# Faculty of Humanities and Social Sciences

# Staff Guide

DCU
Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

Last updated:  September 2021

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# A Greeting from the Executive Dean

Welcome to the Faculty of Humanities and Social Sciences in Dublin City University.

Humanities and Social Sciences is DCU's largest faculty, with over 4,500 students and 225 staff, including academic staff, post-doctoral researchers and technical and administrative staff, spread across our seven academic schools - each based on one of the three campuses.

The Incorporation process in DCU created a larger and distinct Faculty of Humanities and Social Sciences in DCU, blending long-established humanities subjects, with DCU's newer disciplines. The benefits of this enhanced faculty have become clear already, with very strong growth in student demand for both the Bachelor of Arts degree, reflecting this choice and diversity along with DCU's long-standing degrees in Communications, International Relations, Law and Languages.

Our international standing in humanities and social sciences is visible in the various world rankings of universities. In 2020, DCU was ranked in the top 200 universities in the world for 'arts and humanities' by the Times Higher Education World Rankings. QS World University Rankings by Subject 2021 have ranked our Communications programmes amongst the top 150 in the world, in the top 200 for Politics and International Studies, for Linguistics, English Language and Literature in the top 250 and Law is ranked in the top 300 in the world.

The faculty offers a student-focused and research-intensive environment. In whatever capacity you have come to work in our faculty, I hope you find it a welcoming and positive place to work.
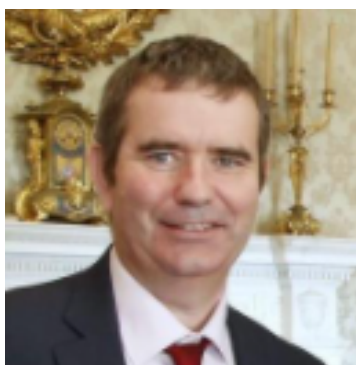
Professor Derek Hand
Executive Dean
Faculty of Humanities and Social Sciences

# Introduction

**Please note that due to the Covid 19 pandemic certain information contained in this guide is subject to change. It is advisable to regularly refer to the DCU Covid 19 Attending DCU 2021/2022 website for up-to-date information.**

We encourage you to make contact with your School Assistant/ Secretary as your first point of contact. If you have any additional queries, they can advise the appropriate person to contact.

This guide is supplementary to information provided by other units[1]- it is not a definitive guide to solve all problems and is directed primarily at temporary staff. Please discuss course requirements, deadlines and conditions relating to particular programmes of study with programme chairpersons and colleagues within your school.

You are strongly advised to check your DCU e-mail regularly since administrative staff, academic colleagues and students will communicate with you primarily by e-mail.

[1] See DCU Human Resources

# Information About the Campuses

## Quick Contact Guide

### Switchboard/Main Reception

| | |
|---|---|
| DCU Glasnevin Campus Switchboard (Main Reception: Mac Cormac Building) | 01 700 5000 |
| DCU St Patrick's Campus Switchboard (Main Reception: A Block) | 01 884 2000 |
| DCU All Hallows Campus Switchboard (Main Reception: Drumcondra House) | 01 852 0700 |

## Other Important Contacts

| Area | DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus | Website Link/ Email |
|---|---|---|---|---|
| Chaplain | 01 700 5268 | 01 884 2224 | 01 884 2224 | |
| Emergency | 01 700 5999 | 01 700 5999 | 01 700 5999 | |
| External & Strategic Affairs | 01 700 7893 | | | esa@dcu.ie |
| Finance - Fees | 01 7005875 | See DCU Glasnevin Campus | See DCU Glasnevin Campus | fees@dcu.ie |
| - Payables - Payroll - Systems | See Email Address - | 01 8842237 - | See Email Address - | accounts.payable@dcu.ie payroll@dcu.ie financesystems@dcu.ie |
| Graduate Studies Office | 01 700 5136 / 6285 / 7655 / 5498 | See DCU Glasnevin Campus | See DCU Glasnevin Campus | dcu.ie/ graduatestudies |
| Health & Safety | 01 700 8896 / 8678 / 5931 | oliver.dooley@dcu.ie | oliver.dooley@dcu.ie | |
| Human Resources | 01 700 5149 | | | dcu.ie/hr |

| Area | DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus | Website Link/ Email |
|---|---|---|---|---|
| International Office | 01 700 7411 | | Aula Maxima DCU All Hallow's Campus | dcu.ie/international |
| Information Systems Services | 01 700 5007 | 01 700 5007 | 01 700 5007 | dcu.ie/iss |
| Library | 01 700 5212 | 01 844 2170 | See DCU Glasnevin & DCU St Patrick's Campuses 01 852 0700 | dcu.ie/library |
| Main Reception | 01 700 5000 | 01 884 2000 | 01 700 5800 | |
| Maintenance | 01 700 5142 / 5362 | 01 884 2145 | 01 700 5142 / 5362 | |
| Medical Centre | 01 700 5143 / 5766 | 01 884 2239 | 01 884 2239 | healthservices@dcu.ie |
| Oifig na Gaeilge | 01 700 6191 | 01 884 2323 | | oifigeach.gaeilge@dcu.ie |
| Research Support | 01 700 8000 | 01 884 2262 / 2265 | See DCU St Patrick's Campus | dcu.ie/research support |
| Registry | 01 700 5338 | 01 884 2242 | 01 884 2242 | |
| Security / Porters | 01 700 5999 01 700 8990 | 01 700 5999 | 01 700 5999 | |
| Sports Centre | 01 700 5797 | 01 884 2111 ronan.mcgann@dcu.ie | See DCU Glasnevin & DCU St Patrick's Campuses | |
| Student Support & Development | 01 700 5164 student.support @ dcu.ie | 01 884 2004 / 2008 spdstudent.support @dcu.ie | See DCU St Patrick's Campus | dcu.ie/ students |
| Students' Union | 01 700 5392 (The Hub) | 01 884 2230 / 2231 / 2232 | 01 884 2230 / 2231 / 2232 | dcu.ie/ students/ az/ students-union |
| Students' Advice Centre | 01 700 7165 | 01 884 2004 | 01 884 2004 | dcu.ie/ advice |
| Teaching Enhancement Unit (TEU) | 01 700 6181 | See DCU Glasnevin Campus | | mark.glynn@dcu.ie |

# Campus Locations and Directions

Maps of DCU's three academic campuses are provided in the appendix to this document. Information about location, bus, cycle, walking routes and parking in relation to each campus can be found on the DCU website at www.dcu.ie/info/get_to.shtml.

**Campus Opening Hours**

Under Covid restrictions opening times will vary.  Please refer to the DCU website at dcu.ie/attendingdcu-staff for up-to-date information.

| Area | DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus |
|------|----------------------|-------------------------|------------------------|
| All | Mon-Fri: 08:00 - 18:00 All Buildings Open Mon-Fri: 18:00-22:00 Henry Grattan Building: Open to all Other buildings: Restricted access/swipe Sat & Sun: 09:00 - 18:00 Henry Grattan Building: Open to all. Other buildings: Restricted access/swipe For access out of hours please see the University's out of  hours access policy. | Mon-Fri: 08:00 - 22:00 All Buildings Open Sat: 08:00-17:00 All Buildings Open Sun: Closed Contact Security on 01 700 5999 for access out of hours. | Gracepark Road Entrance: 24 hours Church Avenue (Pedestrian) Entrance: 07:00-01.00 Mon-Sun: 07:00-18:00 All non-residential buildings open Mon-Sun: 18:00-07:00 Access to enter: Contact security on 01 700 5999 or 087 170 9643 Security is based at the entrance of Purcell House. |

## Locations of Units by Campus

The tables below outline the primary location of all academic and administrative units.

| Campus | Units based on this campus |
|--------|----------------------------|
| DCU All Hallows Campus | The following from the DCU Institute of Education: - Church of Ireland Centre The following schools from the Faculty of Humanities and Social Sciences: - School of English - Fiontar agus Scoil na Gaeilge - Theology, Philosophy, and Music The following Central Services Unit: - International Office - Reception |

| Campus | Units based on this campus |
|---|---|
| DCU St Patrick's Campus | The following units of DCU Institute of Education including:<br>- All Schools<br>- Institute of Education Faculty Administration<br>- Mater Dei Centre for Catholic Education<br><br>The following School of the Faculty of Humanities and Social Sciences:<br>- School of History and Geography<br><br>Presence of the following Central Service Units:<br>- Estates<br>- ISS<br>- Student Support and Development<br>- Registry<br>- Reception<br>- DCU Cregan Library<br>- Teaching Enhancement Unit |
| DCU Glasnevin Campus | Main offices of the following Central Service Units:<br>- President's Office<br>- Finance<br>- Human Resources<br>- Chief Operations Officer<br>- Estates<br>- ISS<br>- Student Support and Development<br>- Registry<br>- Health and Safety<br>- Marketing & Communications<br>- Research and Innovation<br>- Graduate Studies<br>- Teaching Enhancement Unit<br>- Quality Promotions Office<br>- Reception<br>- DCU Glasnevin Campus Library<br>- External & Strategic Affairs<br>The following Schools and unit of the Faculty of Humanities and Social Sciences:<br>- School of Applied Language and Intercultural Studies (SALIS)<br>- School of Law and Government<br>- School of Communications<br>- HSS Faculty Administration<br>Other faculties:<br>- Faculty of Science and Health<br>- Faculty of Engineering and Computing<br>- DCU Business School |

# Information About the Faculty of Humanities and Social Sciences

On October 1st 2017, Incorporation was formally and legally completed and students and staff of St Patrick's College, Mater Dei Institute of Education and the Church of Ireland College of Education became staff and students of Dublin City University.

Staff and students are located across three academic campuses in Drumcondra and Glasnevin:

– DCU All Hallows Campus
– DCU Glasnevin Campus
– DCU St Patrick's Campus

The enhanced Faculty of Humanities and Social Sciences has a presence across all three academic campuses. See the table below for details regarding the leadership and location of each School of the Faculty of Humanities and Social Sciences.

## Schools of Humanities and Social Sciences

| School | Head of School | Location |
| --- | --- | --- |
| School of Communications | Mark O'Brien | DCU Glasnevin Campus |
| School of English | Keith O'Sullivan | DCU All Hallows Campus |
| Fiontar & Scoil na Gaeilge | Ciarán Mac an Bhaird | DCU All Hallows Campus |
| School of History & Geography | Susan Hegarty | DCU St Patrick's Campus |
| School of Law & Government | Ken McDonagh | DCU Glasnevin Campus |
| SALIS | Françoise Blin | DCU Glasnevin Campus |
| School of Theology, Philosophy, and Music | Brad Anderson | DCU All Hallows Campus |

# School Assistants/Secretaries

School Assistants/Secretaries are available to help you with
a variety of queries including the following:

- Post / Post Rooms - Location / Codes as appropriate
- School notice board postings e.g. timetables, details of oral / aural examinations, general information and advertisements
- News and Events items on the School web pages
- Stationery
- Submission of Assessments / Assignments

| School | School Assistant/ Secretary | Ext. | Email | Location |
|---|---|---|---|---|
| **Communications** | Eileen Myers | 01 700 5220 | commsschooloffice @dcu.ie | GLA C162 DCU Glasnevin Campus |
| **English** | Susan Bryne | 01 700 7488 | susan.bryne@dcu.ie | AHC S216 DCU All Hallows Campus |
| **Fiontar & Scoil na Gaeilge** | Sally Mhic Dhomhnaill | 01 700 5614 | sally.mhicdhomhnaill@ dcu.ie | AHC S116 DCU All Hallows Campus |
| **History & Geography** | Carol Davis | 01 884 2064 | carol.davis@dcu.ie | SPD D301 DCU St Patrick's Campus |
| **Law & Government** | Catherine Delaney | 01 700 7720 | lawandgov@dcu.ie | GLA C162 DCU Glasnevin Campus |
| **SALIS** | Paula Smith | 01 700 5231 | salis.office@dcu.ie | GLA C138 DCU Glasnevin Campus |
| | Caroline Whitston | 01 700 5194 | | |
| **Theology, Philosophy, and Music** | Mary Hayes | 01 700 6100 | mary.hayes@dcu.ie | AHC S216 DCU All Hallows Campus |

Contact details for all members of the faculty are available by searching either the University phone book
or visiting the Faculty of Humanities and Social Sciences website.

