

## WELCOME NOTE

### Dear Student,

I would like to welcome you to the Dublin Institute of Technology (DIT). Thank you for selecting DIT as a place to study and I do hope that you will find your time in DIT, Dublin and in Ireland to be enjoyable and a rewarding experience.

This is a very exciting time for you as you have come to live and study in an overseas country. Dublin, with its large student population, is a lively and vibrant capital city, with excellent services and amenities to help make your time here an enjoyable and memorable experience. You will be joining a community of over 22,000 students at DIT which includes over 1,000 international students from over 70 countries. DIT recognises and values the contribution which you, as a member of our international student community, make to the Institute in terms of the wealth of diversity you contribute culturally, socially, linguistically, and academically.

The role of the International Student Office is to provide information, advice and assistance to all international students from the time of their initial enquiry and throughout their studies at DIT. The team at the International Student Office is always available to address any queries you may have by visiting our office in Rathmines or by telephoning or emailing the office.

Your transition into a new cultural, social and academic environment will certainly be challenging at times but there are a range of excellent support services throughout DIT which will provide the support and advice you may require during your time at DIT. You will find the contact details of these services in this handbook and also on our website. However, I would encourage you to become actively involved in DIT's Clubs, Sports and Societies to help you to meet students from your own and different nationalities and from different DIT campuses so that you can perhaps form friendships and become more involved in college life outside of the academic area. In addition we would encourage you to participate in the many community related projects and volunteering activities that are underway across the Institute.

The Chaplaincy team host International Student Gatherings each month in our Aungier Street and Bolton Street campuses and these are a great opportunity to meet and chat with other international students and staff from the Chaplaincy Service and the International Student Office. I hope that you find the International Student Handbook 2012/13 a useful resource as you begin to settle into a new stage of your life as a DIT student.

Best wishes for the year ahead,



Dr. Noel O'Connor  
**Director of Students Services**





**Essential**

# **Living in Ireland**

## ON ARRIVAL – GETTING FROM THE AIRPORT

**Currently you can get from the Airport to your accommodation by taxi or bus.**

- **BUSES** into the city centre include Dublin Bus, Airlink and Aircoach. Prices can vary depending on where you are going and whether or not you want a return ticket. into the city centre include Dublin Bus, Airlink and Aircoach. Prices can vary depending on where you are going and whether or not you want a return ticket.
- **TAXIS** are available from the forecourts directly outside Terminal 1 and Terminal 2. A taxi dispatcher is available at either taxi rank if you require any further information or assistance.

**Further information** can be found here: [www.dublinairport.com/gns/to-from-the-airport/overview](http://www.dublinairport.com/gns/to-from-the-airport/overview)

## THE INTERNATIONAL WELCOME DESK

The International Welcome Desk is located in DIT Cathal Brugha Street.

This is a temporary desk that will be open for 2 weeks prior to the beginning of induction. Should you be arriving or in Ireland during this time you are more than welcome to drop in should you have any queries.

**Dates:** 27 August 2012 to the 07 September 2012. (Monday to Friday)

**Times:** 0930 to 1700hrs



# ACCOMMODATION

## TEMPORARY ACCOMMODATION:

The International Student Office has identified the following hostels which are suitable to stay in for a few days when you arrive. These hostels are located in the centre of the city, are close to the DIT Colleges and are close to all the amenities the city has to offer. They all provide either dormitory or private room accommodation, have facilities for secure storage of valuables and provide meals or you can cook for yourself.

We recommend you use these hostels for a few days to orient yourself in Dublin and while you identify and visit longer term accommodation. **These hostels are NOT suitable for long term stay.** You can book these hostels in advance of arrival in Dublin or drop in to the International Welcome Desk and staff there will be happy to help you identify the most suitable hostel for you.

Hostel	Contact	Nearest DIT Campus
Isaacs Hostel	hostel@isaacs.ie www.isaacs.ie	Cathal Brugha Street Mountjoy Square Bolton Street
Kinlay House Dublin	info@kinlaydublin.ie www.kinlaydublin.ie	Kevin Street Aungier Street Bolton Street Rathmines

Hostel	Contact	Nearest DIT Campus
Jacobs Inn	jacobs@isaacs.ie www.jacobsinn.com	Cathal Brugha Street Mountjoy Square Bolton Street
Avalon House	info@avalon-house.ie www.avalon-house.ie	Kevin Street Aungier Street Bolton Street Rathmines

## LONG-TERM ACCOMMODATION

- **DIT ACCOMMODATION SERVICES:** DIT Student Sports, Recreation & Support Dept. organises DIT's off campus student accommodation with external student accommodation providers. Students can book from June onwards to ensure a place for the coming academic year. It is advisable to book early as the number of places is limited considering the demand.

There will be a range of different styles of modern accommodation in the bed space provision. The accommodation is fully furnished and can be viewed on the accommodation provider's website or in person by viewing the accommodation. It is not advisable to agree to rent a flat or an apartment until you arrive in Dublin and actually see what you are being offered. Do not send money by wireless transfer. Groups of students may book on block with the accommodation provider though early booking would be advisable. All the accommodation is in close proximity to the North or South side DIT campuses and are close to public transport. The selection of the accommodation and the terms of the agreement/contract are entirely a matter between the individual student and the external accommodation provider.

DIT's Student Sports, Recreation & Support Dept. also provide an information service about accommodation in partnership with DIT' Student Union personnel. This service provides DIT students with information on available living accommodation, both self-catering and lodgings, including details about location, number of places and costs.

**Further information:** [www.dit.ie/campuslife/studentsupport/accommodation](http://www.dit.ie/campuslife/studentsupport/accommodation)



## HOUSE SHARING

### Many Irish students live in private accommodation – shared apartments or houses.

- Private accommodation is generally furnished, although the standard of furnishing varies. You will need to bring/ buy bed linen.
- Rents usually start from €90 per week, excluding heating and electricity. A deposit of one month's rent is usually required along with the first month's rent in advance.

### Finally...

- [www.ditsu.ie](http://www.ditsu.ie) is the Students' Union website. The Accommodation section of the website provides information on which areas in the city are most popular among students and other useful tips.
- It is a good idea to buy a map of Dublin.
- Postal codes e.g. Dublin 1, Dublin 2 – all even numbers are on the South side of the city, all odd numbers are on the North side.
- The following websites advertise available accommodation [www.daft.ie](http://www.daft.ie) (recommended by students), [www.let.ie](http://www.let.ie), [www.myhome.ie](http://www.myhome.ie), [www.easyroommate.com](http://www.easyroommate.com).
- The Evening Herald newspaper is available daily after 2.00pm in city centre newsagents. It is the best newspaper for accommodation advertisements.
- Accommodation can also be found through Letting Agencies. These agencies usually charge a registration fee, so before registering please confirm that they are a licensed agency.
- Information is also available on student notice boards around DIT. You should also contact fellow students who have been to Dublin on Erasmus before.
- Threshold, the tenant advisory service, provides information and advice on your rights as a tenant. [www.threshold.ie](http://www.threshold.ie)



# TENANCY LAW IN IRELAND

The law governing tenants and landlords is outlined in the Residential Tenancies Act 2004, which can be read in full online at [www.oireachtas.ie/documents/bills28/acts/2004/a2704.pdf](http://www.oireachtas.ie/documents/bills28/acts/2004/a2704.pdf).

The tenant is the person(s) who pays the rent to use the property. The landlord is the person who owns the property. The lease is the contract granting use of the property during a specified period in exchange for an agreed rent. Important points within this law are:

## THE LANDLORD MUST:

- Allow the tenant the exclusive and peaceful enjoyment of the property.
- Maintain the property to at least the standard that existed at the start of the lease.
- Not increase the rent more than once a year.
- Not charge rent at more than the 'market rate'.
- Not enter the property without prior arrangement with the tenant.
- Not penalise the tenant for testifying against him/her in any legal proceedings or for approaching the Private Residential Tenancies Board.
- Not confiscate any of the tenant's personal property, even if rent is owed.

## THE LANDLORD MAY RETAIN THE DEPOSIT PAID IF:

- The tenant fails to give proper notice before leaving.
- Leaves before the end of the lease without finding a replacement.
- The tenant causes damage beyond normal wear and tear.
- The tenant fails to pay rent or bills.

## THE TENANT MUST:

- Pay the rent on time and in full.
- Pay any charges or taxes (such as waste charges or television licence fees) payable by the tenant under the terms of the lease.
- Do nothing to damage the property beyond wear and tear.
- Inform the landlord of any repairs necessary to meet his/her obligations above. Write him/her a letter and keep a copy.
- Allow the landlord access for occasional inspections/repairs.

## NOTICE

The usual notice of departure from the lease is 28 days (for the first 6 months; after this 35 days notice is required) but if you the tenant is in arrears with the rent the tenant will only have 14 days to pay after the landlord warns the tenant before he/she is entitled to serve the tenant with a 28 day Notice of Termination.

## DISPUTES

The Private Residential Tenancies Board (01 8882960) can help you resolve disputes. Withholding rent during a dispute is not recommended because it can jeopardize your entitlements under the Act. Further information is available at [www.citizensinformation.ie/en](http://www.citizensinformation.ie/en)

## FOOD SHOPPING

There is a wide variety of food shops and restaurants in Dublin catering for all tastes. As the population of overseas nationals has grown in recent years in Ireland, so too has the diversity of foods and ingredients available. The usual modern selection of foods common to western culture has been adopted in Ireland. Europe's dishes have influenced the country, along with other world dishes introduced in a similar fashion to the rest of the western world. Common meals include pizza, curry, Chinese food, Indian food, and lately, some West African dishes and East European (especially Polish) dishes have been making an appearance. Supermarket shelves now contain ingredients for traditional, European, American (Mexican/Tex-Mex), Indian, Chinese and other dishes.

Everyday groceries can be purchased at the larger supermarkets such as Dunnes Stores, Tesco, and Superquinn or small chain stores such as Londis, Spar, Supervalu and Centra. The larger supermarkets tend to be cheaper, (their own brands generally cheapest) than the smaller chain stores. Two German Supermarket chains, Aldi and Lidl, have opened in Ireland in recent years providing cheaper options for grocery shopping.

On the more specialised side, several oriental emporiums can be found across the city offering packaged and frozen foods direct from Asia (as well as a great selection of woks and steaming baskets). There are a selection of halal butchers and Middle Eastern markets along Camden Street on the south side of the city. Supersam is a Polish food store found throughout the city. There are several African food markets near Moore Street in the city centre. Kosher food is available in a kosher section at Supervalu supermarket at Braemor Road, Churchtown, Dublin 14 and from Tesco at the Nutgrove Shopping Centre, Rathfarnham, Dublin 14.

