STUDENT HANDBOOK

Programme code	Programme title	Programme level	Campus location
TU330	MSc in Hospitality Management (September Intake)	9	City
TU331	MSc in Hospitality Management (January Intake)	9	City
TU326	MSc in Event Management (September Intake)	9	City
TU327	MSc in Event Management (January Intake)	9	City
TU328	MSc in Tourism Management (September Intake)	9	City
TU329	MSc in Tourism Management (January Intake)	9	City

Academic Session 2022/2023

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I.   Welcome

A.   Welcome by the Head of School

Dear Student,

I would like to welcome you to the School of Tourism and Hospitality Management. We are delighted to have you here and our staff is dedicated to helping you develop as an individual and as a professional. Our programmes are the ideal launching pad for your successful future careers in the hospitality, tourism, event and leisure industries.

Wishing you every success,

Dr Dominic Dillane

B.   Welcome by Chairpersons of the Programme Committees

Welcome to TU Dublin!

Welcome to all students joining our Masters programmes. We hope that you are ready for a productive and enjoyable year ahead in this postgraduate programme and in TU Dublin.

Best of luck for the academic year 2022/2023.

Your Programme Management Team

Dr Ralf Burbach (Hospitality), Dr Gerry Dunne (Tourism), Dr Theresa Ryan (Events)

C.   Introduction to the Institute and the Faculty of Arts and Humanities

TU Dublin was formally established on January 1st 2019, the culmination of more than seven years of collaboration between the three partner Institutes – Institute of Technology Blanchardstown, Dublin Institute of Technology and Institute of Technology Tallaght. Technological University Dublin (TU Dublin) is Ireland's first Technological University, offering a unique range of programmes and disciplines, with pathways to graduation from foundation and apprenticeship to undergraduate and doctoral levels. TU Dublin is the university where the arts, business, sciences, engineering and technology converge and its 28,500 students and researchers come from all over Ireland and from all parts of the globe.

The new University has well-developed campuses in Dublin City and in the two largest areas of population growth in the Greater Dublin Region – Blanchardstown and Tallaght. Now, a new city campus has been developed on a spectacular 73-acre site at Grangegorman in central Dublin. This is the largest higher education development project in Europe. The campus provides an exceptional learning environment that supports research, innovation, and the advancement of knowledge and will welcome more than 15,000 students in the near future. With a history stretching back over one hundred and thirty years, TU Dublin is a pioneer of technological higher education with our alumni playing important roles in innovation, economic and social development and culture and education both in Ireland and internationally. TU Dublin continues to build on those solid foundations and to respond to the social, cultural and educational needs of Ireland in the 21st century.
TU Dublin at a glance:
- 28,500+ Students
- 13% of all Higher Education students in Ireland
  - 38% STEM
  - 23% Business & Law
  - 19% Arts & Humanities
  - 11% Services
  - 9% Health & Welfare
- 3,350+ International Students
- Flagship campus at Grangegorman, and campuses in Blanchardstown and Tallaght

The Faculty of Arts and Humanities is Ireland's largest provider of education in visual, performing and media arts and the most widely recognised training and education programmes in the culinary arts and hospitality areas. The Faculty has had a pioneering role in establishing the first higher education programmes in Ireland in creative arts and builds on a nationally established reputation in music performance, music education and drama. The Faculty offers a stimulating learning environment, which specialises in interdisciplinary, collaborative research and creative practice that seeks to meet the changing needs of society and education in the 21st century. Students are encouraged to achieve the highest artistic and intellectual standards possible and to consider a wide range of career possibilities in traditional and emerging fields in Irish and international cultural, social, economic and public life. Graduates are highly sought after and successfully employed at all levels within the creative, hospitality and tourism industries.

The following Schools are in the Faculty of Arts and Humanities:

- School of Tourism and Hospitality Management
- School of Culinary Arts and Food Technology
- School of Creative Art and Design
- School of Social Sciences, Law, and Education
- School of Media
- Conservatoire

D.   School of Tourism and Hospitality Management Information

The School of Tourism and Hospitality Management, TU Dublin has been synonymous with the hospitality and catering industry in Ireland since 1941. It is one of the three schools comprising the College of Arts and Tourism in the Dublin Institute of Technology. In Ireland, the School of Tourism and Hospitality Management is the leading centre of learning and teaching in hospitality, tourism, event and leisure management. The School is one of the Hotel Schools of Distinction, a global network of the best Hotel Schools in the world.

The School offers programmes ranging from Short Courses (Professional Development Modules), to evening/part-time programmes, full and part-time undergraduate and postgraduate programmes and Masters and PhD by research programmes. The School offers the following programmes:

- Higher Certificate in Hospitality Management Studies (Part-time)
- BA Hospitality Management Studies (Part-time)
- BA Hospitality Management (Full-time)
- BA Travel and Tourism Management
- BA Leisure Management
- BSc Hospitality Management
- BSc Tourism and Digital Marketing
- BSc International Hospitality Management
- BSc Tourism Management
- BSc Sports & Leisure Management
- MSc Hospitality Management (Full-time and Part-time)
- MSc Tourism Management (Full-time and Part-time)
- MSc Event Management Full-time and Part-time)

The School actively participates with the wider tourism and hospitality industry through our close industry collaborations and memberships of professional and educational bodies, through applied and academic research, conducted by our staff, and students. We are proud of our links with industry and our wider graduate network, which provides a great benefit to our students, in the classroom and beyond. More School related information can be obtained here School of Tourism and Hospitality Management .

