College of Sciences and Health

Biological and Health Sciences
Chemical and Pharmaceutical Sciences
Computer Science
Food Science and Environmental Health
Mathematical Sciences
Physics and Clinical and Optometric Sciences

Student Handbook

DT249/ DT249P

Continuing Professional Development Awards

Higher Certificate in Information Systems and Information Technology

B.Sc. Degree in Information Systems and Information Technology (Ordinary)

B.Sc. Degree in Information Systems and Information Technology (Honours)

Stages 1 - 4

Academic Year 2020-2021

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Welcome to DT249 & DT249P

On behalf of the teaching team, we would like to welcome you to DT249 – the Bachelor of Science in Information Systems and Information Technology. This is a four-and-a-half-year programme in Information Systems and Information Technology which produces graduates who work in the technology sectors in Ireland and abroad.

DT249 has a history that extends back 20 years, and in 2017 we unveiled our 5th major redesign of the programme. DT249 continues to provide unrivalled flexibility and diversity in programme content. Our 2017 re-design introduced the option for lecturers to use blended learning to place more emphasis on in-class problem solving and tutorial methods with online videos being made to students in advance of lab classes. We also introduced a new System Administration branch of modules in response to student and industry needs. With these changes we ensure that the programme continues to evolve with the needs of the Information Technology and Information Systems sectors Irish industry.

Whether you are new to the course or now a seasoned student on DT249, we hope you will gain a lot from your participation in the programme. Of course, participation means commitment not only from you, but often from your family and employers. In the coming year we encourage you to plan out your studies with those closest to you so that realistic expectations of time requirements are set. Time and again students tell us how this sort of expectation management with loved ones and colleagues really helps to improve performance.

In this document you will find lots of information that will help you to navigate your way through the DT249 programme. From descriptions of the programme structure, through to FAQs, and notes on official procedures, we hope that this information is of use to you. Printed documents quickly age. Therefore, while this is the official handbook of the DT249 programme, this document should be used in addition to the DT249 website which continues to be the live reflection of your course. The DT249 website can be found here. www.dit.ie/computing/dt249

Technological University Dublin (TU Dublin) is the largest University in Ireland, having been formed in January 2019. All programmes that were previously offered by Technological University Dublin are now offered by TU Dublin on its City Campus. The new University builds upon a tradition of high quality, practically focussed education that has been synonymous with Technological University Dublin dating back over 130 years. The College of Sciences and Health is one of the four constituent Colleges of TU Dublin – City Campus. From January 2021, the College of Sciences and Health will move all its programmes from their current homes in Kevin St and Cathal Brugha St to TU Dublin's new campus at Grangegorman in Dublin City Centre. The campus will offer students in the College an opportunity to learn in a modern, state-of-the-art facility designed to create an excellent student experience. The campus is easily accessed on foot from the City Centre (10 minutes from O'Connell St), or via the Grangegorman Luas stop.

Wishing you the best of luck with your studies,

Brian Gillespie

Welcome to DT249P

On behalf of the teaching team, we would also like to those students who are taking individual modules as part our Continued Professional Development (CPD) curriculum, DT249P-1. The School of Computer Science offers a wide range of short courses many of which are being delivered on our evening degree course DT249. Courses range from 5-10 ECTS credits and typically run for a single semester either running from Sept to Dec or from January to May. All CPDs are delivered in the evening using a mix of delivery styles specified in the module descriptor. Some modules may be fully online, use a blended delivery or be entirely face-to-face. This academic year, all CPD courses will be delivered ONLINE as part of our Covid-19 response. The pass/fail criteria for each module is outlined as part of the module description. Typically, students must pass all components of assessment to complete a module.

1 My Year

1.1 Registration

You are required to register on your programme every year before you commence your studies. Once you register, you will be provided with a student card and a student number, as well as login details for your e-mail account and other TU Dublin systems – including Brightspace (the online system you can use to access many of your notes and submit your assignments). Information on how to register, select your modules, obtain a student card and pay fees is available online at http://www.dit.ie/studentservices/registration/. Frequently asked questions regarding the registration process are available here http://www.dit.ie/currentstudents/studentservices/registration/registrationsfaqs/

All new stage 1 students are automatically registered to undertake all 6 stage 1 modules in the upcoming academic year. If you wish to undertake all six modules you simply need to follow the instructions on the Invitation to Register (IRT) which was sent out to you by the TU DUBLIN registrations office. As DT49 is a modular programme you can choose to do as few modules in an academic year as you wish. As such, if you would like to do less than six Stage 1 modules in this academic year, please contact your stage mentor (and we will inform the registrations office of any amendments you wish to make). You can then proceed to pay your fees.

All returning students must complete module selection prior to the start of the new academic year. Students who have successfully completed the modules they undertook in the previous academic year are invited to submit their module selection before June 30th. Returning students who did not successfully complete the modules they undertook in the previous academic year are invited to complete their module selection once the supplemental exam session has concluded. Once you have completed module selection, your choices are reviewed by the DT249 programme team to ensure no errors have been made and then your selection is forward to the Registrations office.

The registrations office processes your selection and issues an IRT. This IRT is sent to your TU DUBLIN student email address. If you do not have access to your TU DUBLIN student email address you should contact the registrations office before the start of the new year.

Once you register, you can get your student card. You will also have access to all TU DUBLIN systems – including Brightspace (the online system you can use to access many of your notes and submit your assignments). Information on how to register, obtain a student card and pay fees is available online at:

 http://www.dit.ie/currentstudents/studentservices/

1.2   Contact Details

Your programme chairperson is Brian Gillespie. He is responsible for the running of this programme. The Stage 1 mentor is Dr Art Sloan, the Stage 2 mentor is also Brian Gillespie, the Stage 3 is Dr Basel Magableh, and the Stage 4 mentor is Dr Sean O Leary. Your mentors are the first point of contact between you and the University, should you run in to difficulties or have questions. However, please note that the programme management nor any member of the lecturing staff can assist you with issues such as fee payments, changes of address or so forth. For these issues you should contact the TU Dublin Registration Service directly.

Brian Gillespie

Programme Chairperson & Stage 2 Mentor

https://www.dit.ie/computing/people/academicstaff/staff/staffname161308en.html

Dr Art Sloan

Stage 1 Mentor

https://www.dit.ie/computing/people/academicstaff/staff/staffname161839en.html

Dr Basel Magableh

Stage 3 Mentor

https://www.dit.ie/computing/people/academicstaff/staff/staffname161837en.html

Dr Sean O'Leary

Stage 4 Mentor

https://www.dit.ie/computing/people/academicstaff/staff/staffname161298en.html

Some useful TU Dublin Services are listed below:

- TU Dublin Kevin Street Exams Office - 402 4810
- TU Dublin Registration Service - 402 4663

The School Office is located in room KA-3-024 in the Kevin Street Annex Building.

1.3 The Building

Rooms are identified by a combination of letters and numbers e.g. KE1-008 (this room is in the Kevin street Main Building [KE], on the first floor [1]). The Kevin St campus has two buildings – the Annex (room numbers start with KA) and the Main Building (room numbers start with KE). Please note that the same room number can be found in both buildings. For example, there is a KE 1-015 and a KA 1-015. Both rooms are used by the School of Computing – one is a lab, and one is a staff office. To help to make sure you get to class on time, please pay attention to whether a room is KE or KA.

Note that you will come on campus for timetabled on-campus events or for pre-booked study times in the library (https://www.dit.ie/library/).

1.4 Timetable and Calendar

You can access your personal timetable online at http://www.dit.ie/timetables/. A guide to using the timetabling system is available at https://www.dit.ie/studentservices/programmetimetables/.

In your online timetable, you will find the following three types of events.

- Onsite Classes: These will take place in the designated rooms on the date(s) and time(s) specified on the online timetable. An event that has a room identified will take place **on site** and you are expected to attend.
- Online Synchronous Classes: These will take place online on the date(s) and time(s) specified on the online timetable. No room will be seen on the timetable but note the word 'Synchronous' in your online timetable.
- Online Asynchronous Classes: Your lecturer will communicate with you in relation to the material that you will engage with for these classes. Note that although they appear on the online timetable with a date and time associated – you are not expected to be online at that time, however it is essential that you carefully follow your lecturers instructions in particular in relation to covering the material by the appropriate date and submitting any required assessments by the required deadlines. Note the word 'Asynchronous' on these events.

The TU Dublin academic calendar is available online at https://tudublin.ie/explore/university-calendar/. The year is divided into two semesters. Each semester is comprised of 13 weeks of classes followed by examinations. Semester 1 runs from September to January. Semester 2 runs from January to May. Note that the online timetabling system uses a different week numbering system to the academic calendar.

Your timetable will include information about online and on-campus classes. Your lecturers will also provide you with a schedule according to which you should be accessing recorded materials.

The timetable system can be complex to use. For DT249 we keep PDFs of each of the four DT249 stages on the DT249 website. Please see the 'Current Students' section.

The TU Dublin academic calendar is available online at the TU Dublin website and is included as an Appendix at the end of this handbook. The year is divided into two semesters. Each semester comprises 13 weeks of classes followed by examinations. There is one review week in each semester, which is a week specially reserved for assessment and revision. Semester 1 runs from September to January. Semester 2 runs from January to May.

1.5   Programme Delivery and Attendance Requirements

Students attend lectures on three nights per week, with an optional fourth night provided for students looking for laboratory or tutorial assistance. However, recognizing that most applicants for the programme are in full time employment, the programme has been designed with a flexibility that permits students to commit less than three nights per week to the programme, and distribute the workload required over a longer period of time.

Classes typically take place from 6:30pm to 9:30pm in the Kevin Street campus of the Technological University Dublin, in Dublin's City Centre, close to Grafton Street, St. Stephen's Green, DART, Dublin Bus and Luas stops.

There is a strong correlation between attendance at classes and marks achieved. If you are unable to attend classes, you should attempt to reengage as soon as possible. If you have further difficulties, please contact your mentor.

1.6   Accessing Learning Resources

You will be expected to access and review recorded materials and other online resources in advance of classes. You will access all your online materials through your Brightspace account… Additional resources are available through the library (http://www.dit.ie/library).

1.7   Technology Requirements

In order to access the University's Virtual Learning Environment, Brightspace (https://brightspace.tudublin.ie/), and virtual classroom, Bongo, you will require a computer with a broadband internet connection. The minimum requirements are as follows:

- Processor: 2 GHz
- RAM: 4 GB
- Monitor minimum resolution (1024 x 768)
- Video Card
- Keyboard, Mouse, Headphones
- Chrome Browser (or other Internet Browser –for recommendations, see https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

- Broadband Internet connection: 1.5MB/s (You can check your connection speed at https://bit.ly/2KzkzPG)

For further advice on system setup for Brightspace see https://www.onlineexcellence.onenet.net/lrt-d2l/; and for Bongo Virtual Classroom see https://bongolearn.zendesk.com/hc/en-us/articles/360034469833-Virtual-Classroom-Bandwidth-Requirements-.

Once you register with TU Dublin, you will have free access to email, Office 365 tools, Brightspace, Bongo and Microsoft Teams (which will be used for some interactions with staff and students).

Once you register, you will also be able to purchase computer hardware and software at discounted rates through the HEANet Store - https://store.heanet.ie/. TU Dublin has negotiated competitive purchase prices for laptops with two levels of specification. Level A/B will be sufficient for this programme.

1.8 Modules

DT249 consists of several modules at different stages. In the following pages we summarise these modules in Tabular format. Detailed module descriptors for these modules are also included in an appendix to this document. The summary tables below include the following information:

- **Module Title:** This is the name of your module.
- **Semester:** This is the semester in which the module is offered, which will be Semester 1 (September to January), Semester 2 (January to May) or Year-long (September to May).
- **ECTS**: These are credits which you gain for successfully completing the module. For each Stage you will complete a total of 60 ECTS credits. Each module has a multiple of 5 ECTS credits, as you will see on the next page.
- **Average Contact Hours:** These are the average weekly contact hours for this module. Most modules have 3 averaged contact hours per week. These contact hours are split between Lecture, Lecture / Tutorial, or dedicated Lab. These hours can used as appropriate for traditional in-class activities or blended delivery activities as decided upon by the lecturer.
- **Total Hours:** These are the totalled amount of contact hours and self-study hours that are assumed by the module.
- **Continuous Assessment Weighting**: Modules have two forms of assessment (or assessment components): Continuous Assessment and formal end-of-year exams. Continuous assessment takes place on an ongoing basis throughout the year, through lab work, assignments and reports. The continuous assessment mark you achieve is combined with the examination mark to get the overall mark for the module. Marks are combined using the weightings outlined for each component.
- **Examination Weighting**: This is the weighting for the examination, which takes place at the end of the semester.
- **Exam Duration**: The length of the end-of-semester exam.
- **Lecturer**: This is the lecturer for the module, along with their contact details.

As mentioned, in addition to the listing below, each module has a detailed module descriptor which is included in the Appendix of this document. Only modules on offer this year have been listed.

1.8.1   Stage 1 Modules

Module Title	Semester	ECTS	Averaged Contact Hours			Total Hours			Assessm	
			Lecture	Lab / Tutorial	Lab	Contact	Self-Study	Total	Exam Weight	Exam Duration
Computer Technology 1	1	10	2	1		39	148	187	70%	2 hours
Computing Fundamentals 1	2	10	2	1		39	148	187	70%	2 hours
Information Systems in Organisations	1	10	2	1		39	148	187	70%	2 hours
Interface Design and Web Development	2	10	2	1		39	148	187	70%	2 hours
Programming and Algorithms 1	1	10	2	1		39	148	187	70%	2 hours
Programming Paradigms and Data Structures	2	10	2	1		39	148	187	60%	2 hours
Lab Night	1 & 2				3	78		78		
Totals and Averages		**60 (Tot)**	**6 (Av/W)[1]**	**3 (Av/W)**	**3 (Av/W)**	**312 (Tot)**	**888 (Tot)**	**1200 (Tot)**	**70% (Avg)**	

Students are required to complete all modules at this stage. All modules are core for all students. It is not necessary for students to complete all modules from this stage in the same academic year.

