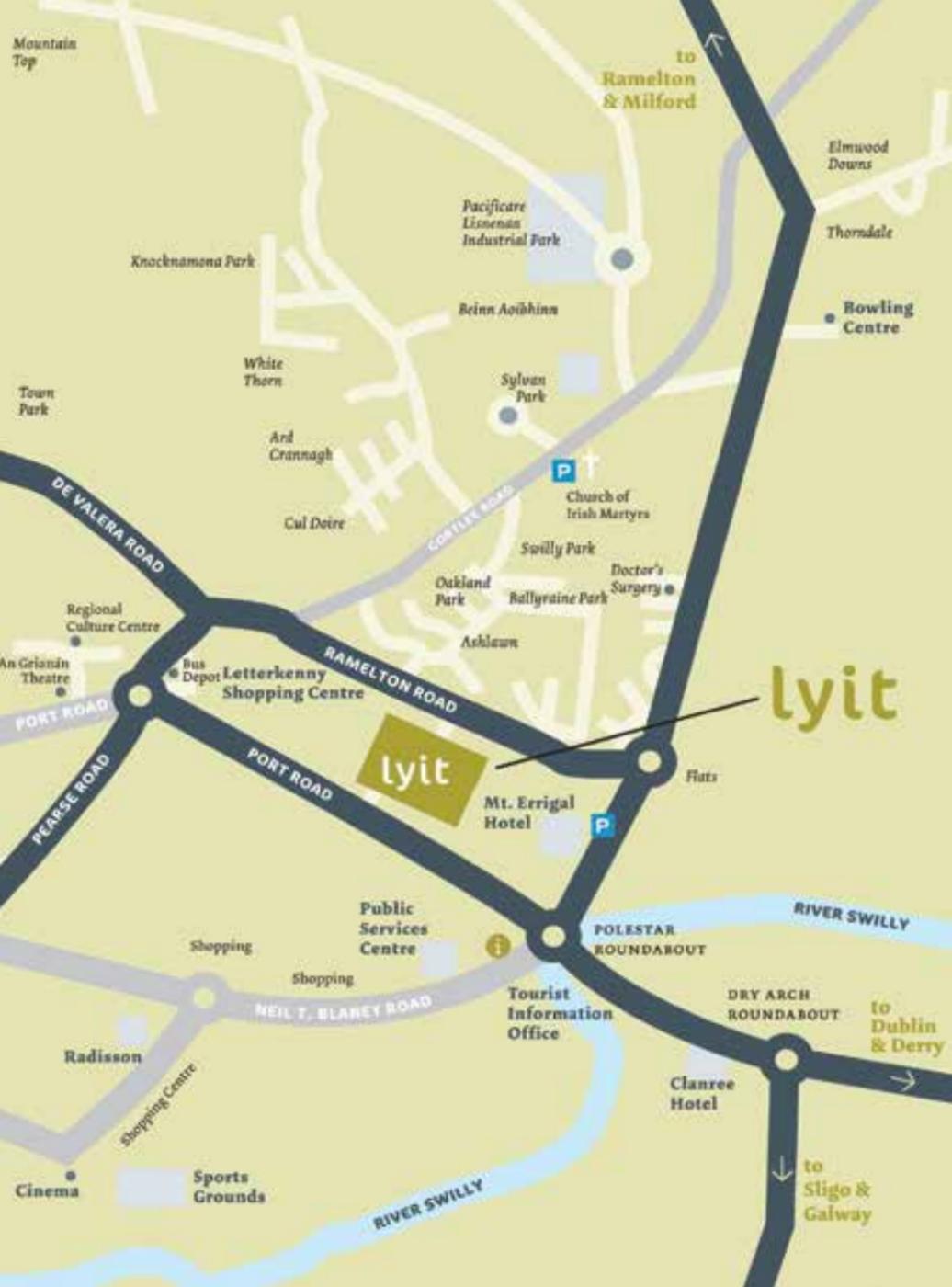
Shopping

to Churchill The West

GAA Club

Letterkenny Athletic Club Leisure Centre





Mountain Top

to  
Ramelton  
& Milford

Elmwood  
Downs

Thornale

Bowling  
Centre

Knocknamona Park

Pacificare  
Liskenan  
Industrial Park

Beinn Aoiáhhin

White  
Thorn

Sylvan  
Park

Town  
Park

Ard  
Crannagh

P

Church of  
Irish Martyrs

Cul Doire

Swilly Park

DE VALERA ROAD

CORTLETT ROAD

Oakland  
Park

Ballyraine Park

Doctor's  
Surgery

Regional  
Culture Centre  
An Griannán  
Theatre

Bus Depot  
Letterkenny  
Shopping Centre

RAMELTON ROAD

lyit

lyit

Flats

Mt. Errigal  
Hotel

P

PORT ROAD

PORT ROAD

Public  
Services  
Centre

POLESTAR  
ROUNDABOT

RIVER SWILLY

Shopping

Shopping

Tourist  
Information  
Office

DRY ARCH  
ROUNDABOT

to  
Dublin  
& Derry

Radisson

Shopping Centre

Clanree  
Hotel

to  
Sligo &  
Galway

Cinema

Sports  
Grounds

RIVER SWILLY

# An Institiúid The Institute



Paul Hannigan - President



Billy Bennett - VP for Academic  
Affairs and Registrar





Dr. Ciarán Ó hAnnracháin  
Head of School of Tourism



Dr. Gertrude Taggart  
Head of School of Science



Denis McFadden  
Head of School of  
Engineering



Michael Margey  
Head of School of  
Business



Henry McGarvey  
VP for Finance and  
Corporate Services



John Andy Bonar  
VP for Research, Equality  
and External Affairs

# Eolas Ginéarálta

## General Information

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 athbheithniú rialta agus tugtar isteach cúrsaí úrnua i ndiaidh dianphróisis ceadúcháin. I mí Dheireadh Fómhair na bliana 2004, thug Comhairle na nDámhachtainí Ardoideachais agus Oiliúna (HETAC) údarás tarmligthe dúinn chun ár gcuid dámhachtainí féin a bhronnadh. Is ionann é seo agus aitheantas go bhfuil cruinneas agus fairfeacht ag baint lenár gcuid próiseas do dhearbhu caighdeán.

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

## Student Life

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, toghtar 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 gcumainn Aontas na Mac Léinn agus iad féin a dhéanamh eolach ar a bhunreacht 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 leabharlaine 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 bhail 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-íompróidh 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.

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 continuing education 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 continuing education 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 Student Union

The Student 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 sabbatical officers. These are:



Mary Hernandez – Student Union  
President



Adam O'Flaherty – Student Union  
Education/Communications  
Officer



Peter Lynch – Student Union  
Welfare/Equality Officer

The Student Union telephone number is 074 91 86820.

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

### Student Union Funding

The Student Union has the following source of funding available to them:

**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
- Medical Service
- Insurance of students for all college activities
- v Support of student services offered via the Student Union

This funding is administered with the help of college personnel.



# Welfare Service

## We offer the following services:

The Student Union deals with Crèche Subsidy payments for eligible student parents. This subsidy, subject to qualifying conditions, is offered on a regular basis towards the cost of childcare for unsupported parents in full-time third level education in this Institute. This is not a guaranteed entitlement and is reviewed on a year-to-year basis by the Student Union and is paid subject to the availability of funding.



### How to contact us and where to find us

The service is available from the Student Union office, located upstairs in the An Dánlann building of the Institute. The office is open from 9.30am-5pm, Monday-Thursday and 9.30am-1pm Friday. The Student Union Welfare Officer deals with this service and can be contacted on 074 91 86826.

### What you can expect from us

Each application for funding will be considered individually. You will be notified of the outcome as soon as your completed application has been assessed by the Student Welfare Officer. The Welfare Officer may consult with other members of the Student Union before advising of the final outcome. To be eligible for this payment, the applicant must satisfy all relevant criteria set out by the Student Union. It is important to note that this payment is not a statutory payment. This payment is only available to parents with children aged 6 years or under and the payment is made directly to the registered childcare or crèche providers. The payment is not made to the individual applicant.

Once assessed, the Welfare Officer will, on a monthly basis, check attendance records of the student at class, as non-attendance at lectures will result in the payment being withdrawn. Applicants will need the following information when making an application for Crèche Subsidy:

1. A copy of the child's/children's birth certificate.
2. A copy of your current registered student card.
3. A verifying statement from the registered childcare/crèche provider that confirms the child(ren) is in attendance at their facility.
4. P60 and P21 details of applicants partner/spouse (where applicable).
5. A copy of the social welfare statement verifying the qualifying payment of applicant and partner/spouse.
6. Any additional information that the Student Union deems necessary to process the application.

(These details will be retained on file for the duration of the academic year in accordance with Data Protection Legislation).

### What we expect from you

1. To sign a fortnightly attendance register, on time, at the Student Union information desk.
2. To provide all relevant documents as described above.
3. To attend lectures, as the payment will cease, if the applicant is not attending.
4. That the child(ren) are in full-time residence with the applicant.
5. To satisfy all qualifying criteria in order for payments to be processed.



# Clubs and Societies

The Student Union office co-ordinates the creation and development of all clubs and societies within the Institute. The Student Union is an affiliate member of the Board of Irish College Societies (BICS) and LYIT participates in the national awards programme offered by BICS. In addition to this, we at LYIT welcome volunteer and civic, community led initiatives.



## We offer the following service

- The opportunity for students to lead a club or society within the Institute.
- Provide information through the 'Clubs and Societies Information Pack' on the setting up, registration and funding of clubs.
- A clubs and societies information day takes place at the start of each semester to provide clubs and societies with advice and guidance on the setting up of a new club or re-establishing an existing club.
- We provide funding for clubs, which is conditional upon the successful registration of the club. This is formally recorded by the Clubs and Societies Registration Committee (CSRC).
- All clubs and societies that are successfully registered will be funded by the Clubs and Societies Finance Committee (CSFC).
- All clubs and societies must comply with the guidelines for clubs and societies set out in the application packs provided to club leaders at the time of

registration. Failure to comply with these guidelines may result in the de-registration of a club/society.

- A transport booking service for all club outings, through our approved register of transport operators (no other transportation operator can be used other than the tendered provider), is available during the academic year. **All bookings must be made at least two weeks in advance of the proposed outing.**
- The Clubs and Societies website <http://www.lyitsu.ie/clubsandsocs/> is a great information tool for students interested in learning more about LYIT societies.

How to contact us and where to find us

The service is available at the Student Union Office, located upstairs in the An Dánlann at the Institute. The office is open from 9.30am-5pm, Monday-Thursday, Friday 9am-1pm. The Student Union Administrator deals with this service on (074) 91 86823.

### What you can expect from us

- Notification of the Clubs and Societies Registration Day
- The provision of Clubs and Societies Information Packs
- Advice on the completion of application forms for “registration”
- The allocation of funding to registered clubs
- Ongoing advice on the management of your club activities
- The provision of a timely transport booking service.

### What we expect from you

- That each club submits all necessary documents before a specified deadline
- That club leaders act in a responsible manner
- That all clubs communicate with the Student Union on a regular basis and provide news articles
- That clubs and societies follow the guidelines set out in the application pack, given to club leaders at the beginning of each academic year.