- Most City centre grocery shops are open seven days a week, closing times vary and some are open 24 hours a day. Most shops in Dublin open late on Thursday evening (9p.m.).
- There is a 25c charge on all plastic bags. Reusable bags can be purchased in supermarkets for €1.00/1.50.

The currency in the Republic of Ireland is the Euro (€). The notes come in €200, €100, €50, €20, €10 and €5 denominations. There are 100 cents (c) coins in €1. The other euro coins are 1c, 2c, 5c, 10c, 20c, 50c, €1, €2. The euro is used by more than 320 million Europeans in twenty two countries. Please note that the euro is not used in the United Kingdom. The currency in the United Kingdom and Northern Ireland is the Pound Sterling. Ireland has a modern financial system and banking is simple and convenient.



## BANKING AND FINANCE

ATM machines are located throughout the city in banks and in such places as supermarkets and petrol stations. If you open a bank account in Ireland you will be issued with an ATM Laser/VISA card and pin number in the post from the bank that you open an account with. The ATM card should be able to be used at any ATM machine in Ireland and overseas if it has a cirrus or maestro symbol on the card. You will also be able to use your laser card to make purchases in supermarkets or other venues such as cinemas or restaurants. You will be able to check your account balance and perform bank transactions online through your bank's website or through phone banking. However, banks are open to the public from Monday to Friday. The times may vary but they generally open between 09.30 a.m. and 10.00 a.m. and close between 4.00 p.m. and 5.30 p.m.

### TO OPEN A BANK ACCOUNT

To open a bank account you will need the below forms of identification:

- Passport
- DIT Student Card
- Utility Bill/ or a letter from DIT confirming your address in Dublin.
- Document confirming your permanent home address (i.e. Bank statement or letter from your own university or DIT) Please note your permanent home address is your address in your home country. It is not your address in Ireland.

The campus Bank of DIT is AIB and branches can be found in Aungier Street and Bolton Street. Opening hours are as follows:

AIB Bank: Location 1st floor Aungier Street

Opening Hours: Monday to Friday: 13.30 – 15.30

Telephone: 01 475 9654

AIB Bank: Location Bolton Street

Opening Hours:

Monday & Thursday: 10.00-12.00; 13.00-16.00,

Wednesday: 10.30-12.00; 13.00 – 16.00,

Tuesday & Friday: 10.00-13.00

Telephone: 01 8740409

AIB Bank: Kevin Street

Opening Hours: Monday to Friday: 10.00 – 12.30

Telephone: 01 475 9680



## STAYING IN CONTACT...

### MOBILE PHONES

The main mobile service providers in Ireland are 02, Vodafone, Meteor, Tesco Mobile and Three mobile. There is also a new provider called eMobile. With numerous outlets across the city it makes purchasing a mobile phone easy. Each network provider has different phone offers, text and calls prices and in particular different international call charges and so you may need to shop around before deciding what best suits you. The average price for a mobile phone is €70. There are two bill paying options when purchasing your phone: pay as you go, where you purchase as much credit as you need to put on your phone and the bill pay option where you pay a bill each month. The 'pay as you go' option may be the easiest option for students as its less hassle than the 'bill pay' option, as the bill pay option will often come with a 12 month contract. There are now numerous ways of purchasing your credit for your pay as you go phone such as: purchasing at your local newsagent, internet banking, texting your top up and at bank links.

If your mobile phone from home is not SIM locked you may be able to insert an Irish SIM card into it. Please check this with the network's vendor before purchasing a SIM card.

The communications regulator of Ireland does allow you to compare plans offered which should help you in choosing the right plan for you: [www.callcosts.ie/home/default.asp](http://www.callcosts.ie/home/default.asp)

### INTERNET / BROADBAND

As for the Internet network, the DIT provides a free Internet access for the students; you will only need your student's number and your date of birth to be connected.

Most of the Mobile Phone providers also offer a mobile broadband service with a 'Pay as You Go' option. Details on these can be found at the Mobile Networks websites.



## WORKING IN IRELAND

### ENTITLEMENT TO EMPLOYMENT

International students do not need a work permit to work in Ireland.

- EU/EEA (European Economic Area) nationals have the same entitlement to take up employment as that of an Irish person.
- Non-EU/EEA students are entitled to work up to 20 hours part-time per week during college times and full-time during the college holidays\*
- Non-EU/EEA postgraduate students who are working on producing their dissertations beyond their examinations are not entitled to work for more than 20 hours part-time per week during the college's summer break as they are still regarded by the GNIB as being in full time study.
- The entitlement to take up employment ceases once your student visa finishes.
- Following completion of your studies, if you wish to continue in employment, you will require a work permit to do so.
- Although this entitlement to work certainly eases the financial burden on international students, we would not advise that you rely solely on this source of income during your stay here.
- It should be noted, however, that when applying for your student entry visa you will need to show that you have sufficient funds to cover the entire period of your programme, without having to rely on income from a part-time job.
- The Garda National Immigration Bureau also expects proof that you will have sufficient funds to cover your period of study in Ireland

\*Please see Immigration Information for more details on employment opportunities

### APPLYING FOR YOUR PERSONAL PUBLIC SERVICE (PPS) NUMBER

All employees in Ireland have a PPS number for tax purposes. Therefore if you are looking for a job you must apply for a PPS number.

- Applications are made through your local social welfare office. You can find where your nearest social welfare office is by visiting their website at [www.welfare.ie](http://www.welfare.ie).

The nearest social welfare office to our North City Campuses is located at:  
20 King's Inns Street, Dublin 1.

The nearest social welfare office to our South City Campuses is located at:  
Bishop Square, Redmond's Hill, Dublin 2.

Both offices are open from 09.30 to 16.00 each day. (Open at 10.30am on Thursdays)

## WORKING IN IRELAND cont'd

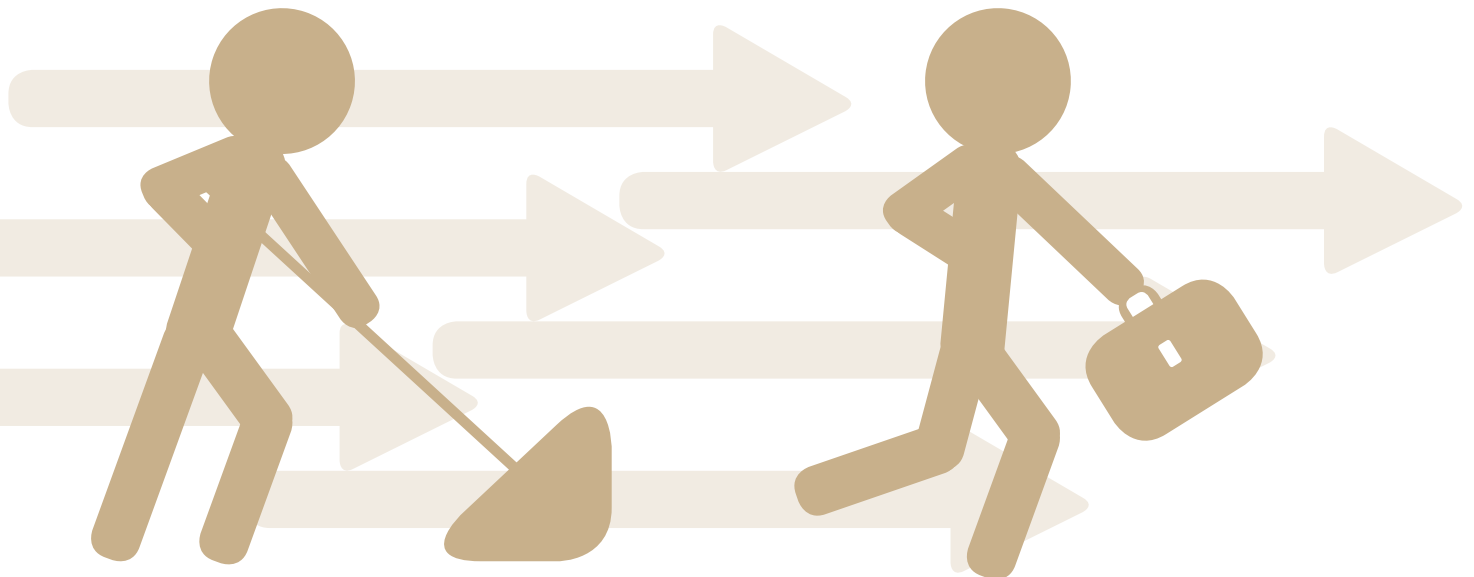
You will need to take the following documents along with you:

### EU/EEA STUDENTS:

- Passport
- Proof of Address (gas/electricity bill in your name or bank statement)
- Letter to proof that you are a registered student at DIT which is available from DIT Registration Offices or the European Student Coordinator.

### NON-EU/NON - EEA STUDENTS:

- Passport
- Garda Registration Card
- DIT Student Card
- Proof of Address (gas/electricity bill in your name or bank statement)
- Letter to proof that you are a registered student at DIT which is available from DIT Registration Offices or the International Student Office\*



## NON EU/EEA IMMIGRATION INFORMATION

International non-EU students are permitted to attend recognised full time programmes at DIT on the condition that the students and the Institute comply with specific regulations in relation to the issuing of student visas to such students by the Department of Justice, Equality, and Law Reform.

The Irish Naturalisation and Immigration Service (INIS) have produced a number of documents for international students that outline the New immigration regime which came into effect on January 1st 2011. Changes have been made to the previous Guidelines and Non-EU students must now comply with the requirements outlined, depending on their type of study.

The Student Visa guidelines may be found at the following weblink:

**[www.inis.gov.ie/en/INIS/Pages/Students](http://www.inis.gov.ie/en/INIS/Pages/Students)**

It is important that all NonEU students on study visas in Ireland are aware of the following student visa regulations:

1. All international non-EU students must register with the Garda National Immigration Bureau (GNIB) if they are staying in Ireland for more than 90 days. There is a charge of €150 payable by credit/debit card, postal order or cheque. Cash cannot be accepted.
2. Students enrolled in a Degree Programme will be required to demonstrate that they are progressing academically i.e. to the next year of the course in order to maintain their permission, which is renewed annually (for a maximum of seven years)
3. It is the student's responsibility to ensure that his/her student visa is renewed on time. Registered students at DIT will require a visa renewal letter from DIT's International Student Office to support their application for a visa renewal. Applications for visa renewal are made through the Irish Naturalisation and Immigration Service (INIS).
4. It is permissible for Degree Programme students to engage in casual employment where they are:
  - Registered with Stamp 2 permission,
  - Enrolled on a course listed on the Internationalisation Register,
  - Attending a full time course of education at or above NFQ Level 7,
  - Undertaking a full time course for a minimum of 25 weeks per annum,
  - On a course of at least one year's duration,
  - Pursuing a course leading to a qualifications recognised by the Minister for Education and Skills.