Links
dcu.ie/phonebook
dcu.ie/humanities_and_social_sciences

# Faculty Finance Administration

Faculty finance administration will assist with queries in the following areas:

- CAA/Part Time Claim Forms
- Exam Script Claim Forms
- Payroll assistance
- Contract details
- Financial reporting

| Contact | Ext. | Email | Location |
|---|---|---|---|
| **Hazel Langan** | 01 700 5227 | hazel.langan@dcu.ie | GLA C239 DCU Glasnevin Campus |

# Faculty Programme Administration

Faculty administrative staff will assist with queries in the following areas:

- Examinations
- Programme Administration including Programme Boards
- Timetabling
- Assessment to examinations
- Academic structures

| Programmes | Administrative Officer | Email | Ext. | Location |
| --- | --- | --- | --- | --- |
| **Communications**<br><br>**History & Geography** | Sinéad Elliott | sinead.elliott@dcu.ie | 01 700 7748 | GLA.C203 DCU Glasnevin Campus |
| **English**<br><br>**SALIS** | Nuala Clancy | nuala.clancy@dcu.ie | 01 700 5012 | GLA.C203 DCU Glasnevin Campus |
| **Fiontar & Scoil na Gaeilge** | Ailbhe Ní Chonaire | ailbhe.nichonaire@dcu.ie | 01 700 6572 | GLA.C203 DCU Glasnevin Campus |
| **Law & Government** | Liza Gieroń | liza.gieron@dcu.ie | 01 700 8450 | GLA.C203 DCU Glasnevin Campus |
| **Theology, Philosophy, and Music** | Evelyn Cuddy | evelyn.cuddy@dcu.ie | 01 700 6778 | GLA.C234 DCU Glasnevin Campus |
| **BA Arts (Joint Honours)** | Dearbhla Lawler | dearbhla.lawler@dcu.ie | 01 700 5236 | GLA.C203 DCU Glasnevin Campus |

# Faculty Programme Chairpersons 2020-2021

| Qual Code | CAO / PAC Codes | Faculty of Humanities and Social Sciences | Chair |
|---|---|---|---|
| HMSAX<br>HMSAOO | - | Humanities & Social Sciences Exchange<br>Humanities & Social Sciences Occasional | Fiona Gallagher |
| SMPHSS | - | Single Module Programme | |
| AFU | - | Age Friendly University (HSS Modules only) | |
| BAJH<br>BAJI<br>BAJL<br>BAJM<br>BAJP | DC009<br>DC293<br>DC292<br>DC291<br>DC295<br>- | Bachelor of Arts: Joint Honours (Humanities)<br>Bachelor of Arts: Joint Honours (International Languages)<br>Bachelor of Arts: Joint Honours (Law)<br>Bachelor of Arts: Joint Honours (Media Studies)<br>Bachelor of Arts: Joint Honours (Politics) | Chair:  Dr Alicia Castillo-Villanueva<br>Deputy Chair: TBC |
| GTEHSS | Various | HSS Graduate Training Elements | Prof. Sharon O'Brien |
| BEDLAN | DC013 | Bachelor of Education in Gaeilge and French, German or Spanish (Post Primary) *[Jointly with Institute of Education]* | Dr Laoise Ní Thuairisg, IoE |

| Qual Code | CAO / PAC Codes | School of Applied Language & Intercultural Studies | Chair |
|---|---|---|---|
| ALTS | DC155 | BA in Applied Language and Translation Studies (Common Entry) | Dr Patrick Cadwell |
| BSSCI | DC238 | BA in Social Sciences and Cultural Innovation | Martin Toal |
| CCS | - | BA in Contemporary Culture and Society<br>*[continuing students only]* | |
| MARI | DC663<br>DC666 | MA in Refugee Integration | Dr Veronica Crosbie |
| MTS | DC615<br>DC738 | MA in Translation Studies | Dr Joss Moorkens |
| MTT | DC700<br>DC731 | MSc in Translation Technology | |

| Qual Code | CAO / PAC Codes | School of History & Geography | Chair |
|---|---|---|---|
| BCES | DC294 | BA in Climate and Environmental Sustainability | Dr Darren Clarke |
| MAHH | DC677<br>DC678 | MA in History | Dr Daithí Ó Corráin |

# Faculty Programme Chairpersons 2020-2021

| Qual Code | CAO / PAC Codes | School of Communications | Chair |
|---|---|---|---|
| CS | DC131 | BA in Communication Studies | Chair: Dr Aileen O'Driscoll<br>Deputy Chair: Dr Eileen Culloty |
| JR | DC132 | BA in Journalism | Dr Dawn Wheatley |
| MMA | DC133 | BSc in Multimedia | Dr Marcos Dias |
| | | | |
| | | | |
| MAJ | DC600 | MA in Journalism | Paul McNamara |
| MAP | DC631<br>DC604 | MA in Political Communication | Dr Alessio Cornia |
| MSCEM | DC605 | MSc in Emerging Media | Dr Declan Tuite |
| MSHC | DC606<br>DC607 | MSc in Science and Health Communication | Dr Pádraig Murphy |
| MSMC | DC614<br>DC642 | MA in Social Media Communications | Dr Alessio Cornia |
| MSCPR | DC674 | MSc in Public Relations and Strategic Communications | Martin Molony |

| Qual Code | CAO / PAC Codes | School of English | Chair |
|---|---|---|---|
| MAHCL | DC696<br>DC699 | MA in Children's and Young Adult Literature | Dr Keith O'Sullivan |
| MACW | DC784<br>DC785 | MA in Creative Writing | Dr Darran McCann |

| Qual Code | CAO / PAC Codes | Fiontar & Scoil na Gaeilge | Chair |
|---|---|---|---|
| GG | DC118 | BA Gnó agus Gaeilge | To 22/10/21: Colm Ó Ciardubháin<br>From 23/10/21: Caoimhe Nic Lochlainn |
| GI | DC239 | BA Gaeilge agus Iriseoireacht *[continuing students only]* | |
| GIMD | DC239 | BA Gaeilge, Iriseoireacht agus na Meáin Dhigiteacha *[No intake 2020-2021]* | |
| MGBD | DC627 | MSc sa Bhainistíocht agus Gnó Digiteach | Eoghan McConalogue |
| MGTE | - | MSc i nGnó agus i dTeicneolaíocht an Eolais – *[continuing students only]* | |

# Faculty Programme Chairpersons 2020-2021

| Qual Code | CAO / PAC Codes | School of Theology, Philosophy, & Music | Chair |
|---|---|---|---|
| BATRS | DC300 | BA in Theology and Religious Studies *[Mature applicants only - applications via PAC]* | Dr John Murray |
| BATLE | - | BA in Theology and Lifelong Education *[no intake / continuing students only]* | |
| JZCM | DC014 | BA in Jazz and Contemporary Music Performance | Cormac O'Brien |
| MAETH | DC688 | MA in Ethics | Dr Alan Kearns |
| MAETCR | DC689 | MA in Ethics (Corporate Responsibility) | |
| MATHWR | DC693 DC694 | MA in Theology and World Religions | Dr Joseph Rivera |
| MATH | - | MA in Theology *[continuing students only]* | |
| MACS | DC664 | MA in Choral Studies | Dr Róisín Blunnie |

| Qual Code | CAO / PAC Codes | School of Law & Government | Chair |
|---|---|---|---|
| BCL | DC232 | BCL (Law and Society) | Dr Aisling de Paor |
| EPL | DC230 | BA in Economics, Politics and Law | Dr Eoin O'Malley |
| IR | DC231 | BA in International Relations | Dr Erika Biagini |
| | DC189 | BA in Global Challenges *(L&G / Electronic Engineering - Pending Accreditation – no intake 2021-2022 )* | TBC: Dr Shirley Coyle (Electronic Engineering) (L&G Lead: Prof. Iain McMenamin) |
| IMSISS | n/a - Application via University of Glasgow | International Master in Security, Intelligence and Strategic Studies *[Joint Erasmus Mundus Award with University of Glasgow and Charles University, Prague]* | Prof. Christian Kaunert |
| GCELPS | DC685 | Graduate Certificate in European Law and Policy (Springboard programme) | Dr Deiric Ó Broin |
| GCPPS | DC372 | Graduate Certificate in Public Policy (Springboard programme) | |
| MELP | DC697 DC698 | MA in European Law and Policy | |
| MPP | DC648 DC649 | MSc in Public Policy | |
| MCC | DC669 DC679 | MSc in Climate Change: Policy, Media & Society | Dr Diarmuid Torney |
| MIR | DC608 DC609 | MA in International Relations | Dr Caitriona Dowd |
| MISC | DC629 DC630 | MA in International Security and Conflict Studies | |
| LLM | DC661 DC662 | LLM | Dr John Quinn |
| MDPP | DC786 DC787 | MA in Data Protection and Privacy Law *[Jointly with School of Computing]* | Dr John Quinn |

# Faculty Management

| Faculty Management | Person | Location |
|---|---|---|
| Executive Dean | Derek Hand | DCU Glasnevin Campus |
| Faculty Manager | Michelle Brennan | DCU Glasnevin Campus |
| Associate Dean for Research | Sharon O'Brien | DCU Glasnevin Campus |
| Associate Dean for Teaching and Learning | Ruth McManus | DCU Glasnevin Campus |
| Associate Dean for External Engagement | Tanya Lokot | DCU Glasnevin Campus |

# Faculty Committees

| Committee | Chairperson | Secretary |
|---|---|---|
| Faculty Management Board | Derek Hand | Goretti Daughton |
| Faculty External Engagement Committee | Tanya Lokot | Caroline Cullen |
| Faculty Research Committee | Sharon O'Brien | Michelle Brennan |
| Faculty Teaching and Learning Committee | Ruth McManus | Máire Ni Sheighin |

Details of Committee Membership, Terms of Reference, Agenda and Minutes are available at: dcu.ie/humanities_and_social_sciences/intranet-home.shtml

# Your DCU Contract of Employment and Payment Information

## Your DCU Contract and DCU Staff Identity Card

**Important Employee Instructions**

All new employees plus returning employees with any break in service **must** have completed the following steps before they can be added to or re-activated on payroll.

Please follow the following procedure ASAP.

The cut off for setup on payroll is the **15th of each month (or previous Friday if 15th falls on a weekend \bank holiday)**, documents received after that date are held over until the following month's pay run.

1.  Sign and return a copy of your contract to HR.

2.  To complete the Employee Details Payment Form, you will require your DCU Credentials -Username, password and email address. Please contact the DCU Information Systems Services (ISS) Department iss@dcu.ie with the following information:

     Name: XX Staff No XX
     School / Unit: XX
     Mobile Phone Number: XX

When ISS confirm your Username and Password you can complete step 3.

3. Using your DCU account, you will need to register for the following services:

• Two Factor Authentication - https://www.dcu.ie/iss/duo-2fa
• EasyPass - https://www.dcu.ie/iss/easypass

4.  To complete the Employee Details Payment Form in full, please go https://www.dcu.ie/finance/edpfcompanylinks. You will require your Staff ID Number and your reference number, both available on the cover letter with your contract (from HR).

5.  Please see FAQ Payroll web page https://www.dcu.ie/finance/faqs-dcu-finance which covers details of pay dates, deadlines etc. for your information.

Payroll can be contacted via email payroll@dcu.ie please quote staff number on query. Payroll office is open from 2 - 4 pm Monday to Friday*, for appointments email payroll@dcu.ie **(*Note Office currently closed due to COVID).**

6.  You will be able to access payslips, leave requests, and training requests via CorePortal which allows DCU employees to view and update employee information online. To access the CorePortal click on the following link: https://my.corehr.com/pls/coreportal_dcup. User guides for CorePortal are available at: https://www.dcu.ie/hr/hr-systems-info-training and https://www.dcu.ie/finance.

7.  **FAO lump sum part-time payments only**, your School/Unit should administer through the Claims System (CAA) when the work has been completed. Payroll will apply payment on receipt of authorised claim once the employee has returned contract and completed EDPF by the Payroll cut off of 15th of the month.