Josephine Wilson – Student Union Administrator

# Sporting Facilities

Our playing facilities include a large sports hall, a regulation size floodlit soccer pitch and a fitness suite. The facilities are available to all students and cater for all abilities - from those interested in recreation and keeping fit to those involved in the institute's competitive sporting teams. There is an active and vibrant club culture.





Paddy Gallagher – Sports Officer

LYIT clubs, both recreational and competitive, offer students the opportunity to get involved in a wide range of sporting disciplines. The competitive clubs are affiliated to the various higher education and university competitions throughout the sporting calendar. A range of the existing clubs are listed below:

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

Individual participation in a number of other sports such as Athletics and Boxing is encouraged and supported.

We also collaborate with other local sports facilities which include the Aura Leisure Centre, Letterkenny Community Centre with 4G astro pitches and St Eunan's GAA Club.

Fitness classes and courses are listed overleaf.



# The Sports Centre An Danlánn

## Facilities

Large sports hall with seating for 350, climbing wall, handball wall, modern fitness suite, prunty grass pitch, changing facilities and café.



Helen Kennedy – Sports Centre  
Manager

t: 074 9186800 / 9186868

e: [sportcentre@lyit.ie](mailto:sportcentre@lyit.ie)

 [www.facebook.com/lyitsportscentre](https://www.facebook.com/lyitsportscentre)

 @LytSports

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 +  
(during term time only)

\*Please see our Covid19 Protocols on the Lyit Sport Centre Webpage  
before you visit\*

## Facilities

Large sports hall with seating for 350, climbing wall, handball wall, modern fitness suite, prunty grass pitch, changing facilities and café.

## The 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
- Exercise classes i.e. spin fit, body conditioning, gym circuits
- Inter-departmental activity between students
- Student clubs provision and promotion
- All Ireland National League Basketball games
- Donegal GAA development programme
- Sports development
- Community use – for sports and social activities
- Children's activity including summer camps and parties
- National and local cultural, sports events and conferences



## Recreation Programme

Classes on offer include the following and are open to everybody:

- Spin Fit (mornings, lunchtimes & evenings)
- Body Conditioning (Mon & Wed lunchtimes)
- Abs Blast
- Circuits
- Boot Camp morning fitness classes
- Kettlebells (toning and resistance)
- Pilates
- Frisbee
- Student 5-a-side soccer league
- Badminton 'get together'
- Basketball 'get together'
- Volleyball 'get together'

## 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.

t: 074 9186800 / 9186868

f [www.facebook.com/lyit.sportscentre](https://www.facebook.com/lyit.sportscentre)

t [www.twitter.com/sportscentre](https://www.twitter.com/sportscentre)

e: [sportcentre@lyit.ie](mailto:sportcentre@lyit.ie) / [roseanmccginley@lyit.ie](mailto:roseanmccginley@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.
- High standards and quality regarding hygiene and maintenance of facilities & services.
- Exercise classes and advice on fitness, exercise, sport and competition.
- Provision of happy and healthy exercise opportunities.
- 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.

- Get involved in clubs, recreation and exercise groups.
- Respect team mates, opposition players and all who use the Sports Centre.
- Respect the facilities provided.
- Feedback, by email or social media, regarding facilities, programmes and staff is welcome.
- Your student ID card must be shown and swiped at reception on each and every visit.
- We endeavour to cater for all interests and clubs by ensuring the hall is made available in a fair and equitable way for training and recreation.
- The hall is unavailable for sport during college events such as the Conferring of Awards each October, the Careers Fair, exams and others.

### Please be aware

- Before using the fitness suite an induction must be done with a member of the sports staff. Inductions can be booked at reception or by email and take place at various times daily.

### How you can help 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 via facebook, twitter, email or chat. Use your Sports Centre - healthy body, healthy mind.



# The Campus

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 are available on request from the administrative staff at main reception – for further information please refer to locker procedures on Page 87.

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 on Page 86.

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](mailto: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

There are a large number of lockers available for rental to students. These are allocated on a first-come-first-served basis for a period of one academic year from 1 September to 20 June.

Locker allocation is administered by the Estates Office and may be booked through the administrative staff at main reception.

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

- No food or beverages may be stored in lockers.
- No dangerous or illegal items may be stored in lockers.
- Lockers are to be used for related course items and items of apparel only.
- The Institute reserves the right to open without prior consultation, any of the lockers whether rented to students or vacant, in the case of security checks by the Institute, the Fire Services or the Gardai.

- Locker rental is for one academic year only and locker content must be removed and locker key returned to the Estates Office by the end of rental term, i.e. by 20 June each year.
- Locker content must be removed at the end of the rental term i.e. by 20 June each year. The Institute reserves the right to empty locker contents after this date in preparation for rental of the locker at the beginning of the next academic year.
- The Institute accepts no responsibility for loss or damage to property stored in lockers rented by students.



# 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 Bus Service
- Use Local Bus Service
- Car Share with others – <https://carsharenw.liftshare.com>
- Use off-campus overflow car parks
- Cycle
- Walk



Bus set down areas are available on both sides of the Port Road to facilitate use of public transport and there are 76 bicycle parking spaces on campus.

Parking for LYIT staff, students and visitors is available on campus at Port Road Letterkenny on both the North and South sides of campus.

### Car parking Spaces:

- North Campus - 540 spaces
- South Campus - 224 spaces

The car park on the South campus opens Monday to Friday from 8am to 10pm during term time. It is locked overnight, at weekends and at all times outside term time. There is a weight restriction of 2.5 tonnes and a height restriction of 2.05m applicable to all vehicles entering this car park.

Two signalised pedestrian crossing points are provided to ensure pedestrians crossing the Port Road can do so safely. These points are integrated into a fully signalised traffic junction which also controls traffic travelling along the Port Road and traffic entering and leaving the LYIT North and South campuses.

Pedestrians should exercise caution when crossing the

road and should always use the pedestrian crossings provided. Crossing at any points other than the two pedestrian crossings, is not permitted as it could lead to a serious accident.

### Off-campus car parking

When LYIT car parks are full, motorists are requested to use the following off-campus car parks:

- Mount Errigal Hotel: located on the Ramelton Road opposite the Mt. Errigal Hotel adjacent to TFS premises. The spaces are unmarked but the area should accommodate a minimum of fifty cars.
- Church of the Irish Martyrs: located on the Gortlee Road, there are 63 designated spaces for LYIT's use.
- McGinley Motors: a multi-storey car park accessible from close to the courthouse on Justice Walsh Road or opposite the entrance to Letterkenny Community Centre on Pearse Road. It has 600 spaces for LYIT's use and opens from 6.45am to 7pm. Please note that car park charges apply.

Under no circumstances should motorists park in local residential or commercial areas as parking

in such areas is unwelcome, inconsiderate and can increase road safety hazards. Likewise, motorists must not park on the cycle lanes at Ramelton Road and other areas.

### Traffic Flow

Traffic flow restriction barriers are located between the main building and CoLab to restrict traffic flow from North to South side of the campus only. The barriers prevent traffic flow in the opposite direction from South to North side



of campus. The flow restriction does not apply after 4pm each evening when the traffic barriers at the visitor's car park are raised to enable vehicles to exit via the Ramelton Road exit.

A speed limit of 10km/hr is applicable in all car parks and internal roadways.

### Clamping

Clamping is in operation on campus. Clamping may occur if a car is:

- causing obstruction of emergency exits, fire-fighting equipment, access routes, properly parked cars, carriageways
- on yellow hatched areas or on double yellow lines
- in places set aside for the disabled where unwarranted, i.e., where a valid registered 'blue badge' is not displayed or where prior arrangements have not been made with LYIT Estates Office in the case of temporary physical impairments
- on grassed or planted areas
- on, or partially on, footpaths or marked pedestrian walkways

- in any area cordoned off by traffic cones or other means
- parked on campus by someone not on LYIT business.

The release of clamps will involve the payment of a release fee of €65 to a private firm contracted as clamping operators for LYIT. Contact details for clamp release will be provided on the clamping notification attached to your vehicle.

## Towing

LYIT reserves the right to tow cars off site where they are found to be seriously obstructing traffic flow, blocking emergency exits or parked in the traffic turning lanes approaching the traffic signals at the car park entry/exit points.

A fee of €100 will be payable to the external towing company in order to recover the car on the day it is towed away or the day immediately afterwards.

Recovery costs increase by €10 per day for collection on the 3rd or subsequent days after towing.

Contact details for towing service are available from Security personnel and from main reception.

Students are advised to familiarise themselves with further details related to parking and clamping procedures on the LYIT website <http://www.lyit.ie/aboutus/location/parking/>

It is important to note that security personnel charged with the management of traffic in the car parks, as well as those charged with the task of carrying out the clamping, have a very difficult task. Any abusive behaviour directed at them may be the subject of disciplinary action.

**The college reserves the right to tow away cars causing obstruction to emergency or other vehicle access.**



# Safety in the College

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 School. Further detail on Health and Safety matters are contained in LYIT Institute Safety Statements for your School and LYIT Procedures. These documents are accessed on the Institutes Health & Safety intranet link: <https://intranet.lyit.ie/HealthSafety.aspx>



## First Aid & Defibrillators

First aid and defibrillators are available on each campus. In addition, 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.

### What is a Defibrillator?

Defibrillators - technically known as "Automatic External Defibrillator" (AED) - are used to

administer an electric shock to a person who is having a cardiac arrest. Defibrillators are designed to allow non-medical personnel to save lives.

## 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.

## Use of Defibrillator

### How does it work?

Two pads connected to the defibrillator are placed on the patient's chest. A computer inside the defibrillator analyses the patient's heart rhythm and determines if a shock is required to save the victim. If a shock is required, the defibrillator uses voice instructions to guide the user through saving the person's life.

### What training is involved?

The defibrillators are designed to be user friendly; however defibrillators must only be used by appropriately trained first aiders. Defibrillators require specialist training. Trained first aiders are available throughout each campus; they can be contacted by dialing ext. 6007 - Letterkenny Campus and ext. 6610 - Killybegs Campus. For Emergency Services dial 999 or 112.

## Defibtech AED or Defibrillator



## 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>

## Disabled Persons

Disabled persons should make contact with the Disability Officer located in the Curve to complete a Personal Emergency Evacuation Plan on starting at LYIT. This Personal Emergency Evacuation Plan or PEEP provides disabled persons with an individual plan on how to evacuate LYIT buildings safely in the event of an emergency evacuation.



## LYIT EVACUATION EQUIPMENT SCHEDULE

Letterkenilly	Building	Location	Evacuation Equipment
	Main Building	At Level 3 Stairwells – at Refuge Points 17, 18, 20, 21, 22, 23 & 24	Manual Evacuation Chairs
		Level 1 – Security Office DHD1	Wheelchair
	An Dárlann	Level 2 – Beside Lift & Gym	Manual Evacuation Chair
	CoLab	Lift A – Refuge Points 3 & 4 Lift B – Refuge Points 5, 6 & 7	Controlled Evacuation Lift* - Call 074-936600 For assistance and Refuge Call Point
		Level 2 – Refuge Point B Outside BDC250	Manual Evacuation Chair 
	Original Building	Level 2 – At Stair – OB218	Powered Evacuation Chair
		Level 2 – At Stair – OB215	Manual Evacuation Chair
		Level 2 – Corridor outside Stair – OB200	Manual Evacuation Chair
		Level 2 – G-Wing Stair Lobby – OB231	Manual Evacuation Chair
		Level 1 – Nurses Office – O9131	Wheelchair
		Level 2 – Mat B8201	Manual Evacuation Chair

\* Controlled evacuation lifts in the CoLab building are protected from the effects of a fire and may be operated by trained personnel during an emergency by calling 074-936600 or operating Refuge Call Point.