All modules are delivered on one night for up to 3 hours of contact. Blended delivery is also possible. One additional lab night is provided per week, whereby the practical work for each module can be carried out under supervision.

1.8.2   Stage 2 Modules

Module Title	Semester	ECTS	Weekly Contact Hours			Total Hours			Assessm	
			Lecture	Lab / Tutorial	Lab	Contact	Self-Study	Total	Exam Weight	Exam Duration
Computer Communications and Networking	2	10	2	1		39	148	187	70%	2 hours
Computer Technology 2	1	10	2	1		39	148	187	70%	2 hours
Computing Fundamentals 2	1	10	2	1		39	148	187	70%	2 hours
Database Systems	2	10	2	1		39	148	187	70%	2 hours

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[1]   **Av/W is the average number of hours per week, averaged across the whole year.**

Module Title	Semester	ECTS	Lecture	Laboratory / Tutorial	Laboratory	Contact	Self-Study	Total	Exam Weight	Exam Duration
Programming and Algorithms 2	2	10	2	1		39	148	187	70%	2 hours
Object Oriented Programming	1	10	2	1		39	148	187	60%	2 hours
Lab Night	1 & 2				3	78		78		
Totals and Averages		**60 (Tot)**	**6 (Av/W)²**	**3 (Av/W)**	**3 (Av/W)**	**312 (Tot)**	**888 (Tot)**	**1200 (Tot)**	**68% (Avg)**	

Students are required to complete all modules at this stage. All modules are core for all students. It is not necessary for students to complete all modules from this stage in the same academic year.

All modules are delivered on one night for up to 3 hours of contact. Blended delivery is also possible. One additional lab night is provided per week, whereby the practical work for each module can be carried out under supervision.

1.8.3 Stage 3 Full Requirements

Students exiting at stage 3 with a B.Sc. (Ord), must complete the Ordinary Degree project, three core modules and two option modules. Students wishing to progress to the B.Sc. (Hons), must complete three core modules and three option modules as described in the table below.

Module Title	Semester	ECTS	Weekly Contact Hours			Total Hours			Assessment	
			Lecture	Labora-tory / Tutorial	Labora-tory	Contact	Self-Study	Total	Exam Weight	Exam Duration
Software Engineering	1	10	2	2		39	148	187	60%	2 hours
Advanced Computer Networking	1	10	2	1		39	148	187	70%	2 hours
Professional and Legal Issues in ICT	1	10	2	1		39	148	187	N/A	N/A
Ordinary Degree Project	1 & 2	10		0.5³		13	174	187	N/A	N/A

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² **Av/W is the average number of hours per week, averaged across the whole year.**

³ **0.5 hours supervision is the average number of hours of individual supervision over two semesters, which equates to a total of 13 hours supervision. If the project takes place over some other length of time, this supervision allowance should be appropriately distributed over that period of time.**

Module Title	ECTS	Lecture	Lab / Tutorial	Lab	Contact	Self-Study	Total	Exam Weight	Exam Duration	CA Weight
Option 1	2	10	2	1		39	148	187		
Option 2	2	10	2	1		39	148	187		
Option 3	2	10	2	1		39	148	187		
Lab Night	1 & 2				3	78		78		
Totals and Averages		**60 (Tot)**	**8 (Avg)**	**3.5 (Avg)**	**0.5 (Avg)**	**325 (Tot)**	**875 (Tot)**	**1200 (Tot)**	**43% (Avg)**	

1.8.4   Stage 3 Option Modules

Module Title	ECTS	Weekly Contact Hours			Total Hours			Assessment		
		Lecture	Lab / Tutorial	Lab	Contact	Self-Study	Total	Exam Weight	Exam Duration	CA Weight
Advanced Database Systems	10	2	1		39	148	187	70%	2 hours	30%
Cloud Computing	10	2	1		39	148	187	70%	2 hours	30%
Internet Application Development	10	2	1		39	148	187	60%	2 hours	40%
IT Management	10	2	1		39	148	187	80%	2 hours	20%
Work Placement *or* Service-Learning and Civic Engagement	30								N/A	

Students who apply for and are accepted onto either *Work Placement* or *Service-Learning and Civic Engagement* will be assessed in semester 2 based entirely on non-examination. Their hours will be subject to the nature of their placement and will cover a longer period than the academic semester and are thus omitted from the table above.

The hours provided reflect the delivery mechanism for these modules if delivered in the evening. When delivered in the daytime, the delivery mechanism may differ. Students who are available to take a module during the daytime will be facilitated in so doing.

1.8.5   Stage 4 Full Requirements

Module Title	Semester	ECTS	Weekly Contact Hours			Total Hours			Assessment		
			Lecture	Lab / Tutorial	Lab	Contact	Self-Study	Total	Exam Weight	Exam Duration	CA W
Information Systems Engineering	1	10	3			39	161	200	70%	2 hours	3
Honours Degree Project	1&2	20	1				193.5	200		N/A	1
Option 1	TBD	5	2	1		39	61	100			
Option 2	TBD	5	2	1		39	61	100			
Option 3	TBD	5	2	1		39	61	100			
Option 4	TBD	5	2	1		39	61	100			
Totals and Averages		**60 (Tot)**	**8 (Avg)**	**3.5 (Avg)**	**0.5 (Avg)**	**325 (Tot)**	**875 (Tot)**	**1200 (Tot)**	**43% (Avg)**		**5 (A**

1.8.6 Stage 4 Option Modules

Module Title	ECTS	Weekly Contact Hours			Total Hours			Assessment		
		Lecture	Lab / Tutorial	Lab	Contact	Self-Study	Total	Exam Weight	Exam Duration	CA Weight
Distributed Systems	10	3			39	161	200	70%	2 hours	30%
Enterprise Computing	10	3			39	161	200	60%	2 hours	40%
Machine Learning for Data Analysis	5	2	1		39	61	100	70%	2 hours	30%
Bioinformatics	5	2	1		39	61	100	60%	2 hours	40%
Speech and Audio Processing	5	2	1		39	61	100	50%	2 hours	50%
Enterprise Application Development	5	2	1		39	61	100	70%	2 hours	30%
Geographic Information Systems	5	2	1		39	61	100	50%	2 hours	50%
Information Security Services	5	1	2		39	61	100	N/A	N/A	100%
Security and Cryptography	5	2	1		39	61	100	50%	2 hours	50%
Information Systems Project Management	5	2	1		39	61	100	50%	2 hours	50%

1.9   Selection of Modules

DT249 is split into 4 stages. At each stage a student must accumulate 60 ECTS credits. The way in which students achieve 60 credits varies from stage to stage as outlined below.

Students must complete all six 10 credit modules in Stage 1.

Students must complete all six 10 credit modules in Stage 2.

Students exiting at stage 3 with a B.Sc. (Ordinary) take three option modules, including the Ordinary Degree Project, and the following three core modules:

- Software Engineering
- Advanced Computer Networks
- Professional and Legal Issues in ICT

Students at stage 3 progressing to stage 4 must select all three core modules in semester 1 (shown above). At semester 2 of students have the option to take one of the following three paths:

1. Work Placement: Students undertake a placement in industry for six to seven months.

2. Service-Learning and Civic Engagement: Students undertake a project with a community partner for six months, resulting in a substantial deliverable.

3. Specialist Modules: Students undertake three modules in specialist subject areas.

At stage 4, students take one core module:

- Information Systems Engineering

Information Systems Engineering is the capstone module for the Information Systems theme for this programme. It is a module oriented towards the design and engineering of solutions for users of information systems.

Stage 4 students take the Honours Degree Project module, which is taken in the semester following the Information Systems Research Practice module, which in turn is intended to provide background and initial guidance for students taking the Honours Degree Project module.

Finally, students will take up to five option modules. They must select one 10 ECTS credit module and four 5 ECTS credit modules. The option modules give students an opportunity to specialise their learning in specific areas on computing, information systems, and information technology and computer science.

Module selections can in exceptional circumstances be changed up until the end of October or February respectively for Semester 1 and Semester 2. Module selections beyond these points are not possible.

1.9.1   Blended Delivery

The delivery of the B.Sc. in Information Systems and Information Technology (part-time) programme can make use of a blended-learning model, which combines traditional classroom delivery with an online dimension for some modules that will use both video delivery and both synchronous and asynchronous communication tools. Blended learning can be viewed as a hybrid approach to teaching that combines

many of the strengths of the traditional classroom approach with the flexibility and mobility of online learning, and when implemented correctly, can mitigate the shortcomings of both forms of delivery. The use of blended learning on modules is at the discretion of individual lecturers in accordance with suitable models and facilities provided by the School of Computing.

1.10 Supervision Arrangements

Those wishing to exit DT249 with an Ordinary Degree or Honours Degree must complete a final year project. The lecture coordinator for the project module will assign a supervisor to you for completion of your project. It is vital that you meet with your supervisor on a regular basis. If you fail to meet with your supervisor on a regular basis, we have no way to evaluate your work, and you may as a result receive poor marks in your final year project module.

DT249 supervisors will generally be able to arrange a suitable time to meet with you. If you find that a mutually convenient time cannot be found between you and your supervisor, please contact the module coordinator immediately so that other arrangements can be made. Failure to hold regular meetings with your supervisor can result in failing the project module.

1.11 Assessment

Students on this programme are assessed through:

- Continuous Assessment (Non-exam)
- Examination

Examinations take place in January and May in locations, some of which may be off campus, and which will be notified to you, as detailed in the academic calendar.

Continuous assessment takes place throughout the semester. A detailed Schedule of Assessments will be made available to you by your year tutor at the beginning of each semester. This schedule of Assessments will also be made available to you via the DT249 Brightspace module. The Schedule of Assessments is preliminary and individual deadlines are subject to adjustments in agreement with most students taking a given module.

The weighting for the continuous assessment and examination components for your modules are included in section 1.6 above.

1.12 Submission Guidelines

You are required to submit assignments through the school office or online through Brightspace by the deadline set by your lecturer. If you are unable to submit an assignment on time for a valid reason (valid reasons are set out in the Personal Circumstances form) you may be able to submit a Personal Circumstances form with supporting documentation to your lecturer. The Personal Circumstances form is available   at https://www.dit.ie/media/qualityassuranceandacademicprogrammerecords/appealsforms/pc_form.doc

. This form must be submitted no more than 48 hours after the date of the exam or the submission date of the assessment

All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the University's Disciplinary Procedure. You should consult the *Information Leaflet in Relation to Cheating* which is included as an appendix to this document.

1.13 Getting my results

You will complete examinations in January and May, at the end of semester 1 and 2 respectively. Following these examinations, an examination board is held to confirm your marks, after which marks are released online. You will receive an e-mail providing you with details of how to access these results when they are released. Following the completion of semester 2, you will also receive written notification of your results.

If you are completing examinations in the supplemental session in August, you will receive notification of your results online in September. You will receive an e-mail providing you with details of how to access these results when they are released.

1.14 Obtaining Feedback

Your lecturer will wherever possible provide you with feedback on your assignments before the end of semester.

Upon completion of the examination process, you can view your examination script. To do so you must submit a request to Denise Murray in the School of Computing office.

The rules for rechecks, remarks and appeals are outlined in the General Assessment Regulations as described in section 1.13.

1.15 Assessment Regulations

The General Assessment Regulations govern all assessment in the University, including all rules regarding:

- Absence
- Appeal
- Assessment
- Carrying modules
- Compensation
- Conduct during examinations
- Coursework
- Deferral
- Examinations
- Notification of Results

- Personal Circumstances
- Progression
- Reassessment
- Recheck and Remark

The General Assessment Regulations are available online at

1.16 Progression

If you do not pass a module through either the first exam sitting or the supplemental examinations in August, then you will typically need to register for that module in the following academic year - this is in practice 'repeating internally'. You should select the module to be repeated when completing module selection for the next academic year..

TU Dublin does allow students to repeat externally - i.e., to repeat the examination only but not attend classes. This is a cheaper form of repeat. However, if you choose to repeat a module externally, you will not be allowed to take any new modules. Typically, this external repeat option is only a good idea in very rare circumstances.

Please note that not all students are eligible to repeat externally. If you would like to repeat externally you should contact the DT249 team to verify that this is possible for you.

Due to the flexible nature of DT249, we do not have the normal idea of carrying failed subjects. For us carrying is always possible as you are free to mix modules from multiple stages so long as timetables and pre-requisites allow for it. Therefore, if you need to repeat a module in Stage 1, you can both repeat that module and progress with modules from the next stage. Note, students completing modules from various stages will be deemed to be in the stage from which the lowest stage module is selected, however as DT249 is a modular programme the concept of which stage a student is in is purely for administrative purposes.

We do not however encourage students to take more than 60 credits of modules in a single year. Therefore, if you have to repeat modules from a previous stage, then you normally would not take all the modules from the next stage in the same year. For example, if you have 2 modules to repeat from Stage 1, then normally you might take 3 or 4 Stage 2 modules in the same academic year.