Students will also be required to comply with the Universal Social Contribution, Pay Related Social Insurance, employment laws and taxation requirements. Casual employment is defined as up to a maximum of 20 hours part-time work per week during the academic semester, or full time work (up to 40 hours per week) during normal college holiday periods.

**Please note:** NonEU Students who are in Ireland for only one semester are not permitted to work while in Ireland.







Useful

Student Life at

DIT

## ABOUT DIT

DIT is currently based on a number of campus sites around the centre of the city which are all accessible by public transport. Each location is associated with particular Faculties but students are always welcome to visit any campus location and make use of the facilities when possible.

DIT's main campus locations are:

- DIT Aungier Street – Business, Media, Law
- DIT Bolton Street – Built Environment, Engineering
- Cathal Brugha Street – Tourism and Food
- Kevin Street – Science, Engineering
- Mountjoy Square – Art and Design, Social Science
- Rathmines/Chatham Row – Music and Drama

Although DIT currently has many campus sites, there is one place where you can find out what's going on across the Institute – that's on our main website: [www.dit.ie](http://www.dit.ie)



AUNGIER STREET



CATHAL BRUGHA STREET



MOUNTJOY SQUARE



BOLTON STREET

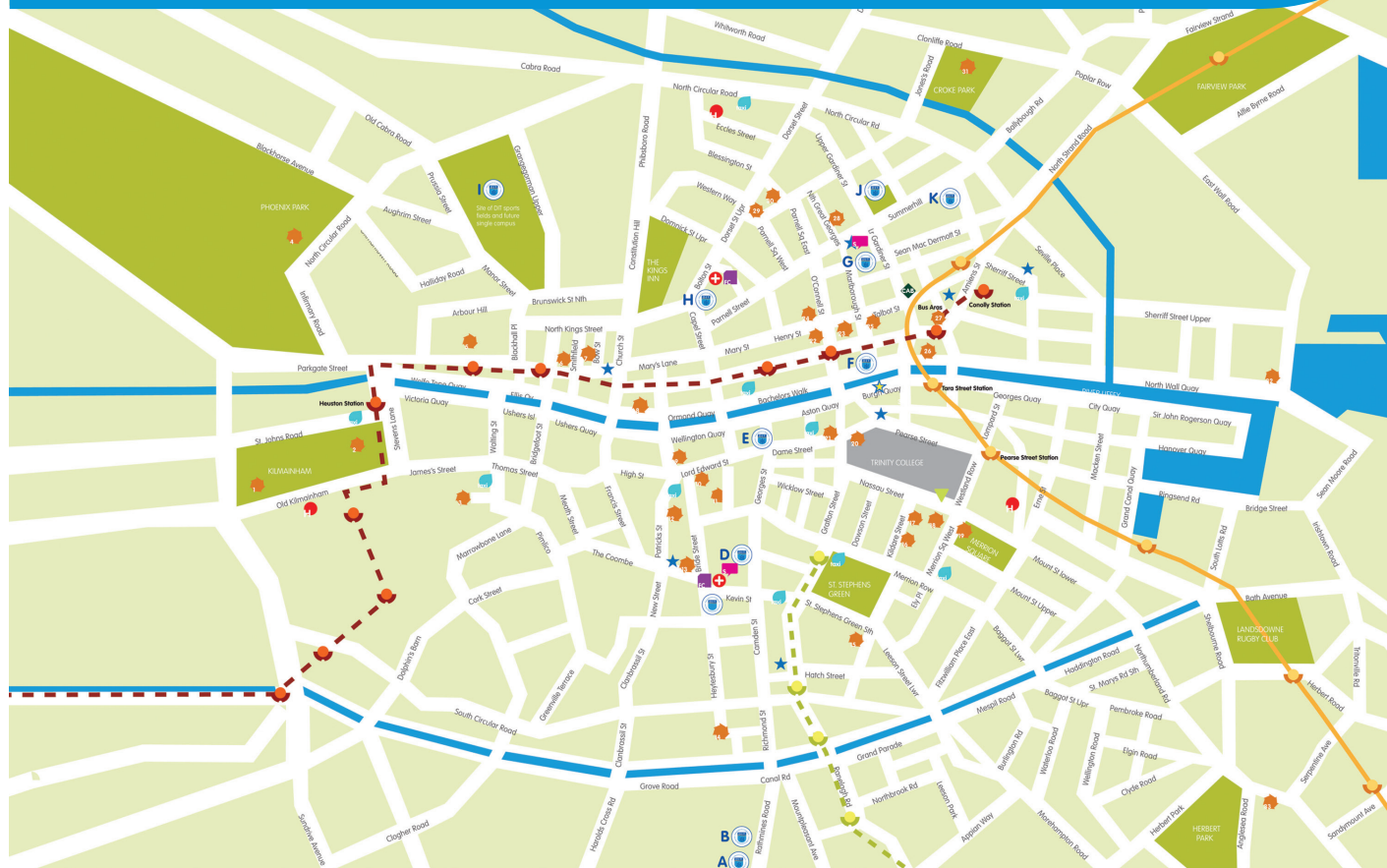


KEVIN STREET



RATHMINES ROAD

# DIT CAMPUS LOCATIONS



- Kilmainham Jail
- The Four Courts
- National Concert Hall
- Irish Museum of Modern Art
- Christ Church Cathedral
- Leinster House
- Guinness Storehouse
- City Hall
- Natural Library
- Phoenix Park
- Dublin Castle/Chester Beatty Library
- National Gallery
- National Museum/Collins Barracks
- St. Patrick's Cathedral
- Oscar Wilde Statue
- The Chimney
- Marsh's Library
- Trinity College Dublin
- Old Jameson Distillery
- The Irish Jewish Museum
- Bank of Ireland

- General Post Office (GPO)
- Pro Cathedral
- The Spire
- The Abbey Theatre
- Custom House
- Bus Arns
- James Joyce Centre
- Hugh Lane Gallery
- Dublin Writers' Museum
- GAA Museum
- The Point Theatre
- R.D.S.

- Luas Green Line
- Luas Red Line
- Train
- DIT Health Centre
- Red Line Stations LUAS
- Green Line Stations LUAS
- DART Line

- Taxi Rank
- DIT Fitness Centre
- Garda Station
- Garda National Investigation Bureau
- Hospital
- Social Welfare Office
- Citizens Advice Bureau
- Dublin Dental Hospital

- A** DIT RATHWINS
- B** DIT RATHWINS 143-149
- C** DIT KENNY STREET
- D** DIT ALINGER STREET
- E** DIT TEMPLE BAR
- F** DIT SACKVILLE PLACE
- G** DIT CATHAL BRUGHDA

- H** DIT BOLTON STREET
- I** DIT GRANGE/GORMAN
- J** DIT MOUNTJOY SQUARE
- K** DIT PORTLAND ROW



## INTERNATIONAL STUDENT OFFICE

DIT's International Student Office provides information, advice and assistance to International students on full time programmes at DIT. From the time of their initial enquiry and throughout their studies with DIT. The staff at the International Student Office host International Student Orientation Programmes at the start of each semester to ensure that our new international students are provided with the information and support they require so that they have a positive and stress free transition into studying and living in Dublin.

Staff from the International Student Office are available to meet with students at our office from Monday to Thursday from 10.00 a.m. to 12.00 p.m. Students may also contact the International Student Office through email at [international@dit.ie](mailto:international@dit.ie).

**ERASMUS** students should note that the European Student Coordinator is available from 2.30-4pm Monday-Thursday. [erasmus@dit.ie](mailto:erasmus@dit.ie)

Any NonEU full time students pursuing a complete programme in DIT who require a letter for the any of the following: visa office/ GNIB/Travel letter (dates required)/PPS/Bank(specify bank name and address). Must request via email at [international@dit.ie](mailto:international@dit.ie) and include your student number, current postal address, type of letter required. Please allow at least 5 working days to receive your letter.

Erasmus students should contact [erasmus@dit.ie](mailto:erasmus@dit.ie) for any letter requirements they may have.

### DIRECTIONS TO DIT'S - INTERNATIONAL STUDENTS OFFICE:

The following buses stop outside DIT's International Student Office:

14, 15, 15a, 65, 65b, 83, 140, 142

Please visit [www.dublinbus.ie](http://www.dublinbus.ie) for information on these bus routes.

### INTERNATIONAL STUDENT OFFICE - OPENING HOURS

#### NON-EU Students

Monday to Thursday

10.00 a.m. - 12.00 p.m.

#### ERASMUS Students

Monday to Thursday

2.30p.m. – 4.00 p.m

## REGISTRATION

### Dear Student,

Welcome to DIT and Ireland, we look forward to having you with us and hope that you will find the learning experience rich and rewarding.

It is important that you now register as a student and pay your fees (where appropriate). This will entitle you to attend classes, sit examinations and avail of our services. You must logon to [www.dit.ie/registration](http://www.dit.ie/registration) immediately for information on our Registration and Student ID Card event. Please ensure to attend at the time(s) designated for your programme.

The website also provides you with information concerning your programme induction schedule, other services and you are advised to visit it regularly.

Your DIT email account is our prime method of communicating with you and you need to access it on a regular basis by visiting [www.mydit.ie](http://www.mydit.ie).

Please do not hesitate to contact us on [registration.service@dit.ie](mailto:registration.service@dit.ie).

Wishing you every success.

Yours faithfully,

**Teresa Ward**  
**Registration Manager**



## CAMPUS LIFE OFFICE

The DIT Campus Life group was created in 2006 and includes a wide range of services which have been developed to support the students of DIT. These include:

- Campus Life Office
- Careers Service
- Chaplaincy Service
- Counselling Service
- Disability Service
- Health Service
- Mature Student Support Service
- Societies Office
- Sports and Recreation Service
- Student Sports, Recreation & Support (SSRS) Department which also provides Accommodation Service and Student Financial Aid

The main function of the office is to provide a seamless unit of integrated student support services that ensure that each and every DIT student receives the support they need to achieve an excellent student experience.