- The same basic emergency procedure applies to all campus buildings.
- During an evacuation, follow steps 1 to 4.
- Locate evacuation equipment in Letterkenilly IT buildings.
- Buildings with controlled evacuation lifts (i.e. lifts that can operate during an evacuation by trained personnel) call 074-936600 for assistance \*
- Report to nearest assembly point.
- Letterkenilly Refuge Point Call 074-936600 Killybegs Refuge Point Call 074-936608
- Disability Service 074-9366172



LYIT  
Lecturers  
Students  
IT Services

### Personal Emergency Evacuation Procedure

#### 1. Evacuate or move to refuge

- Fire alarm sounds – where possible follow evacuation plan
- Move to safe refuge area.
- trained chair operator plus assistants (as needed) placed to the safe refuge area.



Manual Evacuation Chair  
& Assistants  
& Assistants

#### 2. Assess & prepare

- Use communications device (a) or call emergency number Letterkenilly 074-936600 & Killybegs 074-936608, assess situation and respond accordingly
- First choice, stay where you are, ready to evacuate if needed
- Use Evacuation Lift in your building (where available).



#### 3. Respond & move

- If created
- move horizontally to another refuge area if safe to do so.
- Use Controlled Evacuation Lift if available \*



#### 4. Evacuate

- If still threatened – evacuate vertically and out of the building
- If threatened or uncertain at any point evacuate out of the building



Powered Evacuation Chair Manual Evacuation Chair

\* Controlled Evacuation Lift is a lift protected from the effects of a fire and may be operated during an emergency by trained personnel call 074-936600 for assistance.

Floor Plans, for your information, are located at prominent locations on walls throughout the Institute. The plans indicate:

- (a) Emergency Escape Routes
- (b) Location of fire alarm call points and fire fighting equipment
- (c) Disabled Refuge Points
- (d) Fire Assembly Points

Each plan indicates its own location by the words **"You are here"**.

It is important that students study these plans in the various areas of the building in which they find themselves. Students should be aware of the **nearest available** escape route at all times. Green and white signs indicating the direction of escape are also provided throughout the building.

The plans also indicate locations of fire alarm call points and fire fighting equipment. Students or others, should, if discovering a real fire, use the call point to raise the alarm for other building users. Fire fighting equipment, such as extinguishers must only be used by persons trained to do so e.g. staff.

Students are asked to report to Estates office if:

- > Fire extinguishers are missing or obstructed, or if the equipment appears damaged or out of order
- > Exit routes are found to be blocked

Students are reminded that it is a disciplinary offence to tamper with call points, fire fighting equipment or fire safety signs. They are provided to save life and should be respected as such.



## 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.

**Fire Assembly Points** are located in various designated points in the car parks/grounds of both Letterkenny and Killybegs campus. Please see table below.



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

## Fire Assembly points Killybegs Campus

### Assembly Point Location

Front Lower Car Park

### Example of Fire Assembly Point B



### Fire Drills

Regular **Fire and Emergency Evacuation Drills** will take place during term. The procedures used during drills will simulate real emergency procedures.

All students must participate fully in the drills by obeying staff instructions and leaving the building while adhering to physical distancing measures immediately after they hear a fire alarm sound **continuously**. The fire alarm bells sometimes ring with an **intermittent** tone. This is a signal to get ready to leave the building. This may be caused by a false alarm. If it is a genuine emergency, the bell sound will be a continuous ringing tone. This is a signal to leave the building calmly by the **nearest available** escape route and to make your way to the nearest

available fire assembly point. At the Fire Assembly Point you must report to the lecturers or other staff in charge and wait until the all clear is given to go back into the building. The 'all clear' signal will be given by a member of staff at the assembly point and the 'all clear' external siren will be sounded.

External doors are fitted with electromagnetic locks in the interests of security, preservation of heat within the buildings and preservation of the integrity of the escape related fittings. These locks release automatically when the fire alarm system is activated. The doors can then be opened by pushing the panic bar. In the event that the doors fail to open, or there is an evacuation for some reason other than fire, the electromagnetic locks may be released by activating the green emergency door release unit adjacent to the door and pushing the panic bar.



Example of Emergency Door Release Unit



Example of Emergency Exit

## Example of Emergency Exit & Emergency Door Release Unit

### Fire Instruction Notices

Fire Instruction Notices are posted throughout the building to remind you of what to do in the event of an emergency.

### Fire Prevention

Students have an important role to play in preventing the outbreak and spread of fire as follows:

- > All litter should be placed in the bins provided. It should never be allowed to accumulate or be placed behind radiators or other equipment.
- > School bags must never be stored in stairwells, corridors or lobbies. They are fuel to a fire and also cause trips and falls

Place all school bags in lockers provided.

- > Smoking which includes e-cigarettes is not permitted in any part of the building or grounds other than in the designated smoking areas where bins are provided for matches and cigarette ends.
- > Great care should be exercised when operating laboratory equipment involving gas, sparks or naked flame, e.g. welding equipment or bunsen burners. Laboratory rules for the use of such equipment must always be obeyed.
- > Drinks must never be taken into areas where computers are in use. Liquids getting into computer circuitry can cause shorting and result in fire.

- > Food and drinks should only be consumed in designated dining areas.
- > Equipment with visibly defective electrical wiring should never be used and should be brought to the attention of staff immediately.
- > Fire doors should never be wedged or propped open.
- > Parking of vehicles is not permitted in front of any exits from the college or blocking routes for the emergency services to gain access to the college. Please use designated parking areas only.

### 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 smokers 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.

### 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 school in their department or school. If in doubt contact your head of department for clarification on COVID-19 requirements for your department or School.

## Protection Against Getting COVID-19 - Physical Distancing



Physical distancing (or Social Distancing) is recommended to reduce the spread of infection. Current recommended distance to be maintained between people to minimise risk of transmission is 2 metres. Adhere to all physical distancing measures put in place on campus.

- Adhere to measures put in place by staff or your Head of Department to maintain physical distancing.
- Avoid physical contact with other students.
- No hand shaking policy.
- Adhere to designated campus circulation routes to ensure physical distancing in place e.g. one way in narrow corridors, two way marked (keep right), give way on stairs to other

persons already using them, use one way only entrances and exits as signposted or waymarked.

- Ensuring sufficient rest breaks to fresh air.
- Physical distancing also to be adhered to in communal areas at all times e.g. canteen area, toilets as per LYIT physical distancing measures.
- A 'Keep Right' system operates in all corridors. One-way systems will be developed where necessary as numbers on campus increase.
- On 'dead-end' corridors priority must be given to those already in the corridor.
- On stairs priority must be given to those already on the stairs.
- Only one person in the lift.
- No congregating in walkways or access routes.
- Occupancy limitations will be posted inside and outside toilets.
- These arrangements are subject to ongoing review and adaptation by LYIT.



Lift Use



Corridors



Stairs



Keep Right



## Protection Against Getting COVID-19 - Hand Hygiene



- Most effective is to wash hands regularly 20 seconds soap suds contact time and dry with paper towel.

## SOAP DISSOLVES COVID-19

- Dry hands well to avoid dermatitis. Put hand cream on your hands at night if drying effect.
- Avoid touching your face and eyes
- Use hand sanitiser, where soap and water are not available. 20 seconds contact time and dry to air.
- Remember at least 20 seconds soap / sanitiser contact time.

**You need to wash your hands before leaving home and on arrival on campus and at regular intervals throughout the day.**

**Coronavirus  
COVID-19**

Continuing  
**COVID-19**  
Public Health  
Advice

**If you have fever and/or cough you should stay at home regardless of your travel or contact history.**

If you have returned from an area that is subject to travel restrictions due to COVID-19 you should restrict your movements for 14 days. Check the list of affected areas on [www.dail.ie](http://www.dail.ie)

**All people are advised to:**

- **Follow** local instructions
- **Keep a distance** of 2m between you and other people
- **Disinfect** shared hands or make them safe as soon as possible

If you have symptoms visit [hse.ie](http://hse.ie) or phone HSE Line **1850 34 1850**

**How to Prevent**

**Stop**  
Stop coughing and sneezing into your hands or into the air. Use your elbow or a tissue.

**Distance**  
Stay at least 2 metres (6 feet) away from other people, especially if they show any signs of illness.

**Wash**  
Wash your hands with soap and water for at least 20 seconds.

**Cover**  
Cover your mouth and nose with a tissue or elbow when coughing or sneezing. Dispose of used tissues immediately.

**Avoid**  
Avoid touching your eyes, nose or mouth with unwashed hands.

**Clean**  
Clean frequently touched objects and surfaces.

**Symptoms**

- Fever (High Temperature)
- A Cough
- Shortness of Breath
- Sore Throat (Sore Throat)

**For Daily Updates Visit**  
[www.dail.ie](http://www.dail.ie) or the HSE website [www.hse.ie](http://www.hse.ie)

**HE**  **Public Health Service**

### When To Wash Your Hands:

- after coughing and sneezing,
- before and after eating,
- before and after preparing food,
- if in contact with someone who is displaying any COVID-19 symptoms,
- before and after being on public transport (if using it),
- before and after being in a crowd,
- when arriving and leaving the workplace/other sites,
- before having a cigarette or vaping,
- when hands are dirty,
- after toilet use.

Avoid touching your eyes, mouth, or nose.

Use facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).

Do not share objects that touch their mouth, for example, bottles or cups.

Use own pens for signing.

## HOW TO HANDWASH?

**WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB**

**⌚ Duration of the entire procedure: 40-60 seconds**



Wet hands with water.



Apply enough soap to cover all hand surfaces.



Rub hands palm to palm.



Right palm over left dorsum with interlaced fingers and vice versa.



Palm to palm with fingers interlaced.



Backs of fingers to opposing palm with fingers interlaced.



Rotational rubbing of left thumb clasped in right palm and vice versa.



Rotational rubbing, backside and forwards with clasped fingers of right hand in left palm and vice versa.



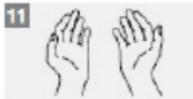
Rinse hands with water.



Dry hands thoroughly with a single use towel.



Use towel to turn off faucet.



Your hands are now safe.

## HOW TO HANDRUB?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

**⌚ Duration of the entire procedure: 20-30 seconds**



Apply a palmful of the product in a support hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlocked fingers and vice versa;



Palm to palm with fingers interlocked;



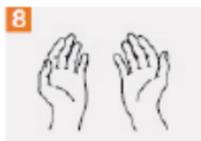
Backs of fingers to opposing palms with fingers interlocked.



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.

## Protection Against Getting COVID-19 - Respiratory Hygiene

- Cough / Sneeze into Elbow / Tissue
- Use Tissue Where Possible
- Dispose Tissue into bin immediately
- Immediately Wash hands



Protection Against Getting  
COVID-19 – Cleaning

Students must adhere to and follow any COVID-19 cleaning requirements as outlined by LYIT staff e.g. technical staff, lecturers, heads of department and heads of school in their department or school.

## Signs and Symptoms

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe and in some cases can be fatal.