Further useful information:

Your First Day and Few Weeks
Why Work at Dublin City University

# Your DCU Contract of Employment and Payment Information

## Your DCU Contract and DCU Staff Identity Card

**DCU Staff Identity Card**

Due to Covid 19 restrictions it is not currently possible for DCU Reception to take your photo for your staff ID card.  To obtain your staff ID card you must first upload a photo of yourself to your staff portal page - DCU CorePortal. Please note the photo should be in the JPEG format and less than 32KB in size. The photo should be a head and shoulders shot and show your face clearly.

1. Login to the DCU Staff portal page at https://my.corehr.com/pls/coreportal_dcup using the credentials that were provided to you by ISS on receiving your contract - username and password.

2. To upload your photo, go to Employee Dashboard in CorePortal and click on the circle where the photo should be (right of the alert icon), and upload your photo.

3. Browse to the folder where you have stored your photo, select it and click ok.

4. If you are a returning employee you may change your existing photo by clicking on the small photo at the top right hand corner of the screen after you have logged in to your Core portal. From there, select "upload my photo".

5. Logout of the Core Portal.

Email to Reception reception@dcu.ie to confirm when you have completed these steps and your staff ID card will be generated.

Reception will contact you when your staff ID card is available for collection from Reception on the DCU Glasnevin campus between 9.15 am and 5 pm, Monday - Friday OR, alternatively, arrangements can be made to post your staff ID card to your office on the St Patrick's campus or the All Hallows campus OR to your home address.

If you have any questions, please feel free to email reception@dcu.ie.

**Swipe Card Access**

Staff ID cards need to be activated to gain access to the Faculty Resource Room, GLA.C136. Please contact Hazel Langan, hazel.langan@dcu.ie, with your name and the 13-digit number on the bottom right of your ID card.  Hazel will liaise with Security to enable access which normally takes 24 hours.

| Contact | Ext. | Email | Location |
| --- | --- | --- | --- |
| **Hazel Langan** | 01 700 5227 | hazel.langan@dcu.ie | GLA C239 DCU Glasnevin Campus |

# Deadlines for New Employees / Adjustments to Existing Staff Contracts

## Part Time Temporary Staff

The deadline for submission of claims via the CAA/part-time claim forms to the Faculty Office is the **15th of each month.**

Payment is available in the individual's account after 7:00 am on the last day of each month or the nearest working day for DCU staff. Pay slips are available online through CORE Portal in Staff Apps.

Part-Time staff i.e. staff with part-time temporary contracts, must submit their claims online using the CAA system by the **15th of each month.**

### How to claim payment for hours worked

Instructions on how to claim payment for hours worked if you are a part- time casual employee are outlined below.

1. Sign and return your contract to the Human Resources Department at DCU Glasnevin Campus.

2. Complete the online Employee details and pension form (EDPF) available at the link below: https://www.dcu.ie/finance/EDPF.shtml?stafftype=dcu

3. Get access to the on-line Claims System (CAA). Contact ISS on 01 700 5007 for your staff email username and password. You will need to have your staff ID number to hand.

4. Submit an online claim for hours worked: Go to claimsapproval.dcu.ie

If you experience issues getting access to the claims system (CAA), please view the FAQ page at dcu.ie/hr/faq.shtml. If you continue to have problems accessing CAA having checked the FAQ, please contact ptclaimqueries@dcu.ie.

Note:  The steps above must have been completed correctly before you can access the CAA system.

- Log in
- Select the relevant part-time contract for hours worked
- Select the relevant date
- Insert hours worked for that date (note by using the add date icon you can add further dates to your claim)
- Press SUBMIT once you have entered all the days/hours for your claim

| Contact | Ext. | Email | Location |
|---|---|---|---|
| **Hazel Langan** | 01 700 5227 | hazel.langan@dcu.ie | GLA C239 DCU Glasnevin Campus |

# Annual Leave Entitlements - Temporary Staff

– All staff including temporary staff are entitled to paid holidays.

– All time worked qualifies for paid holiday time.

– Hours worked means hours physically worked.

– Hours notionally worked during statutory maternity leave (24 weeks) and hours spent on annual leave itself should be included.

– Periods of certified sick leave (paid or unpaid) are not included as hours worked for the purpose of calculating annual leave.

– Appropriate authorisation / approval of all claims on behalf of Heads of School are processed through the Faculty Office.

– Staff will be advised by e-mail of arrangements for submission of claim forms in December /January – the Christmas period.

# P60s and Tax Certificates

All P60s to December 2018 are still accessible via Coreportal under "Payment" tab where applicable (i.e. when employee was an active employee at 31st December in that tax year, a P60 would be received.

From 2019 tax year onwards, DCU is no longer required to provide you with a P60 since the introduction of PAYE Modernisation. This information is now available in your Employment Detail Summary in MyAccount.

If you do have an online Revenue account you may request through your local Revenue office via this link, however Revenue have outlined it can take up to 6 weeks for them to process this request.

See Payroll FAQ section at: dcu.ie/finance/payrollfaq

It is always advisable for staff to keep a copy of all claim forms they have submitted in order to be able to check against their overall contracted hours.

# Research Accounts

All intended applications for external funding must be submitted for prior institutional approval on the '**TORA**' system.

dcu.ie/researchsupport/tora-facilitating-institutional-approval-your-research-funding

**Creating a Research Engine Profile**
dcu.ie/researchsupport/research-support-system-research-support

**DCU Research Engine**
dcu.ie/sites/default/files/research_support/
dcu_research_engine_manual_august_2016.pdf

For colleagues considering applying for external research funding please contact:

Dr Jane Carrigan
Research Development Officer (Humanities and Social Sciences)
Phone number: 01 700 5623

All academic staff must update the Research Engine profile as soon as possible so their research outputs can be shown on the phone book web pages.

# General Information

## Computer Account

New DCU staff email accounts will be automatically provisioned once a new staff contract is generated on the HR system. The account username, password and email address are automatically generated from the contract details supplied by the hiring manager on the staff request form.

Former staff who are re-joining DCU will have their email accounts automatically re-activated once their new contract details are entered on the HR database.

If a staff member moves to a different department, the new departments shared drives will automatically appear for the user once the contract has been processed by HR. The network drives of their previous department will be automatically removed.

Contact ISS to be issued with your DCU accounts details as detailed on page 17 of this guide.

Returning staff will have the same account as they had previously.  If you have forgotten your password, contact ISS on 5007 or email iss@dcu.ie so that the password can be released.

**Accounts at the end of contract**

DCU email and network accounts are active for 6 weeks after the contract end date of a staff member to allow access to payslips and to prevent disruption of service in the event that an employee may receive an extension to their existing contract or a new appointment elsewhere in the University.

# DCU Information Systems and Services

Information Systems Services has one email address, iss@dcu.ie, as the main point of contact for all staff across all DCU campuses.

Correspondence via iss@dcu will ensure that all emails are channelled through the ISS ticketing system.

### How to contact ISS
Log a Ticket: dcu.ie/iss
Email: iss@dcu.ie
Phone: (01 700 5007

| Website | Phone Number | Email | Twitter |
|---|---|---|---|
| dcu.ie/ISS | 01 700 5007 | iss@dcu.ie | @ISSService |

| Location | DCU Glasnevin Campus | DCU St. Patrick's Campus |
|---|---|---|
| | Deirdre Thornton Room Library Ground Floor | Room B132 Library Reception Ground Floor |
| Opening Hours | Deirdre Thornton Room Monday - Friday: 08:30 - 17:30 | Room B132 Monday - Friday: 08:30- 17:30 |
| | Library Monday - Friday: 08:30 - 20:00 Saturday: 12:00 - 15:00 | Library Monday - Thursday: 10:30 - 18:00 Friday: 10:00 - 17:00 |

A list of all services available to staff can also be found at dcu.ie/iss/z-services. Information videos and other guidelines are available on the ISS service desk website.

# Payment for Correction of Assessments

Permanent and temporary full-time and part-time staff at the following grades are eligible to claim for correction of assessments, either assignments or examination:

- Assistant Professor (formally Lecturer Above Bar)
- Lecturer (formally Lecturer Below Bar)
- Teaching Assistant

Payments will be processed by the Faculty and HR 3 times per year following promulgation of results.   Regardless of the type and number of assessments, only one payment will be made per student at the rates indicated on the HR guidelines.

dcu.ie/hr/payment-correcting-end-semester-exam-assessments

# Expense Claims

Expense can only be generated with prior approval of the finance account holder e.g. Head of School, Research Contract PI, Faculty Award etc.

# Staff Expense Claims

All claims for staff that are on the payroll system must go through the Core System: dcu.ie/finance/coreexpensesystem/index.shtml

- The claimant completes and submits an expenses claim via Core Portal in Staff Apps and prints out the  hard copy which must be signed / approved by the selected approver.

- The claimant forwards the hard copy form and the accompanying receipts and documents to the approver. The approver also approves the claim online in Core Portal.

- All forms are then submitted to Accounts Payable for processing by the deadline which is FRIDAY at 12 NOON.

# Cycling

**Bike Sharing Schemes**

**BleeperBikes**

BleeperBike is Ireland's first stationless bike sharing scheme. The bikes are equipped with a smart lock fixed above the back wheel of the bike, this smart lock controls usage of the bike by communicating with our free to download App. It takes less than 5 minutes to download the App and register your details.  See bleeperactive.com for details.

**Moby Bike - DUBLIN ELECTRIC BIKE SHARING**

Similar to BleeperBike Moby is a bike sharing scheme but for electric bikes - see mobybikes.com for details.

**Bike Clinics**

The bicycle service clinics, run by the Rediscovery Centre (RCD and supported by DCU SU and DCU Sustainability/OCOO will recommence again this semester on the Glasnevin, St. Patrick's and All Hallows campuses. These service clinics are open to all DCU students and staff and are operated on a first come first served basis and have proved to be very popular.

The bike service is free and people pay only for any parts needed.  Also the bicycle mechanics are not miracle workers and cannot renovate a bike in the time allotted for a service - i.e. your bike should be basically road worthy and in need of a service and not a complete overhaul !!

Semester I 2021/2022 - To Be confirmed

DCU Glasnevin Campus (Tuesdays 12.30 - 16.00
Location: Foyer in Albert College (outside AG00 across from Main Restaurant entrance.

DCU St Patrick's Campus (Wednesdays 12.00 - 15.00
Location: Undercroft Block F

DCU All Hallows Campus (Wednesdays 12.00 - 15.00
Foyer of O'Donnell House

**Active Commuter Facilities**

There are active commuting facilities available on all campuses.

Glasnevin Campus:
Albert College, The 1838 Club, ground floor (4 showers – 2 male/2 female).

Albert College Extn (First Floor - 1 WC Shower) (across from A141)

Lonsdale Building (XB17/19 with 3 Female/3male).

St Patrick's Campus:
Changing/shower facilities beside cycle park in the undercroft of Block F

All Hallow's Campus:
There are changing/shower facilities on the ground floor of Senior House at the end of the long corridor.

**NOTE:** Access to showers is Sports Complex on Glasnevin and St. Patrick's campuses are limited due to COVID 19 restrictions - contact Sports Complex directly for further information.

There are covered and uncovered cycle racks throughout the campuses.  Cycle racks have CCTV surveillance and are monitored by DCU Security however cyclists are strongly encouraged to ensure that they lock their bicycle appropriately with a strong lock.  It is recommended that both wheels and the frame should be locked to the stand. Additional cycle parking is being installed at DCU Glasnevin with some also on the DCU SPD campus supported by the NTA.  Additional grant can be sought for further enhancing these facilities.

**Cycle To Work Scheme**
The Cycle to Work scheme is a Government tax incentive aimed at encouraging employees to use bikes for cycling to work, and covers bicycles and accessories.  From 1st August 2020  the following changes apply to this scheme

·There is a rise from 1,000 to 1,250 for pedal bicycles and 1,500 for eBikes respectively. The period of 5 years has been reduced to 4 years, therefore people are allowed to apply for the scheme again every 4 years.

DCU offers the scheme to employees. For information on purchasing a bike via the scheme, contact DCU Human Resources.

# Public Transport

All campuses are well serviced by public transport, with Dublin Bus and Bus Eireann providing excess of 20 routes to one or more of the campuses. See below for information on Dublin Bus, Bus Eireann,  private buses and train connections to the DCU campuses. You can also plan your journey with journey planner. You can check out some useful apps and info on Leap cards.

