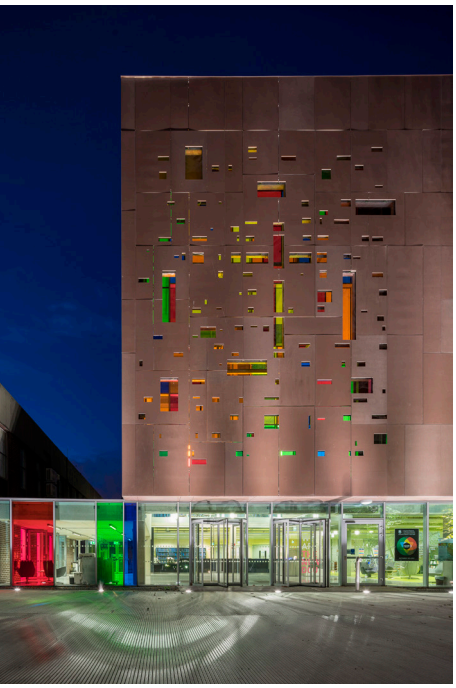
Faculty of Humanities and Social Sciences

Staff Guide 2019-2020



DCU
Ollscoil Chathair Bhaile Átha Cliath
Dublin City University

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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 3,500 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 new 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 2017, DCU was ranked in the top 250 universities in the world for 'arts and humanities' by the Times Higher Education World Rankings and in the top 300 universities in the world for both 'arts and humanities' and 'social sciences' in the QS rankings. At school level, five of the Faculty's individual disciplines are ranked in the QS top 300 universities in the world - three of those in the top 200 globally.

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 John Doyle
Executive Dean
Faculty of Humanities and Social Sciences

Introduction

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	www.dcu.ie/graduatestudies/index.shtml
Health & Safety	01 700 8896 / 8678 / 5931	oliver.dooley@dcu.ie	oliver.dooley@dcu.ie	
Human Resources	01 700 5149			www.dcu.ie/hr/index.shtml

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	www.dcu.ie/international/index.shtml
Information Systems Services	01 700 5007	01 700 5007	01 700 5007	www.dcu.ie/iss iss@dcu.ie
Library	01 700 5212	01 844 2170	See DCU Glasnevin and DCU St Patrick's Campuses	www.dcu.ie/library
Main Reception	01 700 5000	01 884 2000	01 852 0700	
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 spdhealthcentre@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	www.dcu.ie/research support.shtml
Registry	01 700 5338	01 884 2242	01 884 2242	
Security / Porters	01 700 5999 01 700 8990	01 884 2299	01 700 5999	
Sports Centre	01 700 5797	01 884 2111 ronan.mcgann@dcu.ie	See DCU Glasnevin and 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	www.dcu.ie/students/index.shtml
Students' Union	01 700 5392 (The Hub)	01 884 2230 / 2231 / 2232	01 884 2230 / 2231 / 2232	www.dcu.ie/students/az/students-union
Students' Advice Centre	01 700 7165	01 884 2004	01 884 2004	www.dcu.ie/advice/index.shtml
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

Opening hours on each campus are summarised in the table below. This information may be subject to change.

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 **Access to exit:** Buildings can be exited at all times. 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

Campus	Units based on this campus
DCU St Patrick's Campus	The following units of DCU Institute of Education including: - All Schools - Institute of Education Faculty Administration - Mater Dei Centre for Catholic Education The following School of the Faculty of Humanities and Social Sciences: - School of History and Geography Presence of the following Central Service Units: - Estates - ISS - Student Support and Development - Registry - Reception - DCU Cregan Library - Teaching Enhancement Unit (TEU)
DCU Glasnevin Campus	Main offices of the following Central Service Units: - President's Office - Finance - Human Resources - Chief Operations Officer - Estates - ISS - Student Support and Development - Registry - Health and Safety - Marketing & Communications - Research and Innovation - Graduate Studies - Teaching Enhancement Unit - Quality Promotions Office - Reception - DCU Glasnevin Campus Library - External & Strategic Affairs The following Schools and unit of the Faculty of Humanities and Social Sciences: - School of Applied Language and Intercultural Studies (SALIS) - School of Law and Government - School of Communications - HSS Faculty Administration Other faculties: - Faculty of Science and Health - Faculty of Engineering and Computing - 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	Kevin Rafter	DCU Glasnevin Campus
School of English	Derek Hand	DCU All Hallows Campus
Fiontar & Scoil na Gaeilge	Ciarán Mac Murchaidh	DCU All Hallows Campus
School of History & Geography	James Kelly	DCU St Patrick's Campus
School of Law & Government	Iain McMenamin	DCU Glasnevin Campus
SALIS	Françoise Blin	DCU Glasnevin Campus
School of Theology, Philosophy, and Music	Brad Anderson	DCU All Hallows Campus

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

- DCU e-mail address
- User name and password (to access the DCU computer network)
- 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	Catherine Delaney	01 700 7720	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	Ursula Mhic Cárthaigh	01 700 5614	ursula.mhiccarthaigh@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	Eileen Meyers	01 700 5220	lawandgov@dcu.ie	GLA C162 DCU Glasnevin Campus
SALIS	Paula Smith Caroline Whitston	01 700 5231 01 700 5194	salis.office@dcu.ie	GLA C138 DCU Glasnevin Campus
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
www.dcu.ie/phonebook/index.shtml
www.dcu.ie/humanities_and_social_sciences/index.shtml

Faculty Finance Administration

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

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

Contact	Ext.	Email	Location
Hazel Langan	01 700 5227	hazel.langan@dcu.ie	GLA C239 DCU Glasnevin Campus
Evelyn Cuddy	01 700 6778	evelyn.cuddy@dcu.ie	GLA C234 DCU Glasnevin Campus

Faculty Programme Administration

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

- Examinations
- Programme Administration including Programme Boards
- Timetabling