**It can take up to 14 days for symptoms to appear. Symptoms vary but can include:**

- **Cough:** any kind of cough, usually dry but not always
- **Fever:** High Temperature over 38°C
- **Shortness of Breath or Breathing Difficulties**
- **Loss or change to your sense of smell or taste**
- **Flu like symptoms**

## Coronavirus COVID-19



Coronavirus  
COVID-19  
Public Health  
Advice

### Know the signs

-  High Temperature
-  Shortness of Breath
-  Breathing Difficulties
-  Cough

-  Wash
-  Cover
-  Avoid
-  Clean
-  Stop
-  Distance

If you have symptoms, self-isolate to protect others and phone your GP.

If you need to go to hospital as a result of getting coronavirus, prepare a single hospital bag. This should include your next of kin or emergency contact, a list of the medications you take (including dose and frequency), any information on your planned care appointments and things you would need for an overnight stay (pyjamas, toothbrush, medication etc.). If you have a care plan, please bring it with you. **Keep your EIRCODE near your phone in case you need to call 999 or 112 if you become very unwell.**

- **If you are feeling unwell** or displaying symptoms, **immediately self-isolate** and make phone contact with LYIT Health Service for medical advice on Tel: 074 91 86850 or Mobile: 087 205 2600.
- Some do not experience symptoms but may carry and spread the virus (**Asymptomatic**).

For the complete list of symptoms, please refer to the HSE website.

### What do if you feel unwell

If you feel unwell with cough, shortness of breath, fever or symptoms above, **self-isolate immediately and phone the LYIT Health Service first for medical advice**: Tel: 074 91 86850 or Mobile: 087 205 2600.

### How It Spreads

To combat COVID-19, we must understand how it is spread and how to protect ourselves, our families, our fellow students and our community. COVID-19 is a highly infectious illness that can affect your lungs and airways.

### How The Virus Is Spread

Coronavirus spreads in sneeze or cough droplets from an infected person.



You could get the virus if you:

- Come into close contact with someone infected with the virus and is coughing, sneezing, shouting or speaking.

Or if you:

- Touch surfaces that someone who has the virus has coughed and sneezed on and bring your unwashed hands to your face (eyes, nose or mouth). It may survive for days on some surfaces.

## Face Coverings

- Face mask's purpose is designed to protect others from you.
- Disposable face masks are single use.
- Wear a mask or face covering if you are coughing or sneezing to protect others.
- Masks are effective only when used in combination with frequent hand-cleaning.
- If you wear a mask, then you must know how to use it and dispose of it properly. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- Face coverings are required indoors in crowded areas.
- Take care wearing face coverings on stairs as visibility may be impaired.



## How to use Face Coverings

ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING

### Correct Covering

**Medical masks should be reserved for health workers or patients in treatment.**  
If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.

**DO NOT:** Wear the face covering below your nose.

**DO NOT:** Leave your chin exposed.

### Check Your Fit

Check that the face covering is made from a fabric that you are comfortable wearing.

Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.

**DO NOT:** Wear it loosely with gaps on the sides.

**DO NOT:** Wear it so it covers just the tip of your nose.

**DO NOT:** Push it under your chin to rest on your neck.

**DO NOT:** Wear the face covering below your nose.

**DO NOT:** Leave your chin exposed.

**DO NOT:** Wear it loosely with gaps on the sides.

**DO NOT:** Wear it so it covers just the tip of your nose.

**DO NOT:** Push it under your chin to rest on your neck.

### FOLLOW THESE TIPS TO STAY SAFE:

<p><b>ALWAYS</b> wash your hands before and after handling your face covering.</p>	<p><b>ALWAYS</b> change your face covering if it is dirty, wet or damaged.</p>	<p>Carry unused face coverings in a sealable clean waterproof bag, for example a plastic bag.</p>	<p>Carry a second face covering to put used face coverings in.</p>
<p><b>CHILDREN</b> should not wear face coverings.</p>		<p><b>ALWAYS</b> wash cloth face coverings on the highest temperature for cloth.</p>	

### Safe Removal

Use the ties or ear loops to take the face covering off.

Do not touch the front when you take it off.

### Disposing Of Single-Use Mask

Always dispose of single-use masks properly in a bin.

Don't forget to clean your hands and keep social distance.

2M

Stay safe. Protect each other.



## Keep

a log of who you meet each day

Students are advised to keep a record of instances where they have been in close contact with other individuals. This is to facilitate contact tracing by LYIT and the public health authorities.

According to HSE “close contact” is defined as:

- Spending more than 15 minutes within two metres of an infected person.
- Living in the same house or shared accommodation as an infected person.

For more information on contact logging please speak with your Head of Department.

**Stay safe guidelines at work.**

Coronavirus COVID-19  Communicable Disease Public Health Ireland

				
<b>Know</b> The symptoms of COVID-19. Know when self-isolate and when to seek GP attention.	<b>Wear</b> A face covering in all public situations*	<b>Wash</b> Your hands for at least 20 seconds with soap and water, and rub it in through all surfaces.	<b>Stay</b> 2m away from colleagues.	<b>Have</b> Avoid crowded indoor settings.
				
<b>Disinfect</b> Highly touched objects.	<b>Don't</b> Stop hand wash.	<b>Practice</b> Good cough etiquette. Sneeze into your elbow or tissue.	<b>Open</b> windows and doors for ventilation.	<b>Keep</b> a log of who you meet each day.

**COVID-19 symptoms include:**  
 - High temperature  
 - Cough  
 - Sore throat  
 - Loss of sense of taste and smell  
 - Fatigue

\*Not applicable to children under 12 and those who have difficulty wearing a mask.

#holdfirm

  Minister for Health 

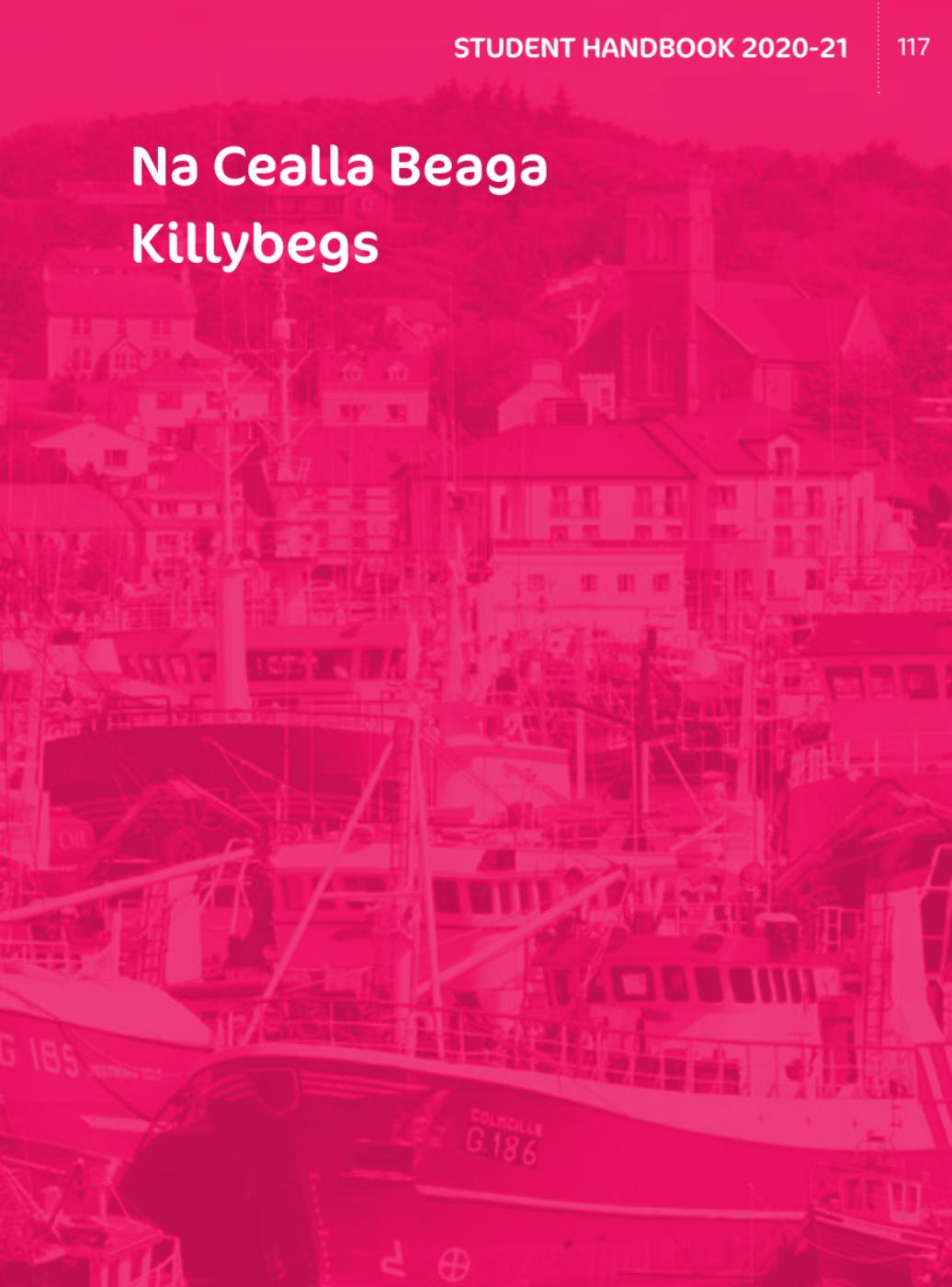
## Remember

**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 School
- LYIT Health Service: Tel: 074 91 86850 /Mobile: 087 205 2600
- HSE: <https://www2.hse.ie/coronavirus/>
- HSPC: <https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/>

# Na Cealla Beaga Killybegs



# Córas Iompair

## Transport

### Getting to/around Killybegs

Killybegs is well served by road transport. Driving time from Dublin, Athlone or Galway takes approximately 3-4 hours. Both public and private bus companies operate daily services to and from Killybegs and their schedules are designed to facilitate learners who commute daily on the Donegal to Dublin and Derry to Galway Intercity Express. The Bus Éireann drop-off and pick-up point is at the main entrance to the campus.

### Taxis

Taxi services are available on the Main Street opposite the Bay View Hotel, or available on a telephone request and pick-up. The following are some taxi numbers for Killybegs:

Conal's Cabs	087 9111481
Conneely's	087 2944555
Eddie Kyles	087 2487295
Derek Vial (7 seater)	086 2627722
Dessie O'Keeney	086 6000098
Willie Joe Cunningham	087 2562292

The majority of taxi services run

late schedules that suit those leaving discos, nightclubs etc.

### Dublin to Killybegs

McGeehan Coaches in association with Bus Éireann operate this route.

This route also services the towns of Dunshaughlin, Navan, Kells, Virginia, Cavan, Buttlersbridge, Enniskillen, Pettigo, Laghey, Donegal Town, Mountcharles and Dunkineely.

There is also a Bus Éireann Expressway (Route 30) service from Dublin to Killybegs via Dublin Airport.

## Derry/Letterkenny to Killybegs

This Bus Éireann route (Route 64) services the towns of Newtowncunningham, Manorcunningham, Letterkenny and Ballybofey. Connecting buses are available in Donegal Town from Bus Éireann.