In selecting modules across multiple stages, you should also make sure that you have no timetable clashes or violations of pre-requisite modules.

1.16.1 Compensation
No compensation rules apply to any of the modules on this programme.

1.17 Applying for Exemptions

Students are allowed to apply for exemptions on the basis of demonstrable prior learning. Students granted exemptions must register for the module and pay half fees, but the student is then exempted from the examination process.

Applications for exemptions should be made through the programme chair at least one month before the commencement of the academic session in which the exemption is requested.

The module exemption form may be found in the Downloads section of the DT249 website.

1.18 Health and Safety

You should ensure that you are familiar with the Health and Safety rules of the TU Dublin City Campus and these are available at http://www.dit.ie/healthsafety/ and the specific requirements relating to Covid-19 that are available at https://www.tudublin.ie/covid19/. Please ensure you watch the Return to Campus video prepared for students this year at https://www.youtube.com/watch?v=3NyEjOSsLyc.

The specific Health and Safety Requirements which apply to the use of laboratories in the School of Applied Sciences are…

Please do not take food or drink into Computing Labs.

1.19 IT

You are provided with your login for the University's IT Systems when you register. You use the same login for:

- Brightspace: http://brightspace.tudublin.ie
- Office 365 and Teams: http://mydit.ie/
- Email: http://mydit.ie/
- Computer laboratories
- Wifi

You will find a detailed explanation of how to use the TU Dublin IT systems, including those listed above, printing services, password facilities and others at http://www.dit.ie/is/student/.

Prior to using TU Dublin computer services, all students should familiarize themselves with TU Dublin's Student Regulations Governing the use of Computer Resources - https://www.dit.ie/aadlt/ictservices/student/ictstudentregulations/. An information sheet on this matter is provided in Appendix B of this handbook.

You can get support for your IT queries by contacting itsupport.city@tudublin.ie or by ringing 01 220 5123. See https://www.dit.ie/aadlt/ictservices/support/ictsupporthelpdesk/ for more details.

1.19.1 Laptops

Students are encourage to use their own laptops on this programme. While IT resources are made available to students, a large proportion of this programme consists of independent learning which

typically takes place off campus. As such we would encourage you to have access to a laptop running a current Microsoft operating system which you have full administrator access. Any software required as part of the programme is available through our labs or via our VPN which can be accessed when off campus.

1.20 Brightspace

Brightspace is TU Dublin – City Campus's online virtual learning environment. This system is used for delivery of lecture notes, online discussion, assignment submission and assessment feedback. It incorporates the Bongo virtual classroom facility that may be used for the delivery of online classes in this academic year. You can access Brightspace online at http://brightspace.tudublin.ie using your IT login. If you cannot access a particular module, you should contact the module lecturer.

You will find an abundance of valuable resources on the Brightspace module titled "Student Success Portal Sciences and Health", which you can self-enrol on using the Discover feature of Brightspace. A video on how to access Brightspace for the first time is available at https://www.youtube.com/watch?v=43LjNFkRGxw.

A full set of videos is available at https://www.dit.ie/brightspace/studentlogin/.

1.21 Office 365 and Teams

All staff and students in TU Dublin have access to Office 365, including Microsoft Teams. Microsoft Teams is a platform that's used for online meetings and collaboration. You may be expected to engage with this for learning activities and support during this academic year. You can access Office 365 and Microsoft Teams at http://mydit.ie/.

1.22 Rules and Regulations

All TU Dublin – City Campus students must observe, in addition to the laws of the state, the regulations of TU Dublin City Campus. Therefore, it is your responsibility to acquaint yourself with these regulations which cover a range of areas such as Student Alcohol Policy, Student Dignity and Respect Policy, and Use of Computer.

These are available at
https://www.dit.ie/studentservices/studentservicecentres/tudublinrulesregulationsforstudents/

Also available at the same link are the TU Dublin City Campus's Student Disciplinary Procedures which relate to all aspects of student behaviour, except those covered by the General Assessment Regulations. In the case of an alleged breach of general discipline that occurs on a TU Dublin City Campus or that involves resources or facilities located on a TU Dublin City Campus, a registered TU Dublin student or member of TU Dublin staff shall be subject to the disciplinary procedures of TU Dublin City Campus.

1.23 Student Complaints Procedure

The TU Dublin City Campus Handbook for Academic Quality Enhancement (Chapter 15) (online at http://www.dit.ie/qualityassuranceandacademicprogrammerecords/handbook/) provides a pathway to allow students to raise complaints if they consider that the management and/or delivery of their programme of study is not in accordance with agreed procedure. The Student Complaint Form can be found at http://www.dit.ie/qualityassuranceandacademicprogrammerecords/forms/.

1.24 Student Charter

The Student Charter sets out the levels of service you can expect to receive from TU Dublin City Campus, as well as what TU Dublin City Campus expects of its students.

The student charter is available online at http://www.dit.ie/media/campuslife/olddocuments/DITStudentCharter.pdf.

2 My Programme

2.1 Programme Structure

The programme is a four stage programme which can be completed in four and a half years of part-time study if taken at full pace. Each stage is split into two semesters. Stages 1 and 2 are core and common to all students.

The programme is a four and a half year honours degree programme in Information Systems and Information Technology, leading to the following award, after successful completion of all four stages:

B.Sc. (Honours) Information Systems and Information Technology

This is a qualification at level 8 on the National Framework of Qualifications.

Students on the programme have the option of exiting (subject to having taken specific modules) the programme after successful completion of stages 1, 2 and 3 of the programme, with the following award:

B.Sc. (Ordinary) Information Systems and Information Technology

This is a qualification at level 7 on the National Framework of Qualifications.

Students on the programme have the option of exiting the programme after successful completion of stages 1 and 2 of the programme, with the following award:

Higher Certificate Information Systems and Information Technology

This is a qualification at level 6 on the National Framework of Qualifications.

As DT249 is a modular programme in which students can choose which modules they wish to complete in any given academic year it is not possible to bring in dedicated streams to focus on either Information Systems or Information Technology. In place of streams suggested pathways are provided to students. Students are under no obligation to follow either of the two pathways, however should they decide to do so they will have a greater focus on a given area. The two pathways are System Development and System Administration.

Since it is expected that a significant number of student progress to at least stage 3, these pathways are offered in stages 3 and 4. All modules in stages 1 and 2 are core modules and must be completed. In stage 3 there are 3 core modules and 7 option modules offered to students. Three of these option modules are focused on Systems Development and four are focused on Systems Administration.

In stage 4, there is a single core module, a 10-credit option module and four 5 credit option modules. The suggested pathway is followed through the choice of the 10-credit option module. The various pathways are shown in the following figures:
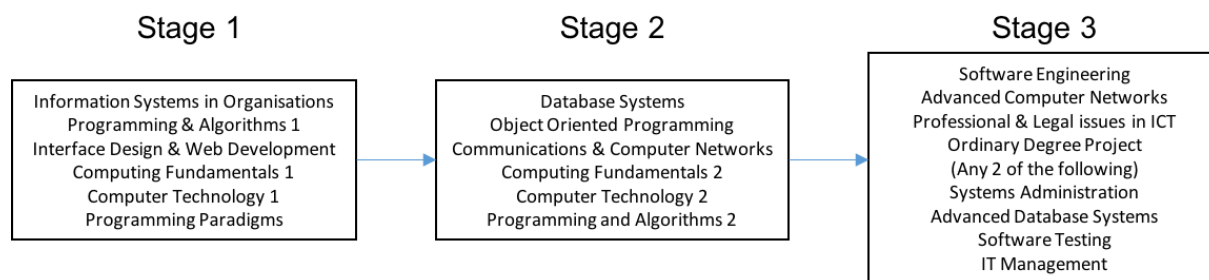
Figure 1 System Administration Suggested Pathway for Students Exiting with Ordinary Degree
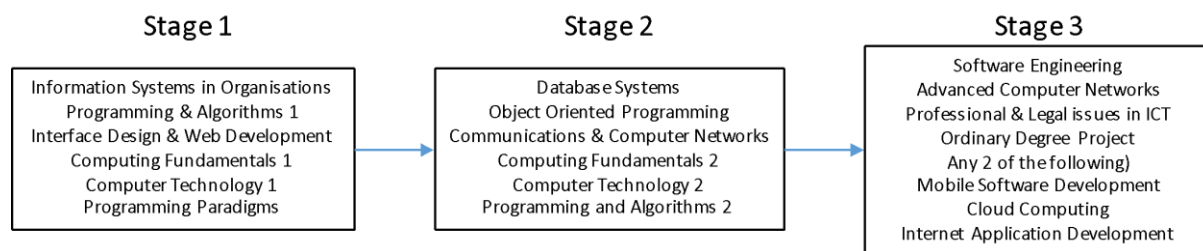
Figure 2 System Development Suggested Pathway for Students Exiting with Ordinary Degree
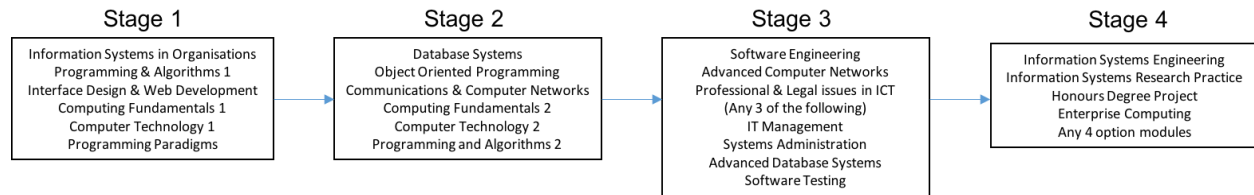
Figure 3 System Administration Suggested Pathway for Students Exiting with Honours Degree
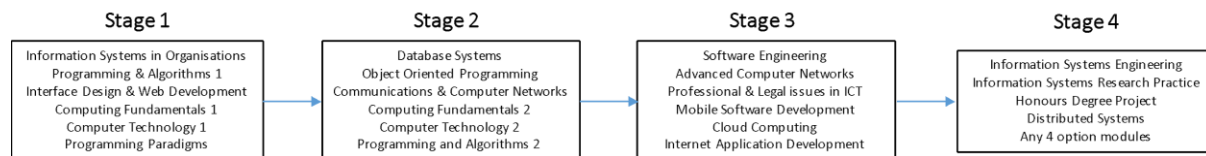
Figure 4 System Development Suggested Pathway for Students Exiting with Honours Degree

These pathways are partially enforced by pre-requisite requirements between modules. For example, the Programming & Algorithms 2 module has the Programming & Algorithms 1 module as a pre-requisite. The details of pre-requisites for a given module are detailed in that module's module descriptor. The list of all DT249 module descriptors is provided in a document which is provided in addition to this student handbook, i.e., the DT249 module catalogue.

2.1.1 Duration of Programme

As DT249 is an entirely modular programme, students can dictate how long they wish to spend completing the course once they do not contravene any of the following rules:

- A student can only undertake 60 credits worth of modules in any given academic year;

- A student must not undertake any module which clashes with another module on the timetable in any academic year;

- A student cannot select a module with a pre-requisite module without first successfully completing that pre-requisite module.

Based upon these rules a student selecting the maximum number of modules permitted in any academic year while adhering to pre-requisites could complete the programme in four and a half years. This is the shortest amount of time possible to complete the full programme. Due to the modular structure of DT249 students can opt to do fewer modules in an academic year than the maximum. This would lengthen the amount of time taken to complete the course.

A student is free in any given year to take a break in their academic studies, i.e., to not register for any given modules. It is not necessary for a student to submit a formal deferral form in order to do this. Some limitations do however exist on the time that a student can stay away from their studies. If a student does

not opt to complete any modules for 3 consecutive academic years, then they will be deemed as withdrawn for the programme. Should they wish to re-join the programme they will need for formally apply for admission and for advanced entry based upon their previous study. The application for admission and advanced entry will then be reviewed by the Admissions and Exemptions committee and an appropriate determination will be formed. Re-joining students like all other students will be subject to any programme modifications that have been made during their study absence.

2.1.2   Transition due to Changes in May 2017

Programme Changes in May 2017 reorganised the delivery of some modules at Stages 1, 2, 3 and 4. The changes are as follows:

- Programming and Algorithms 2, changes from a stage 1 module to a stage 2 module

- Programming Paradigms changes from being a stage 2 module to a stage 1 module

- Cloud Computing changes from being a 5 credit stage 4 module to a 10 credit stage 3 module.

As a consequence of those changes the following transition arrangement have been put in place for students currently registered on the DT249 programme:

1. Students who have successfully completed Programming and Algorithms 2 but have not yet completed Programming Paradigms and Data Structures at stage 2, can take the Programming Paradigms and Data Structure stage 1 module and this will count towards their credit total for stage 2. This module will be co-delivered as a stage 1 and stage 2 module during 2017/18.
2. Students who did not successfully complete Programming and Algorithms 2 during the 2016/17 academic year must retake Programming and Algorithms 2 in the academic year 2017/18. This will be the only opportunity to retake this module. From 2018-2019 onwards any returning students who have not yet completed Programming Paradigms & Data Structures or Programming & Algorithms 2 on the old structure, will be invited to take these modules in the new structure form.
   Note, only students who did not successfully complete Programming and Algorithms 2 in 2016/17 can take the Programming and Algorithms 2 in 2017/18. All other students must revert to transition arrangement 1 (above).
3. Stage 4 students either requiring or wanting to take Cloud Computing as an option module in 2017/18 will be permitted to choose the stage 3 Cloud Computing option module. There will be a co-delivery of this module as a stage 3 and stage 4 option module, however those undertaking it as a stage 4 module will only receive 5 credits upon successful completion

2.2   Contact Hours

As a part-time programme, students on this programme necessarily have less contact hours than students on full-time programmes. There is a large emphasis on independent learning, and the incorporation of work-based learning into the student's learning experience.