Programmes	Administrative Officer	Email	Ext.	Location
Communications History & Geography	Sinéad Elliott	sinead.elliott@dcu.ie	01 700 7748	GLA.C203 DCU Glasnevin Campus
English SALIS BA in Social Sciences and Cultural Innovation / BA in Contemporary Culture and Society	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

Qual Code	CAO / PAC Codes	Faculty of Humanities and Social Sciences	Chair
HMSAX HMSAOO	-	Humanities & Social Sciences Exchange Humanities & Social Sciences Occasional	Fiona Gallagher
SMPHSS	-	Single Module Programme	
AFU	-	Age Friendly University (HSS Modules)	
BAJH BAJI BAJL BAJM BAJP BAJG BAJW	DC009 DC293 DC292 DC291 DC295 DC294 DC296	Bachelor of Arts: Joint Honours (Humanities) Bachelor of Arts: Joint Honours (International Languages) Bachelor of Arts: Joint Honours (Law) Bachelor of Arts: Joint Honours (Media Studies) Bachelor of Arts: Joint Honours (Politics) [No Year 1 intake on BAJG since 17-18] [No Year 1 intake on BAJW since 15-16]	Dr Susan Hegarty
GTEHSS	Various	HSS Graduate Training Elements	Prof. Eugene McNulty
BEDLAN	DC013	Bachelor of Education in Gaeilge and French, German or Spanish (Post Primary) [Jointly with Institute of Education from entry 2019 subject to Teaching Council approval]	Dr Laoise Ní Thuairisg, IoE

Qual Code	CAO / PAC Codes	School of Applied Language & Intercultural Studies	Chair
ALTS ALTSYA	DC155	BA in Applied Language and Translation Studies (Common Entry)	Dr Lucia Pintado-Gutierrez
BSSCI	DC238	BA in Social Sciences and Cultural Innovation	Dr Ciarán Dunne
CCS CCSYA	-	BA in Contemporary Culture and Society [continuing students only]	
GCTTS	n/a Application via Springboard	Graduate Certificate in Translation Technology	Dr Joss Moorkens
MTS	DC615 DC738	MA in Translation Studies	
MTT	DC700 DC731	MSc in Translation Technology	
MASS	- [DC643 DC644]	MA in Sexuality Studies [Jointly with School of Nursing, Faculty of Science & Health] [no intake from 2019-20 - continuing students only]	Dr Alicia Castillo Villaneuva
MARI	DC663 DC666	MA in Refugee Integration	Dr Agnès Maillot

Qual Code	CAO / PAC Codes	School of History & Geography	Chair
MAHH	DC677 DC678	MA in History	Dr Daithí Ó Corráin

Faculty Programme Chairpersons

Qual Code	CAO / PAC Codes	School of Communications	Chair
CS	DC131	BA in Communication Studies	Dr Aileen O'Driscoll
JR	DC132	BA in Journalism	Dr Declan Fahy
MMA	DC133	BSc in Multimedia	Dr Dónal Mulligan
MCC	DC669 DC679	MSc in Climate Change: Policy, Media & Society	Prof. Pat Brereton
MCSI	DC602 DC603	MA in Contemporary Screen Industries	Dr Roderick Flynn
MTV	-	MA in Film and Television Studies [continuing students only]	
MAJ	DC600	MA in Journalism	Paul McNamara
MAP	DC631 DC604	MA in Political Communication	Dr Alessio Cornia / Prof. Kevin Rafter
MSCEM	DC605	MSc in Emerging Media	Dr Declan Tuite
MSHC	DC606 DC607	MSc in Science and Health Communication	Dr Pádraig Murphy
MSC	-	MSc in Science Communication [continuing students only]	
MSMC	DC614 DC642	MA in Social Media Communications	Dr Tanya Lokot
MSCPR	DC674	MSc in Public Relations and Strategic Communications	Martin Molony

Qual Code	CAO / PAC Codes	School of English	Chair
MAHCL	DC696	MA in Children's and Young Adult Literature	Dr Keith O'Sullivan
MAPS	DC691 DC692	MA in Poetry Studies [No intake since 17-18 / Discontinued]	Dr Michael Hinds
MACW	DC784 DC785	MA in Creative Writing	Dr Darran McCann
MAHM	- [DC695]	MA in Music [1st Intake 2018-19, No intake 2019-20 - Discontinued]	Dr John O'Flynn

Qual Code	CAO / PAC Codes	Fiontar & Scoil na Gaeilge	Chair
GG	DC118	BA Gnó agus Gaeilge	Colm Ó Ciardubháin
GI	DC239	BA Gaeilge agus Iriseoireacht [continuing students only]	
GIMD	DC239	BA Gaeilge, Iriseoireacht agus na Meáin Dhigiteacha – new programme/no entry 2019	
MGTE	DC627	MSc i nGnó agus i dTeicneolaíocht an Eolais	Eoghan McConalogue