## Galway to Killybegs

This route services (Route 64) the towns of Claregalway, Tuam, Dunmore, Cloonfad, Ballyhaunis, Milltown, Ballindine, Claremorris, Knock, Kilkelly, Charlestown, Tubbercurry, Ballinacarrow,

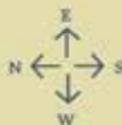
Collooney, Ballisodare, Sligo, Drumcliffe, Grange, Bundoran, Ballyshannon and Donegal Town. Bus Éireann and Feda O'Donnell buses operate along this route. Connecting buses are available in Donegal Town from Bus Éireann.

## Within Donegal

Bus Éireann links various parts of Donegal to Killybegs.

Information regarding timetables, pick-up points and costs vary from time to time. Phone numbers for the major operators are listed below:

Bus Company	Depot	Phone Number	Route
Bus Éireann	Galway Athlone Ballina Westport Sligo Stranorlar Letterkenny	(091) 562000 (090) 64 73322 (096) 71800 (098) 25711 (071) 91 60066 (074) 91 31008 (074) 91 21309	Connections from all Bus Éireann Depots nationwide. <a href="http://www.buseireann.ie">www.buseireann.ie</a>
McGeehan	Donegal	(074) 95 46150	<a href="http://www.mcgeehancoaches.com">www.mcgeehancoaches.com</a> Email <a href="mailto:mmg1@gofree.indigo.ie">mmg1@gofree.indigo.ie</a>
Feda O'Donnell	Galway Donegal	(091) 761656 (074) 95 48114	Galway to Sligo to Killybegs <a href="http://www.busfeda.ie">www.busfeda.ie</a>



# SUÍOMH LOCATION



# Lóistín

Cuireann an Scoil Turasóireachta ar fáil liosta lóistín atá le fáil sa cheantar do fhoghlaimoírí atá ag tosnú ar chúrsa staidéir sa scoil. Is sráidbhaile rafar é na Cealla Beaga agus bíonn iomaíocht mhór ann do lóistín maith, go speisialta i Meán Fómhair/Deireadh Fómhair nuair a fhilleann na foghlaimoírí, na léachtóirí &rl go léir ar ais chuig an tsráidbhaile. Moltar duit lóistín a lorg go luath agus aird chúramach a thabhairt ar na téarmaí agus na coinníollacha wfaoina dtairgtear an lóistín.

Iarrtar ar fhoghlaimoírí a gcuidlóistín agus maoin na dtiarnaítalún a láimhseáil le hurraim. D'fhéadfadh iompraíocht ainriantaagus barraíocht calláin, goháirthe san oíche, agus damáistea dhéantar do mhaoín a bheith inachúis gearáin ó chomharsana aguscaillteanas an lóistín a bheith marthoradh air. D'fhéadfadh sé fosta gombainfeadh an tairna talún a ainmden liosta lóistín. Cuireann a leithéidd'iompraíocht isteach ar chlu nabhfoghlaimoírí go léir agus beidhsé níos deacra d'fhoghlaimoírí eilelóistín a aimsiú sa todhcháí.

Cuirtear cóip den liosta lóistín sanáireamh sa phacáiste tairisceanaa chuirtear chuig foghlaimoírí. Chomh maith leis sin, tig é a fháil achteagmháil dhíreach a dhéanamh leisan scoil.

Bíonn éagsúlacht sna luachannalóistín. Is rátaí samplachaseachtainiúla na rátaí thíosluaite agustugtar iad mar threoirlíne amháin:

## **Lóistín i dtithe teaghlaigh (seachasan deireadh seachtaine):**

Seomra Aonair, Seomra Beirte  
nóSeomra do Thriúr  
**€45 - €70 an duine**

## **Teach nó Árasán**

Seomra Aonair, Seomra Beirte  
nóSeomra do Thriúr  
**€45 - €80 an duine**

# Accommodation

The School of Tourism provides a list of available accommodation in the region to learners commencing a course of study at the school. Killybegs is a thriving town and there is considerable competition for good accommodation, especially in September/October when learners, lecturers, etc. all return to town. You are advised to seek accommodation in good time and to take careful note of the terms and conditions under which accommodation is offered.

Learners are requested to treat their accommodation and the property of landlords with respect. Unruly behaviour and excessive noise, especially at night, which gives rise to complaints from neighbours and/or damage caused to property, may result in loss of accommodation. It may also cause a landlord to withdraw from the accommodation list. Such behaviour effects the reputation of all learners and can make it difficult for other learners to find accommodation in the future.

A copy of the accommodation list is included in the offer pack sent to learners. It can also be sourced by contacting the school directly.

Accommodation prices vary. The rates below are sample weekly rates. They are given as a guideline only:

## ***Accommodation within family homes (excluding weekends):***

Single Room, Twin Room or Triple Room **€45 – €70 pps**

House or Apartment

Single Room, Twin Room or Triple Room **€45 – €80 pps**

## **An Baile Mór agus an Réigiún The Town and Region**

Killybegs is Ireland's premier fishing port and is one of three major fishing ports in Co. Donegal. It is a picturesque fishing village located in south Donegal with a population of approximately 2,500.

## Leisure Activities

### Hill-Walking

You won't have to look very far in Donegal to find a hill or mountain! Some breath-taking scenery can be viewed from the mountains surrounding Killybegs. The large mountain overlooking Killybegs is known as Conarad and there are many access points along Fintra



for would be climbers. The highest sea cliffs in Europe are located 45 minutes drive west - through Glencolmcille - a heritage town. There are some spectacular walks along the edge of the cliffs with the wild Atlantic gnawing at your feet.

**www.sliabhliagwalkers.com**

Email **sliabhliagrunai@gmail.com**

Tel No 087 6737614.

### Angling

There are a number of angling locations around the Killybegs area.

For more details of fishing trips contact:

#### **Brian McGilloway – Killybegs Angling Charters**

Tel: (074) 97 31181

or (087) 2200982

Website:

**www.killybegsangling.com**

Email: **brian@killybegsangling.com**

#### **Paddy Byrne – Sliabh League Boat Trips**

Mobile No: **(087) 6284688**

Website:

**www.sliabhleagueboattrips.com**

Email: **66pbyrne@gmail.com**



### Kayaking

The perfect place to experience Kayaking and Paddle Boarding with qualified instructor Michael around the sea cliffs at Sliabh League.

Catering for rentals and lessons for all age groups. Tel Michael (074) 97 39154/087 2541411. Email [michaelmcg1@hotmail.com](mailto:michaelmcg1@hotmail.com)

### Pony Trekking/Horse Riding

Located at Darney, Bruckless, is an open farm with pony trekking. Deane's Equestrian Centre and Open Farm is situated on the Donegal Road – approximately 7 minute drive from town. Tel Alex

on (074) 9737160 or email [info@deanesequestrian.ie](mailto:info@deanesequestrian.ie) for further details.

### Pitch & Putt/Golfing

Whether it's a light hearted pitch and putt, or a tough fought 18 hole you're after, then relax, it's all easily accessible from Killybegs! Sandfield Pitch and Putt is a wonderfully challenging 18 hole Pitch & Putt course with spectacular views of Loughros Bay and the hills of Donegal between the heritage town of Ardara and the seaside resort of Portnoo.

Tel **(074) 95 41344** or Email **sandfieldpitch@eircom.net**

**The closest golf courses to Killybegs are:**

Narin Portnoo Golf Club is situated in a beautiful seaside resort in southwest Donegal. It is considered one of the finest natural and scenic 18-hole links courses in Ireland with sweeping views of Gweebarra Bay. Tel **(074) 95 45107**.

**www.narinportnoogolfclub.ie**

Donegal Golf Club at Murvagh, Co Donegal is an outstanding links golf course. It is continually featured in Golf World's Top 100

courses in Ireland and Great Britain. Tel **(074) 97 34054**  
Email **info@donegalgolfclub.ie**

### Scuba Diving

Donegal Bay provides some of the most spectacular underwater scenery to be found around the whole coast. The crystal clear waters and abundance of wildlife combined with the lack of strong currents make this area the perfect spot for beginners and the most experienced divers alike. One of the best known spots in the area is located at the tip of St. John's Point. Here, a series of steps down to below the waterline make



access very easy. Many divers congregate to this spot each year. There are boats available to hire for deep sea diving. For more information, visit the Donegal Bay Sub-Aqua Club website:

**[www.donegalbaysubaquaclub.ie](http://www.donegalbaysubaquaclub.ie)**

Donegal Scuba School offers diving courses from beginner to advanced level with Andrew Gillespie, qualified open water scuba and speciality instructor.

Tel (087) 7516209

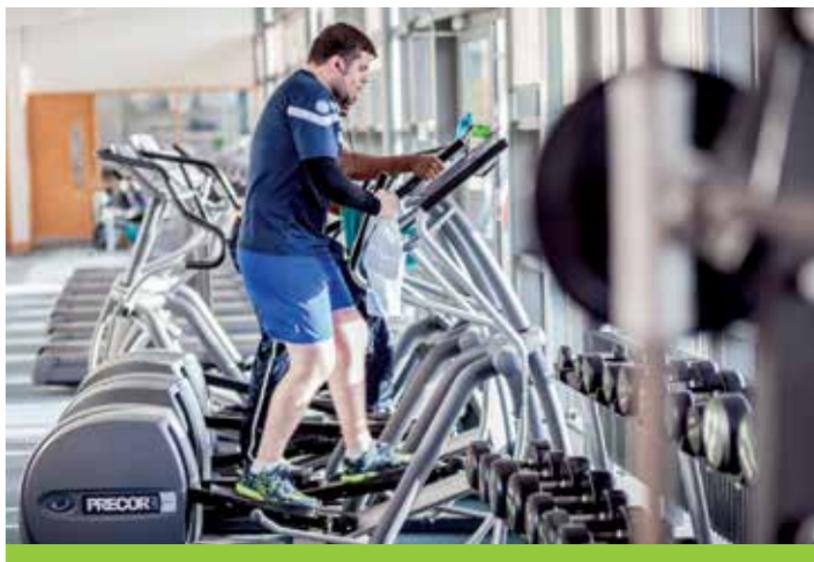
Web **[www.donegalclub.com](http://www.donegalclub.com)**  
**[wordpress.com](http://www.donegalclub.com)**

Email **[donegalclub@gmail.com](mailto:donegalclub@gmail.com)**

## Swimming and Gym Facilities

A five minute drive takes you to the Blue Flag awarded beach of Fintra. Here, miles of sandy beach await you. It is a clean and peaceful beach and an excellent swimming area.