Different students will require different amounts of self-study for modules, depending on their prior knowledge, their work-based learning and their overall ability. Students who cannot commit the necessary time to complete modules in a given academic semester are facilitated in flexibly selecting an appropriate workload for the semester, and then completing the remainder of the stage in a future semester. This has always been a core part of the philosophy of the programme, and it will continue to be. The contact hours for the individual modules are listed in the module descriptors listed Appendix D.

For standard delivery, modules will be delivered through *lecture* hours*,* module specific *laboratory/tutorial* hours and stage general *laboratory* hours. *Lecture*s are delivered live and module specific *laboratory/tutorial* hours usually follow the lecture and are used to provide the learner with practical experience. To facilitate flexibility, often the lecture hours may occupy the entire three hours of learning, or laboratory and tutorial hours may occupy more than one hour of learning.

Modules may also be delivered using a blended learning design. In the blended learning design video material is provided to students who can study this material prior to timetabled contact hours. During timetabled contact hours priority is placed on in class assignments, lab work, and tutorial style interaction. The amount of contact hours for blended learning and standard delivery models are identical, although they may be structured differently across the semester and deviate from a standard 3 hours in the evening model.

2.3   Work Placement Opportunities

In Stage 3 of this programme, you have the opportunity to undertake a six-month placement with an industry partner. Full details of this are outlined in the School of Computing Industrial Placement handbook (http://www.dit.ie/computing/industryengagement/placement). Students can only be considered for work placement once they have completed all of the stage 1 and stage 2 modules.

2.4   Study Abroad Opportunities

No study abroad options are available on the DT249 programme. Students can opt for work placement abroad.

2.5   Outcome and Career Opportunities

Graduates of this programme are equipped with the skills to work in a variety of role in the science and technology industries. The profiles below reflect the diverse opportunities for graduates of this programme. One of the graduates profiled below is successfully pursuing a career in industry and one is studying towards a PhD qualification.

Profile 1: Wiktor Sypniewski

Wiktor is currently a Quality Assurance Engineer at LexisNexis. He graduated from DT249 with a B.Sc.(Honours) in 2014. Wiktor started DT249 because he was looking to gain qualifications necessary in the IT sector. DT249 turned out to be well balanced, industry focused course. He liked that he was exposed

to many technologies and the underlying science. He completed the maximum number of modules in each semester. However, the modular approach allowed many of his colleagues to fit the college into a busy lifestyle. Possibility to do elective modules in last year gave him an opportunity to study very interesting subjects like: Artificial Intelligence, Geographical Information Systems. Honours degree team worked with me very closely to accommodate my interest in forensic computing in my final year project. Within very short time after graduating from DIT he found a challenging and rewarding position. In his day to day work he deals with GIS and utilises many skills learned during his time in DIT and on DT249.

Profile 2: Magdalena Kacmajor

In Magdalena's own words: In 2010 I entered Information Systems and Information Technology Programme Year 3 (via advanced entry route). At that time, I was already working full-time as a software engineer in IBM. Reconciling the daily job with studying was a challenge, but on the other hand, the relevance of the studied modules to the daily work was both helpful and motivating. I graduated in 2013 and in the next year commenced a PhD programme in DIT, in the area of text analytics, which I keep pursuing in part-time mode. In the meantime, I experienced two major changes in my work life. The first one was shifting from software testing to software development; the second happened just recently and involved moving to R&D team. Thus, my work life remains tightly connected to studying at DIT, and I hope to keep taking advantage of these meaningful links.

2.6 Transfer and Progression

You have the option of exiting the programme at the end of year 2, with the award of Higher Certificate in Information Systems and Information Technology. You can exit after year 3 with B.Sc. (Ordinary) in Information Systems and Information Technology so long as the Ordinary Degree Project module has been completed successfully. If you exit with either of these qualifications you cannot normally return to the programme.

If you wish to apply for a transfer to another programme in the School of Computing such as the full-time B.Sc. programme, you should contact the programme chairperson.

Students who complete this programme can continue on to MSc and PhD programmes in Computing.

2.7 Honours Degree Project

If a student wishes to receive a B.Sc. (Honours) they must complete a Honours Degree Project. To successfully achieve this students must complete the Information Systems Research Practice module and the Honours Degree Project module. The Information Systems Research Practice Module is a pre-requisite to the Honours Degree Project module. If a student passes Information Systems Research Practise and does not subsequently complete or pass Honours Degree Project in the following semester, they are not required to retake Information Systems Research Practice but it is recommended that they attend the classes for this module, since the intention of the module is to support students taking the Honours Degree Project module.

The Information Systems Research Practice module begins in September of Stage 4 and takes place over two semesters. During the first semester the student will meet with the module coordinator and will be given guidance on the development of a project proposal. The student will then submit that proposal mid-way through the ISRP module and will in the second semester begin meetings with an assigned supervisor while also continuing to attend classes with the ISRP module coordinator. The ISRP module is capped off with a mid-term project report. In the following September the student will take the Honours Degree Project module. This module like the ISRP module is worth ten credits, but in this case the module is delivered over one semester only. The student meets with their supervisor during this module while completing coding and writing up a final report. Thus the project is in practice executed over three semesters. This structure is illustrated below.
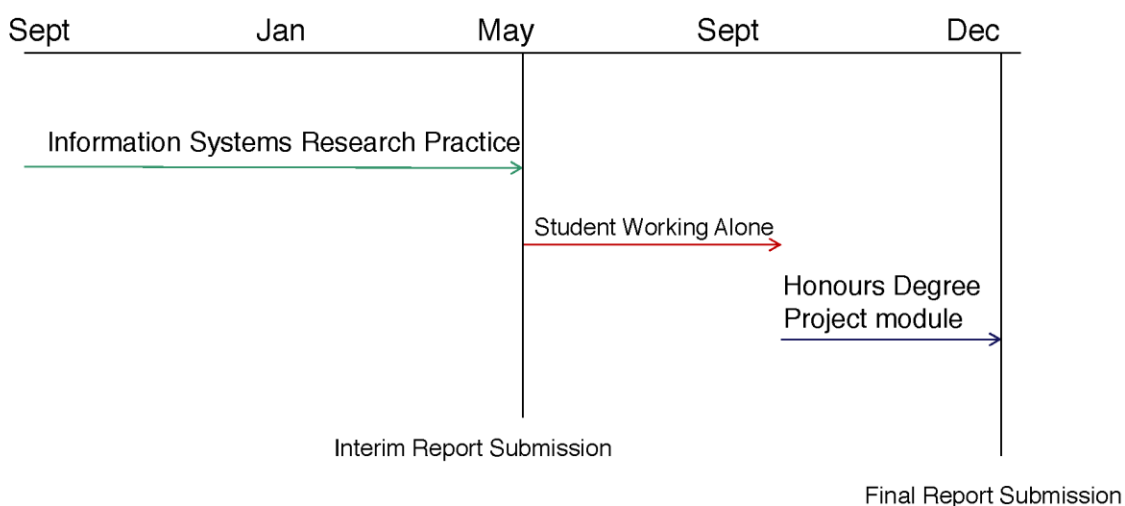
The pass mark for both the Information Systems Research Project module and the Honours Degree Project module is the project is 40%. A student who is not successful in the Honours Degree Project module must repeat the project the following year and is normally permitted only one further attempt at the project unless decided by the Programme Committee. A student who fails the Information Systems Research Practice module may repeat as per the general guidelines on module repeats that apply to DT249, though it is important to note that the student cannot progress to the Honours Degree Project Module until the Information Systems Research Practice module has been completed.

Procedures and assessment criteria governing the Project are available from the Project Co-ordinator. These guidelines, procedures and assessment criteria are also available on the web for easy review and are made available through a Brightspace module.

2.8   Professional Body Accreditation

This programme is accredited by the Chartered Institute for IT (formally the British Computer Society). This means that you are eligible for student membership of this body, and upon graduation can apply for full membership. For membership details please see http://www.bcs.org/category/10970 .

This professional accreditation acknowledge the wide and deep set of skills and knowledge that the DT249 programme aims to equip you with. In TU Dublin we talk about the 5 Es of Graduate Attributes. These are:

- **Engaged**: Civically engaged, socially responsible graduates with an international outlook who contribute meaningfully and positively in their professional, community and social environments.
- **Enterprising**: Graduates who have the skills, knowledge and attributes needed to apply creative ideas and innovations and to find practical solutions.
- **Enquiry based**: Graduates with a spirit of curiosity and a desire to learn, motivated to draw upon existing knowledge, generating new ideas, seeking out learning opportunities, exploring the application of theory to practice and actively creating new knowledge
- **Effective**: Effective, highly skilled and confident graduates with the capacity to achieve desired results, believing that they can make a positive difference.
- **Expert in chosen subject discipline**: Graduates with the professional knowledge and capacity independently to practice, reflect, review and build upon disciplinary expertise and judgment.

Our modules and the degree overall is designed to meet these attributes and the requirements for accreditation by the Chartered Institute of IT.

2.9   Award

The Honours degree award will be classified as follows, with the final average calculated based on a weighted average of scores in your final year modules. The weighting is based on the ECTS credits assigned to each module.

Average Mark	Classification
>=70%	First Class Honours (usually called a *first*)
60%- 69%	Second Class Honours, Upper Division (usually called a 2F)
50%-59%	Second Class Honours Lower Division (usually called a 2S)
40% - 49%	Pass

The final average mark for the Ordinary Degree and Higher Certificate are calculated similarly.

Average Mark	Classification
>=70%	Distinction
60%- 69%	Merit Grade 1 – M1
50%-59%	Merit Grade 2 – M2
40% - 49%	Pass

2.10 External Examiners

In the final year of your programme, you may be invited to meet with the external examiners at the time of the final examination boards.

2.11 Programme Aims

The main aim of the programme is to produce graduates for the information and communications technology (ICT) industry in Ireland. As a part-time programme, it is primarily aimed at professionals who are currently working in this industry, or who which to transfer to roles in this industry. This reflects the history of the programme, which is derived from the School of Computing's relationship with the British Computer Society, whose professional examinations were offered by the School until the development of this programme's predecessor.

Graduates of the programme will have the necessary breadth of understanding of the fields of information systems and information technology, as defined by international bodies such as the Association for Computing Machinery (ACM) and the Institute of Electrical and Electronics Engineers (IEEE). This will incorporate a deep understanding of the role and obligations of professionals, with regard to ethics, legal requirements and other professional issues. Students on the programme will acquire technical knowledge and skills in software development, information system design, computer networking, database design and implementation, internet development and operating systems as well as having a firm base in the mathematical fundamentals of computing. The two main themes to the programme, information systems and information technology, have capstone modules at the final stage, which each draw on the student's learning through the first three stages of the programme, and lead to their being able to demonstrate a deep understanding of both areas.

Graduates of the programme with the Ordinary Degree qualification will be qualified to apply for a variety of roles in the ICT industry and will be able to demonstrate skills acquired through completion of an individual project. They will also have an understanding of management in ICT organisations and of ICT systems, and will have advanced knowledge in certain areas of information technology, depending on their selection of options. They will be fully equipped with knowledge of their legal, ethical and professional requirements as professionals in the ICT industry.

Graduates of the programme with the Higher Certificate qualification will be qualified to apply for entry level positions in the ICT industry, with sound fundamental skills in computer programming, web design and system administration, as well as important skills in project management, and an understanding of computer networking and systems.

This is a part-time programme, and as such, it necessarily has less contact hours than full-time programmes. Students are expected to perform a significant amount of independent learning, and are supported in doing so. More importantly, students are expected to use their life and work experience to enhance the learning experience of both themselves and their class mates, thus a significant amount of the learning and teaching of the programme relies on contributions in class from students who are working as professionals. Again, this reflects the programme's background as illustrated above.

2.12 Programme Objectives

The objectives of the programme are multiple, and include the following:

- to equip professionals in the ICT industry with the necessary knowledge and skills in social, legal, ethical and professional issues with respect to their role in the ICT industry.
- to provide professionals in the ICT industry with a range of knowledge and skills across the broad areas of information systems and information technology.
- to provide a route into the ICT industry for individuals from other professions and skill bases.
- to guide the student's progress through a comprehensive programme of practical work so as to provide confidence and skill in the many aspects of information systems and information technology including but not restricted to programming, systems analysis and design, testing, database technologies, systems support and administration and network programming
- to develop the student's ability to learn independently and demonstrate their skills through completion of independent bodies of work, such as final year projects.
- to prepare students for postgraduate study, research and further learning as a professional.
- to provide the student with presentation and reporting skills and experience as well as personal and career development

2.13 Programme Learning Outcomes

This section outlines the programme learning outcomes. Learning outcomes are categorised using the National Qualifications Authority of Ireland (NQAI) range of standards of knowledge, skill and competence.

The learning outcomes for the three separate exit qualifications are provided in the sub-sections below.