Faculty Programme Chairpersons

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 Brad Anderson
BATLE	-	BA in Theology and Lifelong Education [no intake / continuing students only]	
JZCM	DC014	BA in Jazz and Contemporary Music Performance	Ronan Guilfoyle
MAETH	DC688	MA in Ethics	Dr Alan Kearns
MAETCR	DC689	MA in Ethics (Corporate Responsibility)	
MATH	DC693 DC694	MA in Theology	Dr Joseph Rivera
MAHM	DC695	MA in Music [no intake / continuing students only]	Dr John O'Flynn
MACS	DC664	MA in Choral Studies [1st Intake 2019-20)	Dr Róisín Blunnie
Qual Code	**CAO / PAC Codes**	**School of Law & Government**	**Chair**
BCL, BCLYA	DC232	BCL (Law & Society)	Dr Rónán Condon
EPL, EPLYA	DC230	BA in Economics, Politics and Law	Dr Roderic O'Gorman
IR, IRYA	DC231	BA in International Relations	Dr Donnacha Ó Beacháin
GCELPS	n/a Application via Springboard	Graduate Certificate in European Law and Policy (Springboard programme)	Dr Deiric Ó Broin
IMSISS	n/a Application via University of Glasgow	International Master in Security, Intelligence and Strategic Studies [Joint Award with University of Glasgow and Charles University, Prague]	Dr James Fitzgerald
MIR	DC608 DC609	MA in International Relations	Dr Walt Kilroy
MISC	DC629 DC630	MA in International Security and Conflict Studies	
MPP	DC648 DC649	MSc in Public Policy	Dr Deiric Ó Broin
LLM	DC662	LLM	Dr Tanya Ní Mhuirthile
MELP	DC697 DC698	MA in European Law and Policy [1st intake 2019/20]	Dr Deiric Ó Broin
MDPP	DC786 (Full Time) DC787 (Part Time)	MA in Data Protection and Privacy Law [Jointly with School of Computing, Faculty of Engineering & Computing - 1st intake 2019/20]	Dr Rob Brennan, School of Computing (L&G contact: Dr John Quinn)

Faculty Management

Faculty Management	Person	Location
Executive Dean	John Doyle	DCU Glasnevin Campus
Faculty Manager	Goretti Daughton	DCU Glasnevin Campus
Associate Dean of Research	Eugene McNulty	DCU All Hallows Campus
Associate Dean of Teaching and Learning	Ken McDonagh	DCU Glasnevin Campus

Faculty Committees

Committee	Chairperson	Secretary
Faculty Management Board	John Doyle	Kirsty Rickard
Faculty Marketing Committee	Goretti Daughton	Sinéad Ní Chrualaoi
Faculty Research Committee	Eugene McNulty	Michelle Brennan
Faculty Teaching and Learning Committee	Ken McDonagh	Máire Ni Sheighin

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

Your DCU Contract of Employment and Payment Information

Your DCU Contract and DCU Staff ID Card

The items which you need to complete most urgently on receipt of your contract:

- Sign both copies of your contract and return one copy in person to DCU Human Resources Department which is located in the DCUBS Building, DCU Glasnevin Campus.

- When you return your contract to Human Resources, you can arrange to have your photograph taken for your **Staff ID card**. Staff ID cards are issued on a daily basis at Main Reception, DCU Glasnevin Campus at the following times:

  9:30 am - 10:30 am
  11:30 am - 12:30 pm
  3:30 pm - 4:30 pm

- As a new member of staff and for verification purposes you will be asked to produce a form of photo identification/birth certificate in order for your Staff ID card to be issued to you.

- Complete an Employee Details and Payment Form [EDPF] which is available at: http://www.dcu.ie/finance/dcu-staff. You will need your Staff ID number and your DCU Reference Number (see your contract/covering letter) in order to complete the EDPF.

- See information on how to set up your **computer account**, **email address**, **username** and **password** at: https//www.dcu.ie/iss/email/new-staff-accounts.shtml

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 **13th 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 sent in the internal mail to all School/Units and are put in postal trays in School Post Rooms.

Part-Time staff i.e. staff with part-time temporary contracts, must submit their claims online using the CAA system by the **13th of each month.**

CAA On Line Timesheet FAQ's
How To Fill In Your Claim Form Online Video

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.

- Sign and return your contract to the Human Resources Department at DCU Glasnevin Campus.
- Complete the online Employee details and pension form (EDPF) available at the link below : https://www.dcu.ie/finance/EDPF.shtml?stafftype=dcu
- Get access to the on-line Claims System (CAA). Contact the Information System Services department (155) on 01 700 5007 for your email username and password . You will need to have your staff ID number to hand.
- Submit an online claim for hours worked:
  Go to https://claimsapproval.dcu.ie

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

Note: Steps 1, 2 and 3 must have been completed correctly before you can access the CAA. Once you can access CAA, you will see it is an easy to use 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.

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.

P60s and Tax Certificates

Year End Documents: Under statutory regulations staff in employment are due to be supplied with a P60 and PRD60 Certificate (Pension Related Deduction Certificate relates to DCU staff only). Staff and retired staff that receive their pay slips currently via Core Portal now have access to these year-end documents, to view/print via their Core Portal page at http://jubbah.dcu.ie/pls/coreportal_live.

Payroll will not be issuing copies via the internal mail. Should you require further information on Core Portal please see http://www.dcu.ie/sites/default/files/finance/2015%20Coreportal.pdf.

For the remaining staff (DCU Part-Time casual) these documents will be delivered to the school office.

See Payroll FAQ section at: https://www4.dcu.ie/finance/payrollfaq.shtml.

All payroll queries should be directed to the central email address: Payroll@dcu.ie

Research Accounts

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

www4.dcu.ie/researchsupport/TORA.shtml

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 accounts details. You can visit the ISS Help Desk in the Henry Grattan Extension Building and present your staff ID card. ISS will then release the account username etc.

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: https://www.dcu.ie/iss
Email: iss@dcu.ie
Phone: (01) 700 5007

Website	Phone Number	Email	Twitter
@ISSService	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 www.dcu.ie/iss/index.shtml. 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.

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: https://www.dcu.ie/finance/coreexpensesystem/index.shtml.

- The claimant completes and submits the claim form on line 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.
- All forms are then submitted to Accounts Payable for processing by the deadline which is FRIDAY at 12 NOON.

Walking and Cycling

Walking and cycling continue to be promoted across all campuses with new active commuter changing facilities now open under the F-Block on the DCU St. Patrick's Campus and work is underway on similar facilities for the DCU All Hallows Campus.

The DCU Sports Complex on the DCU Glasnevin Campus continues to provide free showering facilities to active commuters.