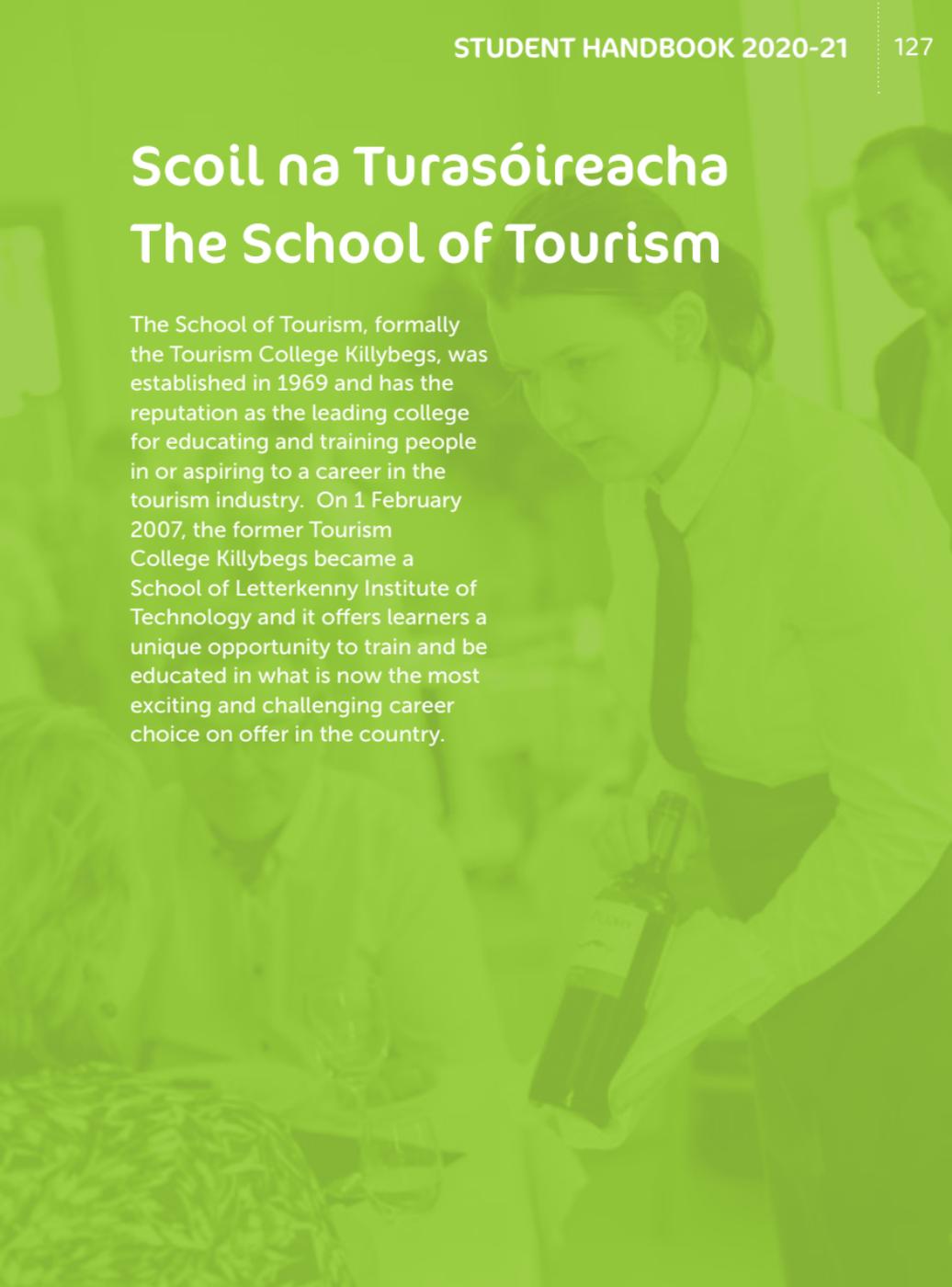
Both the Tara Hotel and the Bay View Hotel on the Main Street have a fully equipped gym which offer various membership options



# Scoil na Turasóireacha

## The School of Tourism

The School of Tourism, formally the Tourism College Killybegs, 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 at the school have been awarded numerous accolades for their participation in winning a wide range of international culinary, hospitality and bar service competitions.

The qualifications at the school are awarded by LYIT under delegated authority from Quality and Qualifications Ireland (QQI). All qualifications are recognised throughout the European Union and Internationally.

**Dr Ciarán ó hAnnracháin**  
Head of School of Tourism

**Terri McKenna**  
Librarian

**Pauline Gavigan**  
Senior Staff Officer

**Rosaleen Rodgers**  
Staff Officer

**Donna Mulligan**  
Assistant Staff Officer

**Aisling Kennedy**  
Assistant Staff Officer

**Mairead O'Kane**  
Student Support Services Officer

**Mary Campbell**  
Nurse



# An Compál

## The Campus



There are approximately 200 full and part-time learners in the School of Tourism. The school 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.
- Internet access for all learners.
- 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 School has an all-weather, floodlit Astro Turf playing field which can be used to play soccer, basketball, tennis etc.

## Admissions Office

The admissions office is located in the main building. Our hours of opening are Monday to Friday 9.00am to 5.00pm. We are also contactable by email, donna.mulligan@lyit.ie, and telephone, 074 91 86613/91 86600.

## Library Facilities

The School of Tourism's 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.

Library Information Skills induction programmes are provided at the beginning of each semester

and ongoing training is offered throughout the year to assist users in becoming familiar with library resources and in developing their research skills.

Learners and staff of the School of Tourism can also access a wide selection of electronic resources. These include databases such as COPAC, Factfinder, EBSCO, LexisNexis, Emerald Management and many more.

### 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

### Learner Welfare

Learner Welfare is considered very important and the School tries hard to provide caring support to all learners. The School is committed to equal opportunity and takes interest not only in the academic welfare of learners, but in their personal, medical and counselling needs also.

### Medical and Health

A medical nurse provides nursing services in the School. General

practitioner services are provided by the local health centre.

Due to the nature of the School, learners are required to report all illnesses and injuries, however minor, to the School's nurse.

### Counselling

A professional counsellor is available to offer support, help and information to any learner dealing with matters of concern. Matters can include issues which may be of a personal, family or academic nature, or, emotional or psychological problems. The counsellor provides a comprehensive free service to learners to help them to cope with these and other problems. The Counselling Service supports the mission of the school by helping learners gain the greatest advantage from their third level education. The counsellor can help you access appropriate services outside the school, if necessary.

Self-help books are now available in the Library. Factsheets are available on the learner counselling services website at <http://www.lyit.ie/studentlife/studentservices/counselling/>.

For further information please refer to the Student Welfare section of this handbook.

### 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.



# Student Policies & Procedures



# The Learner Charter

An extract from Quality Assurance document

## 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. 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.

### **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.
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.

## 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).

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 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 complaints 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.

- 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.
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.

### 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.
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.



# Oifig an Ombudsman

Bheadh Oifig an Ombudsman ag súil leis go nglacfadh gearánaí ar bith céimeanna réasúnta ar dtús chun sásamh a fháil trí nósanna imeachta caighdeánacha gearáin an choláiste, sula rachfaí i dteagmháil lena oifig. Ní phléifidh an tOmbudsman le gearáin ach amháin sa chás go bhfuil nósanna imeachta inmheánacha gearáin atá ann cheana féin ídithe. Sa chás go bhfuil céimeanna uile na nósanna imeachta inmheánacha gearáin críochnaithe agat, agus nach bhfuil tú fós sásta leis an gcinneadh uainn maidir le do ghearán, féadfaidh tú teagmháil a dhéanamh leis an Ombudsman. Tugann an tOmbudsman seirbhís um réiteach díospóidí atá neamhchlaonta, neamhspleách agus saor in aisce.

**Féadfaidh siad siúd atá in aois faoi bhun 18** teagmhail a dhéanamh le: Oifig an Ombudsman do Leanaí 52-56 Sráid na Trá Mhór Baile Átha Cliath 1

Saorfón: **1800 20 20 40**  
ococomplaint@oco.ie  
www.oco.ie

**Féadfaidh siad siúd atá in aois 18 agus os a chionn** teagmháil a dhéanamh le:

Oifig an Ombudsman  
18 Sráid Líosain Íochtarach  
Baile Átha Cliath 2  
Fón: Íosghlao **1890 22 30 30** Fón:  
**01 639 5600**  
Faics: **01 639 5674**  
Ríomhphost: ombudsman@  
ombudsman.gov.ie  
www.ombudsman.ie

## Office of the Ombudsman

The Office of the Ombudsman 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. If, after completing all steps of the internal complaints procedure, you are not satisfied with our decision your complaint, it is open to you to contact the Ombudsman. The Ombudsman provides an impartial, independent and free dispute resolution service.

**Those aged under 18** may contact the Ombudsman for Children's Office  
52-56 Great Strand St Dublin 1  
Free Phone: **1800 20 20 40**  
ococomplaint@oco.ie  
www.oco.ie

**Those aged 18** and over may contact  
Office of the Ombudsman  
18 Lower Leeson Street Dublin 2  
Tel: Lo-call **1890 22 30 30**  
Tel: **01 639 5600**  
Fax: **01 639 5674**  
Email: ombudsman@ombudsman.gov.ie  
www.ombudsman.ie



## 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.

## Other Policies & Procedures

LYIT's Governing Body has approved the following policies which concern the entire college community, including all students. Students are expected to familiarize themselves with, and adhere to these policies.

### Children in the Workplace Policy

<https://intranet.lyit.ie/cms/media/Children%20in%20Workplace%20Policy.pdf>



This policy is intended to provide advice to enable reasonable and proportionate judgements to be made regarding access for children and young persons to the workplace i.e. Letterkenny Institute of Technology. Legally we have a responsibility for children and young people on our premises.

### Protection of Children and Vulnerable Adults

<https://intranet.lyit.ie/cms/media/Child%20Protection%20Policy%202013.pdf>

The safety and well-being of children, young people and vulnerable adults is a core value of LYIT. This policy and procedure for the protection of children and vulnerable adults is laid out in a policy document and available on the college intranet above.

### Respect & Dignity at Work Policy

<https://intranet.lyit.ie/cms/media/Respect%20and%20Dignity%20at%20LYIT.pdf>

This policy shows how Letterkenny Institute of Technology is

committed to implementing and promoting measures to protect the dignity of employees and students, to encourage respect for others within the Institute.

Students are responsible for informing themselves of the requirements under these policies and registration as a student is considered confirmation of participation with the policy. You can find more information on the policies in place at LYIT by typing the following link, the policies are listed;

<https://intranet.lyit.ie/intranetest/HaSProcedures.aspx>

- Fire And Emergency Procedure
- Lone Out Working Hours Working Procedure
- PAT Testing Procedure
- First Aid Procedure
- Automated External Defibrillator Procedure
- Manual Handling Procedure
- Pregnancy at Work Procedure



# 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.



## What information do we collect about you?

The types of personal data processed by LYIT include, inter alia:

**Personal Information:** Student ID number(s), Name, date of birth, country of birth, nationality and telephone numbers, Addresses (home and term addresses), Eircode, Gender, PPS number, Email address.

**Academic Information:** Details of previous examination result, Schools/colleges attended, Course application details, Academic history, Relevant work experience, Academic marks, Attendance records, Qualifications awarded, Continuous Assessment and Examination Scripts, Disciplinary information. Deregistration Rationale.

**Financial Information:** Details of funding and fees paid and outstanding, Bank details, including IBAN, BIC, Name of bank/ building society, Credit Card Details (processed in real time).

**Interaction Information:** Engagement with IT system, Blackboard activity and use of facilities such as the library, IP Address.

**Other Personal Information:** Next of kin/emergency contact details, Visa Information (International students only), Image in digital photograph for ID card and Images in CCTV.

**Special category (sensitive) personal data:** Health and disability information, Religion, Ethnic origin, Details of criminal convictions as provided through Garda Vetting (for specific courses). Some of the information about you that the Institute holds is classified as sensitive personal data. This sensitive personal data is collected to meet Government requirements, to monitor whether our equal opportunities policies are working and to ensure that disabled students and other under-represented groups receive appropriate support. For certain programmes which involve contact with minors, information about past criminal convictions is processed. In addition to the normal standards of confidentiality, we also carefully control access to sensitive data within the Institute so that it is only available to people who 'need to know'.