2.13.1 Learning Outcomes for Higher Certificate Information Systems and Information Technology (Level 6)

Knowledge

On completion of Stages 1 and 2, the student will be able to demonstrate knowledge and understanding of the fundamental concepts of information systems and information technology, including

1.   Computer architecture and operating systems

2.   Computer programming fundamentals, including object oriented programming

3.   Basic design and implementation of algorithms and simple software systems

4.   Data persistence, database design and implementation

5.   Networking and internetworking protocols

6.   Mathematical foundations of computing

7.   Professional and legal issues relevant to computing

8.   Website design and implementation incorporating principles of interface design

9.   The role and function of information systems in organisations

10.   The organisation of projects and management of projects

Know-how and skills

On successful completion of Stages 1 and 2, the student will be able to:

1.   Explain the core concepts of computing, information systems and information technology

2.   Design, write, document and test procedural programs, with persistent data

3.   Demonstrate the wide applicability of discrete mathematics to computing

4.   Use both structured and object-oriented programming concepts and implement these concepts in elementary programs

5.   Design and implement a robust data model in a relational database and manipulate it using SQL

6.   Develop simple web based applications

7.   Evaluate and design interfaces for users of computer systems

8.   Interact effectively with a variety of operating systems, employing automated and non-automated methods

9.   Describe the main organisational issues for computer professionals, including:

10.   The role of computing systems in organisations

11.   The social, legal and professional issues attached to computing

12.   The importance of understanding the role of the user in designing effective software systems

13.   Structure, organise and manage a project

Competence

On successful completion of Stages 1 and 2, the student will be able to:

1.   Learn to evaluate their own learning and identify learning needs within a structured learning environment

2.   Exercise substantial personal autonomy

3.   Think logically, and express themselves clearly

4.   Understand and evaluate their own role and the role of others in a professional organisation

2.13.2 Learning Outcomes for B.Sc. (Ordinary) Information Systems and Information Technology (Level 7)

Knowledge:

On completion of Stage 3 (exit path), in addition to the learning outcomes of Stages 1 and 2, the student will be able to demonstrate knowledge and understanding of a deep nature in core areas and some advanced areas and organisational issues including:

1.   The social, legal, ethical and professional requirements for, and obligations for professionals in the ICT industry

2.   The structure and operation of management structures in the ICT industry, for the management of people and systems

3.   Software design, modelling, implementation and testing

4.   The design and implementation of complex web applications (depending on option selected)

5.   Network and internetwork protocol design and implementation (depending on option selected)

6.   Database design and implementation (depending on option selected)

7.   The stages, methods and issues attached to a software implementation project

Know-how and Skills

On completion of Stage 3 (exit path), in addition to the learning outcomes of Stages 1 and 2, the student will be able to:

1. Advise on and critically evaluate the behaviour of themselves and others in a professional environment, with respect to social, legal and professional issues

2. Advise on and critically evaluate the management structures for an ICT organisation

3. Select and adopt a software design methodology, justifying the selection and implementing it appropriately

4. Design and implement a moderately complex database, using advanced features, and design and develop layered procedural transactions to interact with it (depending on option selected)

5. Advise on and critically evaluate the network infrastructure structures in an ICT organisation (depending on option selected)

6. Design, implement and test a web based application, incorporating client, server and database components (depending on option selected)

7. Complete a software design and implementation project, including documentation of all stages

Competence

On completion of Stage 3 (exit path), in addition to the learning outcomes of Stages 1 and 2, the student will be able to:

1. Employ personal creativity, insight and innovation to address a range of problems, from technical to interpersonal

2. Take initiative to identify and address learning needs

3. Work individually or in a team on a project or in a professional environment to deliver complete software solutions

2.13.3 B.Sc. (Honours) Information Systems and Information Technology (Level 8)

Knowledge

On completion of Stage 4, in addition to the learning outcomes of Stages 1, 2, and 3, the student will also be able to demonstrate:

1. A deep knowledge of the issues attached to, and the methods employed for, the design of distributed and enterprise systems, and the integration of such systems

2. A deep knowledge of the management of information systems engineering projects

3. Knowledge and understanding of a advanced nature in more than one specialised area of computer science and software engineering, such as

4.   System security, cryptography and computer forensics

5.   Artificial intelligence and business system intelligence

6.   Advanced modelling of software systems, including mobile or embedded systems, or platforms for computer game implementation

7.   A basic understanding of how to research and present research findings

Know-how and Skills

On completion of Stage 4, in addition to the learning outcomes of Stages 1, 2 and 3 the student will be able to:

1.   Design, implement and critically evaluate a distributed application

2.   Evaluate and develop appropriate verification, validation and testing strategies

3.   Employ advanced skills from specialist areas to achieve goals, including the design and implementation of complex software systems, the documentation of the design process, and the testing and deployment of the resulting system

4.   Clearly illustrate to an audience, either orally or in written form, advanced and complex concepts in a specialist area of computing

5.   Identify an appropriate method to adopt for a complex problem in software design, implementation, integration or operation, and justify the selection of that method

6.   Justify the choice of a specific problem as an appropriate area for research, and place it in the context of research within the field of computing

7.   Relate the study of computing to the organisational context, such that research in computing can be seen to impact on organisational use of computing

Competence

On completion of Stage 4, in addition to the learning outcomes of Stages 1, 2 and 3, the student will be able to:

1.   Use advanced skills to conduct research

2.   Act effectively under guidance in a peer relationship with project supervisors and others in positions of authority

3.   Work independently to achieve goals, taking ownership of and responsibility for personal achievement

4.   Learn how to learn and what to learn to direct personal career choices

5.	Demonstrate a deep knowledge of the role of computing, computer science, software engineering and information technology, as well as the practitioners involved in those fields, in organisations and in broader society

2.14 Admission

This programme has been designed with the interests of non-standard learners in mind. As this programme is part-time it is not intended that students be drawn from the standard cohort of CAO school leaver applicants. Instead this programme includes entry pathways, which should allow mature and non-standard entrants to progress directly to a degree programme.

2.14.1 Entry Requirements
There are four methods of entry to the programme:

Application based on performance in leaving certificate

Applicants will be considered where their Leaving Certificate results included a grade D3 or higher in six subjects at ordinary level including

(i)	a grade C3 or higher in ordinary level Mathematics or a grade D3 or higher in higher level Mathematics,

(ii)	English or Irish at either level,

(iii)	a grade C3 or higher in at least 2 subjects at higher level.

Application with an equivalent qualification

Places may be offered to applicants with a qualification considered equivalent to the minimum requirements, as determined by University.

Mature student and non-standard applications

Places may be offered to mature students and to non-standard applicants (those who have previously completed second level education but are too young to be considered as mature students) who meet certain criteria with respect to suitability, analytical skills and professional experience. Students may be requested to attend for interview.

Entry to later stages of the Programme

It is also possible for students to transfer into the programme following the School's Advanced Entry procedures and where the Programme Committee is satisfied as to the equivalency of their qualifications.

2.15 Exemptions

Exemptions can be offered to students based on prior learning in line with the School, College and University policies on the recognition of prior accredited and experiential learning.

2.16 Study Time Expectations

It is vitally important that you have a realistic view on the amount of hours that are required for study and that balance is achieved between different modules. In Ireland we use the ECTS credit system to denote the amount of study time that is associated with a given module. In DT249 modules are either 5 or 10 credits. 5 credit modules generally map to a total of 100 study hours, while a 10 credit module maps to a total of 200 study hours. These study hours will include time in class, time on assignments, and time engaged in true study. Thus for a full 60 credit academic year you are generally expected to engage in 1200 hours of work associated with your modules.

For part-time students who are already working in the ICT sector you may find that some modules need a lot less time than this if you are already familiar with source material. But in many cases a sizeable chunk of work will be required to complete modules.

Please take the time to plan your study and to provide balance between your different modules.

3   My Input

3.1   Introduction

Students play a vital role in programme development and monitoring. As a student, you can provide feedback both formally and informally. You are also represented, through your class representative, on the programme committee, and by the Student Union on College Board and Academic Council.

3.2   Providing Feedback

Upon completion of each module, you are asked to submit a Student Feedback Form (Q6A) to your lecturer. Your lecturer will use this feedback in the ongoing development of their module.

Once per year you are asked to provide general feedback on your programme using the Programme Survey Questionnaire (Q6C). This feedback is provided to school management and is used for the ongoing development of the programme.

Staff-student meetings are held throughout the year, during which you get an opportunity to provide feedback to the academic staff on the programme.

You can, at any point, ask to meet with your lecturer or your class tutor to provide informal feedback.

3.3   Student Representation

The Programme Committee is responsible for designing, monitoring and managing your programme. The Programme Committee meets at least once per semester. Your class representative is a member of this committee, and can bring issues of concern to the committee.

Programme Committee Date for Semester 1: Tuesday October 8th 6pm

Programme Committee Date for Semester 2: Tuesday March 10th 5.30pm

At the end of the academic year the programme committee produces an Annual Monitoring report which provides a review of the year, incorporating feedback from students, staff and external examiners, leading to actions which will help enhance the programme in the following year.

College Board has responsibility for developing and monitoring the implementation of academic policy matters and in particular academic quality assurance procedures. All modifications to your programme need to be approved first by the Programme Committee and then by College Board. General academic issues of relevance to programmes in the College are discussed at College Board. You are represented at College Board by your Student Union.

Academic Council is a statutory body, provision for which is made in the TU Dublin Act. It is appointed by the Governing Body of the University to assist it in the planning, co-ordinating, developing and overseeing the academic work of the University and in protecting, maintaining and developing the academic standards of the programmes and other academic activities of the University. You are represented on Academic Council by your Student Union.

3.4   Programme Review

Every five years the Programme Committee is required to review the programme, and present the reviewed programme to a panel comprised of academic staff from TU Dublin, academic staff from elsewhere and industry representatives. This review is informed by the annual monitoring process and your feedback.

3.5   ISSE – Irish Survey of Student Engagement

If you are a first year student, a final year student, or a postgraduate student, you will be asked to complete the Irish Survey of Student Engagement (ISSE) in February. This survey is carried out in all institutions nationally, with the following objectives:

- To increase transparency in relation to the student experience in higher education institutions
- To enable direct student input on levels of engagement and satisfaction with their higher education institution
- To identify good practice that enhances the student experience
- To assist institutions to identify issues and challenges affecting the student experience
- To serve as a guide for continual enhancement of institutions' teaching and learning and student engagement

- To document the experiences of the student population, thus enabling year on year comparisons of key performance indicators
- To provide insight into student opinion on important issues of higher education policy and practice
- To facilitate comparison with other higher education systems internationally

The questions that you will be asked are included in Appendix E.

4   My Life in TU Dublin

4.1   Library Services

There are six libraries in TU Dublin City Campus, at Aungier Street, Bolton Street, Cathal Brugha Street, Grangegorman, Kevin Street and Rathmines Road. Once you are a registered student you can use any TU Dublin City Campus library and, for City Campus students, borrow from them with your Student ID card. For this academic year, the library will operate a "Click and Collect" service for borrowing, and a pre-booking system for study space. Information on all the library's services and e-resources is available at http://www.dit.ie/library/.

4.2   Student Service Centres/One-Stop Shops

There are three Student Service Centres across TU Dublin City Campus located in Aungier Street, Bolton Street and Grangegorman. Any TU Dublin City Campus student can use any of these centres. Their aim is to provide a single point of information for a range of areas including ID Cards, letters of registration, to have forms stamped and verified along with ICT Support and general queries. Find out what services are available, and how to access them this year, at http://dit.ie/currentstudents/studentservices/studentservicecentres/.

4.3   Student Health Centre

TU Dublin City Campus health centres provide a holistic approach to health, providing on campus health care to those students pursuing full time and apprenticeship courses. The service incorporates physical, psychological and social aspects of student health and health promotion. Absolute confidentiality is maintained. There are two Medical Centres in TU Dublin, one in Aungier Street and one in Bolton Street (Linenhall Lodge). TU Dublin City Campus Students can use any of these centres. Find out what services are available, and how to access them this year, at http://dit.ie/campuslife/studenthealthservice/.

4.4   Student Counselling Service

The TU Dublin City Campus Counselling Service is a free and confidential service which is available to all students. It provides a safe and secure environment where you may come and talk about any issue or difficulty that is of concern. Information about the service and about how you can make an appointment with a counsellor can be found at this link http://www.dit.ie/counselling/.

4.5   The Pastoral and Chaplaincy Service

The Pastoral and Chaplaincy service aims to provide support and care for the personal, social and spiritual lives of students and to contribute to a sense of community throughout TU Dublin City Campus. Find out about the service and how to make contact with the chaplains at http://www.dit.ie/chaplaincy/.

4.6   Access Support Services

If you are an access student studying in TU Dublin City Campus the Access Service can support you. You can find more information on the Access Service at http://www.dit.ie/ace/.

4.7   Disability Support Service

If you are a student with a physical, sensory or learning disability, medical or mental health condition that interferes with your learning, TU Dublin City Campus Disability Services can support you. You can find out how you can sign up with the Disability Service at http://www.dit.ie/campuslife/disability/.

4.8   Financial Aid and Accommodation Department

The Financial Aid and Accommodation Department oversees the distribution of capitation funds and also administers a range of services including Student Accommodation. To find out more about the various assistance schemes available, see http://www.dit.ie/campuslife/studentsupport/studentfinancialsupport/.

For details of the TU Dublin City Campus Accommodation Office go to https://tudublin.ie/current-students/student-life/living-in-dublin/accommodation-and-living-costs/.

4.9   TU Dublin City Campus Societies

Students are very much encouraged to get involved in student-led activities while at TU Dublin and the Societies Office promotes and supports a huge and diverse range of volunteering opportunities, societies, activities and events. Find out more information at http://www.dit.ie/societies/.

4.10   Clubs, Sports and Recreation

TU Dublin City Campus Sport and Recreation Service provides opportunities for everyone to participate in sport and physical activity across the city. Find out more about TU Dublin City Campus's sports clubs and facilities at http://www.dit.ie/sport/.