Leap card are available for sale upstairs in the HUB in the DCU SU to both students and staff.

# Car Parking

**DCU Glasnevin Campus**

There are four main car parking facilities available on the DCU campus for staff, students and visitors to the University. These car parks provide just under 1400 spaces for in excess of 14,000 campus users. In addition there are some designated car parking facilities for the DCU Sports Complex, DCU Residences and overflow/ bus parking. The management of the car parking facilities is designed to facilitate the maximum number of DCU staff and students who need to commute on a daily basis to DCU. Parking is allowed in car parks only. Clamping is in operation throughout the campus.

The main car parking facilities available on the DCU Glasnevin campus are:

Car Park 1 (Multistorey
Car Park 2 (Créche
Car Park 3 (Invent
Car Park 4 (Library

**Overnight Car Parking**
Overnight Car Parking at DCU will be permitted in extenuating circumstances such as being off site on Univeristy Business.   Overnight Car  Parking willl only be permitted in Car Park 1 (multi-storey with prior authorisation.  To apply for authorisation please send the following information to parkingoffice@dcu.ie in advance of parking your car.

Full Name and Unit/Department:
Dates Overnight parking required:
Extenuating circumstances:
Car make/model and registration number:

Full parking details for the DCU Glasnevin Campus are available on the DCU Estates Webpage: dcu.ie/estates/information-parking-estates-office

# Car Parking

**DCU St Patrick's Campus**

The University has limited parking capacity and does not guarantee that car parking spaces are available for all vehicles. The University does not accept liability for any loss from or damage to vehicles using the campus, however arising. Vehicles parked on campus do so entirely at their own risk.  It is the responsibility of the car park user to be fully aware of the parking rules and regulations as indicated on the signs throughout the campus.

In the interest of maintaining a safe campus environment, clamping of vehicles is in operation and monitored by an external services provider NCPS. Appropriate signage is in place.

No Overnight Parking is permitted without prior authorisation.  Clamping is in operation throughout the campus.

**Overnight Car Parking**
Overnight car parking on DCU St. Patrick's Campus will be permitted in extenuating circumstances, such as being off site on University Business.

Overnight Car Parking will only be permitted in Car Park 4 (at reception with prior authorisation.   To apply for authorisation, please send the following information  to brian.otoole@dcu.ie or bernadette.reid@dcu.ie in advance of parking your car;

Full Name and Unit/Department:
Dates Overnight parking required:
Extenuating circumstances:
Car make/model and registration number:

**Staff Parking**

University staff can park in any of the designated parking spaces on campus in car parks 2,3,4 and 5. A Parking Permit is required but does not guarantee a parking space. Any cars parked in these car parks that do not clearly display a valid staff parking permit will be clamped.

Clamping times: Monday to Friday 8am to 3.30pm

Application Form for parking Permit can be accessed at:  dcu.ie/sites/default/files/media/inline-images/migrated/
dcu_spc_student_parking_permit_application_form.pdf

# Car Parking

**DCU All Hallow's Campus**

A valid DCU Parking Permit is valid on both the All Hallows and St Patrick's Campuses.

Only 1 DCU Parking Permit will be issued per student or staff member applying. A current valid staff or student identification card will be required when making a permit application.

**Reserved Parking**

Restricted/reserved car parking is enforced outside Purcell House on the All Hallows Campus – specific daily reserved permits are required to park in these areas and are only available through the President's Office. All cars parked in these areas without a reserved permit will be clamped.

Full car parking enforcement and clamping has resumed on the All Hallows Campus. A valid DCU Parking Permit must be displayed on your car's front windscreen in valid parking spaces between 8am and 3.30 pm Monday to Friday.

Please Note:

Parking outside Purcell House is reserved and requires a reserved permit from the President's Office. Clamping is in operation in this area 24/7

Parking in the Main Restaurant service yard is restricted to service vehicles only

Visitors should be advised to use the Park by Text facility @ Purcell House

Please note that PARK BY TEXT area is for visitors only.Permit holders are not permitted to park in this area.

**Clamping**

Enforcement and clamping is in operation during the times outlined below and for illegally parked cars at all times. Vehicles which are not parked in a designated parking space, or illegally parked on paths, roadways, lay-bys, set down areas, delivery areas or grass verges, or any area outside a designated parking space will be clamped. In addition, vehicles parked causing an obstruction or parked illegally in disabled accessible parking spaces will also be clamped.for further details please clink on the link: https://www.dcu.ie/estates/parking.shtml

Application Form for parking Permit can be accessed at:  dcu.ie/sites/default/files/media/inline-images/migrated/
dcu_ahc_staff_parking_permit_application_form.pdf

# Telephones

Each campus operate a switchboard although it is possible to call any campus and be put through to a person on another campus. Campus switchboard numbers can be found on page 5 of this guide.

"Short dialling " – by which only the last 4 digits of the number are required is available for  all numbers, no matter what campus they are located on e.g, a staff member based on  DCU Glasnevin Campus may call colleagues on either DCU St Patrick's or DCU All Hallows Campuses by dialling just the last 4 digits of the number.

If you wish to make any changes to your online staff entry details in the phone book, please contact your school assistant/secretary.

**Contact details for all members of the faculty are available by searching either the University phone book or visiting the Faculty of Humanities and Social Sciences website.**

**dcu.ie/phonebook**
**dcu.ie/humanities_and_social_sciences**

# Post

A daily postal service is available between all campuses.

Drop off points for each campus are summarised in the table below.  Post is delivered  the next day as part of the normal delivery arrangements on each campus.

Internal post drop-off arrangements:

| DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus |
|---|---|---|
| Post destined for DCU St Patrick's or DCU All Hallows Campus should be clearly labelled and dropped  to local internal post point. | Post destined for DCU Glasnevin  or DCU All Hallows Campus should be clearly labelled and dropped at the Cregan Library reception before 5:00 pm each day. | Post destined for DCU Glasnevin  or DCU St Patrick's Campus should be clearly labelled and dropped at the main reception  at Drumcondra House before  4:30 pm each day. |

Staff are requested to indicate campus (of destination) when addressing envelopes for internal  post.  Please allow 24 hours for post to be delivered between campuses.

# DCU Campus Addresses

Campas Ghlas Naíon DCU
Glas Naíon
Baile Átha Cliath 9
D09W6Y4

Campas Phádraig DCU
Droim Conrach
Baile Átha Cliath 9
D09DY00

Campas na Naomh Uile
DCU Droim Conrach
Baile Átha Cliath 9 D09N920

DCU Glasnevin Campus
Glasnevin
Dublin 9
D09W6Y4

DCU St Patrick's
Campus Drumcondra
Dublin 9
D09DY00

DCU All Hallows
Campus Drumcondra
Dublin 9
D09N920

# Photocopying

Photocopying services are available in the O'Reilly Library, Glasnevin Campus and Cregan Library, St. Patrick's Campus - see details at: dcu.ie/library

O'Reilly Library, Glasnevin Campus and Cregan Library, St. Patrick's Campus Opening Hours: dcu.ie/library/opening-hours-membership

Campus Print Solutions also provide photocopying, binding and printing services. Contact ext. 8954 / campus.print@dcu.ie for details of costs dcu.ie/info/information-xerox-printroom

Some Schools provide photocopying facilities locally. Access codes are available from School Assistants/Secretaries. In most instances, Loop is used unless in exceptional circumstances:

| School | Photocopier location |
|---|---|
| School of Communications | Room GLA C162, 1st Floor, Henry Grattan Building, DCU Glasnevin Campus |
| School of English | Room AHC S230, 2nd Floor, DCU All Hallows Campus |
| Fiontar & Scoil na Gaeilge | Room AHC S135, 1st Floor, DCU All Hallows Campus |
| School of Law & Government | Room GLA C230, 2nd Floor, Henry Grattan Building, DCU Glasnevin Campus |
| SALIS | Room GLA C138, 1st Floor, Henry Grattan Building, DCU Glasnevin Campus |
| School of Theology, Philosophy, and Music | Room AHC S230, 2nd Floor, DCU All Hallows Campus |

# Estates and Maintenance

The DCU Estates Helpdesk is available to staff on all DCU campuses.
The arrangements for all three campuses are outlined in the table below.

| | DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus |
|---|---|---|---|
| Phone | 01 700 5142 / 5362 | 01 884 2115 | 01 700 5142 / 5362 |
| Email | Helpdesk.Estates@dcu.ie | oliver.dooley@dcu.ie | dcu.ie/estates/helpdesk |
| | | | For urgent maintenance issues on the DCU All Hallows Campus, Richard Jones, the Facilities Manager may be contacted via the DCU All Hallows reception. |

# Travel

DCU has a Single Supplier Agreement with Club Travel to provide a Travel Management Service to DCU. DCU staff are required to book all flights, hotel accommodation or car hire, regardless of the value, through this single service provider - Club Travel.

Please see the following link: https://www.dcu.ie/finance/accounts-payable-finance

Following a comprehensive procurement processes in 2012, Club Travel were awarded a contract to provide a Travel Management Service to DCU employees. The contract was awarded on the basis of Club Travel offering excellent value for money, enhanced service offering and professional and experienced staff to deal with all our travel needs, including an Emergency Helpline available 24 hrs a day x 7. The "Single Supplier Agreement" between DCU and Club Travel required all staff who needed flights, hotel accommodation or car hire, book it through one service provider thus agreeing that no other travel operator would be used by DCU staff; this includes booking through eBookers, Travelzoo, Expedia etc.

**Club Travel Agreement**

The agreement with DCU & Club Travel mandates that Club Travel source the best value travel quote for the DCU traveller, offering three quotes where possible. There are two ways of booking travel and accommodation with Club Travel.

1. Club Travel On-Line Booking Tool - Using your own credit card
2. ETR system

Club Travel also have a dedicated team of professional experienced business travel staff who can meet almost all of the requirements of the DCU traveller.

They have a 24 x 7 emergency support service number that can be contacted from anywhere in the world, plus an on-line booking tool that allows DCU staff book their travel 24 hours a day, 365 days a year.

The agreement with DCU & Club Travel mandates Club Travel to source the best value travel quote for the DCU user, offering three quotes where possible.

## Booking Option I
On-Line Booking – Using you own credit card

The On-Line Booking Tool - ATM system is a live booking engine where you can search and book your own flights, hotel and car hire on-line. The system allows you use your own credit card to make bookings without having to raise a purchase request on Agresso. It is a fast and efficient service that gives the traveller greater flexibility when arranging bookings while at home or abroad.

To use the ATM system you must first set up a user profile on the Club Travel website. When complete it should be emailed to Natalie Keenan at nkeenan@clubtravel.ie. to set you up on the system.

Advantages of using the system:

Club Travel Online Booking provides the user a full range of travel services – Air, Hotel, Car-Hire, Rail, Bus, Ferry, and Group Travel.

It allows the user to have visibility on all low cost flight options to their particular destination and select their preferred option.

On-line Booking confirmation is immediate with an email confirmation sent to the end user within minutes.

Flights can be paid for by personal credit card and claimed back on Core expenses if appropriate.

On Line Booking demo video:  http://www.youtube.com/watch?v=UTSPih43a4w&feature=youtube

## Booking Option II
ETR Booking System

For staff who do not wish to use their own credit card to pay for university business travel, the ETR system works in a similar way to email whereby you are not booking the flights yourself, rather you are giving the information to the Club Travel consultant who will then provide you with a number of travel options that you can choose from. You will need a purchase order to complete the booking with Club Travel. Your school secretary can raise the purchase order on Agresso for you. Club Travels supplier ID on the Agresso system is 10476.