1. Organisation of the School

Head of School
Dr Dominic Dillane

Tel: 01 220 5770
Email:
dominic.dillane@tudublin.ie

Head of Hospitality
Dr Ralf Burbach

Tel: 01 220 5771
Email:
ralf.burbach@tudublin.ie

Head of Tourism
Dr Denise O'Leary

Tel: 01 220 5772
Email:
denise.oleary@tudublin.ie

Structured Lecturer in Leisure
Peter Griffin

Tel: 01 220 5773
Email:
peter.griffin@tudublin.ie
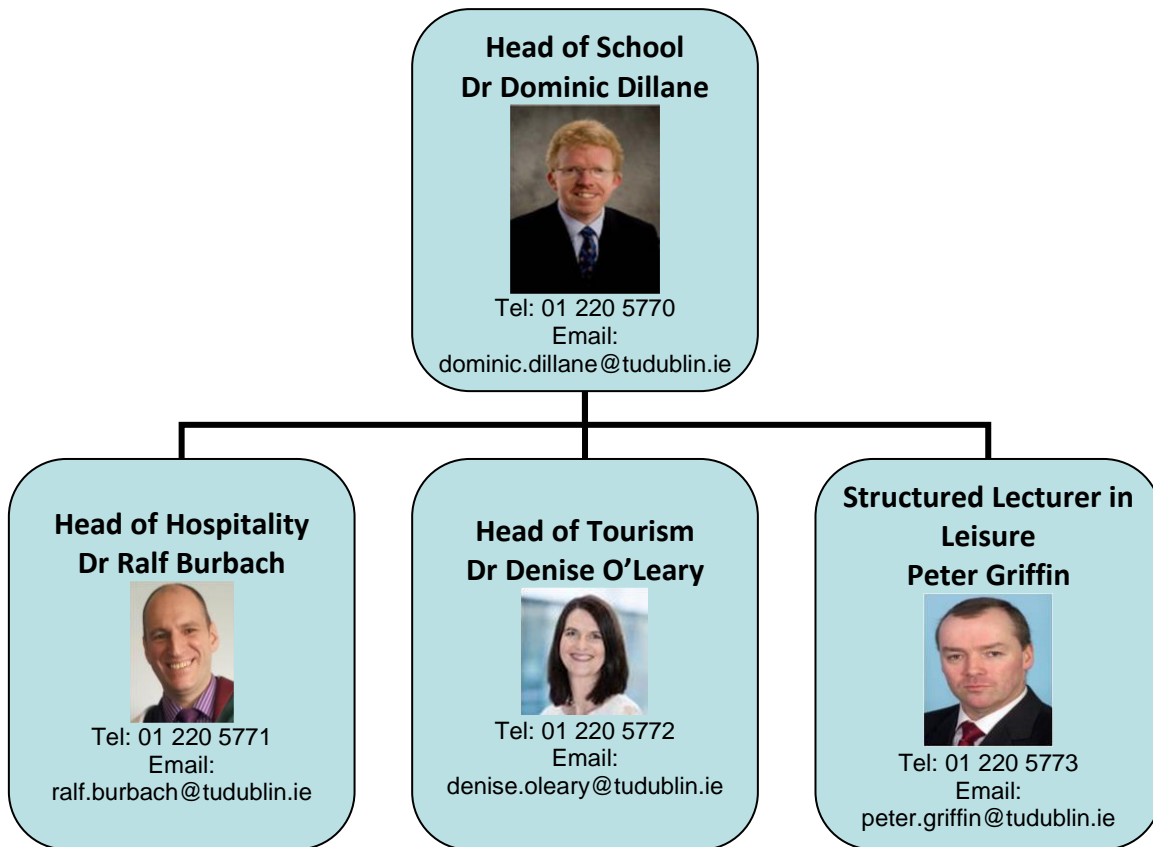
2. Contact Details for the School of Tourism and Hospitality Management

- TU Dublin - City Campus, Grangegorman Lower, Dublin 7, Ireland
  +353-1-220-5000

- Dr. Dominic Dillane, Head of School (+353-1-220-5770)
- Dr. Ralf Burbach, Assistant Head of School (Hospitality) (+353-1-220-5771)
- Dr Denise O'Leary, Assistant Head of School (Tourism) (+353-1-220-5772)
- Mary Dineen, School Administrator (+353-1-220-5774)

3. School Staff

A list of all staff in the School of Tourism and Hospitality Management is available on the TU Dublin website (TU Dublin Staff Directory).

II.   Programme Information and Programme Management

A.   Title of Programme and Awards

On successful completion of 30 ECTS (excluding the dissertation, but including two core modules plus one stream module), the student will be awarded:

A Postgraduate Certificate – Technological University Dublin
This award shall be unclassified.

On successful completion of all modules (60 ECTS, excluding the dissertation), the student will be awarded:

A Postgraduate Diploma – Technological University Dublin
This award shall be classified (see table below).