4.11   Fees and Grants

Find out more about fees at http://www.dit.ie/studentservices/feesandgrants/ as well as help with queries on funding your programme.

4.12 International Student Support

If you are an International student/Erasmus student, studying in TU Dublin City Campus you can find more information on the International Office at https://tudublin.ie/study/international-students/.

4.13 Career Development Centre

The Career Development Centre has offices in Bolton Street on the northside of the city and in Aungier Street on the southside. It offers a range of services including one to one guidance with a professional Careers Adviser, career talks including a Career learning programme tailored for each discipline, Jobscene (online vacancies), email notifications. Find out what services are available, and how to access them this year, at http://www.dit.ie/careers/.

4.14 Study skills support

The Maths Learning Support Centre, based at Kevin Street, offers an online support service for students struggling with maths. Find out more at http://www.dit.ie/mlsc/. The Maths Learning Support Centre offers a significant amount of online self-study material. This material can be found on the Maths Learning Support Centre website, https://www.dit.ie/mlsc/onlineresources and also on the MLSC's Brightspace page, module name: MLSC: Mathematics Learning Support Centre.

The Academic Writing Centre offers support for students who are seeking to enhance and develop their academic writing skills. Find out how to book an appointment and other useful information and resources at http://www.dit.ie/awc/.

TU Dublin Student Development draws together many City Campus student facing services. The following link provides an overview of the services:

http://www.dit.ie/currentstudents/studentservices/directorateofstudentdevelopment/

4.15 Become a student ambassador

Every year, the College of Sciences and Health selects a number of Student Ambassadors to represent the College at events such as our Open Days. If you are interested in becoming an ambassador, send an e-mail to sciencesandhealth@tudublin.ie.

4.16 Join the Graduate Network

Your relationship with TU Dublin doesn't finish when you graduate. The TU Dublin Graduate Network keeps graduates in touch with each other and with TU Dublin so you can stay a part of the DIT community. The Network, which was launched in 1997 as a networking association for former TU Dublin students, has 100,000 members worldwide. As part of the network you will receive updates about TU Dublin and alumni via our Graduate Network e-zine and Facebook page as well as information about events and class reunions for alumni. Members can also avail of a gym and library membership discount. Recent events have included the Kevin St Celebration event (https://tudublin.ie/explore/whats-happening/events/all-events/kevin-street-celebration.php), Cathal Brugha St Celebration event, class reunions for 10, 20 and 40 year anniversaries; alumni tours

of Grangegorman campus, receptions in London, Brussels, Chicago, as well as events for alumni and students with guest speakers from DIT's diaspora.

To join the TU Dublin Graduate Network, please see
https://www.dit.ie/graduatenetwork/connect/jointhenetwork/ using your personal (non-TU Dublin*) e-mail address. *(*As the TU Dublin e-mail will eventually expire).*

4.17 Students' Union

Once you register as a TU Dublin City Campus student you automatically become a member of the Students Union. Find out about the Student Union Team, the advice they can offer and events they organize at https://www.tudublinsu.ie/.

4.18 Transport information

You can find out how best to travel to each campus by different modes of transport at http://www.dit.ie/campuslife/transport/.

5 Frequently Asked Questions

5.1 I want to know about how TU Dublin is operating during the Covid-19 situation.

You can find advice and information at https://www.tudublin.ie/covid19/, including links to information for new (https://www.tudublin.ie/for-students/starting-at-tu-dublin/) and returning (https://www.tudublin.ie/for-students/returning-students/) students.

5.2 I can't find the information I need on the website

The TU DUBLIN website has a search functionality which you can use to locate the information that you need. If you are still unable to find it, please talk to your Year Tutor.

5.3 What if I think I'm on the wrong course?

Talk to your year tutor.

5.4 What is a first, two-one and two-two?

This is the classification system we use in TU DUBLIN for final degree awards. A first is a First Class Honours – the highest grade possible, achieved when your mark is at least 70%. A *two-one* is a Second Class Honours – Upper Division, for marks of at least 60% but below the level of first class honours. A two-two is a Second Class Honours Lower Division, for marks of at least 50% but below the level of Second Class Honours, Upper Division.

5.5   What if I encounter personal circumstances that means I can't continue with my programme?

In a situation like this, you should always talk to your programme chair. You may also wish to talk with some of the other TU DUBLIN services, including those listed at .

5.6   What if I am sick and unable to do an exam?

You should contact the examinations office immediately, and submit to the examinations office a Personal Circumstances form with supporting documentation within the required time period as set out in the form

5.7   What if I am sick during the semester?

You should contact your year tutor immediately, and submit to the year tutor a Personal Circumstances form with supporting documentation within the required time period as set out in the form -

5.8   What are ECTS credits?

This is the credit system we use in TU DUBLIN and elsewhere in Europe. It is the European Credit Transfer System, through which all modules and programmes have a number of credits which represents notionally the amount of learning hours you're usually expected to complete in order to complete the module. Each credit equates to 20 learning hours, and each year of your programme typically requires the completion of 60 ECTS credits.

5.9   I can't find my class

You need to check your timetable frequently, especially early in the semester as there may be changes made at short notice

5.10   What if I fail to submit an assessment?

Check the rules for that particular module in the module catalogue; some assessments are mandatory, for others you may just lose the marks for that assessment If you do not submit.

5.11   What if I didn't meet a deadline for submitting an assessment?

The lecturer may apply a deduction for late submission.

5.12   I've lost my student card

A replacement is available (for a fee) from Registrations, . Remember you will not be admitted to your exams without this card.

5.13   What public transport goes to the various TU DUBLIN locations?

See http://www.dit.ie/campuslife/transport/

6   Useful Links

- Technological University Dublin– https://www.tudublin.ie/
- Technological University Dublin – City Campus – http://www.dit.ie
- Academic Calendar - https://tudublin.ie/explore/university-calendar/
- Access Service – http://www.dit.ie/ace
- Accommodation Service - https://tudublin.ie/current-students/student-life/living-in-dublin/accommodation-and-living-costs/
- Brightspace - http://brightspace.tudublin.ie/
- Campus Life's 'What's Useful' - http://www.dit.ie/campuslife/
- Career Development Centre - http://www.dit.ie/careers/
- Chaplaincy - http://www.dit.ie/chaplaincy/
- Counselling - http://www.dit.ie/counselling/
- Covid-19 - https://www.tudublin.ie/covid19/, including links to information for new (https://www.tudublin.ie/for-students/starting-at-tu-dublin/) and returning (https://www.tudublin.ie/for-students/returning-students/) students.
- Disability Support Service - http://www.dit.ie/campuslife/disability/
- EMail - http://mydit.ie/ (via Office 365)
- Examinations, fees and grants, graduations etc - http://www.dit.ie/studentservices/
- Feedback Forms - http://www.dit.ie/qualityassuranceandacademicprogrammerecords/forms/
- Financial Assistance - http://www.dit.ie/campuslife/studentsupport/studentfinancialsupport/
- General Assessment Regulations - http://www.dit.ie/qualityassuranceandacademicprogrammerecords/student-assessment-regulations/general/
- Health and Safety - http://www.dit.ie/healthsafety/
- Health Centre - http://www.dit.ie/campuslife/studenthealthservice/
- Information for first year students - http://www.dit.ie/fyi/
- Information Systems - https://www.dit.ie/aadlt/ictservices/student/
- Library - http://www.dit.ie/library/
- Mature Student Support - https://www.dit.ie/careers/studentsgraduates/maturestudents/
- Office 365: http://mydit.ie/
- Quality Enhancement Handbook - https://www.dit.ie/qualityassuranceandacademicprogrammerecords/handbook/
- Registrations - https://www.dit.ie/studentservices/registration/
- Societies - http://www.dit.ie/societies/
- Sports - http://www.dit.ie/sport/
- Student Regulations for Information Systems - https://www.dit.ie/aadlt/ictservices/student/ictstudentregulations/
- Student Union - https://www.tudublinsu.ie/
- Study Skills - https://www.dit.ie/campuslife/campuslifeoffice/studyskillssupport/

- Teams (Microsoft Teams): http://mydit.ie/ (via Office 365)
- Timetables – http://www.dit.ie/timetables

Appendix A: TU Dublin Academic Calendar – Session 2020/2021

You will find your academic calendar online at https://tudublin.ie/explore/university-calendar/

Appendix B: Student regulations governing the use of computer resources

1. Introduction

A. Email/Internet services are University facilities intended for use for teaching, learning, research and administration in support of the University objectives.

   Email addresses and Internet access, (where available to Staff), are provided for this purpose.

B. Computing resources are provided to support the academic, research, institutional, and administrative objectives of the University. These resources are intended for the sole use of the University's staff and other authorised users ("users") to accomplish tasks related to the user's status and duties as a member of the University consistent with the University's objectives. These resources, including software and data provided by the University, must not be used for commercial use or significant personal use.

C. Computers are powerful communication tools and must be used wisely. Use of these resources in a manner which contravenes these Regulations may result in disciplinary action which may include suspension or expulsion from the University.

D. The basic principle is that all users are expected to use common sense and to conduct themselves in a professional and appropriate manner in their emails and use of the University's computer facilities and the Internet. Staff are reminded that network postings or messages may be archived for years in various Internet search databases. In addition, these messages may be produced to others or to a Court in connection with litigation or disclosed under the Freedom of Information Act.

E. Users are individually accountable for all actions associated with their use of the University's information and technology systems.

F. Use of the University's computer facilities is a privilege granted to University Staff and the University reserves the right to withdraw or limit access to such facilities.

G. These Regulations apply to all staff of the University and to all users of University computer resources.

2. Confidentiality

A. The University does not provide users a guarantee or right to privacy or confidentiality in connection with the use of email and internet systems, and users should have no expectation of privacy in this regard.

B. The University reserves the right to retrieve information from its computers for the purpose of finding lost information or retrieving information lost due to system failure. The University reserves the right to monitor computer usage if there is a suspicion on reasonable grounds of criminal activity or any breach of these Regulations, and in this event there should be no expectation of prior warning or notice.

C. Such monitoring includes the generation of logs which may be posted to detect and establish breaches of these Regulations. The University's computers and networks are University property and subject to standard maintenance and auditing activities as well as reasonable cause searches without notice to staff.

D. Users consent to such monitoring and accept that it is essential to properly safeguard the business of the University and to protect the rights of all staff.

E. Data is backed up as a regular feature of network administration. Deletion of email messages and other data does not necessarily prevent the retrieval of items. The University will not accept liability for lost or deleted data.

3. Use of Computer Resources

A. General

Users are required to abide by the law, by these Regulations, by the Data Protection Legislation, by the HEAnet Acceptable Usage Policy (attached), and by any additional regulations as may be laid down from time to time, in relation to the proper usage of computer equipment and materials.

It is the user's responsibility to be informed of the correct operating procedures for the computer resources or products used. A user who is uncertain as to the correct procedure in any situation should obtain clarification before proceeding.

Users must not engage in conduct which interferes with others' use of shared computing resources and/or the activities of other users, including studying, teaching, research and administration in or for the University.

B. Reporting/Queries

Users must immediately advise the relevant members of staff of any suspected acts of violation, breach in the security system or virus.

If users have any queries about the University's information and technology systems they should seek advice from the relevant member of staff.

C. User Access

Users must not utilise any other person's access rights.

Users must not attempt to gain access to resources or data for which they have not been specifically authorised nor should they attempt to bypass or probe any security mechanisms governing access to the computer systems.

A user must not misrepresent himself or herself as another individual in electronic communications.

Users must not divulge their University email address to any website that is not required by virtue of their designated duties, studies or research.

D. Content

The University's computer facilities and services should not be used to create, send, post, download, forward, view, store or display offensive, abusive, slanderous, vulgar, threatening or defamatory messages, text, graphics, or images or material from whatever source which may put the University at risk of prosecution, civil action, embarrassment or loss of reputation. This includes harassment, discrimination and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, age marital status, family status or membership of the traveller community, etc. Specific examples include, but are not limited to, material that:

- is sexually explicit (whether visually or in written form) including descriptions or images of nudity or sexual acts;
- is discriminatory;
- advocates or supports violent or criminal acts;
- involves gambling;
- is by way of chain letter;
- violates copyright laws;
- breaches the University's harassment guidelines;
- involves use or transfer of unauthorised or unlicensed software;
- involves knowingly transferring viruses or virus based files;
- involves participation in responses to SCAMS, SPAMS or illegal activities.

Provided that the user first obtains the consent in writing from his or her Head of School or other designated officer, access to material described above for the purposes of bona fide study or research undertaken as part of an University programme of studies is not prohibited.

Email messages should be accurate, courteous and necessary.

Users should note that all messages on the Internet or access to Internet sites coming from the University's information and technology systems are identified as University activities. Electronic mail will be treated as a record of the University. It may be required to be retrieved as legal

evidence. Therefore electronic mail should be used in the same way as other forms of written communication on University notepaper and all electronic mail messages should be regarded as permanent documents which will or may become public whether under the Freedom of Information Act or otherwise.

Users must not use University computer facilities to comment or communicate unofficially on any legal disputes or actions involving the University, its employees or students.

E. Computer Security

Users must not remove the University's information and technology equipment from University premises without prior authorisation of Head of Department or more senior officer. Users are responsible for the safekeeping of such information in computers whilst they are off-site and for reporting any associated loss of such information or computers to Head of Department or more senior officer.

Users must ensure that they do not deliberately or otherwise corrupt or destroy any software or data facilities or equipment accessible to them or introduce viruses to these resources. Users must not physically damage or deface any computer, ancillary equipment, documentation or related materials.