Link for ETR | https://www.secure-booking.ie/etr05/etrlogin.aspx
Username | xxx.xxxxx@dcu.ie
Password | *********

## Contacts and Hours of Service

Olive Taaffe | 01 608 0000 | otaaffe@clubtravel.ie

Aisling O'Donovan | 01 608 0000 | aodonovan@clubtravel.ie

On-Line booking 24 hours / 7 days
Telephone/email/reservations (ETR Monday – Friday 08:30 hrs – 18:00 hrs only
24 emergency number is 001 516 802 6967

# Meeting Rooms and Catering

Meeting Rooms on the DCU Glasnevin, DCU St Patrick's and DCU All Hallows Campuses are available via the central booking system. The faculty also has 3 meeting rooms, GLA.C146, AHCS128 and AHCS228 which can be booked for meetings (excluding timetabled activities as set out in the table below:

| DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus |
| --- | --- | --- |
| Room booking GLA.C146 is available for meetings on DCU Glasnevin Campus. Room bookings should be made through School Assistants/ Secretaries. | For meeting rooms on DCU St Patrick's Campus and Library, email bookings@dcu.ie | Rooms AHCS128 and AHCS228 are available for meetings on DCU All Hallows Campus.<br><br>Room bookings should be made through School Assistants/Secretaries. |

Teas, coffees and other catering may be ordered for meetings on all campuses. Catering may be ordered on each campus as summarised in the table below:

| DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus |
| --- | --- | --- |
| restaurant@dcu.ie | geraldine.healy@dcu.ie | allhallowscatering@dcu.ie |

# Events

Events taking place on any of the three campuses, it is important to complete the Event Notification Form at dcu.ie/estates/eventplanning. Please ensure you identify the campus in the drop down menu, where your event is taking place.

Prior to notifying Estates, the Event Organiser must arrange the following:

**Room Bookings**| bookings@dcu.ie

## Catering Requirements

| DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus |
|---|---|---|
| restaurant@dcu.ie | stpatscatering@dcu.ie | allhallowscatering@dcu.ie |

Once you complete this online form, it will generate a document that is received by the Estates Office. The Event Notification Form will be forwarded to all relevant personnel on each campus.

It is important that at least 5 days notice is received prior to an event taking place.

Please noted if the Event Organiser is engaging external companies as part of the event, it is important that this is noted on the Event Notification Form with an indication of approximate numbers of people expected to be in attendance.

**Event Promotion**

To discuss promotion of your Faculty event please contact:

Caroline Cullen
Senior Faculty Communications and Marketing Officer
E:  caroline.cullen@dcu.ie

# Events

**Organising a Conference**

To enquire about arrangements for a conference:

conferences@dcu.ie

david.m.doyle@dcu.ie (Campus Residences)

An excellent starting point is the President's Office / Event Planning Toolkit which is available here.  The Toolkit includes a list of the items that need to be taken into consideration, links to useful contacts, etc.

The Research Project Administration offers Event Support (for a fee).  Contact rpa.enquiries@dcu.ie / Jennifer Egan to enquire about pricing / costs.

The best person to talk to in The Helix is Elaine White - elaine.white@dcu.ie. She will be able to give you sense of how much it might cost.   Elaine White works closely with David Doyle in Campus Residences also provides support for conferences.

Once it is possible to be back on campus it would be a good idea to take a walk to see potential venues in person.

# Restaurant Academic Semester Opening Hours

Information on restaurants and opening hours on each campus can be found at dcu.ie/catering/locations-restaurants-restaurant-catering.  A summary of restaurant opening hours on each campus is provided in the table below but opening hours varies outside term time.

DCU Glasnevin Campus

| Location | Monday to Thursday | Friday | Saturday | Sunday/Bank Holidays |
|---|---|---|---|---|
| Main Restaurant | 07:30-18:00 | 07:30-16:00 | Closed | Closed |
| 1838 Staff Common oom | 09:30-15:00 | 09:30-14:30 | Closed | Closed |
| Fig Tree at DCU Nursing | 08:00-16:30 | 08:30-16:30 | Closed | Closed |
| Business School Café | 08:00-19:00 | 08:00-17:00 | 09:00-13:30 | Closed |
| Library Café | 09:30-20:00 | 09:30-16:00 | 09:30-16:00 | Open for Exams & Study |
| Zest Café at DCU Sports | 08:30-20:00 | 08:30-20:00 | 10:00-16:00 | 10:00-16:00 |
| Invent Centre Cafe | 09:30-16:00 | 09:30-15:00 | Closed | Closed |
| The Helix Cafe | 08:00-16:00 | 08:00-16:00 | Closed/TBC | Closed/TBC |

DCU St Patrick's Campus

| Location | Monday to Thursday | Friday | Saturday | Sunday/Bank Holidays |
|---|---|---|---|---|
| Main Restaurant | 07:30-16:00 | 07:30-15:00 | Closed | Closed |
| Starbucks | 08:30-18:30 | 08:30-16:00 | Closed | Open for Exams & Study |
| Café | 08:30-16:30 | 08:30-15:00 | Closed | Closed |

DCU All Hallows Campus

| Location | Monday to Thursday | Friday | Saturday | Sunday/Bank Holidays |
|---|---|---|---|---|
| Main Restaurant | 08:30-15:00 | 08:30-15:00 | Closed | Closed |
| Purcell House Café | 08:30-16:30 | 08:30-16:00 | Closed | Closed |

DCU Alpha, DCU Glasnevin Campus

| Location | Monday to Thursday | Friday | Saturday | Sunday/Bank Holidays |
|---|---|---|---|---|
| Osmosis Café | 08:30-16:30 | 08:30-15:30 | Closed | Closed |

The Staff Common Room on the ground floor of DCU St Patrick's Campus provides tea and coffee making facilities and is available for use by all staff.

# Teaching Information and Resources

## Hot Desk Room GLA.C145H and Other Swipe Access Rooms on DCU Glasnevin Campus

GLA.C145H is a small hot desk room containing 5 workstations with PC, printing and locker facilities.  This room is available to part-time staff of the schools within the Faculty of Humanities and Social Sciences (HSS and to full time staff with offices on the St. Patrick's Campus and All Hallows Campus.  The room is a hot desk area and cannot be used as a permanent workstation for any staff member.  The lockers provide a safe place to store materials temporarily and no personal items or work materials should be left at any of the desks.  The room is accessed by a swipe system and requests for card activation can be submitted on this form:  https://goo.gl/forms/NZg5CXaafapwE7Dw1.

If you receive requests to access any of the following rooms please direct them to the above form where Hazel Langan, HSS Faculty Office, will action.

**Room GLA.C136** - Faculty Common room - available to staff and research students.

**Room GLA.C145H** - Faculty Hot Desk room with lockers available for temporary storage - available to part-time staff and staff based on the All Hallows and St. Patrick's campus.

**Room GLA.C146** - Faculty Seminar room - meeting room available to all staff and research students bookable via School Assistants/Secretaries who have shared Google Calendars.

**Room GLA.C206** - Faculty Moot Court - available to staff teaching in the Moot Court.

# Teaching Information and Resources

## Calendars

The Academic Calendar (with dates for semester beginning and end, examinations, examination boards, etc. can be found at:  Accessing-your-Timetable

**Semester 1 2021-2022 - Begins 20 September 2021 for 2nd, 3rd, 4th year + Masters students**

**Begins 27 September 2021 for 1st year students**

**Semester 2 2021-2022 - Begins 10 January 2022**

## Timetables and Lecture Locations

Lectures take place on three academic campuses:  DCU Glasnevin, DCU St Patrick's and DCU All Hallows.  The timetable is planned to ensure that staff and students who have to move between campuses for lectures will have sufficient time to do so.

Queries/requests concerning your timetable should be addressed to the relevant Faculty administrative officer.

Please note that all ad hoc room booking requests e.g. meetings should be e-mailed directly to bookings@dcu.ie

Timetables are subject to considerable change in the run up to the start of semester and are not finalised until the end of the second week of Semester.

You are advised to vacate your classroom at ten minutes to the hour and to leave the classroom, including furniture, as originally arranged.

Information on how to read your timetable is available here: Accessing-your-Timetable

# Programme / Qualification Names / Acronyms

Acronyms are used on the timetabling system to identify programmes e.g. MA in Journalism – MAJ. Full details of Humanities and Social Sciences Programme / Qualification Names /Acronyms are set out in pages 13, 14 and 15 of this guide.

A list is also available at: Timetables Reference Lists

## Modules

See also Module Descriptors on-line: dcu.ie/registry/registry-dcu-modules

Programme Academic Structures: www101.dcu.ie/registry/module_contents.php

## Audio Visual Services

dcu.ie/iss/av/index.shtml

Opening Hours  08:30 - 17:30 All year round

## Equipment / Video Loans

**School of Communications Staff Only**

|  | School of Communications Technical Department | School of Communications Photography Loans |
|---|---|---|
| **Location** | Room GLA C105 Henry Grattan Building DCU Glasnevin Campus | Room GLA C100b Henry Grattan Building DCU Glasnevin Campus |
| **Phone** | 01 700 5201 | 01 700 5201 |
| **Opening hours 2018-2019** | Semester 1 &  Semester 2 Monday - Thursday 11:00 am - 1:00 pm 2:00 pm - 4:00 pm Friday 11:00 am - 1:00 pm  These hours are subject to change and students should check the posted times on the door of Room GLA C105. | Semester 1 &  Semester 2 Monday - Friday 08:30 am - 10:30 am 11:15 am  - 1:00 pm  These hours are subject to change and students should check the posted times on the door of Room GLA C100b. |

**School of Communications Technical Department Contacts:**

Damien Hickey | 01 700 5201 | damien.hickey@dcu.ie
David O'Callaghan | 01 700 5190 | david.ocallaghan@dcu.ie

# DCU Libraries

All staff have access to libraries on the DCU Glasnevin and DCU St Patrick's Campuses. Staff ID cards will provide access and borrowing rights from both libraries.

You must register with the library to have an account set up – registration forms are available at the Library Reception Desk.

Information on Library access for new staff can be accessed at: https://www.dcu.ie/library/information-academics

| Library | DCU Glasnevin Library | DCU Cregan Library |
| --- | --- | --- |
| Opening hours | Mon-Thurs: 08:30 - 22:00<br>Study only: 22:00 - 02:00<br><br>Friday:<br>08:30 - 17:00<br>Study Only<br>17:00 - 21:00<br><br>Saturday:<br>09:30 - 17:00<br>Sunday:<br>Closed | Mon-Thurs: 08:30 - 22:00<br>Study only: 22:00 - 02:00<br><br>Friday:<br>08:30 - 17:00<br>Study Only<br>17:00 - 21:00<br><br>Saturday:<br>09:30 - 17:00<br>Sunday:<br>Closed |
| Phone | 01 700 5041/5418 | 01 884 2170 |
| Email | library@dcu.ie | library@dcu.ie |

### Faculty of Humanities and Social Sciences Librarians:

**Alexander Kouker**
E:  alexander.kouker@dcu.ie
Areas:  SALIS, Communications, Law & Government

**Victoria Smyth**
E: victoria.smyth@dcu.ie
Areas:  Gaeilge, English, Geography, History, Music, Philosophy, Sociology, Theology

Maps show where libraries are located on each campus. Library websites contain more detailed information:

dcu.ie/library

# Oifig na Gaeilge / Irish Language Office

Information on the role of the Irish Language Officer, The Official Language Act 2003 and DCU's Language scheme is available on the DCU website at dcu.ie/oifignagaeilge.

The Official Language Act 2003 and the DCU Language Scheme will apply to all areas of Dublin City University. The Irish Language Officer is based between the DCU Glasnevin Campus and the DCU St Patrick's Campus.

You can contact Siobhán Seoighe, Irish Language Officer as indicated below:

DCU Glasnevin Campus
Siobhán Seoighe | 01 700 6191 | oifigeach.gaeilge@dcu.ie

DCU St Patrick's Campus
Siobhán Seoighe | 01 884 2323 | oifigeach.gaeilge@dcu.ie

# Teaching Enhancement Unit (TEU)

The Teaching Enhancement Unit (TEU has responsibility for teaching and learning support and development in the University and is part of the National Institute for Digital Learning (NIDL  The Unit is concerned with academic staff development with respect to new approaches to teaching and learning, educational research and the support of a wide variety of educational technologies.

The aim of the TEU is to foster excellence in practice through leadership in teaching, the provision of professional development opportunities for staff, and the scholarship of teaching and learning.