Average Mark Band	Nature of Achievement	Classification
Equal or greater than 70%	Excellent Performance	Distinction
60% - 69%	Very Good Performance	Merit Upper Division
50% - 59%	Good Performance	Merit Lower Division
40% - 49%	Satisfactory Performance	Pass

On successful completion of the overall course programme to include the dissertation*, students will be awarded a:

Masters Degree – Technological University Dublin, at level 9 of the National Qualifications Authority of Ireland (NQAI).
This award shall be classified (see table below).

The award may be made with the classifications set out in the following table.

Average Mark Band	Nature of Achievement	Classification
Equal or greater than 70%	Excellent Performance	First Class Honours
60% - 69%	Very Good Performance	Upper Second Class Honours
50% - 59%	Good Performance	Lower Second Class Honours
40% - 49%	Satisfactory Performance	Pass

*the maximum number of times a student can repeat the dissertation is three. Following that students will be awarded the next lower available award based on the number of credits passed.

B.   Assessment for Final Award
The final award classification will be calculated on a credit-weighted basis on the results of all modules taken as part of the programme.

C.   Programme Learning Outcomes and Award Type Descriptors

The learning outcomes for the Masters programmes have been aligned with the National Framework of Qualification's Level 9 outcomes.

On successful completion of the Masters it is intended that the graduate will have achieved the following outcomes in respect of knowledge (breadth and kind), know-how and skill (range and selectivity) and competence (context, role, learning to learn, insight):

Title	Master of Science in Hospitality / Tourism / Event Management
Level	9
Purpose	The aim of this programme is to provide students with the knowledge, skills and competences required for management in the Hospitality / Tourism / Event sectors. It is a multi-purpose award type in that the expertise and skills acquired by graduates will contribute to their personal development, their employability, their potential to contribute to society and community. Successful completion of this programme will also help graduates advance to higher level training and education
Learning outcomes	The programme aims to generate a range of learning outcomes in terms of knowledge, know-how and skill and competence. On successful completion of this programme students should be able to demonstrate the following:
Knowledge – breadth	In-depth understanding of the concepts, theories and models pertaining to the study of Hospitality / Tourism / Event management In-depth understanding of the dynamic environments in which the sectors operates and the complex array of networks & relationships that underpin Hospitality / Tourism / Event activities
Knowledge - kind	A critical awareness of the current problems facing the Hospitality / Tourism / Event sectors A range of new insights into the latest and emerging developments shaping the workings of the sectors
Know how & skill - range	An ability to source appropriate knowledge and make critically informed decisions in the complex Hospitality / Tourism / Event environments An ability to evaluate dynamic environments and to act flexibly and with authority An ability to identify, communicate and engage effectively with the breadth of stakeholders involved in the Hospitality / Tourism / Event sectors
Know how & skill - selectivity	An ability to critically evaluate management approaches and exercise appropriate judgement in a business setting An ability to scan the external environment with a view to identifying, planning for and managing risk
Competence – context	An ability to act confidently in the varied and frequently unpredictable and ill-defined contexts that characterize the Hospitality / Tourism / Event environments
Competence – role	A willingness and ability to adopt a management position in an hospitality context, initiating, leading and managing Hospitality / Tourism / Event strategies An ability to encourage, inspire and manage others in a range of Hospitality / Tourism / Event -related processes and activities
Competence – learning to learn	An alertness to the need to constantly reflect and monitor one's own professional practice and engagement in the field Knowledge of how to maintain currency with emerging developments and trends in the Hospitality / Tourism / Event sectors
Competence - insight	An ability to critically evaluate, monitor and determine appropriate approaches and strategies to managing Hospitality / Tourism / Event -related processes and activities
Progression and Transfer	Students who successfully graduate from this programme may progress to other and further training and education awards including doctoral degrees (level 10)

D.   Nature, Duration and General Structure of Programme

The Programme is offered over two semesters on a full-time basis. Students can complete the programme on a part-time basis by completing the programme on a module by module basis to allow students maximum flexibility. The maximum period for registrations for students completing the programme on a part time basis shall be five years. However, the modules and their content that form part of this programme may change over time. Should this issue arise the programme board and / or Head of School will determine which modules the student will have to complete in order to receive an award.

The programme is delivered over three semesters per year – an autumn semester (September to December), a spring semester (January to April) and a summer semester (May – September) (see table below).

Intake	Semester 1	Semester 2	Semester 3
January	January to May, 16 weeks**	September to December, 16 weeks**	January to April, 16 weeks**
September	September to December, 16 weeks**	January to May, 16 weeks**	May - September, 16 weeks**

**   Sixteen weeks of scheduled lectures, including a review week with an additional two weeks to cover programme/module assessments. The programme will start with an induction to the programme and to TU Dublin.

The academic calendar which regulates the beginning and end of the semester, the holiday periods, study weeks, as well as the exam periods is available on https://www.tudublin.ie/explore/university-calendar/

E.   Access, Transfer and Progression Arrangements

The entry requirements for our Masters Degrees programmes are as follows:

- An undergraduate degree or equivalent at honours (Level 8) classification.
- An IELTS English language score of no less than 6.5 (with no grade band lower that 6.0) or equivalent
- In circumstances where a candidate does not meet the above requirements, he/she may be requested to undertake an admission requirement and
- Completion of an admission interview where appropriate.