Messages should not be sent to a larger audience than is reasonably justifiable, in particular when they contain attachments.

Care should be taken when addressing email messages, to avoid mis-delivery.

Large and non-essential Internet downloads should be avoided, especially during peak hours, when they may be likely to impact on network performance.

Users are advised that software products are covered by licensing agreements. Such products and related materials shall not be copied.

Eating, drinking and smoking are strictly forbidden in any computer service area.

Users may not remove, disconnect, power off or otherwise interfere with any item of computer equipment without authorisation.

F. Compliance

Users must comply with the instructions and advice of University staff having responsibility for provision and support of computer services and for regulation of their use.

4. Discipline

Any user in breach of these regulations is liable for the legal and / or disciplinary consequences of that action which may take the form of withdrawal of facilities, suspension, expulsion or prosecution. These Regulations were adopted by the Dublin Institute of Technology Governing Body on 11th July 2001.

Any issues arising should be referred to local support staff in the first instance or escalated to the Information Services Support Desk (email: support@dit.ie, Telephone: 01 402 3123)

Appendix C: National Student Survey Questions

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Higher Order Thinking

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

1. During the current academic year, how much has your coursework emphasised applying facts,

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

theories, or methods to practical problems or new situations?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

2. During the current academic year, how much has your coursework emphasised analysing an

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

idea, experience, or line of reasoning in depth by examining its parts?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

3. During the current academic year, how much has your coursework emphasised evaluating a

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

point of view, decision, or information source?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

4. During the current academic year, how much has your coursework emphasised forming an

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

understanding or new idea from various pieces of information?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Reflective and Integrative Learning

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

5. During the current academic year, about how often have you combined ideas from different

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

subjects / modules when completing assignments?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

6. During the current academic year, about how often have you connected your learning to

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

problems or issues in society?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

7. During the current academic year, about how often have you included diverse perspectives

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

(political, religious, racial/ethnic, gender, etc.) in discussions or assignments?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

8. During the current academic year, about how often have you examined the strengths and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

weaknesses of your own views on a topic or issue?

Month	Week Beginning	Week in Semester	
Month	**Week Beginning**	**Week in Semester**	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

9. During the current academic year, about how often have you tried to better understand

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

someone else's views by imagining how an issue looks from their perspective?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

10. During the current academic year, about how often have you learned something that changed

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

the way you understand an issue or concept?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

11. During the current academic year, about how often have you connected ideas from your

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

subjects / modules to your prior experiences and knowledge?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Quantitative Reasoning

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

12. During the current academic year, about how often have you reached conclusions based on your

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

analysis of numerical information (numbers, graphs, statistics, etc.)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

13. During the current academic year, about how often have you used numerical information to

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

examine a real-world problem or issue (unemployment, climate change, public health, etc.)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

14. During the current academic year, about how often have you evaluated what others have

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

concluded from numerical information?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Learning Strategies

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

15. During the current academic year, about how often have you identified key information from

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

recommended reading materials?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

16. During the current academic year, about how often have you reviewed your notes after class?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

17. During the current academic year, about how often have you summarised what you learned in

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

class or from course materials?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Collaborative Learning

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

18. During the current academic year, about how often have you asked another student to help you

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

understand course material?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

19. During the current academic year, about how often have you explained course material to one

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

or more students?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

20. During the current academic year, about how often have you prepared for exams by discussing

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

or working through course material with other students?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

21. During the current academic year, about how often have you worked with other students on

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

projects or assignments?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Student faculty Interaction

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

22. During the current academic year, about how often have you talked about career plans with

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

academic staff?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

23. During the current academic year, about how often have you worked with academic staff on

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

activities other than coursework (committees, student groups, etc.)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

24. During the current academic year, about how often have you discussed course topics, ideas, or

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

concepts with academic staff outside of class?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

25. During the current academic year, about how often have you discussed your performance with

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

academic staff?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Effective Teaching Practices

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

26. During the current academic year, to what extent have lecturers / teaching staff clearly

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

explained course goals and requirements?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

27. During the current academic year, to what extent have lecturers / teaching staff taught in an

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

organised way?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

28. During the current academic year, to what extent have lecturers / teaching staff used examples

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

or illustrations to explain difficult points?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

29. During the current academic year, to what extent have lecturers / teaching staff provided

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

feedback on a draft or work in progress?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

30. During the current academic year, to what extent have lecturers / teaching staff provided

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

prompt and detailed feedback on tests or completed assignments?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Quality of Interactions

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

31. At your institution, please indicate the quality of interactions with students.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

32. At your institution, please indicate the quality of interactions with academic advisors.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

33. At your institution, please indicate the quality of interactions with academic staff.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

34. At your institution, please indicate the quality of interactions with support services staff (career

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

services, student activities, accommodation, etc.).

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

35. At your institution, please indicate the quality of interactions with other administrative staff and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

offices (registry, finance, etc.).

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Supportive Environment

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

36. How much does your institution emphasise providing support to help students succeed

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

academically?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

37. How much does your institution emphasise using learning support services (learning centre,

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

computer centre, maths support, writing support etc.)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

38. How much does your institution emphasise contact among students from different backgrounds

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

(social, racial/ethnic, religious, etc.)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

39. How much does your institution emphasise providing opportunities to be involved socially?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

40. How much does your institution emphasise providing support for your overall well-being

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

(recreation, health care, counselling, etc.)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

41. How much does your institution emphasise helping you manage your non-academic

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

responsibilities (work, family, etc.)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

42. How much does your institution emphasise attending campus activities and events (special

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

speakers, cultural performances, sporting events, etc.)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

43. How much does your institution emphasise attending events that address important social,

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

economic, or political issues?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Other Questions

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

44. During the current academic year, about how often have you asked questions or contributed to

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

discussions in class, tutorials, labs or online?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

45. During the current academic year, about how often have you come to class without completing

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

readings or assignments?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

46. During the current academic year, about how often have you made a presentation in class or

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

online?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

47. During the current academic year, about how often have you improved knowledge and skills

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

that will contribute to your employability?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

48. During the current academic year, about how often have you explored how to apply your

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

learning in the workplace?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

49. During the current academic year, about how often have you exercised or participated in

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

physical fitness activities?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

50. During the current academic year, about how often have you blended academic learning with

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

workplace experience?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

51. During the current academic year, about how often have you worked on assessments that

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

informed you how well you are learning?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

52. During the current academic year, how much has your coursework emphasised memorising

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

course material?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

53. Which of the following have you done or do you plan to do before you graduate from your

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

institution: Work with academic staff on a research project?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

54. Which of the following have you done or do you plan to do before you graduate from your

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

institution: Community service or volunteer work?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

55. How much does your institution emphasise spending significant amounts of time studying and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

on academic work?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

56. How much has your experience at this institution contributed to your knowledge, skills and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

personal development in writing clearly and effectively?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

57. How much has your experience at this institution contributed to your knowledge, skills and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

personal development in speaking clearly and effectively?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

58. How much has your experience at this institution contributed to your knowledge, skills and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

personal development in thinking critically and analytically?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

59. How much has your experience at this institution contributed to your knowledge, skills and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

personal development in analysing numerical and statistical information?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	Semester of 15 weeks that normally includes 12 weeks teaching
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

60. How much has your experience at this institution contributed to your knowledge, skills and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

personal development in acquiring job- or work-related knowledge and skills?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

61. How much has your experience at this institution contributed to your knowledge, skills and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

personal development in working effectively with others?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

62. How much has your experience at this institution contributed to your knowledge, skills and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

personal development in solving complex real-world problems?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

63. How much has your experience at this institution contributed to your knowledge, skills and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

personal development in being an informed and active citizen (societal / political / community)?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

64. How would you evaluate your entire educational experience at this institution?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

65. If you could start over again, would you go to the same institution you are now attending?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Appendix D: Information Leaflet on Breaches of Assessment Regulations

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Introduction

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

All assessments are intended to determine the skills, abilities, understanding and knowledge of each of

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
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October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

the individual students undertaking the assessment. Any student found obtaining, attempting to obtain,

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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

or assisting someone else to obtain an unfair academic advantage shall be subject to the procedures

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

outlined in Chapter 11 of the General Assessment Regulations.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

TU Dublin takes this issue very seriously and students have been expelled or had their degrees withheld

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

for a breach of assessment regulations. Plagiarism and other unfair means are breaches of academic

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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

values, academic conventions and codes of practice. It is widely accepted within academia that in the

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

pursuit of knowledge, innovation and creativity academics and students alike will build upon the works

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

of others. Fundamental to this process of human inquiry and discovery is the prerequisite that all

Month	Week Beginning	Week in Semester	
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September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

sources of information utilised should be appropriately acknowledged. This elementary precondition

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

enables the cultivation of scholarly activities and research to progress in an open and free environment.

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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

If you are having difficulty with your work it is important to seek help from your tutor rather than be

Month	Week Beginning	Week in Semester	
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September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

tempted to use unfair means to gain marks. Do not risk losing your degree and all the work you have

Month	Week Beginning	Week in Semester	
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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

done.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Definitions

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

TU Dublin's regulations define a number of different forms of unfair means, although any unfair means

Month	Week Beginning	Week in Semester	
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September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

or breach of regulations is strictly forbidden. These are:

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- submitting other people's work as your own - either with or without their knowledge. This

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

includes copying in examinations; using notes or unauthorised materials in examinations;

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	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

- impersonation - taking an assessment on behalf of or pretending to be another student, or

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
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allowing another person to take an assessment on your behalf or pretend to be you;

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	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

- plagiarism - taking or using another person's work, writings or inventions as your own. To avoid

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

plagiarism you must make sure that quotations, reworkings or paraphrasing, from whatever

Month	Week Beginning	Week in Semester	
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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

source, must be clearly identified and attributed at the point where they occur in the text of

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

your work by using one of the standard conventions for referencing and citation as identified

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	16/10/17	6	

by the School/Programme.

Month	Week Beginning	Week in Semester	
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	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

TU Dublin provides clear guidance on how to reference your work correctly and your tutor can also help

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

you. It is not enough just to list sources in a bibliography at the end of your essay, assignment,

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	25/09/17	3	
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	16/10/17	6	

dissertation or other writings if you do not acknowledge the actual quotations or reworked content in

Month	Week Beginning	Week in Semester	
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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

the text. Neither is it acceptable to change some of the words or the order of sentences if, by failing to

Month	Week Beginning	Week in Semester	
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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

acknowledge the source properly, you give the impression that it is your own work;

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
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October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- collusion - except where written instructions specify that work for assessment may be

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

produced jointly and submitted as the work of more than one student, you must not collude

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

with others to produce a piece of work jointly, copy or share another student's work or lend

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August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

your work to another student in the reasonable knowledge that some or all of it will be copied;

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August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		
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	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- duplication - submitting work for assessment that is the same as, or broadly similar to, work

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

submitted earlier for academic credit, without acknowledgement of the previous submission;

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- falsification - the invention of data, its alteration, its copying from any other source, or

Month	Week Beginning	Week in Semester	
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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

otherwise obtaining it by unfair means, or inventing quotations and/or references.

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August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

How to avoid plagiarism

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Plagiarism can be either an intentional act whereby work is deliberately utilised and claimed as one's

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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

own, or it can occur unintentionally either through bad academic practice by the student or failure to

Month	Week Beginning	Week in Semester	
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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

inform yourself about the Institute's regulations. Plagiarism is not confined to written assignments,

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August 2017	14/08/17	Reassessment (2016/17)	
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	16/10/17	6	

projects or theses; it incorporates all academic work, including practical workshops, demonstrations,

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	18/09/17	2	
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October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

three dimensional work and artistic practice.

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

The best way to avoid plagiarism is to become informed. You should request information from your

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

lecturer, examine programme writing style guides and conventions, access programme documents and

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

consult the Institute's General Assessment Regulations. Be clear about the particular referencing

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
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system of the discipline concerned, while noting that with modularisation students may study modules

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	09/10/17	5	
	16/10/17	6	

in different disciplines. Therefore, be sure you are using the correct referencing procedure appropriate

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	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

to the discipline you are studying. Above all, clearly acknowledge all sources of information you have

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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

accessed during your work. The Institute's Library Services have several useful texts on plagiarism which

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	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

are both accessible and informative, and they are a good guide to referencing. Library staff provides

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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Information Literacy sessions that include guidance on referencing and plagiarism.

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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Students may be asked to sign a declaration on all written assignments/theses submitted to verify that

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

the work is not plagiarised. If such a declaration is not signed, however, students will still be subject to

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

the regulations governing plagiarism.

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Appendix E: Data Protection and Privacy

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

GDPR for Students

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Data Protection Notice for TU Dublin Students

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
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October 2017	02/10/17	4	
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	16/10/17	6	

This privacy notice explains how Technological University Dublin collects, uses and shares your personal

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

data. It also explains your rights in relation to the personal data we hold.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

As a student, past student or prospective student of the University, some of your personal data will be

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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
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	16/10/17	6	

processed by us. The University is the data controller and all personal data that it holds and processes is

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

subject to data protection legislation.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
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	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

The data held by the University is collected from a range of sources including the CAO, previous

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	18/09/17	2	
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October 2017	02/10/17	4	
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	16/10/17	6	

education providers and directly from yourself during the application and registration process. During

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	25/09/17	3	
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	16/10/17	6	

the course of your studies, additional information is added to your record.

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	25/09/17	3	
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	16/10/17	6	

The University may share information between different internal departments for operational reasons

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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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October 2017	02/10/17	4	
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	16/10/17	6	

as is necessary and proportionate for the purposes intended.