You can contact Mark Glynn as indicated below:

DCU Glasnevin Campus
Mark Gynn | 01 700 6181 | mark.glynn@dcu.ie

See full details of the learning technology courses offered by the Teaching Enhancement Unit at: dcu.ie/teu

# Loop - DCU's Virtual Learning Environment

The Learning Innovation Unit supports Loop, formerly known as Moodle. DCU's Virtual Learning Environment complements face-to-face teaching at DCU and provides flexible access to courses, both on- and off-campus. Lecturers can use Loop to direct their students to resources such as lecture notes, video clips, podcasts, online journals, practice quizzes and discussion forums.  Students can submit assignments online and the online grade book provides access to coursework grades. Loop aims to make learning more accessible and enjoyable.

Some Schools in the Faculty require that ALL Loop pages contain certain specific details. For further information contact your School Assistant/Secretary:

- Contact details and office hours
- Course information (including method of assessment)
- Link to DCU Policy on Plagiarism: http://www.dcu.ie/registry/examinations/plagiarism.pdf
- Declaration on plagiarism to be attached by students to assessments
- School Marking Scheme
- School Policy on Assessment Deadline Extension

To access your Loop account go to dcu.ie/teu/loop and log in using your Novell user name and password.

**Getting Teacher Access to a Loop Course / Module**

If you don't yet know your Novell user name and password you can create a new account which will enable the assigned module co-ordinator to add you as a Teacher to the Course / Module you are teaching.

To get access to a Course/Module you are teaching in Loop, please contact your School Office/Faculty Administrator to ensure you are timetabled to teach this module, and/or ensure that you are added as Teaching Staff on the module specification as these fields tie directly in with Loop.

If a lecturer is timetabled to teach a module and their details are correct in the timetable system then they will have access to the course in Loop.

Also if a lecturer is set as teaching staff on the module specification (Teaching staff not Coordinator then they will have access to the course in Loop.

If a lecturer needs access to a course and is not the timetabled lecturer or part of the teaching staff, then they need to contact the current lecturers on the course and request that they add their access if appropriate.

To find out who is the lecturer of a module, please see the video at the link: dcu.ie/iss/iss-information-systems-services-accessing-moodle

## Communicating with students

The University policy on contact with third parties | dcu.ie/policies/third-parties-contact-policy

# Staff Email Disclaimer

In line with recommendations regarding the confidentiality of information contained in emails and the University's liability in respect of same, all staff are asked to include the disclaimer below in all outgoing emails.

**Séanadh Ríomhphoist / Email Disclaimer**

Tá an ríomhphost seo agus aon chomhad a sheoltar leis faoi rún agus is lena úsáid ag an seolaí agus sin amháin é. Is féidir tuilleadh a léamh anseo.

This e-mail and any files transmitted with it are confidential and are intended solely for use by the addressee. Read more here.

# Faculty and School Mailing Lists

Staff mailing lists are now available through Google Groups which can be found in Google Apps. The schools in the Faculty of Humanities and Social Sciences are included in the faculty mailing list which is 'faculty-of-humanities-and-social-science-list@dcu.ie'.

For example, if you go to 'Google Apps', select 'Groups', then 'Browse all', and search for the faculty mailing list, faculty-of-humanities-and-social-science-list@dcu.ie.  Then select 'Members' and you will be able to see what is included i.e. the School of Communications mailing list is communications-list@dcu.ie which comprises all staff in communications.

**Students who are registered for a particular academic programme**

**Students who are registered for a particular module**

**Mail archives for class and module lists**

**Email individual students**

The above mentioned mailing lists can be found via Iris https://www4.dcu.ie/iss/classlists.shtml.

**All those in a particular school / faculty or year**

The ISS Mailing List Webpage under 'All Faculty and School Examples' section provides information on emailing groups of students by Faculty and School http://www4.dcu.ie/iss/email/faculty-lists.shtml.

## Reading Week

Many programmes delivered by the Faculty of Humanities and Social Sciences have a Reading Week in both Semester 1 and Semester 2, i.e. a week in which no formal lectures take place.  It is intended as an opportunity for students to catch up, complete assessments or other learning exercises.

**READING WEEK: TBC**

**READINGWEEK: 21-27 February 2022 (week 7)**

Staff teaching on programmes outside the Faculty, e.g. Institute of Education Programmes, will need to take into account alternative reading week arrangements.

## Referencing

You must advise students that failure to fully reference their writing leaves them open to possible accusations of plagiarism.   Please contact your school for information on the referencing system adopted by the school, e.g. the Harvard System.

## Student Surveys

Modules can be accessed via student surveys (SSOT): dcu.ie/qpo/student_surveys.shtml.

Loop supports this and instructions can be found on the Loop homepage: loop.dcu.ie/login/index.php

# Examination and Assessment

**Please contact your programme administrator for special arrangements put in place due to Covid-19.**

## Assessment

Modules are assessed by end of semester formal examination, continuous assessment or a combination of both.  At the spring meetings of Programme Boards, module coordinators / staff verify the assessment data for the modules for which they have responsibility for the forthcoming academic year.

Any proposed revisions e.g. change from 50% Examination / 50% CA to 75% Examination / 25% Examination, are circulated for consideration by the relevant programme boards i.e. any programme on which the module is to be taught in the forthcoming academic year.

Any late requests for amendment to assessment data must be agreed at programme board level and in writing by all students registered for the module concerned.

## Examination Papers

Papers are submitted for External Examiner review via GURU:  guru.dcu.ie

Please contact Evelyn Cuddy, evelyn.cuddy@dcu.ie to set you up for access to this system.  You will use your username and password from ISS.  Papers are uploaded to GURU and eternal examiners review digitally.  Once approved and signed off the papers are then submitted to Registry via GURU. No hard copies are required.

School Assistants/Secretaries will send out instructions in advance of the examination process for the preparation and submission of examination papers.  Please do not email examination papers to administrative staff.  Staff members are required to check and verify examination papers in the Registry prior to examinations.

Past examination papers are available at http://www.dcu.ie/internal/examinations/papers.php3.

Information on GURU: guru.dcu.ie

# Examinations

Lecturers should be available when their examinations are in progress or nominate a colleague to deputise on their behalf. Further examination information is available at dcu.ie/registry/examinations-office-registry

# Setting Assessments and Assignments

At the start of the Academic Year / Semester you must give the students comprehensive guidelines on how the module is to be assessed, the deadlines and also advise students on where and when they are to submit their work, for example, to you in class, to a School Project Box or by another method of delivery such as e-mail or Loop by a specified date or time.

School Assistants/Secretaries will advise you on the arrangements for collecting materials submitted to School Project Boxes.

| School / Programmes | Location of School Assignment / Project Box |
| --- | --- |
| BA in Social Sciences and Cultural Innovation | To be collected during class |
| BA Arts [Joint Honours] | To relevant School Box depending on subject |
| Communications | Adjacent to Room GLA C162, 1st Floor, Henry Grattan Building, DCU Glasnevin Campus |
| English | Adjacent to Room AHC S216, 2nd Floor, DCU All Hallows Campus |
| Fiontar & Scoil na Gaeilge | Adjacent to Room AHC S116, 1st Floor, DCU All Hallows Campus |
| Law & Government | Adjacent to Room GLA C162, 1st Floor, Henry Grattan Building, DCU Glasnevin Campus |
| SALIS | Adjacent to Room GLA C138, 1st Floor, Henry Grattan Building, DCU Glasnevin Campus |
| History & Geography | Adjacent to Room SPD D301, 3rd Floor, DCU St. Patrick's Campus |
| Theology, Philosophy, and Music | Adjacent to Room AHC S216, 2nd Floor, DCU All Hallows Campus |

# Extensions

Contact the School to verify its policies on granting assessment deadline extensions,l ate submissions and to take into account the deadline for submission of results issued on the academic calendar.

## Anonymous Marking

Procedures for modules assessed anonymously can be found at dcu.ie/iss/exam-continuous-assessment-web-entry

When marks are submitted via the anonymous marking procedure, they are posted to each staff member's portal page as soon as they are uploaded by the Faculty.

## Postponement of Examination / Assessment of a Module [R-33]

The R33 Deferral form has been re-named to avoid confusion with Deferral of Academic Year and is now called a Postponement of Assessment - Examinations form.

– Applications for postponement must be for pre-planned situations only.

– Applications for postponement must be submitted 2 weeks prior to Assessment / Examination date.  If not submitted 2 weeks prior to Assessment / Examination date then the student must submit an Extenuating Circumstances [R30] form.

– Application is for postponement to the next available opportunity e.g. Autumn re-sits.

– Applications for postponement MUST be accompanied by appropriate original supporting evidence.

# Submitting Marks, Electronic / Anonymous Marking

You will be advised in advance of the deadline for submission of marks. Module co-ordinators/examiners must submit module marks (both CA and examination) via the / Anonymous Marking (AM) System.

Module co-ordinators/examiners can securely access the AM System from home using VPN (Virtual Private Network) software.  Information on the VPN service can be found at: ddcu.ie/iss/pulse-dcu-vpn

This link also draws examiners attention to the ICT policies relevant to VPN access. Examiners are requested to become familiar with the policies before using the service.

To minimise any difficulties in the run up to the Progression and Award Boards, examiners are encouraged to enter results as early as possible.  Please remember to disconnect from VPN after marks entry.  Examiners should contact the ISS Service Desk if they encounter any difficulties with the installation or use of the VPN service.

Only the staff member assigned as the module co-ordinator for a module can enter marks via the AM System.  Examiners should contact their school assistant/secretary if they are unable to access their modules within the AM System.

# Checking Marks

Module coordinators/examiners will receive an e-mail alert when the Faculty Office commits the module results to the ITS Registry system and are required to check the marks for errors and omission via their staff portal page.

Marks submitted by a given deadline will be available for examiners to review via portal page.  Where errors or omissions are identified the examiner should complete the HSS Examination / Continuous Assessment Mark Update Form by the specified date.

Other changes should be made at the PAB.

## Marking and Grading

The DCU marking scheme, as per DCU Marks & Standards is as follows:

**Level 8 Honours Bachelor Degree Award Classification**
**Level 9 Taught Masters Degree Award Classification**

| **Precision Mark** | **Award** |
| --- | --- |
| Greater than or equal to 70% | First Class Honours |
| Between 60% and 69% inclusive | Second Class Honours, Grade 1 |
| Between 50% and 59% inclusive | Second Class Honours, Grade 2 |
| Between 40% and 49% inclusive | Third Class Honours |
| Less than 40%: Fail | |

Further details are available in Marks & Standards [Version 2020]:
dcu.ie/ovpaa/policies-and-regulations

In addition, you will need to familiarise yourself with the relevant / individual School schedules of grading criteria.

## Examination Guidelines and Information

Examination Regulations, Marks and Standards, Programme Specific Regulations, Guidelines for Examiners, Additional Facilities for Examinations, Past Examiners, External Examiners, etc. are available at: dcu.ie/registry/examinations-office-registry

## Examination Boards

Examination Board schedules are published at: Academic and Administrative Calendar

Following each exam diet, Programme Chairs meet formally with Programme Administrators to review marks and identify any issues or problems regarding the submission of marks.  Programme Chairs may choose to convene a meeting at School level prior to meeting the programme administrator to address remedial actions and interventions necessary with year heads, examiners, personal tutors, etc.  Progression and Award Boards take place in early February for programmes with a Spring graduation.

The final grades for the year are decided at the Progression and Awards Board (PAB in June for most programmes. There is an examination board for re-sit examinations in August / September. All teaching staff should attend the boards for the programmes on which they teach modules. If a staff member cannot attend, s/he should contact the programme chair in advance to discuss his/her marks.

For information on the precise dates of the examination boards refer to the timetables link at: Academic and Administrative Calendars

Procedures for postgraduate thesis etc. may differ, please contact the programme chair for further information.

## Examination Results

Provisional examination results are issued in February for Semester 1 with final marks for the full academic year issued in late June. No examination results can be made known to students until the Examination Board has met and results have been promulgated officially by Registry. After students receive their final results for the year in June, there are two consultation days where students can view their scripts. It is important to either be in DCU on those days or to have a colleague deputise.

## Plagiarism

It is vital that staff members are familiar with the DCU Plagiarism Policy

All staff should stress to students, at the beginning of modules and when any work is assigned, the necessity to correctly present and reference their work. All assessments must be submitted with a declaration on plagiarism attached and signed by the student(s.