Upon successful completion students are eligible to apply for a PhD programme in their chosen field of research.

F.   Programme Structure

Your timetables are available at: https://www.tudublin.ie/for-students/timetables/
We will furnish you with a timetable during induction.

1. Full Time students

Full time students will have to complete six 10 ECTS modules per year over two semesters (14 contact hours, that is 12 module hours plus 2 dissertation and research support hours) per week. The third semester is dedicated to completing the dissertation (for January-intake students, the dissertation semester is sandwiched between the Spring and Autumn Semesters).

2. Part Time students

Part time students will have to complete three 10 ECTS modules per year (six 10 ECTS modules over two years). Thus, students can decide to take one or two modules per semester, as long as the six modules are completed at the end of year two of their studies. Part time students work on their dissertation over their two years of study and the dissertation semester is dedicated to completing the dissertation (for January-intake students, the dissertation semester is sandwiched between the Spring and Autumn Semesters).

3. Part Time students – Completion of CPD Modules

Students can opt to complete the masters on a module by module basis. Upon successful completion of all modules on one of the masters programmes, students must enrol on the masters programme and can then gain the masters qualification by exemption on the modules already completed. In order to do so, students register on one or more individual CPD modules at the time (without actually being registered as a masters student) until such times as they have completed all modules on one of the masters programme. The maximum time allowed to complete all modules on one of the masters programme to apply for the masters qualification is five years.

G. Module Catalogue

A list of all programmes and module descriptors (including a list of essential and recommended readings and assessment weighting) will be provided to students during the first week of teaching.

H. Optional Modules

There are no optional modules with associated ECTS credits available on this programme.

I. Exemption from Modules

TU Dublin acknowledges, and gives value to, learning achieved prior to registering for a TU Dublin programme or prior to seeking a TU Dublin award. This process is called Recognition of Prior Learning (RPL). More information on RPL may be obtained here: https://www.tudublin.ie/study/postgraduate/taught-postgraduate-applications/recognition-of-prior-learning/

As part of the RPL or Accreditation of Prior Certificated Learning (APCL) process students may apply for an exemption from certain elements or modules of the programme. The

School operates a very strict deadline for the application for exemptions and exemption application forms can be obtained from the School Office. Completed application forms including all supporting documentation must be received within two weeks from the start of the semester. Students must continue to attend modules, which they applied to be exempted from until they receive official confirmation of their exemption (by post or email) from the School Office.

J.   Moderation of Marking Processes

Each of the modules delivered as part of the MSc programme are delivered by a team of lecturers. Grading formative and summative assessments is a task shared by team members, with double marking of at least a sample of coursework and exam questions being the norm. In addition, the external examiner plays a key role in moderation. Exam papers set by internal examiners are moderated by the external examiner before being approved for use; a sample of student coursework and exam scripts is reviewed by the external examiner at least once a year. So too are the overall results, the final award calculations and the module reviews undertaken by module teams. The dissertation (30 ECTS), a crucial part of the MSc programme, is submitted blind and double marked by the supervisor and by a second reader. In the case where internal examiners cannot reach agreement on a grade the dissertation is marked by a third internal reader (who does not know the other marks) and if agreement still can't be reached on a mark then the document is reviewed by the external examiner. A sample of dissertations, usually all fails, plus a selection of low, mid and high range grades are always reviewed by the external examiner.

Standard feedback sheets are in use for all modules and a standard moderation form is in use for all group work.

K.   Local and Central Support for Students with Specific Needs

The students have access to a number of supports to enhance their learning. Students are encouraged to avail of workshops and one-on-one tutoring provided by the Academic Writing Centre. The Maths Learning Centre is also a facility open to students, although this not accessed frequently by SHMT students.

There is an excellent counselling service provided free of charge to students and there are offices in Cathal Brugha St and Mountjoy Square which provide both a drop-in and appointment service. Students can present with a range of issues, and are encouraged to access the service by staff when needed. The counselling service supports students with any academic difficulties they may be experiencing while in college as well as with any mental health or personal concerns.

The disability support service provides support for students with disabilities including, but not limited to, the following:
- Hearing Impairment
- Visually Impairment
- Specific Learning Difficulties (such as Dyslexia)
- Physical Disabilities

- Significant Ongoing Illnesses
- Mental Health Conditions
- ADD/ADHD
- Asperger's Syndrome and other Autism Spectrum Disorders
- Neurological Conditions (such as Epilepsy)
- Speech & Language Impairments
- Developmental Co-ordination Disorder (Dyspraxia)

Students with a disability register with the service and are assigned a learning support officer and assistive technology officer to assess the level of support they need. Support reports from the disability service are provided to the programme co-ordinator.

III.   Quality Assurance and Programme Management

A.   Quality Assurance and General Assessment Regulations

The Quality Assurance and Enhancement Procedures are outlined in TU Dublin's Handbook for Handbook for Academic Quality Enhancement (Latest version December 2018), which is available to download from the TU Dublin website
https://www.dit.ie/qualityassuranceandacademicprogrammerecords/handbook/

This document explains in detail the process of monitoring and enhancing the quality of TU Dublin programmes. For instance, it lays out the role of internal and external examiners in quality enhancement. TU Dublin relies on the feedback from students, programme tutors, internal examiners and external examiners in its annual monitoring of programmes and modules.