### CONTACTING CAMPUS LIFE

Manager of Campus life

Brian Gormley

T: 4023441

E: [Brian.gormley@dit.ie](mailto:Brian.gormley@dit.ie)

Research and Project Officer Campus Life

Dr Rachel O Connor

T: 4023446

E: [rachel.oconnor@dit.ie](mailto:rachel.oconnor@dit.ie)

W: [www.dit.ie/campuslife](http://www.dit.ie/campuslife)





## STUDENT HEALTH SERVICE

Health Centres are located in Aungier Street for the south city DIT centres and in Linenhall (Bolton Street) for the north city DIT centres. The health centres are staffed by nurses and doctors whose function is to provide a service for general health treatment and care. This service is free to all full-time students. Assistance with the cost of specialist consultations and with routine dental and ophthalmic treatment is available to students who are in need. Students should obtain a Medical Card if they are entitled to one see; [www.dit.ie/campuslife/studenthealthservice/home](http://www.dit.ie/campuslife/studenthealthservice/home)

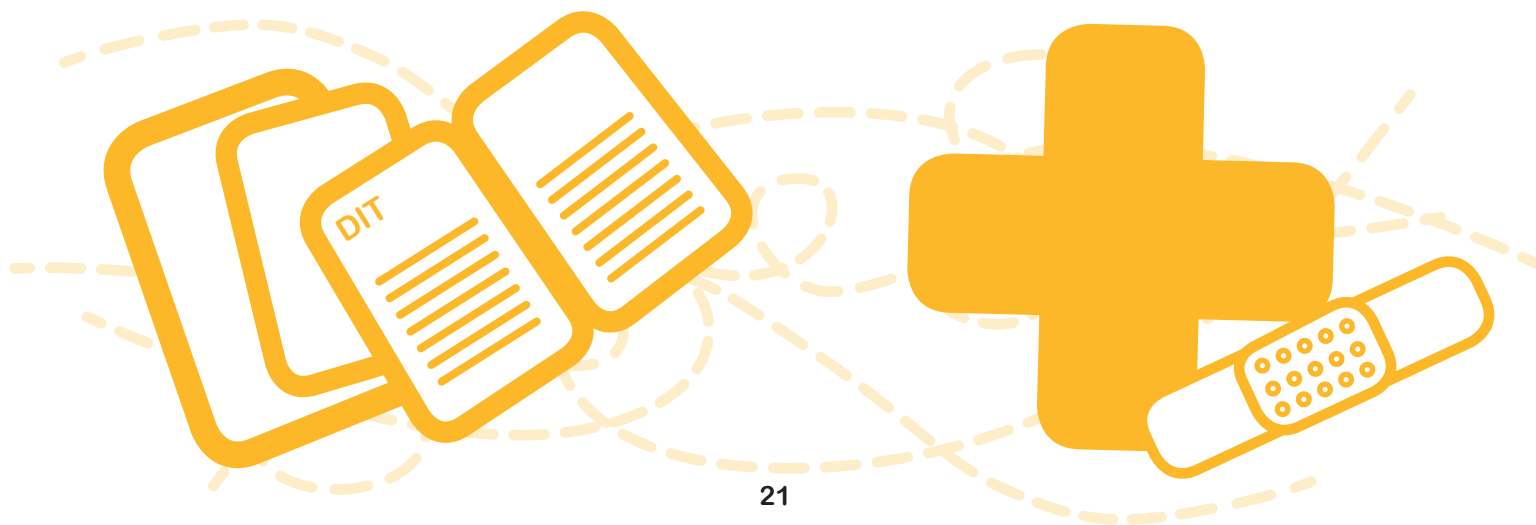
## LIBRARY SERVICES

There are six libraries in DIT, located at the main centres of study. Registered students can visit and borrow books from all of them.

The libraries provide study spaces, networked PCs, printers and copiers, textbooks, reference works, journals and newspapers, DVDs and other resources to support the many programmes offered by DIT.

Internet access and on-line searching are freely available via the DIT Library Services Website at [www.dit.ie/library](http://www.dit.ie/library). Most of the electronic resources can be accessed from any networked PC within DIT and from outside. In addition, wireless access is available in all the libraries so you can use a laptop or handheld device there as well.

Library staff are always happy to help you find the information you need. They also arrange sessions to introduce the various services available. Please ask if anything is unclear. Contact details for each library are shown at [www.dit.ie/library/sites](http://www.dit.ie/library/sites)



## STUDENT SPORTS, RECREATION AND SUPPORT DEPARTMENT

### BACKGROUND TO THE SERVICES

The DIT Student Sports, Recreation & Support Dept. service is a totally confidential service to students. It manages DIT's Student Assistance Schemes, DIT's Student Accommodation Service, Personal accident insurance scheme, DIT SSRS budgets & finance and administers the student council and student subcommittees.

### ARE YOU IN FINANCIAL DIFFICULTIES?

DIT's Student Assistance Schemes may be able to help you. DIT's Student Assistance schemes provide financial assistance to undergraduate/postgraduate full time DIT students (meeting the set criteria) who are in severe financial difficulty or who are disadvantaged in some manner. International students are only eligible where there is extreme personal circumstances which are unforeseen and effect their funding for general day-to-day expenditure. Students normally apply after speaking to one of the campus life staff or a DITSU student union staff member.

Students are advised that if they foresee a financial problem please do not leave it too late to seek assistance. The general student assistance scheme provides assistance for every day expenditure - rent, books, food, travel and class materials. It involves completing a form, attaching backup documentation and contacting the SSRS Dept. to make an appointment to meet with the SSRS manager. When booking the interview appointment you will be asked a few questions to check your eligibility so be prepared for this. The interview is an informal meeting to assess your financial need and is completely confidential. If you are very stressed DIT has an excellent counselling service which you could consider contacting for an appointment.

There are several other schemes which are document based - childcare support, optical/dental schemes, medication and specialist treatment assistance and emergency assistance.

If you are in an emergency situation please do not hesitate to contact the SSRS manager directly. See DIT website [www.dit.ie/campuslife/studentsupport/studentfinancialsupport](http://www.dit.ie/campuslife/studentsupport/studentfinancialsupport).

### STUDENT PERSONAL ACCIDENT INSURANCE

All DIT full-time registered students are covered by a Personal Accident Insurance Scheme all year round (365 days) and even whilst abroad during the Summer months. Apprentice students are covered only whilst attending a DIT campus. All students participating in sports and student activities are covered once they are on the insurance register. Cover is provided for a wide range of benefits (subject to some exclusions) in respect of certified accidents, whether occurring on DIT premises or elsewhere see DIT website [www.dit.ie/campuslife/studentsupport/personalaccidentinsurancescheme](http://www.dit.ie/campuslife/studentsupport/personalaccidentinsurancescheme).

Please check DIT website for further details but if you still have a query please contact the SSRS staff for assistance.

SSRS Dept.,  
143-149 Rathmines Road, Dublin 6  
Ms. Deirdre Corcoran T: +353 1 402 3353  
Ms. Noreen Philips T: +353 1 402 3394  
E: [student.services@dit.ie](mailto:student.services@dit.ie)

## COUNSELLING

The DIT counselling service is a free totally confidential service available to all DIT students. It is staffed by five counselling psychologists with an office in four main DIT centres. A number of the counsellors have a specific expertise in the area of transculturalism and all of the team have considerable experience in working with international students in helping them to cope with the challenges and demands of life within a new culture. If you wish to make an appointment with a counsellor, it is recommended that you contact the secretary directly at the above number or text 086 0820543. You can also drop in to see one of the counsellors on site but often the counsellors are in hourly sessions and may not be able to speak with you immediately. In this case, please either leave a message or contact the secretary, who will respond promptly to your call.

### HOW CAN COUNSELLING HELP?

Counselling offers an opportunity to talk in confidence about problems or issues that may concern you. Most difficulties also assume a less frightening or overwhelming dimension once they are aired. By talking through a difficulty, it can help you to gain another perspective and free yourself of unwanted thoughts and feelings. It can also help just to normalise what you are going through so that you come away feeling that you are not the only one experiencing particular types of doubts and worries. This is particularly important for students who are living away from home or who are adjusting to a new culture. Just knowing that what you are experiencing is perfectly normal and there are ways to effectively deal with it can really help to diffuse any anxiety that you might be feeling. It can also help to reduce any other negative feelings that you might be experiencing in regard to actually seeking help for a concern or problem such as shame or embarrassment or feeling that this is a sign of weakness. Seeking professional help for a concern or problem is a positive step forward – bottling it up and not talking about it and thus allowing your worries to overwhelm you is a step backward. Most importantly counselling can help you to help yourself, and enable you to identify strategies and resources that will help to resolve your difficulties successfully. You will also gain a valuable opportunity to deepen your understanding of yourself and what is happening and develop alternative ways of dealing with challenges in your life.

[www.dit.ie/campuslife/counselling](http://www.dit.ie/campuslife/counselling)

#### Head of Service:

**Catherine (Nita) Whelan**

**Acting Head of Service**

Nita Whelan, Registered psychologist  
DIT Aungier Street (Mon-Fri)  
T: 01 402 3052 (Aungier St)  
E: Catherine.whelan@dit.ie

#### Secretary to the Service:

Gabby Lynch

DIT Rathmines  
T: 01 402 3352 M: 086 0820443  
E: gabby.lynch@dit.ie

John Broderick, Registered Psychologist  
DIT Aungier Street, RM 2043 (Mon-Fri)  
T: 01 4023155  
E: john.broderick@dit.ie

Catherine Bolger, Registered psychologist  
DIT Mountjoy Square  
T: 01 4024120  
E: caterhine.bolger@dit.ie

Jennifer Hughes, Registered psychologist  
DIT Cathal Brugha Street  
T: 01402 4343  
E: jennifer.hughes@dit.ie

## THE IRISH OFFICE

Oifig na Gaeilge is DIT's Irish Language Office. We're based in Aungier Street but we work with all of the DIT's staff and students and across all of the Institute's campuses; our job is to promote the Irish language in every way possible in DIT and our aim is for Irish to be central to life in the Institute. We are working towards this by providing opportunities to learn the language, organising social and cultural events, assisting in the provision of services through Irish for staff and students, translation work and much more besides. The Irish language (Gaeilge) is one of the two official languages in Ireland and is an official language of the European Union. It's one of the oldest written languages in Europe and although it is a minority language in Ireland, 1.6 million people have a reasonable fluency in Irish, according to recent census figures. Irish has become very popular again in recent times and has a strong presence in the media with Irish language television, radio stations, newspapers, magazines and much online content. More and more people are learning Irish and we try to encourage this as much as possible in DIT.

We run Irish classes each term for DIT students which are free of charge and available at two levels – one for complete beginners and another for people with some fluency in the language. The classes are informal and friendly and are a great way to get to know other international students who share an interest in language and culture! We also run classes in various traditional arts - music, dance and song, subject to demand. Again these classes are open to all DIT students. All you need to do is email us or give us a call to find out about availability and to register.

An Cumann Gaelach is DIT's Irish language student society, a very active society with over 200 members who work with Oifig na Gaeilge, other societies and with DIT Students Union in organising social events for students. Highlights on the society's calendar include the céilí (a night of traditional music and dance) during the first week of term, a Christmas gig and events during Seachtain na Gaeilge – a week long Irish language festival held internationally each March. Everyone is welcome at these events regardless of what level of Irish you have and they provide you with a great opportunity to get a taste of the local culture. An Cumann Gaelach can be contacted by emailing [cumanngaeilach@socs.dit.ie](mailto:cumanngaeilach@socs.dit.ie).