## Appeals Process

The Assessment Review and Module Re-check requires the Head of School (or nominee to have access to all scripts and assessment. Further information is available at dcu.ie/ovpaa/appeals. The faculty will communication Examination and Assessment deadlines for each diet of examinations. All part-time staff must return examination and assessment scripts to the school office which will be kept for 1 year and a day. Please ensure you (or your nominee have adequate access to assessments in order to facilitate any queries received as a result of the two appeals processes detailed in the following section.

# Examination Appeals, Module Re-check and Module Assessment Review

Academic Council approved some changes to the Examination Appeals Process in December 2016. These changes came into effect from the academic year 2017-2018. The major change was the elimination of the following ground for appeal: 'There was a substantial error of judgment on the part of the Examiners' and the introduction of two new elements to the overall appeals process:

Assessment Review: An Assessment Review is a reconsideration of an element of assessment by an independent assessor in instances where a student makes a coherent academic argument that the grade awarded is incorrect.

Module Re-check: A recheck does not involve the regrading of exam scripts or continuous assessment and is only open to students who were unable to avail of the relevant consultation days. It is an administrative process to check whether:

- All elements submitted for assessment were considered and assessed

- The calculation of the marks awarded was correct

- No errors or omissions occurred in the recording, collating or combining of marks

- The correct summary mark was presented to the Progression and Award Board.

## Re-sit Assessment / Examination

Papers for re-sit examination assessments are submitted to the School Office at the same time as examination papers (normally mid-way through the semester. The Faculty Office circulations details of submission dates and arrangements for Examination Boards in advance.

# Faculty Examination & Assessment Deadlines

Examiners / Module Co-ordinators must submit results via the Anonymous Marking [AM] System1 whether assessed by continuous assessment [CA] or examination by the deadlines below.

| | |
|---|---|
| **SEMESTER 1** | **TBC** |
| **SEMESTER 2 / YEAR LONG MODULES** | **TBC** |
| **AUGUST 2022 DIET** | **TBC** |
| **NOVEMBER 2022 DIET** [GRADUATING MASTERS CLASSES ONLY] | **TBC** |

Examiners / Module Co-Ordinators must take these deadlines/dates into account when setting deadlines for students for the submission of Continuous Assessment [CA] including dissertations and projects.

Programme Administrators will circulate information including schedules of Examination and Assessment Review Meetings/Programme Board Examination Review Committee (PBERC) meetings in advance of each exam diet.

Progression and Award Board Meeting Schedules will be made available on the Registry Examination Web pages in due course.

General information regarding dates and deadlines is available in the DCU 2021-22 Academic Calendar.

Note:  A later start date of academic year 2022-2023 will impact on overall academic calendar.  Details in due course.

# Faculty Programme Administration Schedule

This guide provides a brief background to the processes and procedures relating to programme administration in FHSS. The following calendar outlines indicative activities that programme chairs engage in throughout the academic year.

| | |
|---|---|
| **September** | Finalising of Timetable including Semester 1 Timetable<br>PBERCs, GTEAB, PABs (Autumn Diet)<br>[Preparation for Induction – at School level]<br>Distribution of Appeals – applicable to Programme Chairs only<br>Allocation of Class Groups |
| **October** | Preparatory meetings with Chairs in advance of October / November Programme Board Meetings Submission of items to FTLC for consideration of:<br><br>FTLC 1. Special Case Admission<br>FTLC 2.  Module Exemption<br>FTLC 3. Programme Board_FTLC Item for<br>USC   FTLC 5. Stand Alone CPD Module<br>FTLC 6. Plagiarism Local Sanction<br>FTLC 7. Request for re-admission<br>FTLC Meeting |
| **November** | Graduation<br>Open Day (preparation at school level<br>PBERCs and PABs for November / Autumn Diet<br>Completion of Programme Review – Annual<br>Report Programme Board Meetings |
| **December** | Approval of Programme Board Meeting Minutes, circulation of Draft Minutes, submission of Draft Minutes / associated documentation to the FTLC<br>FTLC Meeting |
| **January** | [Preparatory meetings at School level in relation to Academic Structures for forthcoming academic year]<br>Preparation for Spring Diet of Examinations<br>Finalising Semester 2 Timetables<br>FTLC Meeting |
| **February** | Preparatory meetings with Chairpersons in advance of Exam Boards<br>PABs (Spring Diet)<br>Approval of Schedule of Summer, Autumn  Exam Boards<br>Faculty Awards Board for Research Degrees (Spring)<br>Drafting of Academic Structures for forthcoming academic year<br>Preparatory meetings with Chairpersons in advance of March Programme Board Meetings FTLC Meeting |
| **March** | Programme Board Meetings (Primary Agenda Item: agreement of Academic Structures for forthcoming academic year including approval of proposed new modules, amendments to existing modules, programme learning outcomes, etc.)<br>Graduation<br>Completion of Academic Structures<br>FTLC Meeting |
| **April** | Circulation of Draft Minutes, submission of Draft Minutes / associated documentation to the FTLC  Updating of Academic Structures in conjunction with Registry<br>FTCL Meeting |
| **May** | Preparation for Summer Diet of Examinations<br>Commencement of Timetabling for forthcoming academic year<br>Preparation of draft teaching allocations for forthcoming academic year<br>Preparation of timetable for forthcoming academic year<br>FTLC Meeting |
| **June** | Preparatory meetings with Chairperson in advance of PBERCs,<br>PABs PBERCs and PABs for Summer Diet<br>FTLC Meeting |
| **July** | Liaison with Registry / Programme Chairs re Post PAB<br>Amendments Liaison with Heads of School / Convenors re teaching allocations Distribution of Appeals<br>Timetabling |
| **August** | Completion of UG / PG Prospectus (hard / soft copies) Preparation for Autumn Diet of Examinations<br>Finalising timetable for forthcoming academic year |

# Useful Web Links

| | | |
|---|---|---|
| **Faculty Intranet** | **Dublin City University** | dcu.ie/user/login?destination=/humanities_and_social_sciences/intranet-home |
| **General Information** | **Dublin City University** | dcu.ie/ |
| | **Campus Map** | http://www.dcu.ie/info/campus.shtml |
| | **Code Of Conduct for the Use of Computer Resources in Dublin City University** | Use_of_computer_resources_code_of_conduct_iss_ver1.pdf |
| | **Policies and Procedures** | dcu.ie/info/policies |
| **Faculties and Schools** | **Faculty of Humanities and Social Sciences** | dcu.ie/humanities_and_social_sciences |
| | **School of Communications** | dcu.ie/communications |
| | **School of Law & Government** | dcu.ie/lawandgov |
| | **School of English** | dcu.ie/english |
| | **Fiontar & Scoil na Gaeilge** | dcu.ie/fiontar_scoilnagaeilge |
| | **School of Applied Language and Intercultural Studies (SALIS)** | dcu.ie/salis |
| | **School of History & Geography** | dcu.ie/history_geography |
| | **School of Theology, Philosophy, & Music** | dcu.ie/theology_philosophy_music |
| **Calendars and Timetables** | **Academic Calendar 2021-2022** | dcu.ie/registry/outline-academic-calendar-2021-2022 |
| | **University Schedule of Meetings 2020-2021  TBC - 2021-2022** | dcu.ie/sites/default/files/ovpaa/university_schedule_of_meetings_2020-2021 |
| | **Faculty Schedule of Meetings 2020-2021  TBC 2021-2022** | dcu.ie/sites/default/files/inline-files/faculty-schedule-of-meetings-2020_2021_final-update-feb-2021_1.pdf |
| | **Progression & Award Board Meeting Schedules 20-21** | dcu.ie/registry/progression-award-board-schedules |
| | **Timetables: Staff, Class, Location** | dcu.ie/registry/timetables.shtml |
| **Programme Information** | **Programme Academic Structures** | https://www4.dcu.ie/courses/academic-structures.shtml?prog=MBS&yr=2017 |
| | **Programme Registration Schedules** | dcu.ie/registry/registration-schedules-search |
| | **Module Specifications/Descriptors** | dcu.ie/registry/registry-dcu-modules |
| | **Prospectus – Undergraduate / Postgraduate** | dcu.ie/courses |
| | **Class Lists/Module Lists/Class e-mailing lists** | dcu.ie/iss/classlists |
| **Teaching Resources** | **Code of Discipline** | dcu.ie/sites/default/files/info/165_-_student_code_of_conduct_v3.0.pdf&sa |
| | **Framework of Good Practice in Teaching and Learning** | odtl.dcu.ie/wp/2000/odtl-2000-01.html |
| | **Loop** (Formerly Moodle) | loop.dcu.ie/login/index.php |
| | **Communications Student Hand Book** "Everything you always wanted to know about being a student, but were afraid to ask" | http://www.dcu.ie/communications/student_handbook.shtml |
| | **Student Charter** The Charter outlines the responsibilities of and the expectations of both students and staff at DCU. It highlights the two-way relationship between students and staff and the importance of the student taking responsibility for his/her learning, while also explaining what the student can expect from staff of DCU. | dcu.ie/students/student-charter |

# Useful Web Links

| | | |
|---|---|---|
| **Examination Process** | **Registry Examinations Office** | http://www.dcu.ie/registry/examinations/index |
| | **Examination Regulations**<br>Includes information on: Registering for Examinations, Examination Timetable, Admission to Examination Hall, Conduct During Examinations, Absence from an Examination, Illness During an Examination, Extenuating Circumstances, Provisions for Candidates with a Permanent or Temporary Disability, Breaches of Examination Regulations, Communication of Examination Results, Approved Programme of Study Abroad, INTRA Placement, Appeals, Plagiarism | dcu.ie/registry/examination-regulations-registry |
| **Examination Process** | **Marks and Standards**<br>1. Dublin City University Awards<br>2. European Credit Transfer Accumulation System (ECTS) and ECTS Credits<br>3. Modules<br>4. Programmes of Study / Pathways<br>5. Registration Period<br>6. Assessment and Module Marks<br>7. Progression<br>8. Award Classification<br>9. Appeals | http://www.dcu.ie/registry/examinations/index |
| | **Programme Specific Regulations**<br>i.e. approved regulations particular to a programme of study which vary from Marks and Standards, which have been approved by the University Standards Committee (USC) | dcu.ie/registry/faculty-of-humanities-and-social-sciences |
| | **Guidelines for the Conduct of Examinations** | dcu.ie/registry/examinations-office-registry |
| | **Anonymous Marking** | http://dcu.ie/iss/am/index.shtml |
| | **University Regulations** | dcu.ie/policies/regulations |
| | **DCU Policies and Procedures** | dcu.ie/policies/policies-a-z |
| | **HSS Policies and Procedures** | https://www.dcu.ie/humanities_and_social_sciences/intranet-home |

# Frequently Used Terms / Glossary

| | |
|---|---|
| **Ab initio:** | Beginner level. |
| **Academic Session:** | An academic session is the enrolment period covered by the fee, the maximum duration of an academic session is 12 months. |
| **Award:** | An award is that which is conferred by Dublin City University and which records that a student has acquired a specified standard of knowledge, skill and competence. The award is made when the required number of credits has been successfully accumulated, at appropriate levels, from approved modules, and over an appropriate period of time. |
| **Compensation:** | Compensation is defined as the process by which a student, who fails to satisfy some of the regulations for credit in a specific module, is nevertheless recommended for credit awarded on the grounds that the failure is offset by his / her performance in other modules of his / her programme of study. |
| **Continuous Professional Development (CPD) Modules:** | A continuous professional development module is a unit of learning to support individuals in employment in their profession; a stand-alone module may also be a CPD module. |
| **Core Modules:** | These are compulsory modules which students must complete. |
| **Discipline:** | A subject area students will be studying e.g. business/marketing/computing/physics/law/biology/politics etc. |
| **ECTS:** | ECTS is a learner-centred system for credit accumulation and the transparency of learning outcomes and learning processes [Adapted from *Education and Culture DG, 2007* ]. |
| **ECTS Credits:** | ECTS Credits are based on the workload a typical student needs to complete in order to achieve expected learning outcomes. |
| **ECTS Grades:** | The ECTS grading system translates a grade from one institution to another across Europe. |
| **Elective:** | An optional academic course or subject. |
| **Full-time and Part-time:** | Most courses are offered on a full-time basis. This means that students usually attend classes during the day, from Monday to Friday. Some courses are offered on a part-time basis. This means that students usually attend classes in the evenings and at weekends. Part-time courses are more likely to be postgraduate. |
| **Learning Outcomes:** | Learning outcomes describe the knowledge, skills and competencies that a typical student is expected to demonstrate upon successful completion of a process of learning. |
| **Major Award:** | A major award is the principle class of award made at an NFQ level http://www.nfq.ie/nfq/en/about_NFQ/framework_levels_award_types.html. |
| **Minor Award:** | A minor award is for the partial completion of the outcomes of a major award http://www.nfq.ie/nfq/en/about_NFQ/framework_levels_award_types.html. |
| **Module:** | A module is defined as a self-contained unit of teaching and learning activities, whose learning outcomes are assessed during the academic session and which carries a specified number of ECTS credits, at the appropriate National Framework of Qualifications (NFQ) level, 8, 9 or 10. |

# Frequently Used Terms / Glossary

**Module Assessment:** Module assessment comprises two assessment components: continuous assessment and a final examination assessment.