An annual monitoring report in relation to the functioning of the programme in the past academic year is prepared by the Programme Committee and submitted through the Head of School (or nominee) to the College Board. This is a two-part process: the first part at the end of the academic year (June) deals with the proposal of major or minor modifications to the programme and their approval, while the final report is submitted and considered in the autumn term (November) of the succeeding academic year.

B.   Faculty and School Management

The Dean and Director of the Faculty of Arts and Humanities, Dr. Orla McDonagh, Orla is responsible for the strategic, operational and academic leadership of the Faculty.   The Faculty has a Leadership Team (CLT), consisting of the Heads of School within the Faculty, which meets on a weekly basis, and a College Board, consisting of the management team of all Schools and elected staff and student's union representatives, which meets once a month.

The School Executive, consisting of the Head, Heads of Disciplines, and structured lecturer of the School meet on a weekly basis.

C.   Assessment and Feedback

1.   General Assessment Regulations (GAR)

Any issues relating to assessment and feedback on programmes and modules is contained within the General Assessment Regulations (GAR) (https://www.dit.ie/qualityassuranceandacademicprogrammerecords/student-assessment-regulations/general/). The GAR contain information on progression, carrying subjects, examination boards (including appeals, rechecks, and reviews of assessment components and the appropriate deadlines), and award classifications.

In the School of Tourism and Hospitality Management we are committed to providing timely feedback on student assessment. Specific detail on student assessment and feedback are provided by individual lecturers.

2. *Student Feedback*

Students receive on-going and continuous feedback in relation to their performance and examinations throughout each module. This feedback may be disseminated in hard copy and / or electronic form. All semester and final results are communicated via the Electronic Grading Book (EGB) which can be accessed externally or internally by registered students.

3. *Student Representatives*

At the start of the academic year every class on this programme will be asked to nominate a spokesperson as the Class Representative. The student representative of each year of the programme will be invited to the programme board meetings to present any issues that may be arising from the manner in which the programme is managed. These meetings are organised by the programme tutor. Please download and complete a nomination form from https://tudublin.ie/current-students/student-life/student-voice/students-union/ to register a Class Representative with the students union, which holds regular class representative meetings.

4. *Student Survey Questionnaire*

As part of the TU Dublin Quality procedures a number of reports concerned with monitoring and suggesting areas for improvement for programmes are generated which incorporate the student survey questionnaires (Q6 forms) which are distributed via Brightspace at the conclusion of each module.

D. Programme Management

Each programme team (see table below) consists of the programme tutor, a year tutor, the programme board (all lecturers lecturing on a particular programme) and a student representative for each year of the programme. The programme board meets once per semester.

Programme Tutor (Hospitality)	Dr Ralf Burbach ralf.burbach@tudublin.ie 01 220 5771 City Campus, Grangegorman
Programme Tutor (Tourism)	Dr Gerard Dunne gerard.dunne@tudublin.ie 01 220 5793 City Campus, Grangegorman
Programme Tutor (Event)	Dr Theresa Ryan theresa.ryan@tudublin.ie 01 220 5805 City Campus, Grangegorman
Student Representative elected by class group	

IV. Additional Information and Student Guidance

A. Registration / Induction

Students must be registered in order to be able to attend classes, access timetables, logon to the TU Dublin computer network, access the library or use any of the TU Dublin services. Information on how and when to register are provided by the admissions and registrations offices in TU Dublin. More information on registration, for instance how to finalise Registration and obtain student cards, can be obtained here https://tudublin.ie/for-students/student-services-and-support/registration-and-fees/.The registrations office deals with issues such as confirmation of registration letters (for instance for social welfare or student grant authorities), change of address, or collection of student cards.

The School of Tourism & Hospitality Management holds induction sessions for all years of all programmes on specified times and dates prior to the commencement of classes. More information can be obtained on the School website: School of Tourism and Hospitality Management

B. Student Timetables

Student timetables can be accessed from the TU Dublin website on https://tudublin.ie/for-students/timetables/

C. Communication with Students

The main media for communication with students will be the student's TU Dublin email account. TU Dublin email can be accessed from here http://mydit.ie/mydit/

D. Careers Service

TU Dublin provides an excellent career service (https://www.dit.ie/careers/aboutus/officelocations/). The contact details for the careers service advisor in Cathal Brugha Street are:

Careers Adviser contact details:
t: + 353 1 402 3859 e: tafcareers@tudublin.ie
https://www.dit.ie/careers/aboutus/ourteam/

E. TU Dublin Students Union (TU Dublin SU)

The TU Dublin SU website (https://tudublin.ie/current-students/student-life/student-voice/students-union/) provides useful information on a variety of topics, e.g. education matters, welfare, or events.