We would very much like to hear from you if you have any ideas about the promotion of the language in DIT. You can send us an email at [gaeilge@dit.ie](mailto:gaeilge@dit.ie) or call 01 4027505 (Siobhán) and keep an eye on our website for upcoming events [www.dit.ie/gaeilge](http://www.dit.ie/gaeilge)

### OIFIG NA GAEILGE – THE IRISH OFFICE

Siobhán Nic Gaoithín,  
DIT Aungier Street,  
Room 5036  
Dublin 2

T: 01 4027505  
E: [gaeilge@dit.ie](mailto:gaeilge@dit.ie)  
W: [www.dit.ie/oifignagaeilge/](http://www.dit.ie/oifignagaeilge/)

## DIT CHAPLAINCY SERVICE

The Chaplaincy Service offers a welcome to you to the Institute. We hope you enjoy your time with us. Our aim is to provide support and care for the personal, social and spiritual lives of students and staff and to contribute to a sense of community throughout the Institute.

### THE SERVICE

The Chaplaincy is a professional one and offers a confidential service where there is a chaplain available on almost all DIT sites/centres. We are aware that life as a student can at times be stressful or hectic. We would like you to include us in your support team to assist you in whatever way we can. Come and find us – we may not have all the answers [though we do have some!] but we can direct you to the person who might. Primarily the two things that we offer are our time and our availability.

You will see us around the campus if you wish to have a chat about anything – some information or a personal matter - there is no need for an appointment – just call in to the office or come over to the chaplain as you see him/her about your site.

### INTERNATIONAL EVENING/FRIENDSHIP LUNCH

To help you feel at home each fortnight we host a Friendship Lunch and/or an International Student Evening. These are social events where you can relax and connect with other international and Irish students. You can find details – date, time and venue on our website <http://chaplaincy.dit.ie>

### SOCIAL ACTION/COMMUNITY INVOLVEMENT

As a student at DIT you might like to give an hour of your time or more to participate in any of our social action/outreach projects. Contact the chaplain on your site or go to our website for details.

Once again welcome and we look forward to meeting you during your time in college at DIT.

#### YOUR CHAPLAINS:

Coordinator Chaplaincy Service  
Central Office Rathmines Road  
T: 402 3050 M: 087 6417309  
E: [mary.flanagan@dit.ie](mailto:mary.flanagan@dit.ie)

DIT Aungier Street  
Mary Flanagan  
T: 402 3050 M: 087 6417309  
E: [mary.flanagan@dit.ie](mailto:mary.flanagan@dit.ie)

DIT Bolton Street  
Alan Hilliard  
T: 402 3639 M: 087 7477110  
E: [alan.hilliard@dit.ie](mailto:alan.hilliard@dit.ie)

DIT Cathal Brugha Street  
Finbarr O'Leary  
T: 402 4308 M: 087 416 9517  
E: [finbarr.oleary@dit.ie](mailto:finbarr.oleary@dit.ie)

DIT Kevin Street  
Fionnuala Walsh  
T: 402 4568 M: 086 875 4422  
E: [fionnuala.walsh@dit.ie](mailto:fionnuala.walsh@dit.ie)

DIT Mountjoy Square/  
Conservatory of Music & Drama  
Rathmines Road / Chatham Row  
Vacant  
T: 402 4112

## STUDENTS UNION

### Hi there!

First of all we would like to welcome you to Ireland and most importantly, to DIT. We are your elected officers in DIT Students' Union (DITSU). Moving to a new city can be daunting but it can also be exciting! We hope to make your time here as fun and relaxed as possible. We organize many events and parties during the year, including some especially for Erasmus and International students.

There are three full-time elected officers who lead the Students' Union. The three of us are known as the "Sabbatical Team" and we are David Keogan (President), Glenn Fitzpatrick (Vice-President, Education & Welfare) and William Meara (Vice-President, Events). If you have a problem, come to us. We want to help!

We are here to help you get the best education you can during your time in DIT but that's not all! For the coming year, we will also be helping you find places to live, giving you advice on employment in Dublin (non-EU/EEA can work up to 20 hours part-time per week), on getting round the city and around the country. DIT Students' Union are here to help you with any and all aspects of your time as a DIT student in Ireland. While you are here at DIT, you can expect the following:

You have many rights and entitlements while your here at DIT. These include:

- |   |  |
|---|--|
| <input type="checkbox"/> Full access to the DIT Libraries                             | <input type="checkbox"/> Access to I.T. facilities                     |
| <input type="checkbox"/> Use of the Student Medical Centre free of charge             | <input type="checkbox"/> Plus some coverage under DIT Insurance Policy |
| <input type="checkbox"/> Counselling Service  | <input type="checkbox"/> Chaplaincy Service                            |
| <input type="checkbox"/> Careers Advice Service                                       | <input type="checkbox"/> Sports Clubs & Societies                      |
| <input type="checkbox"/> Access to gyms & swimming pool (for a discount student rate) | <input type="checkbox"/> Full representation by your Students' Union   |

Want a great college experience in Ireland? Get involved - You can become a member of one of our 80+ societies and 40+ sports clubs in DIT. They will be signing people up on the week of September 24th. There is something for everybody. If you want to help run events and campaigns, drop into one of our offices and give us your details.

Stay in touch - If you want any more information, check out [www.ditsu.ie](http://www.ditsu.ie). Our email addresses are up there. Like and follow the Facebook and Twitter for updates and look at the website for every and any query. The local Students' Union offices on the different sites have wonderful, friendly people, who are there to help and advise you, so make sure to pop into your local Students' Union office and introduce yourself!

See you soon!

*David, Glenn and Will*



## DIT SOCIETIES

The DIT Societies Office with the support of the DIT Cultural and Social Committee work together to provide an excellent variety of student societies and activities to ensure that you can enjoy a great student experience.

There are now over 80 active DIT Societies which are run by students for students and which are supported by DIT's Societies Office and DITSU in the areas of advice, administration and finance. Students are encouraged to join societies of interest to them to enrich their college experience and to meet new like minded friends. Societies in DIT have two main objectives; (i) to organise events which would be of interest to the Society members, and (ii) to provide a social forum for its members.

Information on all the student societies at DIT can be found at <http://socs.dit.ie> where there is also information on how to start up a society if that would appeal to you!

## DIT SPORTS

And welcome to Dublin – a modern & medieval city with a vibrant sporting community.

The Sport & Recreation Service at Dublin Institute of Technology is committed to delivering a high quality service to students at DIT. This involves ensuring that opportunities are available to everyone, to participate in sport & physical activity, across a wide range of disciplines, both competitive and recreational, including Basketball and Cricket, Judo and Swimming, Ultimate Frisbee and Sub Aqua.

Our dedicated sports team co-ordinate a variety of programmes in venues across the city and ensure that the highest standards are provided to our student members at all times – with professional coaches and high quality facilities and equipment being provided to cater for every individual's choice.

Dublin Institute of Technology competes nationally in third level competitions across a wide variety of sports, and also supports DIT students to participate internationally in the World University Games, and World University Championships Series.

Closer to home, DIT has over 40 sports clubs, providing opportunities for everyone to try something new, or to train for competition in your chosen sport. Our sports coaches are of the highest standard, and our clubs facilitate beginners as well as more experienced sports people. Our focus is on integrating international students with the other students in the Institute – our experience is that Sports & Recreation can provide you with a great opportunity to meet new friends and get to know the city.

## DIT SPORTS FACILITIES

DIT has its own indoor and outdoor sports facilities, in three locations around Dublin City.

**DIT FIT 2 GO CLUB** – which is the name of our Indoor Sports Club.

Whether you are interested in a leisurely swim or a more strenuous workout..... our leisure facilities provide the perfect setting. We provide indoor sports facilities on campus at two locations, one north side and one south side:

DIT Kevin Street Sports Facilities Include:

- State of the Art Gymnasium with an extensive variety of exercise and fitness equipment
- 18 Metre four lane pool ranging from 0.75m to 2m in depth
- Sports Hall for all our martial arts activities and fitness classes

DIT Bolton Street Sports Facilities include:

- New fully equipped gym with latest exercise and fitness equipment
- Sports hall which caters for a wide variety of sporting activities

The DIT Fit 2 GO club uses state of the art Technogym equipment (the same as that used by the Olympians in Beijing to train) and provides individualised programmes and fitness assessments for all members.

All of our facilities are supervised by qualified professional staff. For more information on our opening hours, membership rates and pool/ fitness class programme please visit the DIT Sports website at [www.ditsports.ie](http://www.ditsports.ie).

DIT Grangegorman Outdoor Sports Facilities:

- There are 3 natural grass pitches at Grangegorman with outdoor changing facilities, providing a home for our GAA, Soccer and Rugby
- Club activities as well as hosting intervarsity events (Ultimate Frisbee 2008 etc.)

In addition to our on-campus facilities, the sports and recreation service also provides a range of activities in partnership with a number of excellent public and private facility providers in close proximity to the institute's city wide campuses. Details are contained on the website at [www.ditsports.ie](http://www.ditsports.ie).

For a full list of sports clubs and activities across the city, please check [www.ditsports.ie](http://www.ditsports.ie) or contact the team

Head of Sport  
Sinéad McNulty  
Grangegorman  
[Headofsport@dit.ie](mailto:Headofsport@dit.ie)

DIT Sports Officer  
(Facilities, Operations, Development)  
Niamh O Callaghan  
DIT Aungier St  
T: 01 402 3042 M: 087 2985849  
E: [niamh.ocallaghan@dit.ie](mailto:niamh.ocallaghan@dit.ie)

DIT Sports Officer  
(Administration, Marketing, Promotion)  
Caragh O'Buachalla  
DIT Cathal Brugha St  
T: 01 402 4341 M: 087-2933442  
E: [caragh.obuachalla@dit.ie](mailto:caragh.obuachalla@dit.ie)

DIT Sports Officer  
(Clubs, Funding, Development)  
Herbie McClelland  
DIT Aungier St  
T: 01 402 3042 M: 087-2245507

DIT GAA Development Officer  
Darragh Biddlecombe  
DIT Bolton Street  
T: 01 402 4010 M: 087-2245508  
E: [dbiddlecombe@dit.ie](mailto:dbiddlecombe@dit.ie)

DIT/ FAI 3rd Level Football Facilitator  
John O'Carroll  
DIT Bolton Street  
T: 01 402 4010 M: 086 7954371  
E: [john.ocarroll@fai.ie](mailto:john.ocarroll@fai.ie)

## MATHS LEARNING CENTRE

The DIT Students' Maths Learning Centre (SMLC) is an initiative to provide additional mathematical support to DIT students from all the faculties, the support is provided in a relaxed, non-judgmental environment. The service is FREE of charge and open to DIT students of any level. First year students are especially welcome.