Additional cycle parking has been added on all campuses over the past number of years. Please take a look at the on line campus maps for all the cycle parking places across the campuses. Remember it is really important to lock your bike correctly – the use of a U lock and cable is advised to ensure your bike is locked securely.

DCU will also continue the free weekly cycle clinics on the DCU Glasnevin Campus and monthly on the DCU St Patrick's Campus and DCU All Hallows Campus, to ensure that your bike is safe to cycle.

DCU are also supporting a new pilot for a station less bike scheme : bleeperbikes are available on DCU Glasnevin, St. Patricks, All Hallows and Alpha, simply download the app (see below) and off you go – initially bikes must be parked at one of the designated parking areas on the DCU campuses (see app for locations) but the hope is that this scheme will be extended and will allow a service comparable with the Dublin Bikes Scheme.

iPhone | https://itunes.apple.com/us/app/bleeperbike/id1226369951?l=zh&ls=1&mt=8
Android | https://play.google.com/store/apps/details?id=com.gesila.bleeperbike

Public Transport

DCU has achieved significant improvement in its public transport connectivity and has seen a significant increase in the number of campus users with staff usage of public transport increasing from 15% in 2016 to 22% in 2017 according to the latest transport survey. In addition DCU's efforts have been recognised by the National Transport Authority with the University winning the 'Smarter Travel Public Transport Campus' award in 2017.

Full details of public transport connectivity including several new dedicated DCU bus routes for 2017/2018 can be found at: http://www4.dcu.ie/info/public_transport.shtml.

Car Parking

Car parking on all campuses is on a first come first serve basis and is for DCU students, staff and visitors (in designated car parks only https://www.dcu.ie/estates/parking.shtml.

There continues to be significant congestion in all DCU car parks at peak times during semester with just over 1800 car parking spaces across the DCU Glasnevin, DCU St. Patrick's and DCU All Hallows Campuses. DCU continues to work with the National Transport Authority/Dublin Bus and Dublin City Council to maximise the efficient use of this scarce resource.

Permits are necessary for the DCU St. Patrick's and DCU All Hallows campuses. Application forms are available at: https://www.dcu.ie/estates/parking.shtml.

With the limitations on internal parking, many commuters to DCU park in the local areas surrounding the university campuses and several complaints have been received particularly from local residences, ambulances and fire brigades who struggle to get to their emergencies due to poor and inconsiderate parking.

If you do need to park in the local areas please ensure that you are parked legally and do not obstruct access.

Car Parking

DCU St Patrick's Campus

All staff parking on the DCU St. Patrick's campus or on the DCU All Hallows campus require a permit. The application form is available at https://www.dcu.ie/estates/parking.shtml. Please note this does not guarantee a space as spaces are on a first come first serve basis.

Please note clamping is in operation on the St. Patrick's Campus.

Clamping times have been amended for Car Parks 2,3,4 & 5 to operate between **8am- 3.30pm Monday to Friday**.

Students or staff can park in any available space in Car Parks 2,3, 4 & 5 with a valid DCU permit (academic year 16/17 or 17/18).

The visitor Pay by Text parking area, adjacent the Residences, is paid parking 24/7 including Saturdays and Sundays and monitored by an external company.

Parking outside Belvedere House is reserved and requires a reserved permit. Clamping is in operation in this area 24/7.

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

SUMMARY: CLAMPING IS IN OPERATION DURING THE TIMES OUTLINED BELOW AND FOR ILLEGALLY PARKED CARS AT ALL TIMES.

DCU St Patrick's Campus Carparks	Open to	Payment
DCU SP CP2	Staff & Students	Free - Permit only Mon - Fri 08:00 - 15:30
DCU SP CP3	Staff & Students	Free - Permit only Mon - Fri 08:00 - 15:30
DCU SP CP4	Staff & Students	Free - Permit only Mon - Fri 08:00 - 15:30
DCU SP CP5	Staff & Students	Free - Permit only Mon - Fri 08:00 - 15:30
DCU SP CP Adjacent Block F through to Block E	Staff & Students	Free - Permit only Mon - Fri 08:00 - 15:30
DCU SP CP6	Visitors 24/7 monitored	Park-by-Text: Hour 1 & 2 - €1/hr, Hour 3 & thereafter €3/hr **Clamping in effect 24/7**
DCU SP CP Belvedere House	Restricted parking 24/7	Belvedere House reserved Permits only **Clamping in effect 24/7**

Car Parking

DCU All Hallows Campus

Carparks	Open to	Payment
DCU AH Purcell CP	Students	Free - Permit only in red denoted spaces
DCU AH Purcell House	Visitor	Park-by-Text: Hour 1 & 2 = €1/hr, Hour 3 & thereafter €3/hr
DCU AH O'Donnell CP	Staff	Free - Permit only

DCU Glasnevin Campus

Carparks	Open to	Payment
DCU G CP1 [Multi-storey]	Staff/Students/Visitors	€7 for a 6 exit ticket
DCU G CP2 [Creche]	Staff/Students	Free
DCU G CP3 [Invent]	Staff/Students	Free
DCU G CP4 [Library]	Staff/Students	Free
DCU G Visitor [Main Reception]	Visitors	Park-by-Text: Hour 1 & 2 €1/hr, Hour 3 & thereafter €3/hr

All clamping on the DCU Glasnevin campus will be carried out through an externally appointed service provider, Nationwide Controlled Parking Systems (NCPS).

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.

The release fee for clamped vehicles is €80.00 payable directly to NCPS. NCPS can be contacted via telephone on 0818 555 000 to bring about the removal of a clamp. NCPS is a private company operating independently of the University.