F.   Student Support Services

Information on a variety of Student Support Services can be found on the TU Dublin Support Services website (https://tudublin.ie/current-students/student-services-and-support/). This website includes information on institute-level support for individual student needs, including:

- Accommodation
- Campus Life office
- Careers
- Chaplaincy
- Counselling
- Disability Service
- Health Centre
- Mature Student Support
- Societies
- Sports
- Student Financial Aid
- Health and Safety
- TU Dublin Clubs and Societies

G. Library

The Library website, https://tudublin.ie/library/, serves as a portal to a variety of online resources. It also includes a link to past exam papers
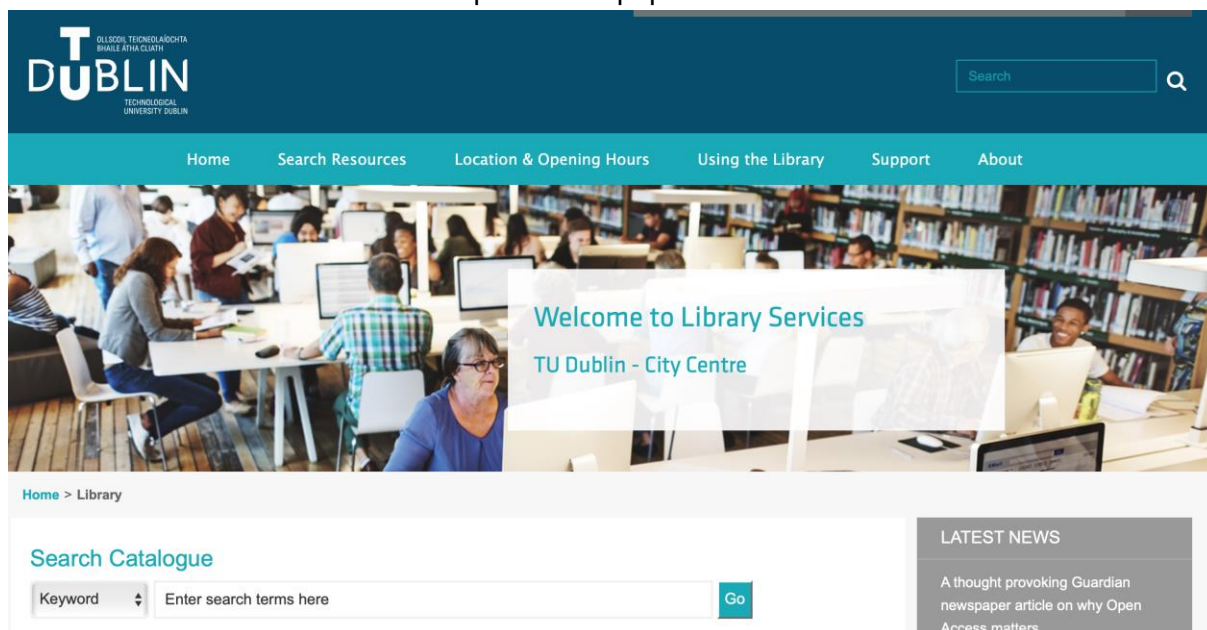
H. Virtual Learning Environment – Brightspace

Lecturers utilise a virtual learning environment, called Brightspace, to make class notes, presentations, assignments available to students. You will be automatically registered on the modules that you take. Brightspace can be accessed from here https://www.dit.ie/brightspace/studentlogin/ . TU Dublin also utilises a web-based system, called Urkund, to test student assignments for plagiarism.
Should you encounter difficulties with Brightspace, please contact the TU Dublin Support Desk at 01-4023123 or email itsupport.city@tudublin.ie

I. Student Rules & Regulations!

All students are required to observe, in addition to the laws of the State the Regulations of the Institute as amended from time to time by TU Dublin's Governing Body. Below are links to the most important regulations all our students must abide by. It is your responsibility to familiarise yourself with the content, and our disciplinary procedures.

TU Dublin Student Policy & Regulations: https://www.tudublin.ie/for-students/student-services-and-support/student-policies-regulations/

TU Dublin Student Regulations Governing the use of Computer Resources
http://www.dit.ie/is/governance/regulations/studentregulations/

General Assessment Regulations
To read TU Dublin Assessment regulations or to find out more information on Personal Circumstance/ recheck of Examination Results/ Appeals
https://www.tudublin.ie/explore/about-the-university/academic-affairs/quality-framework/city-centre-quality-assurance/student-assessment-regulations/

TU Dublin Disciplinary procedures
https://www.tudublin.ie/media/website/for-students/documents/Student-Disciplinary-Procedures.pdf

Identity and Access Management
Identity and Access Management enables TU Dublin to verify that individuals are who they say they are, whether or not they are affiliated with TU Dublin and what entitlements that affiliation allows to the Institute's Information Technology resources. A student who is classified as an "external repeat" is not entitled access to any resources, other than TU Dublin Portal, incorporating eMail service. The complete Identity and Access Management is available here https://www.tudublin.ie/connect/it-services/it-security/protect-your-identity/

TU Dublin Student Charter
The mission of the Institute emphasises partnerships between staff and students and working together to improve the quality of service and the response to diversity of needs. The charter outlines these partnerships in more detail.
http://www.dit.ie/media/campuslife/olddocuments/DITStudentCharter.pdf

Social Welfare Fraud Controls
Students should be aware that TU Dublin works with the Department of Social Protection to guard against social welfare fraud. It is an offence to claim social welfare payments you are not entitled to while attending a fulltime programme of study at TU Dublin. Further information is available at
http://www.dit.ie/media/registrations/documents/registrationsseptember2011/Student%20Awareness%20Notice.pdf