The SMLC consists of drop-in centres, which is currently open for 24 contact hours in total per week in Aungier Street, Bolton Street and Kevin Street campuses. Support is given through one-to-one tuition offered on a drop-in basis. Times and locations for drop-in sessions are as follows

DATE	TIME	LOCATION	ROOM NO.
Mondays	4 – 7	Kevin St	KA-2006 (Library)
Tuesdays	4 – 7	Aungier St	Study Room 5 (Library)
Tuesdays	4 – 7	Bolton St	Room 136.1
Wednesdays	11 – 2	Aungier St	Study Room 5 (Library)
Wednesdays	4 – 7	Kevin St	KA-2006 (Library)
Thursdays	11 – 2	Aungier St	Study Room 5 (Library)
Thursdays	11 – 2	Bolton St	Room 136.1
Fridays	11 – 2	Kevin St	KA-2006 (Library)

There is no need to make an appointment in advance, just come to the drop-in centres with you lecture notes and tutorial sheets. Additionally, there is an extensive online support system in operation, consisting of detailed notes on various common areas of difficulty in mathematics, both on our website [www.maths.dit.ie/mlc](http://www.maths.dit.ie/mlc) and on WebCourses.

The SMLC should be used as a supplement to lectures and tutorials and not as a substitute for these. Weeks proceeding exams are extremely busy and it is not always possible to attend to everybody's need during that period. We strongly advise students who are experiencing difficulties with maths to attend the SMLC regularly and as early in the academic year as possible. If a student comes to the centre with a mathematical question arising from either project-work or a non-mathematics module, we will endeavour to help. However, assistance cannot be guaranteed in these cases.

As well as helping students to develop their mathematical skills, we also encourage them to become independent autonomous learners with greater confidence in their mathematical abilities and a better overall understanding of maths. The SMLC strives to maintain the quality of mathematics education in DIT.

For more information, please contact:

Qi Wang , SMLC Manager

Room KA2006, DIT Kevin Street.

T: (01) 402-4850 / (01) 402-2815

E: [smlc@dit.ie](mailto:smlc@dit.ie) / [qi.wang@dit.ie](mailto:qi.wang@dit.ie)

## MEDICAL INSURANCE

- Non EU/EEA students pursuing a full time undergraduate or postgraduate degree programme.

### Does not apply to Erasmus or Non EU Exchange students

All non-EU students who are studying in Ireland are obliged to have private medical insurance cover in Ireland under the terms of their student visa by the Department of Justice, Equality and Law Reform.

The International Student Office arranges private medical insurance cover for all registered non-EU students on international fees. The fee for the private medical insurance is included in the annual international non-EU fee.

The medical insurance cover is with ACE Insurance. DIT's international students are insured by a Student Personal Accident Policy which includes medical and repatriation cover due to an accident or following an illness which necessitated admission to hospital while the student is resident in Ireland while studying full time as a registered student at DIT.

In case of hospitalisation while in Ireland please phone Ace Insurance in Dublin at 01 4401761 in relation to your insurance cover.

International students are invited to come to the International Student Office for support on completing any medical expenses claim form which is available from the international student office. Please note that this medical insurance cover does not cover dental treatment, or GP visits.(students are entitled to free GP visits at the DIT medical centres during term time) Students are also obliged to pay the first €100 claimed in respect of all medical expenses. Your medical insurance certificate will be given to you after registration. You will need to contact the international student office to collect your certificate.

If you have any further questions on any aspect of the Medical Insurance Cover please contact the International Student Office.



# PLAGIARISM

The Dublin Institute of Technology considers plagiarism to be a serious academic offence. Plagiarism is a breach of academic values, academic conventions and codes of practice. It is widely accepted within academia that in the pursuit of knowledge, innovation and creativity academics and students alike will build upon the works of others. Fundamental to this process of human inquiry and discovery is the prerequisite that all sources of information utilised should be appropriately acknowledged. This elementary precondition enables the cultivation of scholarly activities and research to progress in an open and free environment.

## DEFINITION OF PLAGIARISM

Plagiarism is regarded as either intentionally or unintentionally the 'passing off' of others' work as one's own. This includes the using of others' ideas, information presented or accessed in either visual or audio formats and asking or paying another to produce work.

In short, do not:

- Pass off another's work as your own
- Ask another to do work which you claim as your own
- Buy or copy work from electronic sources which you claim as your own
- Use another's ideas as your own

Plagiarism can be either an intentional act whereby work is deliberately utilised and claimed as one's own, or it can occur unintentionally either through bad academic practice by the student or failure to inform yourself about the Institute's regulations. Plagiarism is not confined to written assignments, projects or theses; it incorporates all academic work, including practical workshops, demonstrations, three dimensional work and artistic practice.

## HOW TO AVOID PLAGIARISM

The best way to avoid plagiarism is to become informed. You should request information from your lecturer, examine programme writing style guides and conventions, access programme documents and consult the Institute's General Assessment Regulations. Be clear about the particular referencing system of the discipline concerned, while noting that with modularisation students may study modules in different disciplines. Therefore, be sure you are using the correct referencing procedure appropriate to the discipline you are studying. Above all, clearly acknowledge all sources of information you have accessed during your work. The Institute's Library Services have several useful texts on plagiarism which are both accessible and informative, and they are a good guide to referencing. Library staff provides Information Literacy sessions that include guidance on referencing and plagiarism. Students may be asked to sign a declaration on all written assignments/theses submitted to verify that the work is not plagiarised. If such a declaration is not signed, however, students will still be subject to the regulations governing plagiarism.

## PLAGARISM CONT'D

### PROCEDURE FOR SUSPECTED CASE OF PLAGIARISM

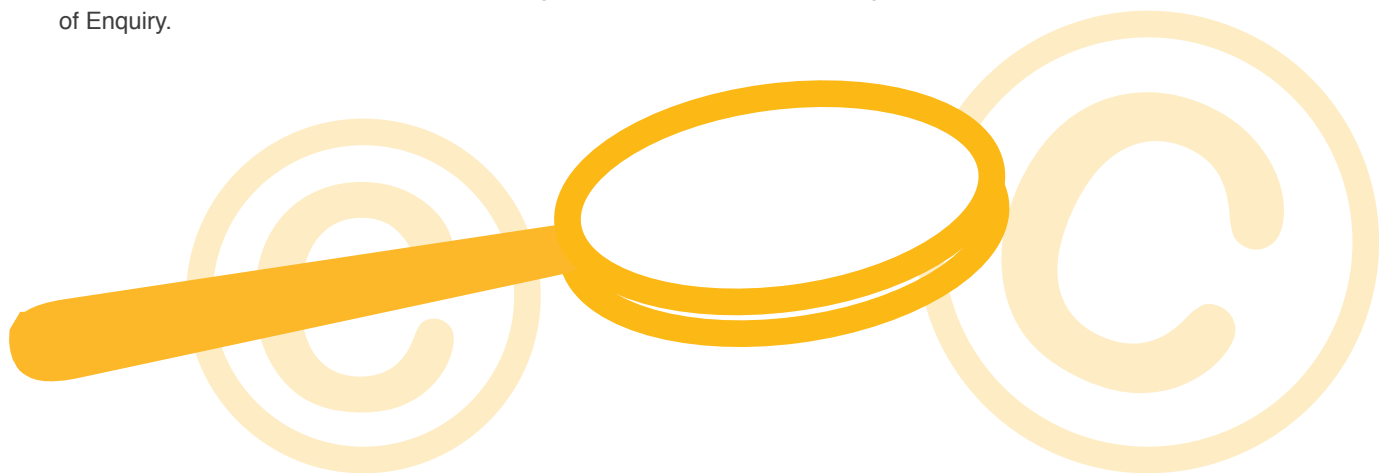
While the lecturer may utilise their own professional judgement firstly to resolve the matter, some suspected cases of plagiarism may have to be dealt with by following due process as outlined below. Any judgement made will be confined to academic assessment principles, the Institute's regulations and based on an academic decision.

### INITIAL STAGE

If a lecturer suspects that plagiarism has occurred, they shall notify the Head of School/Department/Assistant Head of School, as appropriate, who will inform the student of the concern and arrange a meeting (within 10 working days). In attendance should be the relevant Head of Department/Assistant Head of School, the lecturer, the student and a student representative (optional student's choice). During this meeting the student will be clearly informed of the precise nature of the concern. The student will be asked to provide clarification relating to the concern, they may also provide additional details in relation to the matter. At the end of this meeting the Head of Department/Assistant Head of School and the lecturer will consider the case (taking into account the academic experience of the student and the cultural background) make an academic decision and choose one of the following options:

- (i) The matter has been resolved.
- (ii) To resolve the matter the student may need to resubmit the work in question.
- (iii) The matter is not resolved.

If the matter is not resolved (option iii) the Head of Department/Assistant Head of School should promptly report the case to the Head of School who in turn will request the Faculty Administrator to move the case to the Panel of Enquiry stage as provided for in Chapter 10 of the General Assessment Regulations. The student has a right to be informed of the membership of the Panel of Enquiry.



# ACADEMIC CALENDER 2012/13

The Academic Year comprises 2 Semesters of 15 weeks during which student learning and assessment takes place.

## SEMESTER 1

### September 2012

10th		1st Years commence including Orientation, Induction
17th	Wk 1	Teaching commences for 2nd & subsequent years
24th	Wk 2	

### October 2012

01st	Wk 3	
08th	Wk 4	
15th	Wk 5	
22nd	Wk 6	
29th	Wk 7	

### November 2012

05th	Wk 8	*Review Week (unless otherwise arranged)
12th	Wk 9	
19th	Wk 10	
26th	Wk 11	

### December 2012

03rd	Wk 12	
10th	Wk 13	
17th		Christmas
24th		Christmas
31st		Christmas

### January 2013

07th	Wk 14	Exams and marking commence
14th	Wk 15	
21st		Module Boards: Student feedback and Appeals. Choice of Options & Electives for 2nd Semester

## SEMESTER 2

### January 2013

28th	Wk 1	Teaching commences
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### February 2013

04th	Wk 2	
11th	Wk 3	
18th	Wk 4	
25th	Wk 5	

### March 2013

04th	Wk 6	
11th	Wk 7	*Review Week (unless otherwise arranged)
18th	Wk 8	
25th		Easter

### April 2013

01st		Easter
08th	Wk 9	
15th	Wk 10	
22nd	Wk 11	
29th	Wk 12	

### May 2013

06th	Wk 13	
13th	Wk 14	Exams commence & marking commences
20th	Wk 15	Exams
27th		Exams

### June 2013

06th		Module Boards and Programme Boards
10th		Student Feedback and Appeals
17th		

\*Review week to be used either for revision, reading, field visits, lectures, interim tests, formative assessment feedback etc.  
To be applied in Week 8 in Semester 1 & Week 7 in Semester 2 except where otherwise arranged.