## How we obtain this personal information?

We process your personal data at various points in your relationship with LYIT. This information is provided by you, either directly or indirectly. It may be provided in direct applications, applications by international students, RPL applications or through financial support applications made by you throughout your academic career. It may be provided through interaction with The Curve and applications to for funding or equipment. It may also be provided by third parties like the CAO, Springboard, SUSI, Department of Employment Affairs and Social Protection, etc

## Legal Basis for processing your personal information?

The processing of your personal data is necessary for the following lawful purposes:

- To enable us to fulfil our contractual obligations with you;
- To allow us to comply with legal obligations;
- For the performance of functions conferred on us by law;
- To perform a task carried out in the public interest;
- To perform a task where we have your consent.

Where sensitive personal data is concerned, we process it where:

- You have provided your explicit consent;
- It's necessary for the purposes of preventative or occupational medicine, for the general provision of medical care and, in some instances, for medical diagnosis;
- It's necessary for employment/ social security purposes
- It's necessary for research or statistical purposes e.g. to meet Government requirements, to monitor whether our equal opportunities policies are working and to ensure that disabled students and other under-represented groups receive appropriate support.

## How do we use the information about you?

The purposes for which LYIT may process your personal information include:

- To administer your studies, record academic achievements and determine/record your

overall award outcome. The Institute uses virtual learning platform called Blackboard for the purpose of providing you with teaching and learning resources to help you succeed within your programme of study.

- To assist in the registration process for international students and Springboard students and RPL students (Refer to the RPL Privacy Notice)
- To administer the financial aspects for your registration as a student (e.g. payment of fees, refunds, debt collection)
- To allow the deregistration process including capturing reasons for withdrawal to allow the Institute to improve the overall student experience
- To identify you and enable you to access resources by means of your ID cards
- To support you in your studies, i.e. we may use information you have given us (e.g. disability) and information we collect about your engagement with services (e.g. Blackboard) to identify students who require additional support or specific services and enable analytics for reporting purposes (such as student progress and academic performance). The Institute does provide a Communications Learning Centre (CLC) and Maths Learning Centre (MLC), use of these services is voluntary and these services have their own privacy notices.
- To monitor and evaluate the student experience.
- To review attendance, your attendance will be recorded in electronic or hard copy format by your lecturers and this will be remitted to administration.
- To enable effective communication with you using phone, email and post regarding your academic career furthermore occasionally the Institute may have events, or information, which we believe may be of interest or benefit to you and you will be contacted by phone or email or post.
- To enable our continued contact with you after you complete your studies (e.g. survey of graduate work destinations, alumni networks, marketing, etc)

- To manage Institute facilities and services including Computer Services, Library, Careers, Chaplaincy service etc.
- To administer appeals, complaints, grievances, disciplinary matters, and matters relating to conduct and cheating / plagiarism
- To process scholarships, prizes and bursaries
- To ensure your health, safety and well-being
- To maintain a proportionate CCTV system for the specific purposes outlined in the CCTV Policy.
- To assist with law enforcement or where required or authorised by law and to provide information to organisations such as the HEA, Social Welfare, Revenue, SUSI, the Gardaí, in line with legal and government requirements.
- To comply with statutory reporting requirements.
- To enable the preparation and analysis of student statistics relating to registration, performance, progression and retention at sectoral level via THEA
- To produce reports and aggregated statistics for management and research purposes in order to plan and improve services
- To track progress in achieving the criteria for designation as a Technological University via the Connacht-Ulster Alliance (CUA)
- To ensure academic standards are maintained
- To administer voluntary surveys of student opinion about your experience and the performance of the Institute
- To create and publish print & electronic material (e.g. prospectus, brochures, website, etc) for promotional and archival purposes. (Consent will be obtained in advance of using your individual photograph in the Prospectus by the Marketing Department)
- To arrange placements for you with employers.
- To confirm the details of your academic achievements, and for statistical and historical purposes, a core record of your studies is retained indefinitely
- To facilitate elections by the Students' Union

- Recruitment and selection for Institute positions (e.g. library staff and Student Ambassadors).
- To allow your name to be included on our Graduation Booklet when you graduate from an Institute programme.
- To facilitate Contact Tracing during COVID 19.
- To allow Institute staff to return an item to you if something you have lost is found and handed in to the Institute a member of staff may contact you by phone or email.
- To respond to requests for information made under data protection legislation and freedom of information.

Additional processing may be required for students registered on specific programmes (e.g. teaching and social care work) or with certain funding requirements or for students who choose to pursue studies abroad.

### **Does LYIT share your data with any third parties?**

The Institute undertakes to maintain your information securely and restricts access to employees, professional advisers, and data

processors on a strictly need to know basis.

Below are examples of when the Institute will release data about you to third parties (i.e. outside LYIT) where we have a legitimate reason in connection with your time here at the Institute.

LYIT may share your relevant personal data with bodies including the following:

- Higher Education Authority (HEA)\* - please refer to the HEA collection notice below
- Quality and Qualifications Ireland (QQI)
- Student Universal Support Ireland (SUSI) for grant eligibility purposes
- Department of Social Protection to verify employment status and eligibility for allowances
- Revenue Commissioners
- Professional and regulatory bodies where programmes are accredited by such bodies for example Engineers Ireland, Nursing and Midwifery board of Ireland, the Veterinary Council of Ireland, the HSE (Health and Safety Authority) bodies for Nursing programmes

- Work placement providers
- Other higher education institutions, partners or research organisations to which a student transfers or pursues an exchange programme or where a student's programme is being run collaboratively
- Software providers or service providers performing administrative functions on behalf of LYIT (e.g. IT services)
- Technological Higher Education Association (THEA) LYIT shares pseudonymised (you can't be identified without additional information) student data with THEA. THEA is the representative body for the Institutes of Technology and Technological Universities and supports our aims and objectives in numerous ways including collating student data for statistical analysis. LYIT has a relevant data protection agreement in place with THEA.
- Connaught Ulster Alliance (CUA) Working Group LYIT shares information with the working group of the CUA. The CUA is a consortium of LYIT, GMIT and IT Sligo who are working together to achieve Technological University Status. LYIT has a relevant data protection agreement in place with the CUA Working Group.
- LYIT Students' Union to facilitate student elections.
- External examiners.
- Sponsors funding student prizes and awards.
- Research funding bodies.
- Plagiarism detection service providers (e.g. Turnitin) to ensure academic standards.
- Potential employers/ recruitment companies for verification of qualifications.
- Student and Staff Surveys: The Institute receives a number of requests each year from students and staff who wish to circulate surveys, relating to their studies, using the Institute email system. Where appropriate the Institute will try to accommodate these requests. Surveys are also carried out at an Institute level to monitor student feedback on certain items such as COVID 19.
- Official Surveys. The Institute has an obligation to the HEA and other official bodies

to carry out a number of official surveys. These includes the Equal Access Survey – a consent based survey completed by first year students and the Graduate Survey – completed by graduates it also includes Student Survey Ireland – Irish Survey of Student Engagement – this is a voluntary survey. The company who collect the data are given the student number while the information is being collected. This is then removed so that the final data set are anonymous.

- Insurance companies in respect of accidents occurring within the Institute.
- Institute legal advisors.
- An Garda Síochána to assist in the prevention or detection of crime.
- Garda Vetting Agency (specific courses only).
- Auditors for example the Institute is subject to audit by the Comptroller and Auditor General (C&AG) on an annual basis and internal auditors for the sector are Deloitte. Various funding bodies may also require the audit of claims for

funding.

- Credit Card Providers.
- Information may be shared with the HSE for contact tracing purposes during COVID 19. The legal reason for processing is public interest.

This is not an exhaustive list and any other disclosures to third parties not listed here are made only where there is legitimate reason to do so and in accordance with the law.

### **Parents, guardians and other relatives**

It is your responsibility as a student to communicate and engage with the Institute. LYIT will not normally disclose your data to parents or relatives without your consent, other than in exceptional circumstances i.e. where there is potential danger to the health or well-being of a student. We may agree to discuss matters relating to you with a parent/relative but only if you consent to this. Exceptionally, where urgent communication with a student through direct contact details is not possible or has, following repeated attempts, been unsuccessful, contact may be via a student's parents and/or next of

kin using contact details provided by the student.

## Graduation

All graduating students, including those graduating in absentia, will have their name, award and classification listed in the graduation booklet. The graduation ceremonies are streamed live on the internet and are recorded for publication on the internet and for archival purposes. Many LYIT events are recorded and streamed/published on the LYIT website.

## Transfers outside of the European Economic Area

There are certain circumstances where we will transfer personal data outside of the EEA to a country that is not recognised by the European Commission as providing an equivalent level of protection for personal data as is provided for in the EEA. We are currently working on getting appropriate transfer mechanisms in place to protect personal data in these circumstances.

## Provision of information to employers and recruitment agencies

There are certain circumstances

where we will transfer personal data to a third party employer or recruitment agency to allow them to verify your attendance at LYIT and in other situations for the provision of a reference. We are currently working on getting appropriate safeguards around verifying your consent and verifying the source which the information will be provided.

## Individual Rights

You have the following rights, subject to certain exemptions, in relation to your data:

- The right to be informed about the data processing the Institute does
- The right to request access to your personal data held by the Institute – to have a copy of the personal data that we hold about you
- The right to rectification – to have inaccurate or incomplete personal data rectified
- The right to erasure of personal data where there is no legitimate reason for the Institute to continue to process your personal data. If you exercise this right, the Institute will continue to hold some personal data which, for

graduates, will include name, subject(s) studied, graduation details, date of birth and unique identification number, so that we do not inadvertently contact you in the future and to maintain your education records for archive purposes. We may also continue to hold some financial records about you for statutory purposes

- The right to restrict the processing of personal data – you have the right to block the processing of your personal data in specific situations
- The right to data portability - you have the right to request that the Institute provides some elements of your information (e.g. academic progress records) in a commonly used machine readable format in order to provide it to other organisations
- The right to object – you can object to the processing of your personal data by the Institute in certain circumstances, including the sending & receipt of direct marketing material
- The right to object to automated decision making & profiling. LYIT does not

currently make decisions affecting students by automatic means without human intervention.

In order to exercise any of the above rights please contact us using the contact details set out below.

### Data Retention

The Institute will retain your personal data in accordance with our retention policy in our data inventories. The policy operates on the principle that we keep personal data for no longer than is necessary for the purpose for which we collected it. It is also kept in accordance with any legal requirements that are imposed on us. This means that the retention period for your personal data varies depending on the type of personal data.

The Institute will hold some of your data indefinitely in support of your lifelong relationship with LYIT, or unless you ask us to do otherwise. See 'The right to erasure of personal data' above.

### Security

We are committed to ensuring that your personal data is secure with us and with the data processors

who act on our behalf. We are continuously taking technical and organisational steps to better protect your information. Data Protection training has been made available to all staff.

### Website Privacy Policy

The LYIT website privacy policy explains how data may be gathered about users of the Institute's website.

### How LYIT will contact you

We may contact you by telephone, email or post. In addition, if you have provided us with your mobile number, we may text you with Institute-related information e.g. exam information, grant information, appointment reminders, placement arrangements and reminders about the requirement to carrying out Garda vetting for certain courses.