TU Dublin Student Alcohol Policy
This policy adheres to the guidelines contained in the National Alcohol Policy (1996) and was formulated and adopted by the Student Services Council in 2002.
http://www.dit.ie/media/documents/services/registrations/DIT%20STUDENT%20ALCOHOL%20POLICY%202002%20and%20Guidelines%202004.doc

TU Dublin Student Dignity and Respect Policy
All students have a right to be treated with dignity and respect, and the Institute strives to nurture and promote a culture of tolerance which respects diversity.
https://www.tudublin.ie/media/website/for-students/student-services-and-support/TU-Dublin-Student-Dignity-and-Respect-Policy-2021.pdf

J. Health and Safety

The general provisions of the Safety, Health and Welfare at Work Act 2005 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and also by ensuring adequate instruction, training and supervision. The University is also bound by the Act to ensure the safety of all other persons, who (though not employees) may be affected by the Institute's work activities. TU Dublin is required under the provisions of the 2005 Act to bring to the attention of all employees and students a statement of its policy, organisation and arrangements with respect to health and safety at work. TU Dublin is committed to providing and maintaining a safe learning and working environment. This will be achieved by implementing an effective safety management system through consultation and through managing and conducting work activities in such a way as to ensure the safety, health and welfare of all. More information on health and safety can be found here: https://www.tudublin.ie/for-students/health-and-safety/

K. Student Counselling Service

TU Dublin provides a free and confidential counselling service. The TU Dublin Student Counselling Service: https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/counselling-service/

- Is easily accessible

- Is situated in six major TU Dublin campus sites

- Is available to all TU Dublin students: full time, part time, undergraduates, postgraduates, apprentices

- Is open Monday to Friday, from 9am to 6pm, term time and holiday time.

Out of Hours Contacts:
If you need emergency services, are concerned for your safety or it is out of working hours/term time
Your GP or GP-out-of-hours service
- **Your nearest Accident and Emergency department or health service:** http://www.hse.ie/portal/eng/services/maps/
- **Samaritans:** 116 123 (free call) 24hrs/7days http://www.samaritans.org
- **Aware:** http://www.aware.ie
- **Pieta House:** http://www.pieta.ie/
Emergency Services
Fire Brigade, Gardai, and Ambulance
Telephone: 112 OR 999
Further information on the counselling service can be found here: https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/counselling-service/

L.   Student Health Service

TU Dublin provides a free student health service (full time students only). More information on the student health service can be found here https://tudublin.ie/for-students/student-services-and-support/student-wellbeing/student-health-centres/. The closest student health centre is located in Bolton Street Campus. Please call ahead as you will need to make an appointment.

Technological University

M.   Academic Calendar

The link to the current academic calendar is here:

https://www.tudublin.ie/intranet/academic-calendar/

Academic Calendar for Undergraduate and taught Postgraduate Students 2022-2023
Please note that this calendar may be subject to change

Month	Week Beginning (Monday)	KEY DATES
August 2022	08/08/2022	
	15/08/2022	**Supplemental Exams**
	22/08/2022	**Supplemental Exams**
	29/08/2022	**ACADEMIC YEAR BEGINS – THURSDAY 1st SEPTEMBER 2022**
September 2022	05/09/2022	*Supplemental Results will be issued as they become available from this week onwards*
	12/09/2022	
	19/09/2022	Week 1 - **Years 2, 3 and 4 -** *(Teaching Commences Semester 1)* **Part-time Programmes -** *(Start dates vary across the semester - check with School)*
	26/09/2022	Week 2 - **Year 1 Orientations and Teaching begins -** *(based on CAO processes)*
October 2022	03/10/2022	Week 3
	10/10/2022	Week 4
	17/10/2022	Week 5
	24/10/2022	Week 6
November 2022	31/10/2022	Week 7 - **Review Week** *TU Dublin Graduations – Tuesday 1st – Saturday 5th November* *Part Time teaching may continue during this week where contact time is required to deliver the full programme*
	07/11/2022	Week 8
	14/11/2022	Week 9
	21/11/2022	Week 10
	28/11/2022	Week 11
December 2022	05/12/2022	Week 12
	12/12/2022	Week 13
	19/12/2022	**Winter Break**

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Month	Week Beginning (Monday)	KEY DATES
	23/01/2023	Week 1 - **Teaching Commences - Semester 2**
February 2023	30/01/2023	Week 2 **Semester 1 Results** *Results issued as they become available*
	06/02/2023	Week 3 **Assessment/Exam Re-Check and Review**
	13/02/2023	Week 4
	20/02/2023	Week 5
March 2023	27/02/2023	Week 6
	06/03/2023	Week 7
	13/03/2023	Week 8 - **Review Week** *TU Dublin Graduation – Thursday 16th March* - *provisional subject to venue availability*
	20/03/2023	Week 9
	27/03/2023	Week 10
April 2023	03/04/2023	**Spring Break**
	10/04/2023	**Spring Break**
	17/04/2023	Week 11
	24/04/2023	Week 12
May 2023	01/05/2023	Week 13
	08/05/2023	**Assessment/Exams & Marking**
	15/05/2023	**Assessment/Exams & Marking**
	22/05/2023	
June 2023	29/05/2023	**End of academic year results** *Results issued as they become available*
	05/06/2023	**Assessment/Exam Boards, Re-Check and Review**
	12/06/2023	**Assessment/Exam Boards, Re-Check and Review**
August 2023	31/07/2023	
	07/08/2023	
	14/08/2023	**Supplemental Exams**
	21/08/2023	**Supplemental Exams**
		ACADEMIC YEAR ENDS – TUESDAY 31ST AUGUST 2023