Clamped vehicle owners have the right of appeal. The appeal process will be directly to NCPS. Appeals may be made online via the NCPS website at the following link https://ncps.zatappeal.com. For further information, please see the following link https://www.ncps.ie/general-terms-and-conditions-ncps. Where a person feels aggrieved by the outcome of their appeal process with the external service provider, they have recourse to the National Transport Authority via their website https://www.nationaltransport.ie/vehicle

Similar car parking enforcement arrangements are currently in operation on the DCU St Patrick's Campus and will also be rolled out on the DCU All Hallows Campus shortly.

NO overnight car parking is permitted on any campus without prior approval.

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.

Links:
www.dcu.ie/phonebook/index.shtml
www.dcu.ie/humanities_and_social_sciences/index.shtml

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: https://www4.dcu.ie/library/services_and_facilities/printing.shtml.

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

Campus Print Solutions also provide photocopying, binding and printing services. Contact ext. 8954 / campus.print@dcu.ie for details of costs https://www4.dcu.ie/info/copying.shtml.

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	www.dcu.ie/estates/helpdesk	oliver.dooley@dcu.ie	www.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/travel.shtml .

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:

The Club Travel On-Line Booking Tool https://e-travelmanagement22.amadeus.com/login/club_dcuca 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 must also raise a purchase order request on Agresso and when approved you will use the DCU Purchase Order Number to complete the booking with Club Travel. 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. 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 https://www4.dcu.ie/estates/events-notification-form.shtml. 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:

Booking of Rooms | 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 on all campuses. 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.

For your information please note the following in relation to Estates Office Contacts:

DCU Glasnevin Campus	DCU St Patrick's Campus	DCU All Hallows Campus
helpdesk.estates@dcu.ie	helpdesk.estates@dcu.ie	helpdesk.estates@dcu.ie
Tel 01 7005142 / 7005362	Bernadette Reid | Tel 01 8842145	Wendy Gurley | Tel 01 8520727
		Main Reception | Tel 01 8520700

Restaurant Academic Semester Opening Hours

Information on restaurants and opening hours on each campus can be found on the DCU website www.dcu.ie/catering/restaurants.shtml. 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 ONE LECTURES 2019-2020 begin in the week of Monday, 23rd September 2019
SEMESTER TWO LECTURES 2019-2020 begin in the week of Monday, 27th January 2020

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 [See Page 12].

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: http://www.dcu.ie/registry/module_contents.php.
Programme Academic Structures: http://www.dcu.ie/registry/module_programme.shtml.

Audio Visual Services

http://www.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.

Library	DCU Glasnevin Library	DCU Cregan Library
Opening hours	Monday-Thursday: 08:30 - 22:00 Study only: 22:00 - 02:00 Friday: 08:30 - 17:00 Study Only 17:00 - 21:00 Saturday: 09:30 - 17:00 Sunday: Closed	Monday-Thursday: 08:30 - 22:00 Study only: 22:00 - 02:00 Friday: 08:30 - 17:00 Study Only 17:00 - 21:00 Saturday: 09:30 - 17:00 Sunday: Closed
Phone	01 7005041/5418	01 884 2170
Email	library@dcu.ie	library@dcu.ie

Faculty of Humanities and Social Sciences Librarians:

Ellen Breen | 01 700 5210 | ellen.breen@dcu.ie
Victoria Smyth | 01 700 8237 | victoria.smyth@dcu.ie

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

www.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 www.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: http://www.dcu.ie/teu/index.shtml.

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 http://www.dcu.ie/teu/loop/index.shtml
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: http://www4.dcu.ie/iss/video/Moodle/general/LectureOfACourse.shtml.

To add a Lecturer as a teacher to your course/module, please see the link: http://www4.dcu.ie/iss/video/Moodle/staff/AsignTeacher.shtml.

Communicating with students

University policy on contact with third parties | https://www.dcu.ie/sites/default/files/ocoo/docs/126%20-%20third_parties_contact_policy_coo_v1.pdf.

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.

Student 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 abovementioned 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: Monday, 4th November - Saturday, 9th November 2019

READING WEEK: Monday, 9th March - Saturday, 14th March 2019

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 (SSOTs) http://dcu.ie/qpo/student_surveys.shtml.

Loop supports this (instructions can be found on the Loop homepage: https://loop.dcu.ie/theme/dcu/layout/altlogin.php.

Examination and Assessment

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.

Once approved, the Registry updates relevant module descriptors. 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 https://guru.dcu.ie/.

Please contact Evelyn Cuddy, evelyn.cuddy@dcu.ie to set you up for access to this system. You will use your Novell username and password. 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 https://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 https://www4.dcu.ie/registry/examinations/overview.shtml.

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

Programme Boards / Schools may agree Assessment Schedules to ensure that student assesments are evenly spread to facilitate students in managing their workloads.

Extensions

Contact the School to verify its policies on granting assessment deadline extensions and late submissions.

Anonymous Marking

Procedures for modules assessed anonymously can be found at http://dcu.ie/iss/am/index.shtml .

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: http://www.dcu.ie/iss/networks/vpn-about.shtml.

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 (https://www.dcu.ie/portal/index.php3, "Academic" tab).

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 2018.1]: https://www4.dcu.ie/registry/examinations/index.shtml.

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: http://www.dcu.ie/registry/examinations/index.shtml.

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 https://www4.dcu.ie/sites/default/files/policy/1%20-%20integrity_and_plagiarism_ovpaa_v2.pdf.