### How to contact us

Please contact us if you have any questions about the information we hold about you or to request a copy of that information:

- By email: [dpo@lyit.ie](mailto:dpo@lyit.ie)
- In writing: Data Protection Officer,

LYIT,  
Port Road,  
Letterkenny,  
Co. Donegal  
F92 FC93

### Data Controller:

Letterkenny Institute of  
Technology,  
LYIT,  
Port Road,  
Letterkenny,  
Co. Donegal  
Telephone: 353 (0)74 918 6000

# Useful Telephone Numbers

## Bus Eireann

074 91 21309

## John McGinley Coaches

074 91 35201

(Dublin service)

## McGeehans Coaches

074 95 46150

(Glenties service)

## Feda O'Donnell

074 95 48114 or 091 761656

(Galway service)

## Letterkenny Cabs

1800 272000 or

074 91 27000

## Swilly Cabs

1800 216666 or 074 91 21666

## High Road Cabs

074 91 27400

## A Cabs

074 91 22272

## Garda Siochana

074 91 22222



**Letterkenny University  
Hospital**

074 91 25888

**Student Union**

074 91 86820

**Student Services Reception**

074 91 86855

**School Secretary, Business  
Studies**074 91 86210 or  
074 91 86206**School Secretary, Science/  
Computing**

074 91 86310 or 074 91 86306

**Department of Design**

074 91 86209

**School Secretary,  
Engineering**074 91 86410  
or 074 91 86406**College Chaplain**

074 91 86830

**Samaritans**

074 91 20999

**Women's Centre**

074 91 24985

**Cinema**

074 91 25050

**County Library**

074 91 24950

**Department of Social  
Protection**

074 91 25566

**NowDoc**

1850 400 911

**Garda Confidential Line**

1800 666 111

**Doctor**

074 91 29393

**Donegal ETB**

074 91 61600



## Seimeastar an Gheimridh (2020)

Dé Máirt, 1 Meán Fómhair	Tús na Bliana Acadúla
Dé Máirt, 1 Meán Fómhair – Dé Céadaoin, 9 Meán Fómhair	Scrúduithe Cianda/Ar Líne
Dé Céadaoin, 16 Meán Fómhair - Déardaoin, 17 Meán Fómhair	Cruinnithe an Bhoird Scrúduithe
Dé Luain, 21 Meán Fómhair	Foilsíú Torthaí Scrúduithe
Dé Luain, 21 Meán Fómhair - Dé Céadaoin, 23 Meán Fómhair	Clárú Mac Léinn (gach mac léinn)
Dé Máirt, 22 Meán Fómhair	Comhairliúchán faoi Thorthaí Scrúduithe (9.30 am - 1.30 pm)
Dé Céadaoin, 23 Meán Fómhair - Dé hAoine, 25 Meán Fómhair	Ionduchtú Mac Léinn (Bliain 1)
Dé Luain, 28 Meán Fómhair	Tús le Bloc Teagaisc 1 (tosú ranganna)
Dé Luain, 19 Deireadh Fómhair	Aonach Gairmí agus Iarchéime*
Dé hAoine, 23 Deireadh Fómhair	Críoch le Bloc Teagaisc 1 (críochnú ranganna)
Dé Luain, 26 Deireadh Fómhair	Saoire Phoiblí – an Coláiste Dúnta
Dé Máirt, 27 Deireadh Fómhair - Dé hAoine, 30 Deireadh Fómhair	Cruinnithe agus Pleanáil Foirne
Dé Luain, 2 Samhain	Tús le Bloc Teagaisc 2 (tosú ranganna)
Déardaoin, 19 Samhain	Lá Oscailte LYIT*
Dé Céadaoin, 23 Nollaig	Críoch le Bloc Teagaisc 2 (críochnú ranganna)
Déardaoin, 24 Nollaig – Dé Domhnaigh, 3 Eanáir	Dúntar an Coláiste don Nollaig
Dé Luain, 4 Eanáir	Athosclaítear an Coláiste
Dé Céadaoin, 6 Eanáir - Dé hAoine, 15 Eanáir	Scrúduithe Seimeastair 1 (10 am - 9 pm)*
Dé Sathairn, 9 Eanáir & Dé Sathairn, 16 Eanáir	Dátaí Teagmhais Scrúduithe
Dé Céadaoin, 13 Eanáir	Tráthnóna Oscailte LYIT* (Campas Leitir Ceanainn, 5 - 8 pm)
Dé Luain, 18 Eanáir – Dé hAoine, 22 Eanáir	Seachtain um Ghníomhú Scoileanna: Blaslaethanta, Róbataic DICE agus VEX*
Dé Céadaoin, 20 Eanáir - Dé hAoine, 22 Eanáir	Bronnadh Gradam – Campais Leitir Ceanainn agus Na Cealla Beaga*

\* Is de réir faisnéise um shláinte phoiblí maidir le Covid-19 a chinnfear pé acu ar líne nó ar champas a thionólfar an hócáid seo.

Tá 12 sheachtain teagaisc agus 2 sheachtain scrúduithe i Seimeastar 1; tá 13 sheachtaine teagaisc agus 2 sheachtain scrúduithe i Seimeastar 2.

## Seimeastar an Earraigh (2021)

Dé Luain, 25 Eanáir	Tús le Bloc Teagaisc 3 (tosú ranganna)
Déardaoin, 4 Feabhra	Lá RAG (Raise and Give) - ranganna dúnta
Déardaoin, 4 Feabhra – Dé hAoine, 5 Feabhra	Cruinnithe an Bhoird Scrúduithe
Dé Luain, 8 Feabhra	Foilsíú Torthaí Scrúduithe
Dé hAoine, 12 Feabhra	Comhairliúchán faoi Thorthaí Scrúduithe (2 - 5 pm; ranganna dúnta)
Dé Céadaoin, 17 Márta	Saoire Phoiblí – an Coláiste Dúnta
Dé hAoine, 26 Márta	Críoch le Bloc Teagaisc 3 (críochnú ranganna)
Dé hAoine, 2 Aibreán - Dé Luain, 5 Aibreán	Coláiste Dúnta don Cháisc
Dé Máirt, 6 Aibreán	Athosclaítear an Coláiste
Dé Luain, 12 Aibreán	Tús le Bloc Teagaisc 4 (tosú ranganna)
Dé Luain, 3 Bealtaine	Saoire Phoiblí – an Coláiste Dúnta (Leabharlann ar Oscailt)
Déardaoin, 6 Bealtaine	Tráthnóna Oscailte LYIT (3 - 7 pm)
Dé hAoine, 7 Bealtaine	Críoch le Bloc Teagaisc 4 (críochnú ranganna)
Dé Luain, 17 Bealtaine - Dé Céadaoin, 26 Bealtaine	Scrúduithe Seimeastair 2 (10 am - 9 pm)
Dé Luain, 7 Meitheamh	Saoire Phoiblí – an Coláiste Dúnta
Dé Céadaoin, 9 Meitheamh - Dé hAoine, 11 Meitheamh	Cruinnithe an Bhoird Scrúduithe
Dé Máirt, 15 Meitheamh	Foilsíú Torthaí Scrúduithe
Dé Céadaoin, 16 Meitheamh	Comhairliúchán faoi Thorthaí Scrúduithe (11 am - 4 pm)
Dé Céadaoin, 16 Meitheamh - Dé hAoine, 18 Meitheamh	Athscrúduithe Seimeastair 1 (10 am - 5 pm)
Dé hAoine, 18 Meitheamh	Críoch na Bliana Acadúla
Dé Luain, 2 Lúnasa	Saoire Phoiblí - an Coláiste Dúnta
Dé Luain, 16 Lúnasa	Lá Eolais LYIT (11 am - 4 pm)
Dé Céadaoin, 25 Lúnasa - Dé hAoine, 27 Lúnasa	Athscrúduithe Seimeastair 2 (10 am - 5 pm)

# Academic Calendar 2020/21

## Winter Semester (2020)

Tuesday, 1 September	Start of Academic Year
Tuesday, 1 September - Wednesday, 9 September	Remote/Online Examinations
Wednesday, 16 September - Thursday, 17 September	Examination Board Meetings
Monday, 21 September	Examination Results Published
Monday, 21 September - Wednesday, 23 September	Student Registration (all Students)
Tuesday, 22 September	Examination Results Consultation (9.30 am - 1.30 pm)
Wednesday, 23 September - Friday, 25 September	Induction for Year 1 Students
Monday, 28 September	Start of Teaching Block 1 (classes begin)
Monday, 19 October	Careers and Postgraduate Fair*
Friday, 23 October	End of Teaching Block 1 (classes end)
Monday, 26 October	Public Holiday - College Closed
Tuesday, 27 October - Friday, 30 October	Staff Planning and Meetings
Monday, 2 November	Start of Teaching Block 2 (classes begin)
Thursday, 19 November	LYIT Open Day*
Wednesday, 23 December	End of Teaching Block 2 (classes end)
Thursday, 24 December - Sunday, 3 January	College Closed for Christmas
Monday, 4 January	College Reopens
Wednesday, 6 January - Friday, 15 January	Semester 1 Examinations (10 am - 9 pm)*
Saturday, 9 January & Saturday, 16 January	Examination Contingency Dates
Wednesday, 13 January	LYIT Open Evening* (Letterkenny Campus, 5 - 8 pm)
Monday, 18 January - Friday, 22 January	Schools Engagement Week: Taster Days, DICE and VEX Robotics*
Wednesday, 20 January - Friday, 22 January	Conferring of Awards - Letterkenny and Killybegs Campuses*

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

Semester 1 has 12 teaching weeks and 2 exam weeks; Semester 2 has 13 teaching weeks and 2 exam weeks.

### Spring Semester (2021)

Monday, 25 January	Start of Teaching Block 3 (classes begin)
Thursday, 4 February	RAG (Raise and Give) Day - no classes
Thursday, 4 February - Friday, 5 February	Examination Board Meetings
Monday, 8 February	Examination Results Published
Friday, 12 February	Examination Results Consultation (2 - 5 pm; no classes)
Wednesday, 17 March	Public Holiday - College Closed
Friday, 26 March	End of Teaching Block 3 (classes end)
Friday, 2 April - Monday, 5 April	College Closed for Easter
Tuesday, 6 April	College Reopens
Monday, 12 April	Start of Teaching Block 4 (classes begin)
Monday, 3 May	Public Holiday - College Closed (Library will open)
Thursday, 6 May	LYIT Open Evening (3 - 7 pm)
Friday, 7 May	End of Teaching Block 4 (classes end)
Monday, 17 May - Wednesday, 26 May	Semester 2 Examinations (10 am - 9 pm)
Monday, 7 June	Public Holiday - College Closed
Wednesday, 9 June - Friday, 11 June	Examination Board Meetings
Tuesday, 15 June	Examination Results Published
Wednesday, 16 June	Examination Results Consultation (11 am - 4 pm)
Wednesday, 16 June - Friday, 18 June	Semester 1 Repeats (10 am - 5 pm)
Friday, 18 June	End of Academic Year
Monday, 2 August	Public Holiday - College Closed
Monday, 16 August	LYIT Information Day (11 am - 4 pm)
Wednesday, 25 August - Friday, 27 August	Semester 2 Repeats (10 am - 5 pm)







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Contae Dhúin na nGall, F92 FC93, Éire

Port Road, Letterkenny, County  
Donegal, F92 FC93, Ireland

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