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N. Master's Rules and Regulations Checklist

Issue	How does student apply?	Who grants it?	Fee Involved?	Rule / Procedure?
Deferral of Place (before registration)	Email to Course Tutor	Course Tutor	None	• Student applies to the School Office / Assistant Head of School / International Office / Course tutor. If deferral granted, Course Tutor informs the Post Grad office and the place is held for the successful applicant • Student has to inform admissions office of their return for the next intake
Transfer from Full time to Part time (or vice versa) within 2 weeks of commencing programme	***Important: Option only available to EU students*** Email to Course Tutor	Assistant Head of School	None	• Student emails Course tutor, who contact Assistant Head of School. If transfer granted, Course Tutor informs registrations service. • Student will be issued a new student ID card and has to collect same from student services centre
Deferral of Thesis (also referred to as 'Extension of Thesis') ***For Irish / EU students***	Thesis Deferral Form On TU Dublin website	Head or Assistant Head of School	€500	• Deferral form must be requested **prior** to submission date. If deferral has PC form with extenuating circumstances

				the attempt is considered a first sitting, otherwise it is capped at 40% (as non-submission is always considered a fail) • Deferrals that are granted are passed on to Registration service which should adjust the student's status. • Modules and Semesters cannot be deferred.
Deferral of Thesis (also referred to as 'Extension of Thesis') ***For Non-EU International students***	Thesis Deferral Form On TU Dublin website	Dean of College of Arts and Tourism	€500	• Deferral form must be requested **prior** to submission date. • Personal Circumstances (PC) Form **must** be submitted outlining extenuating circumstances accompanied by documented evidence (e.g. medical certificates from Medical Professional). If accepted attempt is considered a first sitting • Deferrals that are granted by the Dean are passed on to Registration service which should adjust the student's status. • Modules and Semesters

				cannot be deferred.
Personal Circumstances	PC form on DIT website	Head or Assistant Head of School		• PCs are granted only in extenuating circumstances. These are deemed to be significant medical or personal/family reasons. Work commitments or family celebratory events (e.g. weddings) are generally not considered to be a strong enough reason. • All PC forms must be accompanied by relevant documentation to back up the student's case.
Exit Awards: **Postgraduate Certificate** **Postgraduate Diploma**	By email to Assistant Head of School (Dr Ralf Burbach)	Examinations Board	None	• Students, who for personal, academic or other reasons are not able to complete the masters programme, may apply for an postgraduate exit award at the same level as the masters • For a **Postgraduate Certificate**, applicants must have successfully completed two core modules and a stream module (one

				failed module with a mark of 35 or more can be compensated – see GAR) – non-specified award • For a **Postgraduate Diploma**, applicants must have successfully completed four core modules and two stream modules (one failed module with a mark of 35 or more can be compensated – see GAR) – specified award • Students can only apply for this after the release of their results. Awards are processed at the next available examination board and graduations will take place at the next available graduation. • **International Students** please note: Exit Awards may not be eligible for Graduate Visas. As Exit Awards are processed at a later examination board, delays will arise regarding the issuing of transcripts, which may affect your visa status.

Continued below …..

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Issue	Procedure	Fees
Internal repeat	Student chooses to repeat as an internal repeat student and attends classes	Only those components which were failed can and must be repeated. Students must complete internal repeat form and submit to School of Office for signing by Assistant / Head of School. Fee relates to number of ECTS. See here for more info on repeat fees: https://www.tudublin.ie/for-students/student-services-and-support/registration/repeating-modules-/
External repeat	Student chooses to repeat as an external repeat student. Student is **not** a registered student with **no access** to any services / IT / Liberary /premises / staff etc. Non-EU students do **not** qualify for a study visa for an external repeat!	Only those components which were failed can and must be repeated. Students must complete External repeat form and submit to School of Office for signing by Assistant / Head of School. Fee relates to number of ECTS. See here for more info on repeat fees https://www.tudublin.ie/for-students/student-services-and-support/registration/repeating-modules-/
Repeat of Dissertation	Students have to complete the internal repeat form and pay the appropriate fees	The programme chair, together with the thesis supervisor and Assistant Head of School will assess on a case by case basis whether a students is permitted to repeat a dissertation internally or externally. External repeat students have no access to supervision, library, premises or PCs. A substantial repeat fee (especially for international students) is applicable in the case of internal repeats of the dissertation. The maximum number of repeats allowable for the dissertation is three. Following that students will be awarded the next lower available award based on the number of credits passed.

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Useful contacts	<u>Exams Office</u>: Carles Castro Prat (email 454455@dit.ie) <u>Registrations</u>: Therese Hussey (email therese.hussey@tudublin.ie ; 01-220-6189) <u>Fees and Income</u>: 01 220-7500	