Helpful

# Information

## ADAPTING TO A NEW ENVIRONMENT

International students go through various phases of adjustments when they arrive in a foreign country to study. Moving to a new cultural environment is a major transition for anyone and it requires a period of time for adaptation and becoming comfortable in a new place.

While reactions to being in a new culture are frequent enough to be considered completely 'normal', they can be personally distressing to students, especially if they are struggling through a difficult period in their adjustment. When questions arise in your mind such as, "What am I doing here?" or "What is the matter with these people?" you can be sure that you are experiencing some level of transition shock.

There are different phases of adaptation which the majority of international students who are overseas for the first time will experience as a result of the cross-cultural transition. The phases associated with adapting to a new culture are described below to help you to understand that how you may feel in the first few months in Ireland and even when you return to your home country is normal and the majority of your fellow international students have or are experiencing the same.

### PHASE 1 - ARRIVAL/HONEYMOON PHASE

This is the phase which occurs when you just arrive in Ireland and are feeling excited and happy about starting college, meeting new friends, and living overseas. This phase uses a lot of personal energy as you have perhaps travelled a long journey to arrive in Dublin, are moving into new accommodation, are dealing with immigration and banking matters, are meeting many new people, and are learning about your college and new environment. You will be tired but busy and excited and it is advisable to take extra sleep and to eat properly to help your body cope with the stress of this phase.

### PHASE 2: CULTURE SHOCK

This is often the most difficult phase when you will begin to run into some unexpected difficulties. Culture shock or cultural stress can be described as the physical and psychological reactions when a person enters a new and unfamiliar culture or environment. Culture shock is a normal reaction to a strange environment, eliciting change and cultural learning.

You may find that you do not like the food in Ireland, you may experience stomach problems as you will be eating a new diet which you need time to adapt to, you may not enjoy the climate, you may be missing your family and friends from home, you may find shopping for food stressful, or you may feel overwhelmed in your academic programme. These are very normal things to experience although you may panic as you cannot understand why you feel like this when you have been so happy and excited recently when you just arrived. Some students may believe they are not suited to living and studying in Ireland and may wish to return to their home country.

## ADAPTING TO A NEW ENVIRONMENT CONT'D

However, these feelings will pass in time as they are part of the adaptation process and this is a phase when you can learn a lot about yourself through self-reflection and culture learning. Coming through this phase will lead to a greater sense of confidence and self-reliance and you will realise that you can cope well with intercultural experiences. Some tips for getting through this phase include:

- Joining some DIT Clubs and Societies which would be of interest to you.
- Participating in sporting activities at DIT or outside of DIT as physical activity does relieve stress.
- Trying to do some things you did at home.
- Staying in touch with family and friends at home and realise that it is ok to miss them.
- Keeping an open mind.
- It is good to meet and talk with people from your own culture.
- Accepting that this transition will take time and your feelings are normal and that they will pass.

However, some students may find this period very difficult and may require the support of the International Student Office and Student Services for support and guidance.

Students should not hesitate to speak with their programme tutor, the chaplain on their campus, the International Student Office, or any other person they are comfortable with if they need to chat with someone about difficulties they may be experiencing.

### PHASE 3: ADAPTATION PHASE

Moving beyond culture shock, you will be well on the path to becoming capable of functioning well in the new culture. Although cultural learning will continue to take place, you will begin to adapt to your new environment and to settle down in your programme and make new friends. You will begin to understand the culture in Ireland and to communicate with Irish people more comfortably. You will feel more balanced and you will have a desire to belong. Culture learning will continue but you will now have a greater ability to make the necessary adjustments to adapt to your environment.

### PHASE 4: RE-ADAPTATION (GOING HOME)

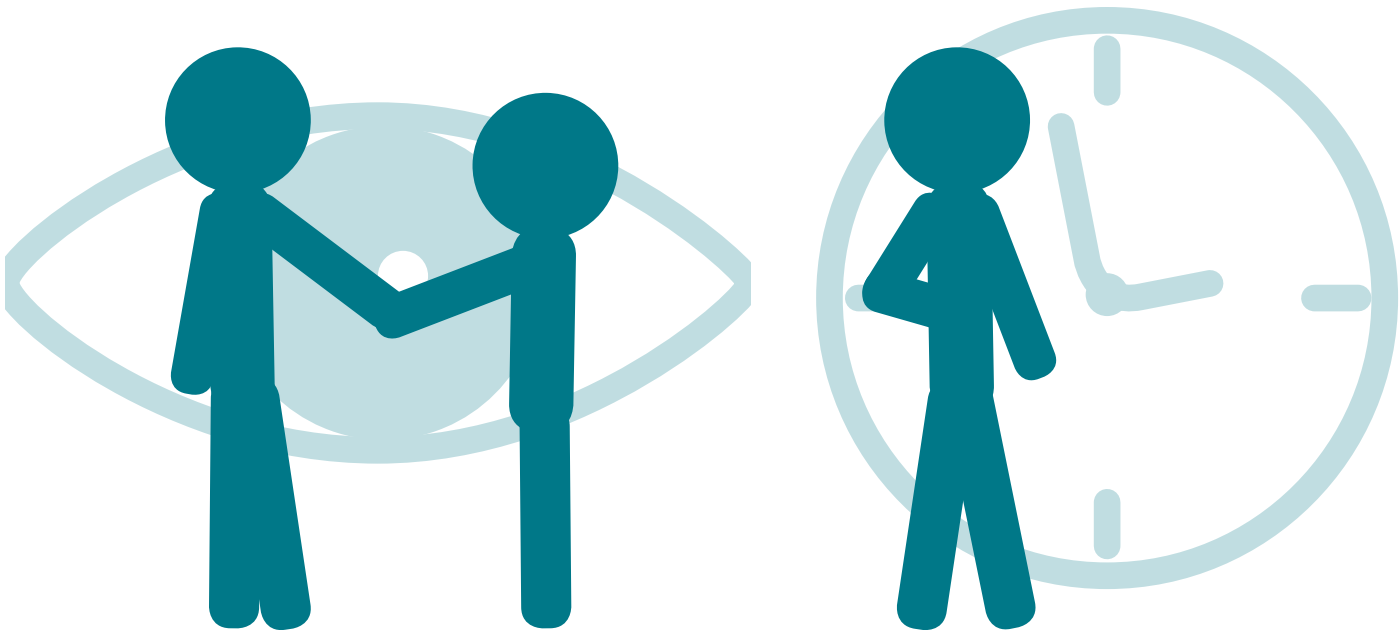
This phase is sometimes named 're-entry shock' and it occurs when overseas students/graduates return to their home country after a long period of study overseas. The returning students/graduates will have changed in knowledge, skills, attitudes and world vision and their experience of home prior to living overseas will be different now. Such students/ graduates don't expect this to happen and experience what is called re-entry shock and feel lost for a while until they learn to readapt to a new although familiar environment.



## CULTURAL ETIQUETTE

These are some useful tips to help you understand Irish people and Irish cultural etiquette.

- Irish people are generally informal and outwardly friendly.
- Irish people are generally interested in people and place great value on the individual.
- Irish people are known to be direct and to the point. Honesty is appreciated and expected.
- Communication is direct but well coloured which means that Irish people like to tell stories.
- Humour plays a big role in communication.
- Eye contact is very important when communicating.
- The handshake is the preferred form of greeting somebody.
- Irish people are generally disciplined when it comes to waiting for their turn to be served and respect queues.
- Irish people generally like to be on time but if you are going to be more than 15 minutes late for a meeting it is good manners to call and let the person who will be waiting for you know that you will be a little late.
- It is considered rude not to turn up for a scheduled meeting without letting the person know before hand that you will not be coming.



## PERSONAL SAFETY GUIDE

International Students should take care of their personal safety in Ireland as they would in any other country. Dublin is generally considered safer than many capital cities. However, like all large cities, there are incidents of petty theft and burglary so please observe the personal safety precautions below.

Please note the following guidelines in terms of your safety:

- If you are the victim of a burglary please report the incident immediately to the nearest garda (police) station and ask for a written record.
- Take care of your personal belongings when in crowded streets, shops or when out socialising.
- Keep your purse/wallet and other valuables on your person at all times rather than in a bag.
- Try not to carry your passport or large amounts of cash with you when out.
- Be careful when taking money from an ATM machine as people may follow you. It is advisable to take money from an ATM machine inside a bank premises or inside a store rather than from the street. Always cover the keypad when entering your PIN in order to dissuade card skimming.
- Keep your laptop in a secure place out of view in your accommodation when not there.
- Please do not walk alone through the city late at night as it is generally unsafe to do so. It is best that you return to your accommodation via bus, train or taxi.
- Do not walk alone in unfamiliar, unlit areas at night.
- Keep a photocopy of your passport and other valuable documents in a safe place.
- If you are a cyclist, make sure to use a strong and secure lock when you leave your bicycle in public spaces. Use lights and wear reflective clothing when cycling at night. Cyclists are also obliged by law to wear a cycle helmet.
- If you decide to drive a car when in Ireland, please do not drink alcohol and drive. This is against Irish law and endangers others as well as yourself.
- If anyone makes an offensive remark, or you encounter any racist comments, please walk away from the offender.

In the event of an emergency please dial 112 or 999. These calls are free of charge from any phone.

## GETTING AROUND – DUBLIN AND IRELAND

Dublin is not a very large city and it is possible to travel easily around the city centre on foot. You may decide to purchase a bicycle to travel in the city if you prefer a more energetic approach to transport. There are cycling paths within the city and it is advisable to always wear a cycling helmet while cycling.

### DUBLINBIKES

Dublinbikes is a self-service bike rental system open to everyone from 14 years of age. With 44 stations and 550 db (bikes), it enables you to travel through the city centre, commute between home and college and get out and about to enjoy Dublin city at your leisure.