**Module Code:** The code, e.g. LG101, allocated to a specific module. The module code will generally be used as a short way of identifying the module.

**Module Size:** From academic year 2010/2011 a module will carry a minimum of 5 ECTS credits, Modules can carry 5 ECTS credits, 7.5 ECTS credit and integer multiples of 5 ECTS credits.

**Module Title:** The full title of a module e.g. "Introduction to Law".

**Optional Modules:** Students may be provided with a list of modules, from which they must choose a certain number along with the core modules to make up the required 60 credits in a year.

**Pathways:** Describe the approved learning contexts or time frames e.g. transfer, APEL, part-time versus full-time, remote versus campus based in which students have achieved learning outcomes for which associated credits may be awarded after successful assessment, validation or recognition of these learning outcomes.

**Precision Mark:** The precision mark is normally defined as the overall average weighted mark for the first full presentation of marks for an academic session. For continuous programmes, the precision mark is defined as the overall average weighted mark for the first full presentation of marks for an award.

**Programme of study:** Programmes of study are approved, academically coherent sets of modules leading to awards of the university and such professional body recognition as may be established from time to time.

**Progression:** Progression is defined as the permission granted by a Progression and Award Board to a student to register in the subsequent academic session for the next diet of module within their programme of study.

**Registration Period:** A registration period is the total time that a student is enrolled on a programme of study; this includes any transfers from a related programme taken at the same level in DCU.

**Repeat:** A repeat attempt at a module requires that a student registers for that module (or its equivalent) in the next academic session. It also requires that a student repeats all the assessment components of the module; component marks from previous attempts are not carried forward.

**Re-sit:** A re-sit offers students a second and separate opportunity within an academic session to demonstrate that they have achieved the learning outcomes associated with a module. It does not require that a student repeats all the assessment components of the module; passed assessment component marks are carried forward. The re-sit assessment does not have to be identical to the original assessment.

# Frequently Used Terms / Glossary

| | |
|---|---|
| **Semester:** | There are two blocks of 15 weeks in a year (12 weeks of classes followed by 2 study weeks and a week of examinations). These are called semesters and there are examinations at the end of each semester. Some modules only last for one semester (Semester 1 or Semester 2) and some modules last for the whole year (both Semesters / Year Long). |
| **Specialism:** | The concentration of a student's efforts on a particular field of study e.g. marketing or HR management; translation studies or intercultural studies; software engineering or information systems. |
| **Special Purpose Award:** | A special purpose award is made for a specific, relatively narrow purposes. Award-types are made for specific, relatively narrow, purpose, for example, the Safe Pass certification of competence in health and safety in the construction industry. |
| **Supplemental Award:** | Supplemental Awards are for learning which is additional to a previous award. |
| **Workload:** | Workload indicates the time students typically need to complete all learning activities such as lectures, seminars, projects, practical work, self-study, and examinations) required to achieve the expected learning outcomes of a module. |

# DCU Student Support and Development

The DCU Student Support and Development Office at DCU provide supports to assist in the growth of students into well-rounded individuals with regard for their professional, spiritual, emotional and physical well-being.  Students are offered support where they may have doubts about their programme of study, providing clarification regarding transfer or deferral options and mediation service.

The specialised services offered by Student Support & Development include:

- Careers Service
- Counseling and Personal Development
- Health Centre
- International Office
- Inter Faith Centre
- INTRA
- Sports and Recreation Service
- Disability and Learning Support
- Student Advisory / Financial Assistance

Detailed information is available at: dcu.ie/students

# Health and Safety

Health and Safety information is available on the DCU website at dcu.ie/safety

The University policy statement on health and safety in the work environment:

A detailed Safety Statement has been issued and is available to all staff from each School/Unit Office:

dcu.ie/sites/default/files/humanities_and_social_sciences/faculty_of_hss_safety_statement_2019.pdf

## Emergency Numbers

| DCU Glasnevin | DCU St Patrick's | DCU All Hallows |
|---|---|---|
| **Campus** 01 700 5999 | **Campus** 01 700 5999 | **Campus** 087 170 9643 |

Staff are advised to instruct students on DAY 1 of lectures as to the locations of emergency exits from each room and the emergency routes to follow on leaving the room to take them to safety outside of the building.  Students should be reminded of the evacuation procedure:

- On hearing the alarm leave the building IMMEDIATELY.

- Leave by the nearest EMERGENCY EXIT - Do not run/use lift.

- Comply with instructions of Fire Wardens/Security.

- On exiting the building head to the nearest assembly point.

- Do not reenter until given the all clear by Security/Fire Wardens

In the event of an alarm activation during lectures/labs, the staff members present are obliged to ensure that all students leave the area promptly.

Student Health Service | dcu.ie/health
DCU First Aid Team | dcu.ie/safety/first-aid-team-health-and-safety

# Injuries and Incidences

**How can I get first aid assistance?**

Trained First Aiders are available during office hours in all buildings on campus. The entrance hall / foyer of each building has a listing of First Aiders and their phone numbers. After 5:00 pm the DCU Security Team can provide assistance - dial Extension 5999.

**Accident, Incident and Near Miss Reporting / How to report an accident, incident or near miss?**

See information on the Health & Safety website at:  dcu.ie/safety/report-accidentincidentsafety-concern

# Other Facilities

DCU Glasnevin Campus offers a number of general facilities as summarised in the table below.  These and other services are available in the general vicinity of DCU All Hallows and DCU St Patrick's Campuses.

| | DCU Glasnevin Campus | DCU St Patrick's Campus | DCU All Hallows Campus |
|---|---|---|---|
| Banking | Bank of Ireland, Dublin City University, Henry Grattan Building<br><br>For opening hours, see www.dcu.ie/info/facilities-on-campus.shtml.bank | AIB Bank - Temporary location in B Block<br><br>Opening hours: Monday, Tuesday, Thursday:  9.45 am - 11.45 am<br><br>A number of full service bank branches located on the  Drumcondra Road. | A number of full service bank branches located on the Drumcondra Road. |
| Crèche | Magic Days Crèche<br>T: 01 700 5200<br>E: creche@dcu.ie | Crèche facilities are available on the Drumcondra Road (Adjacent to DCU St Patrick's Campus. | As for DCU St Patrick's  Campus |
| Pharmacy | Pharmacy<br>Henry Grattan Building<br><br>Opening Hours:<br>Monday - Thursday:<br>8.30 am - 6.30 pm<br>Friday: 8.30 am - 6 pm | Pharmacy located on Drumcondra Road | As for DCU St Patrick's  Campus |
| Bookshop | Hodges Figgis<br>Located at the Hub.<br>Open during term time. | N/A | N/A |
| Printshop | Campus Print  and Neogen<br>The Hub<br>campus.print@dcu.ie | campus.print@dcu.ie | campus.print@dcu.ie |

# DCU All Hallows Campus

**Ormond Road**

**Church Avenue**

**Grace Park Road**

**Pedestrian Entrance**

**Car Park 1 (Staff only)** P

**Main Entrance**

**Gate Lodge** 6

Coffee Dock 3

Purcell House 9

Dunboyne Wing 1

Drumcondra House 5

Dining Room 4

Chapel 2

John Hand Room 7

Woodlock Hall 12

Senior House 10

O'Donnell House 8

Temple Graveyard 11

Car Park 2 P

**Legend:**

| No. | Name | No. | Name |
|---|---|---|---|
| 1 | Dunboyne Wing | 7 | John Hand Room |
| 2 | Chapel | 8 | O'Donnell House |
| 3 | Co₋ee Dock | 9 | Purcell House |
| 4 | Dining Room | 10 | Senior House |
| 5 | Drumcondra House | 11 | Temple/Graveyard |
| 6 | Gate Lodge | 12 | Woodlock Hall |

P Car Park

Café

Information

Bike Shed

E Entrance

........ Pedestrian Access

——— Vehicle Access

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# DCU
## St Patrick's
## Campus



**DCU St Patrick's Campus Map**

Sports Field

Delivery 1

Delivery 2

Car Park 1
Car Park 2
Car Park 3
Car Park 4
Car Park 5
Visitors Car Park

A Block
B Block
C Block
D Block
E Block
F Block
G Block

Chapel
Library
Belvedere House
Sports Building

St Patrick's Boys School

Millbourne Avenue
Millbourne Avenue Pedestrian Entrance
Drumcondra Road Upper
Drumcondra Road Upper Entrance
Drumcondra Road Upper Pedestrian Entrance

**Legend**

| 1 | A Block |
| 2 | B Block |
| 3 | C Block |
| 4 | D Block |
| 5 | E Block |
| 6 | F Block |
| 7 | G Block |
| 8 | Chapel |
| 9 | Sports Building |
| 10 | Educational Research Centre |
| 11 | Student Residences |
| 12 | Drumcondra Education Centre |
| 13 | St Patrick's Boys School |
| 14 | St Patrick's Junior School |
| 15 | Sports Field |
| 16 | NIPT |
| 17 | Belvedere House |

Bus Stop
Library
Information
Bike Shed
Car Park
Football Pitches
Café
Pedestrian Access
Vehicle Access

# DCU Glasnevin Campus

**Roads & Entrances**

Ballymun Road Entrance
Ballymun Road
Collins Avenue
Collins Avenue Pedestrian Entrance
Collins Avenue Entrance
← DCU Sports Grounds
← DCU Innovation Campus

**Buildings & Areas**

An Grianán
Albert College
Restaurant
Pavilion
BEA Orpen
Postgraduate Residences
Hamilton
Henry Grattan
Pharmacy
Bank of Ireland
The Helix
Créche
Car Park 2
Tennis Ireland
Football Pitch
Football Pitches
Inter Faith Centre
The Hub
Spar
Sports Club Residences
Accommodation & Sports Club
Sports Complex
Larkin Lecture Theatre
McNulty
DCU Business School
Reception Mac Cormac
Car Park Multi-storey
Estates Office
Hampstead Park
College Park Residences
Hampstead Residences
Larkfield Residences
Sports Car Park
Residences Car Park
Soccer Centre
Running Track
The Mall
Marconi
Stokes
Lonsdale
NICB
BDI
The Healthy Living Centre
Nursing
Exwell Medical
NRF
Set Down Area Only
John & Aileen O'Reilly Library
Invent
Car Park 3
Car Park 4

**Deliveries**

Delivery 1
Delivery 2
Delivery 3
Delivery 4
Delivery 5
Delivery 6
Delivery 7

## Legend

- U Accommodation
- A Albert College
- D BEA Orpen
- W College Park Residence
- R Créche
- Q DCU Business School
- E Estates Office

- H Exwell Medical
- J Hamilton Building
- V2 Hampstead Residences
- M The Healthy Living Centre
- Z The Helix
- C Henry Grattan
- B Invent

- M Interfaith Center
- Y John & Aileen O'Reilly Library
- V1 Larkfield Residences
- T Larkin Lecture Theatre
- X Lonsdale Buildings
- N Marconi Building
- F Multi-Storey Car Park

- G NICB
- H NRF
- P Pavilion
- VB Postgraduate Residences
- VA Postgraduate Residences
- QA Reception (Mac Cormac)

- PR Restaurant
- U Sports Club
- S Stokes Building

- ATM
- Information
- Car Park
- Bus Stop
- Book Shop
- Barrier
- Bicycle Sheds
- Football Pitches
- Café

# Notes