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 https://www.dcu.ie/ovpaa/examination-appeals.shtml. 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 Programme Administration Schedule 2019-2020

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

Useful Web Links

Faculty Intranet	Dublin City University	https://www.dcu.ie/user/login?destination=/humanities_and_social_sciences/intranet-home.shtml
General Information	Dublin City University	http://www.dcu.ie/
	Campus Map	http://www.dcu.ie/info/campus.shtml
	Code Of Conduct for the Use of Computer Resources in Dublin City University	https://www.google.com/url?q=http://www4.dcu.ie/sites/default/files/policy/139%2520-%2520use_of_computer_resources_code_of_conduct_iss_ver1.pdf
	Policies and Procedures	http://www.dcu.ie/info/policies/index.shtml
Faculties and Schools	Faculty of Humanities and Social Sciences	https://www.dcu.ie/humanities_and_social_sciences/index.shtml
	School of Communications	https://www.dcu.ie/communications/index.shtml
	School of Law & Government	https://www.dcu.ie/law_and_government/index.shtml
	School of English	https://www.dcu.ie/english/index.shtml
	Fiontar & Scoil na Gaeilge	https://www.dcu.ie/fiontar_scoilnagaeilge/gaeilge/index.shtml
	School of Applied Language and Intercultural Studies (SALIS)	https://www.dcu.ie/salis/index.shtml
	School of History & Geography	https://www.dcu.ie/history_geography/index.shtml
	School of Theology, Philosophy, & Music	https://www.dcu.ie/theology_philosophy_music/index.shtml
Calendars and Timetables	Academic Calendar 2019-2020	https://www.dcu.ie/staff/timetables/index.shtml
	University Schedule of Meetings 2019-2020	https://www.dcu.ie/staff/timetables/index.shtml
	Faculty Schedule of Meetings 2019-2020	https://www.dcu.ie/user/login?destination=/humanities_and_social_sciences/intranet-home.shtml
	Progression and Award Board Meeting Schedules 2019-2020	https://www4.dcu.ie/staff/timetables/index.shtml
	Timetables: Staff, Class, Location	https://www.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	https://www4.dcu.ie/registry/registration-schedules-search/index.shtml
	Module Specifications / Descriptors	https://www.google.com/url?q=https://www.dcu.ie/registry/module_contents.php&sa
	Prospectus – Undergraduate / Postgraduate	https://www4.dcu.ie/courses/index.shtml https://www4.dcu.ie/courses/index.shtml?del=postgraduate
	Class Lists / Module Lists / Class e-mailing lists	https://www4.dcu.ie/iss/classlists.shtml
Teaching Resources	Code of Discipline	https://www.google.com/url?q=https://www.dcu.ie/sites/default/files/info/165_-_student_code_of_conduct_v3.0.pdf&sa
	Framework of Good Practice in Teaching and Learning	http://odtl.dcu.ie/wp/2000/odtl-2000-01.html
	Loop (Formerly Moodle)	https://loop.dcu.ie/theme/dcu/layout/altlogin.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.	https://www.google.com/url?q=https://www4.dcu.ie/sites/default/files/policy/120%2520-%2520student_charter_ss%2526d_v1.pdf&sa

Useful Web Links

Examination Process	**Registry Examinations Office**	http://www.dcu.ie/registry/examinations/index.shtml
	Examination Regulations 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	http://www.dcu.ie/registry/examinations/regulations.shtml
Examination Process	**Marks and Standards** 1. Dublin City University Awards 2. European Credit Transfer Accumulation System (ECTS) and ECTS Credits 3. Modules 4. Programmes of Study / Pathways 5. Registration Period 6. Assessment and Module Marks 7. Progression 8. Award Classification 9. Appeals	http://www.dcu.ie/registry/examinations/index.shtml
	Programme Specific Regulations 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)	http://www4.dcu.ie/registry/Faculty-Humanities-and-Human-Sciences.shtml
	Guidelines for the Conduct of Examinations	https://www.google.com/url?q=https://www.dcu.ie/sites/default/files/registry/pdfs/examination_regulations_2016-17_approved.pdf
	Anonymous Marking	http://dcu.ie/iss/am/index.shtml
	University Regulations	http://www4.dcu.ie/policies/regulations.shtml
	DCU Policies and Procedures	http://dcu.ie/info/policies/index.shtml
	HSS Policies and Procedures	https://www.dcu.ie/humanities_and_social_sciences/intranet-home.shtml

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: www.dcu.ie/students.

Health and Safety

Health and Safety information is available on the DCU website at www.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:

https://www.dcu.ie/sites/default/files/humanities_and_social_sciences/faculty_of_hss_safety_statement_2019.pdf

Emergency Numbers

DCU Glasnevin Campus	DCU St Patrick's Campus	DCU All Hallows Campus
01 700 5999	01 700 5999	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 | http://dcu.ie/health/index.shtml
DCU First Aid Team | https://www.dcu.ie/safety/first-aid-team.shtml

Further information, including procedures for out of hours working is available at: http://dcu.ie/safety/index.shtml

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?