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August 2017	14/08/17	Reassessment (2016/17)	
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	16/10/17	6	

What information do we collect about you?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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October 2017	02/10/17	4	
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	16/10/17	6	

- The types of personal data held by TU Dublin include, inter alia:

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Student ID number

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Name, date of birth, country of birth, nationality and telephone numbers

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Address

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- PPS number

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Email address

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Next of kin/emergency contact details

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Details of previous examination results

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- Schools/colleges attended

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	16/10/17	6	

- Course application details

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	16/10/17	6	

- Image in digital photography for ID card

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Financial information (including details of funding and fees paid and outstanding)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Bank details, including IBAN, BIC, name of bank/building society (where applicable)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Credit card details (processed in real time but not stored with DIT)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Grants and fees information

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Academic history, results and awards

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Attendance records

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Engagement with DIT's virtual learning environment activity and use of facilities such as the

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

library

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Health/Medical, disability, counselling and careers information

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Parents socio economic grouping

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Parents occupation

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Parents employment status

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Gender

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	
	18/09/17	2	Semester of 15 weeks that normally includes 12 weeks teaching
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Ethnic origin (if provided)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Disciplinary information

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Garda Vetting Declaration (for specific courses involving contact with minors)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- CV (if provided by you)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Image in CCTV footage/photography/filming

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Exam scripts, projects and other assessment materials

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- IP address, and the type of device you are using when visiting the DIT website on a mobile

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

device

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Some of the information about you that the University holds, such as your ethnic origin, is classified as

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
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October 2017	02/10/17	4	
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	16/10/17	6	

special category data, or sensitive personal data. This sensitive personal data is collected to meet

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
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October 2017	02/10/17	4	
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	16/10/17	6	

Government requirements, to monitor whether our equal opportunities policies are working and to

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
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	09/10/17	5	
	16/10/17	6	

ensure that disabled students and other under-represented groups receive appropriate support. For

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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

certain programmes which involve contact with minors, information about past criminal convictions is

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

processed. In addition to the normal standards of confidentiality, we also carefully control access to

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

sensitive data within the University so that it is only available to people who 'need to know'.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

How do we use the information about you?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

The University holds your personal data in order to implement and manage services and processes

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

relating to your admission, registration, teaching & learning, examinations, graduation and other

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

services such as student support services. Without this information, the University would not be able to

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

provide its services. The University only obtains and processes information required for these purposes.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Under data protection law, we are required to ensure that there is an appropriate legal basis for the

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

processing of your personal data, and we are required to let you know what that basis is.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

The primary legal bases that we use are:

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- processing that is necessary for the performance of our contract with you;

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	Semester of 15 weeks that normally includes 12 weeks teaching
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- processing that is required under applicable law;

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- processing that is necessary in the public interest; and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- processing where we have your consent.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Where the processing of your personal data is based on you providing consent, you may have the right

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

to withdraw consent at any time by contacting the department or service who obtained that consent, or

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

the University's Data Protection Office (contact details below).

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

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

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

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

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

your overall award outcome

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To support you in your studies i.e. we may use information you have given us (e.g. disability) and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

information we collect about your engagement with services (e.g. DITs' virtual learning

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

environment) to identify students who require additional support or specific services and enable

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

analytics for reporting purposes (such as student progress and academic performance)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To monitor and evaluate the student experience

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To administer your student financial obligations (e.g. payment of fees)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
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	16/10/17	6	

- To identify you and enable you to access resources by means of your ID card. This may include

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

the production of class lists with student images for use within the University.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To enable effective communication with you

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To manage University facilities and services including computing, library, careers etc.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To administer academic conduct, student discipline, appeals, complaints, grievances, and other

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

similar matters.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To process scholarships, prizes and bursaries

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To ensure your health, safety and well-being

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To provide information to organisations such as the HEA and other Government Departments

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

and Agencies in line with legal and government requirements

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To comply with statutory reporting requirements

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- To produce reports and aggregated statistics for management and research purposes in order to

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

plan and improve services

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To administer voluntary surveys of student opinion about your experience and the performance

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

of the University

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To create and publish, print and electronic material (e.g. prospectus, brochures, website, etc.)

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

for promotional and press materials, documentation and archival purposes

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- To maintain a proportionate CCTV system for the specific purposes outlined in the CCTV Policy

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
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- Recording of audio\images during lectures as part of the University's teaching provision

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- To assist with law enforcement or where required or authorised by law

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
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- To confirm the details of your academic achievements and for statistical and historical purposes,

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
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a core record of your studies is retained indefinitely

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
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- To enable our continued contact with you after you complete your studies (e.g. survey of

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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graduate work destinations, alumni networks, marketing, etc.)

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August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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- To respond to requests for information made under Data Protection legislation or Freedom of

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
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Information legislation.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
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Additional processing may be required for students registered on specific programmes (e.g. Social Care

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
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and Apprenticeship courses) or with certain funding requirements or for students who choose to pursue

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

studies abroad.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Does DIT share your data with any third parties?

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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Below are some examples of when the University will release data about you to third parties (i.e.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

outside DIT) where we have a legitimate reason in connection with your studies.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

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

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- Data Processors (sub-contractors used by DIT in order to carry out a function for the University,

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

e.g. cloud services providers, HeaNet Educampus)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Higher Education Authority (HEA)* - please refer to the HEA collection notice below

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Quality and Qualifications Ireland (QQI)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Student Universal Support Ireland (SUSI) for grant eligibility\payment purposes

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Department of Social Protection to verify employment status and eligibility for allowances

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Revenue Commissioner

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Professional and regulatory bodies where programmes are accredited by such bodies

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Work placement\Internship providers

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Research funding bodies

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Employers where students are studying as an apprentice

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
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October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Other higher education institutions, partners or research organisations to which a student

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

transfers or pursues an exchange programme or where a student's programme is being run

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

collaboratively

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- Software providers or service providers performing administrative functions on behalf of DIT

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	16/10/17	6	

(e.g. IT services, academic gowning services)

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August 2017	14/08/17	Reassessment (2016/17)	
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- DITSU to facilitate student elections

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

- External examiners

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
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	09/10/17	5	
	16/10/17	6	

- Direct mail agencies/printing companies to facilitate the delivery of promotional materials and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	
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	16/10/17	6	

mailshots

Month	Week Beginning	Week in Semester	
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September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Photographers, videographers and media personnel to facilitate the marketing, promotion and

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

documentation of activities in DIT

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Sponsors funding student prizes and awards

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Plagiarism detection service providers (e.g. SafeAssign) to ensure academic standards

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Potential employers/recruitment companies for verification of qualifications (only where

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

student\graduate consent has been received)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Irish Survey of Student Engagement (ISSE)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Insurance companies in respect of accidents occurring within the University

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- University legal advisors

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- An Garda Síochána to assist in the prevention or detection of crime

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Auditors

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

- Realex (credit card payment provider)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

This is not an exhaustive list and any other disclosures to third parties not listed here are made only

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

where there is legitimate reason to do so and in accordance with the law.

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Publication

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
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All graduating students, including those graduating in absentia, will have their name and their award

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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listed in the graduation booklet. Student achievements may be celebrated on our website, social media

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	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

and in University publications.

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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Parents, guardians and other relatives

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

It is your responsibility as a student to communicate and engage with the University. DIT will not

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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

normally disclose your data to parents or relatives without your consent, other than in exceptional

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	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	18/09/17	2	
	25/09/17	3	
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circumstances i.e. where there is potential danger to the health or well-being of a student. We may

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	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

agree to discuss matters relating to you with a parent/relative but only if you consent to this.

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Exceptionally, where urgent communication with a student through direct contact details is not possible

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	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	
	18/09/17	2	
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	16/10/17	6	

or has, following repeated attempts, been unsuccessful, contact may be via a student's

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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

parents\guardians and/or next of kin using contact details provided by the student.

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		Semester of 15 weeks that normally includes 12 weeks teaching
	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Transfers outside of the European Economic Area (EEA)

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
October 2017	02/10/17	4	
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There are certain circumstances where we will transfer personal data outside of the EEA to a country

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September 2017	04/09/17		
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	18/09/17	2	
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	16/10/17	6	

that is not recognised by the European Commission as providing an equivalent level of protection for

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September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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personal data as is provided for in the EEA, e.g. China, Saudi Arabia. We are currently working on getting

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	11/09/17	1	
	18/09/17	2	
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October 2017	02/10/17	4	
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appropriate transfer mechanisms in place to protect personal data in these circumstances.

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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
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October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

Individual Rights

Month	Week Beginning	Week in Semester	
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September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

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

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	18/09/17	2	
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	16/10/17	6	

- The right to be informed about the data processing the University does

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	18/09/17	2	
	25/09/17	3	
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- The right to request access to your personal data held by the University - to have a copy of the

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	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

personal data that we hold about you

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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October 2017	02/10/17	4	
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	16/10/17	6	

- The right to rectification -to have inaccurate or incomplete personal data rectified

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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
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- The right to erasure of personal data where there is no legitimate reason for the University to

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	18/09/17	2	
	25/09/17	3	
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continue to process your personal data. If you exercise this right, the University will continue to

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	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
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hold some personal data which, for graduates, will include name, subject(s) studied, graduation

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details, date of birth and unique identification number, so that we do not inadvertently contact

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you in the future and to maintain your education records for archive purposes. We may also

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August 2017	14/08/17	Reassessment (2016/17)	
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October 2017	02/10/17	4	
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continue to hold some financial records about you for statutory purposes

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August 2017	14/08/17	Reassessment (2016/17)	
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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
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	16/10/17	6	

- The right to restrict the processing of personal data -you may have the right to restrict the

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	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
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	16/10/17	6	

processing of your personal data in specific situations

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September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	25/09/17	3	
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- The right to data portability - you have the right to request that the University provides · some

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	11/09/17	1	
	18/09/17	2	
	25/09/17	3	
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elements of your information (e.g. academic progress records) in a commonly used machine

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August 2017	14/08/17	Reassessment (2016/17)	
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readable format in order to provide it to other organisations

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	25/09/17	3	
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- The right to object – you can object to the, processing of your personal data by the University in

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	16/10/17	6	

certain circumstances, including the sending &receipt of direct marketing material

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	11/09/17	1	
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	25/09/17	3	
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- The right to object to automated decision making and profiling. TU Dublin does not currently

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	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

make decisions affecting students by automatic means without human intervention.

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
	18/09/17	2	
	25/09/17	3	
October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

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

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	25/09/17	3	
October 2017	02/10/17	4	
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Data Retention

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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The University will retain your personal data in accordance with our retention policy in our data

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August 2017	14/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
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inventories. The policy operates on the principle that we keep personal data for no longer than is

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	25/09/17	3	
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necessary for the purpose for which we collected it. It is also kept in accordance with any legal

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	18/09/17	2	
	25/09/17	3	
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requirements that are imposed on us. This means that the retention period for your personal data varies

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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depending on the type of personal data.

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August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
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	18/09/17	2	
	25/09/17	3	
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The University will hold some of your data indefinitely in support of your lifelong relationship with DIT or

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unless you ask us to do otherwise. See 'The right to erasure of personal data' above.

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August 2017	14/08/17	Reassessment (2016/17)	
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Security

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August 2017	14/08/17	Reassessment (2016/17)	
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	25/09/17	3	
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We are committed to ensuring that your personal data is secure with us and with the data processors

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who act on our behalf. We are continuously taking technical and organisational steps to better protect

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	18/09/17	2	
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your information. Data Protection training has been made available to all staff.

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October 2017	02/10/17	4	
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Website Privacy Policy

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August 2017	14/08/17	Reassessment (2016/17)	
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The University Website Privacy and Cookie Statement explains how data may be gathered about users of

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August 2017	14/08/17	Reassessment (2016/17)	
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the University's website.

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	25/09/17	3	
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How DIT will contact you

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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We may contact you by telephone, email or post. In addition, if you have provided us with your mobile

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number, we may text you with University-related information e.g. exam information, grant information,

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graduation information, emergency information etc.

Month	Week Beginning	Week in Semester	
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Questions & Complaints

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August 2017	14/08/17	Reassessment (2016/17)	
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	25/09/17	3	
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If you are unhappy with the University's handling of your personal data, or believe that the

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requirements of the Data Protection Act or GDPR may not be fully complied with, you should contact

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the University 's Data Protection Office in the first instance. You also have the right to submit a

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complaint to the Data Protection Commissioner.

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How to contact us

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

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August 2017	14/08/17	Reassessment (2016/17)	
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copy of that information:

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October 2017	02/10/17	4	
	09/10/17	5	
	16/10/17	6	

By email: FOI@dit.ie

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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In writing:

Month	Week Beginning	Week in Semester	
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September 2017	04/09/17		
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Information Governance Officer, 5th Floor, Park House, 191 NCR, Dublin 7, DO7 EWV4

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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October 2017	02/10/17	4	
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	16/10/17	6	

Data Controller:

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		
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TU Dublin

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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Park House NCR

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August 2017	14/08/17	Reassessment (2016/17)	
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September 2017	04/09/17		
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Dublin 7

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
	11/09/17	1	Semester of 15 weeks that normally includes 12 weeks teaching
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	16/10/17	6	

T: +353 1 2205027

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	Semester of 15 weeks that normally includes 12 weeks teaching
	21/08/17	Reassessment (2016/17)	
September 2017	04/09/17		
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	16/10/17	6	

E: foi@dit.ie

Month	Week Beginning	Week in Semester	
August 2017	14/08/17	Reassessment (2016/17)	
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