All stations are equipped for Long Term Hire Card and 3 Day Ticket users. 15 of the 44 terminals allow you to purchase a 3 Day Ticket. Once purchased, you can use the 3 Day Ticket similar to the Long Term Hire Card to rent or return a db from any station in the network. Dublin bikes webpage: [www.dublinbikes.ie](http://www.dublinbikes.ie)

### LUAS

Luas is a light rail transit system. There are two Luas lines; the red line and the green line. Both of these lines start in the Dublin suburbs and run towards the city centre with many stops on the way. The red line runs from Saggart or Tallaght to Connolly Train Station or the Point Depot. The green line runs from Brides Glen to St. Stephens Green. Information on routes, timetables and fares can be found at [www.luas.ie](http://www.luas.ie)

### DUBLIN BUS

The buses operate from 6.00 a.m. to 11.30 p.m. on weekdays with a limited late night bus service called the Nitelink on selected routes on Friday and Saturday nights departing from College Green, Westmoreland Street and D'Olier Street in the city centre every 30 minutes from 12.00 a.m. to 4.30 a.m.

### BUS EIREANN

Bus Eireann operates daily bus services from Dublin to destinations throughout Ireland. Busáras, the central bus station, is located on Amiens Street. Please visit [www.buseireann.ie](http://www.buseireann.ie) for information on Bus Eireann routes, bus timetables and fares.

### AIRCOACH

Aircoach is a private company which operates luxury coaches between Dublin Airport and the city centre and the south of the city. The service runs 24 hours a day. Please visit [www.aircoach.ie](http://www.aircoach.ie) for information on Aircoach timetables and fares.



## GETTING AROUND – DUBLIN AND IRELAND CONT'D

### DART (Dublin Area Rapid Transport)

The DART suburban rail service operates between Malahide on the north east coast of Dublin and Greystones to the south of Dublin. There are 25 DART stations along the route. There is further information on this service available at: [www.dart.ie](http://www.dart.ie)

### TRAINS

Trains serving all parts of Ireland are run by the State transport company, Iarnród Éireann. There are two main train stations in the city, Connolly Station and Heuston Station. Visitors travelling from or to the South and West of the country will arrive or depart at Heuston Station. Visitors travelling from or to the North, North West and the South East of Ireland arrive at Connolly Station, which is a short walk from O'Connell Street. There is further information on Iarnród Éireann services available on their website at: [www.irishrail.ie](http://www.irishrail.ie)

### TAXIS

Dublin taxis can be found at taxi ranks around the city. Three of the main taxi ranks in the city centre are located on O'Connell Street, Dame Street and St. Stephen's Green.

It is advisable to always get an estimate of the fare to your destination before you get into the taxi as taxis are more expensive than public transport. You should ask for a receipt when you pay at the end of your journey as the receipt will show all the general details of your journey including the taxi number, the time taken and the distance travelled. The average fare for a taxi from the city centre to Dublin airport is 25 Euros.

### CAR

You may decide to purchase a car while living in Ireland to travel more independently. However, if you purchase a car you will be required to have a valid driving licence and you will need to buy tax and insurance for your vehicle. Vehicles are driven on the left hand side of the road in Ireland and it is a legal requirement for the driver and passengers to always wear a safety belt and not to drive if you have drunk alcohol. You must familiarise yourself with the rules of the road in Ireland and there are books available in major bookstores in the city explaining the rules and you will also find information by visiting the following website for Ireland's Road Safety Authority: [www.rsa.ie](http://www.rsa.ie)

### FLIGHTS WITHIN IRELAND

These are generally inexpensive if booked well in advance and usually the quickest way to get from east to west, south and north. Details on routes and prices available from [www.aerlingus.ie](http://www.aerlingus.ie), [www.ryanair.ie](http://www.ryanair.ie) and [www.aerarann.com](http://www.aerarann.com)

## PLACES OF RELIGIOUS WORSHIP

The following websites provides information on some places of religious worship and religious communities in Dublin.

- Irish Jewish Community - [www.jewishireland.org](http://www.jewishireland.org)
- The Russian Orthodox Church in Ireland - [www.rocor.org.uk](http://www.rocor.org.uk)
- Dublin Buddhist Centre - [www.dublinbuddhistcentre.org](http://www.dublinbuddhistcentre.org)
- Hindu Cultural Centre in Ireland - [www.hindu.ie](http://www.hindu.ie)
- The Islamic Foundation of Ireland - [www.islaminireland.com](http://www.islaminireland.com)
- Church of Ireland (Anglican) - [www.ireland.anglican.org](http://www.ireland.anglican.org)
- The Methodist Church in Ireland - [www.irishmethodist.org](http://www.irishmethodist.org)
- The Presbyterian Church in Ireland - [www.presbyterianireland.org](http://www.presbyterianireland.org)
- The Catholic Church in Ireland - [www.catholicireland.net](http://www.catholicireland.net)

Link to all religion services and churches in Ireland [www.theology.ie](http://www.theology.ie)

## ENTERTAINMENT

Like any city there's an endless list of events and activities happening around Dublin, from concerts, comedy, theatre to free festivals held in the city. [www.dublinevents.com/events](http://www.dublinevents.com/events) is a great website which provides a full listing of current and upcoming events in Dublin. Events are categorized according to type which makes it easier for you to search and choose your own interests. Another great website you should check out is [www.dublineventguide.com](http://www.dublineventguide.com) and [www.freefun.ie](http://www.freefun.ie) which provides a weekly update of all FREE events happening around the city.

Nightlife in Dublin is particularly great for students with many pubs and clubs hosting student nights where admission is free and drinks are cheaper. These nights are usually midweek and a list of pubs and nightclubs and their promotions can be found on [www.hotspots.ie](http://www.hotspots.ie).

## IRISH COUNCIL FOR INTERNATIONAL STUDENTS

ICOS, the Irish Council for International Students, is an organisation which was established in Ireland in 1970 to promote the welfare of international students and it provides a wonderful resource for all international students in Ireland in terms of the information it provides. International Students are encouraged to visit ICOS' website at [www.icosirl.ie](http://www.icosirl.ie) where they will find further information on immigration, cost of living, English Language schools, student healthcare, travel in Ireland, working in Ireland, and the Third Level Graduate Scheme.

ICOS also publishes a monthly electronic newsletter on their website which provides excellent up to date and relevant information for international students.

The contact details for ICOS are:

ICOS – Irish Council for International Students

41 Morehampton Road,

Dublin 4.

Phone: 01 660 5233

E-mail: [office@icosirl.ie](mailto:office@icosirl.ie)

Web: [www.icosirl.ie](http://www.icosirl.ie)

## NATIONAL HOLIDAYS

New Year's Day (1 January)

St. Patrick's Day (17 March)

Easter Monday

First Monday in May, June, August

Last Monday in October

Christmas Day (25 December)

St. Stephen's Day (26 December)



## USEFUL WEBSITES

**DIT International Student Office** [www.dit.ie/international](http://www.dit.ie/international)

**DIT Student Accommodation Service** [www.dit.ie/accommodation](http://www.dit.ie/accommodation)

**Private Residential Tenancies Board** – *resolves disputes between landlords and tenants* [www.prtb.ie](http://www.prtb.ie)

**DIT Student Union** [www.ditsu.ie](http://www.ditsu.ie)

**DIT Health Centre** [www.dit.ie/campuslife/studenthealthservice](http://www.dit.ie/campuslife/studenthealthservice)

**DIT Counselling Service** [www.dit.ie/campuslife/counselling](http://www.dit.ie/campuslife/counselling)

**DIT Chaplaincy Service** [www.chaplaincy.dit.ie](http://www.chaplaincy.dit.ie)

**DIT Library Service** [www.dit.ie/DIT/library/index.html](http://www.dit.ie/DIT/library/index.html)

**DIT Careers Service** [www.dit.ie/careers](http://www.dit.ie/careers)

**Ireland Social Welfare Offices** [www.welfare.ie](http://www.welfare.ie)

**Garda (Police)** [www.garda.ie](http://www.garda.ie)

**Garda National Immigration Bureau** [www.garda.ie/controller.aspx?page=31](http://www.garda.ie/controller.aspx?page=31)

**Irish Naturalisation and Immigration Service** [www.inis.gov.ie](http://www.inis.gov.ie)

**Department of Foreign Affairs** [www.foreignaffairs.gov.ie](http://www.foreignaffairs.gov.ie)

**Rights of International Students** [www.immigrantcouncil.ie/images/stories/New\\_Student\\_Rules\\_2011\\_-\\_final.pdf](http://www.immigrantcouncil.ie/images/stories/New_Student_Rules_2011_-_final.pdf)

**Job Search** [www.irishjobs.ie](http://www.irishjobs.ie)

**Information on the Third Level Graduate Scheme** [www.entemp.ie/labour/workpermits/graduatescheme.htm](http://www.entemp.ie/labour/workpermits/graduatescheme.htm)

**Department of Jobs, Enterprise and Innovation** [www.djei.ie](http://www.djei.ie)

**Research Careers Ireland** [www.researchcareersireland.com](http://www.researchcareersireland.com)

**National Employment Rights Authority** [www.employmentrights.ie](http://www.employmentrights.ie)

**Irish Council for International Students** [www.icosirl.ie](http://www.icosirl.ie)

**Immigrant Council of Ireland** [www.immigrantcouncil.ie](http://www.immigrantcouncil.ie)

**Citizen Information Board** [www.citizensinformation.ie/en](http://www.citizensinformation.ie/en)

**International Education Board of Ireland** [www.educationireland.ie](http://www.educationireland.ie)

**Government of Ireland** [www.irlgov.ie](http://www.irlgov.ie)

**Ireland India Council** [www.irelandindiacouncil.ie](http://www.irelandindiacouncil.ie)

**The Islamic Foundation of Ireland** [www.islaminireland.com](http://www.islaminireland.com)

**Irish Jewish Community** [www.jewishireland.org](http://www.jewishireland.org) [www.irishjewishcommunity.com](http://www.irishjewishcommunity.com)

**The Russian Orthodox Church in Ireland** [www.rocor.org.uk](http://www.rocor.org.uk)

**Dublin Buddhist Centre** [www.dublinbuddhistcentre.org](http://www.dublinbuddhistcentre.org)

**Dublin Bus** [www.dublinbus.ie](http://www.dublinbus.ie)

**Dublin Luas** [www.luas.ie](http://www.luas.ie)

**Irish Rail** [www.irishrail.ie](http://www.irishrail.ie)

**USIT** – *A travel agency with student identity cards for discounts on travel* [www.usit.ie](http://www.usit.ie)

**Dublin Event Guide** [www.dublinevents.com](http://www.dublinevents.com) [www.indublin.ie](http://www.indublin.ie) [www.eventguide.ie](http://www.eventguide.ie)

## USEFUL WEBSITES CONT'D

**Tourism in Ireland** [www.discoverireland.ie](http://www.discoverireland.ie)

**Dublin Tourism** [www.visitdublin.com](http://www.visitdublin.com)

**Information about each County in Ireland** [www.goireland.ie](http://www.goireland.ie)

## EMERGENCY NUMBERS

Emergency Garda (Police), Fire, Ambulance 999 or 112



NOTES

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NOTES



## NOTES

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