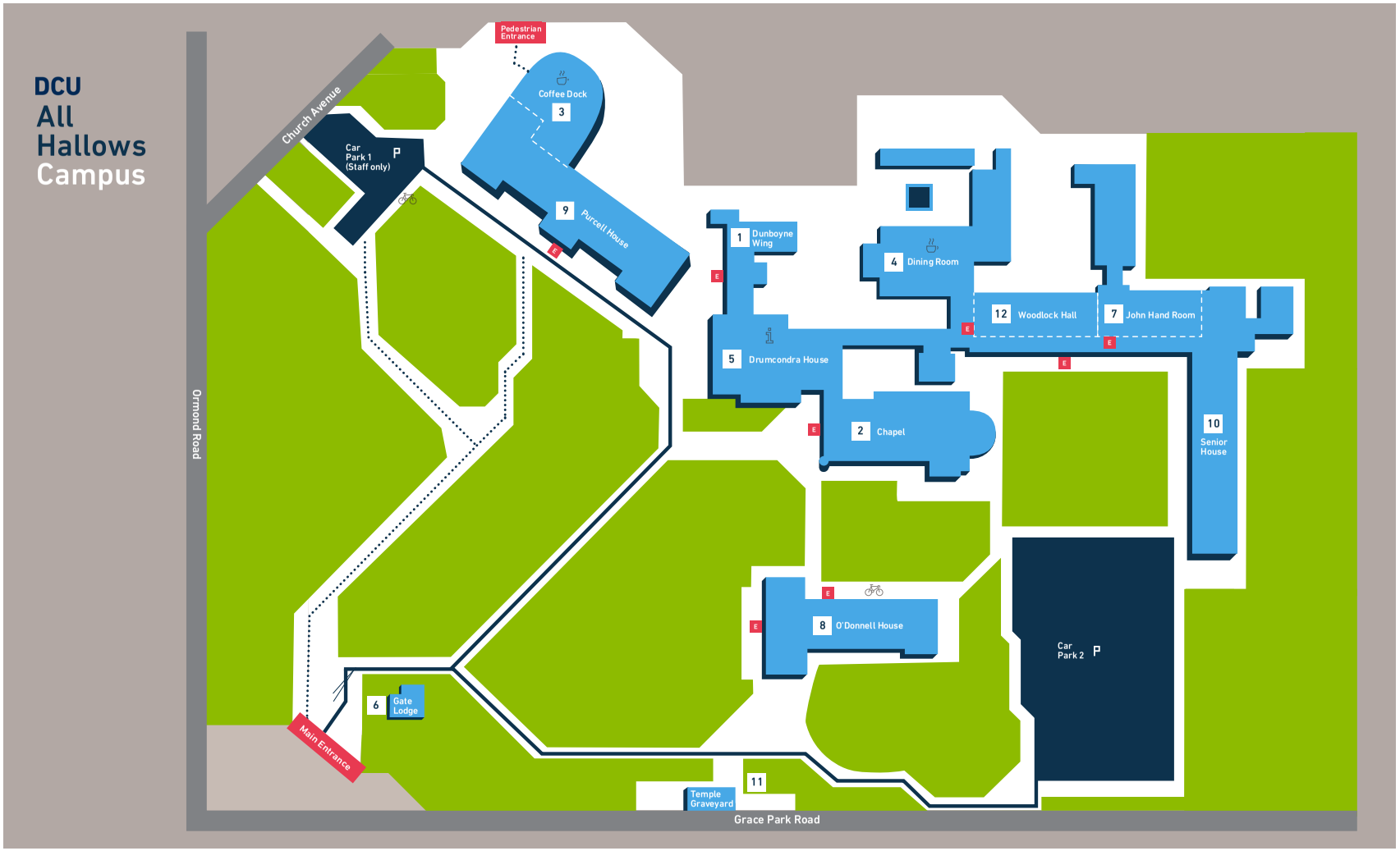
See information on the Health & Safety website at: https://www.dcu.ie/safety/Accident-and-Incident-Reporting.shtml

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 For opening hours, see www.dcu.ie/info/facilities-on-campus.shtml.bank	AIB Bank - Temporary location in B Block Opening hours: Monday, Tuesday, Thursday: 9.45 am - 11.45 am A number of full service bank branches located on the Drumcondra Road.	A number of full service bank branches located on the Drumcondra Road.
Hairdresser	Facebook: @Kendal HairDesign T: 01 700 7709 kendalhairdesign@hotmail.com	Local services on Drumcondra Road include pharmacy, banking, hairdressers, restaurants, coffee shops, supermarket and GP Services.	As for DCU St Patrick's Campus
Crèche	Magic Days Crèche T: 01 700 5200 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	Pharmhealth Pharmacy Henry Grattan Building Opening Hours: Monday - Thursday: 8.30 am - 6.30 pm Friday: 8.30 am - 6 pm	Pharmacies available on the Drumcondra Road.	As for DCU St Patrick's Campus
Bookshop	Hodges Figgis Located at the Hub. Open during term time.	N/A	N/A
Printshop	Campus Print and Neogen The Hub campus.print@dcu.ie	campus.print@dcu.ie	campus.print@dcu.ie

DCU All Hallows Campus



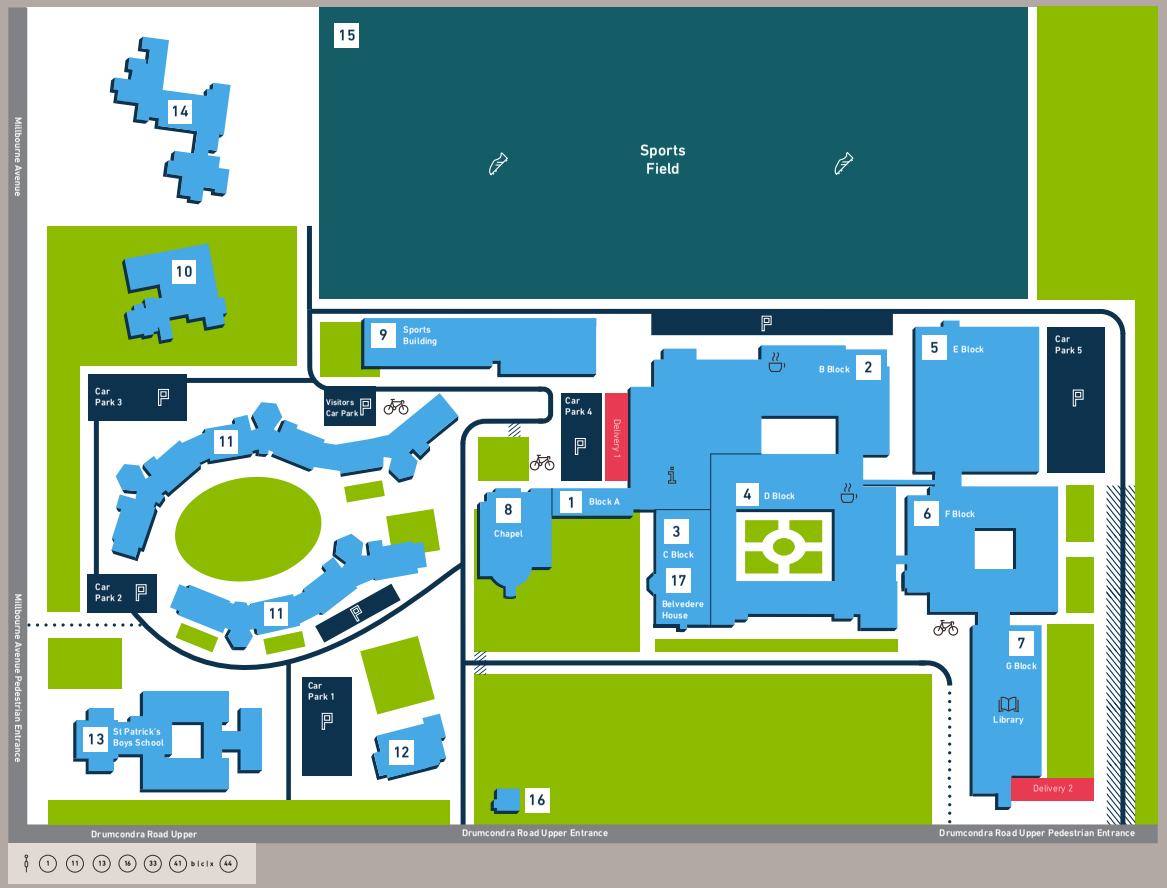
1 Dunboyne Wing
2 Chapel
3 Co, ee Dock
4 Dining Room
5 Drumcondra House
6 Gate Lodge
7 John Hand Room
8 O'Donnell House
9 Purcell House
10 Senior House
11 Temple/Graveyard
12 Woodlock Hall

E Entrance

Car Park
Café
Information
Bike Shed

Pedestrian Access
Vehicle Access

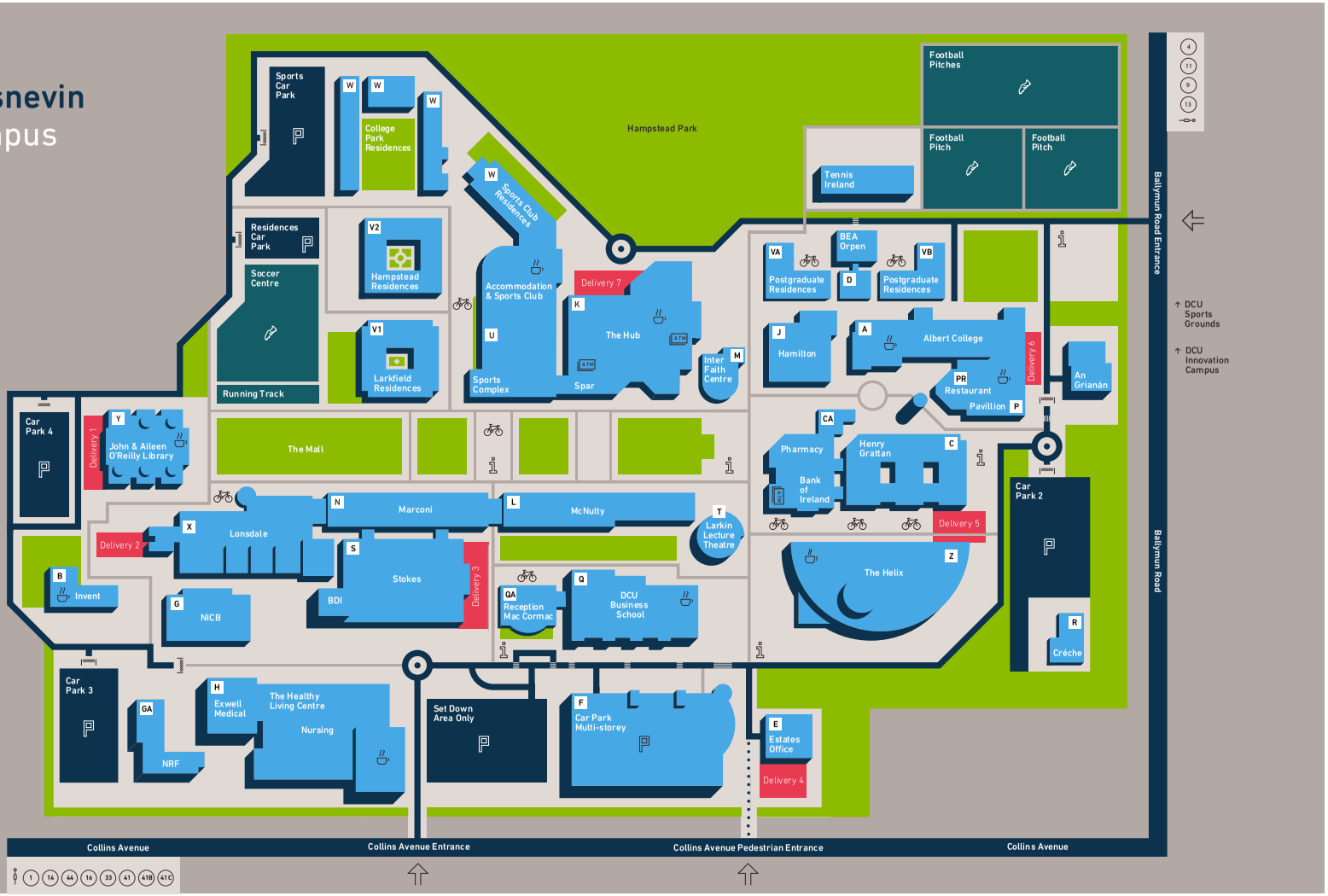
DCU St Patrick's Campus



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



- 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
- H 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 Nursing
- GA NRF
- P Pavillion
- VA Postgraduate Residences
- VB Postgraduate Residences
- QA Reception (Mac Cormac)
- PR Restaurant
- U Sports Club
- S Stokes Building

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

Notes