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Dublin Institute of Technology

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STUDENT HANDBOOK 1994-1995
Administrative Offices of DIT:

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FOREWORD

Welcome to the Dublin Institute of Technology. On behalf of the Institute I wish to congratulate you on your success in obtaining a place in one of our courses and express the hope that it will live fully up to your expectations of third level education. This booklet provides some basic information about various aspects of DIT and hopefully it will be of assistance as you settle in. It is complemented by 'Edit', the DIT Students' Union Handbook.

You have put behind you the "points race" and perhaps some subjects that may have not had particular appeal, or did not seem to be very relevant to your future. The curriculum that you will be following now has been carefully formulated by the staff of the Institute having due regard to the needs of the discipline and the profession or employment sector to which it relates. It includes an appropriate balance between the academic and practical or applied aspects which we hope you will find interesting and stimulating.

It is in the fruitful academic environment of classrooms, studios, laboratories, field trips or other teaching situations involving interaction with your lecturers and student colleagues that a lot of the education process is most effective. This has to be supported of course by your private study at home or in the college library. If you should encounter any difficulties, there is a wide range of people available to assist you, including of course your lecturers, but also other specialists such as counsellors, chaplains, laboratory technicians and librarians. Please do not hesitate to contact them at any stage during the year should you feel the need to do so.

Third level education has obviously other dimensions apart from the specific focus of the course being pursued, such as making new friends and developing new interests. DIT is fortunate to be located at the centre of our capital city with its rich cultural, sporting and social environment that offers so many opportunities to broaden your horizons.

We do hope that you will be very successful in your studies in DIT and enjoy your time with us. When the time comes in a few short years to leave we hope you will be entering a career which you will find satisfying and rewarding, and that you will be carrying away many happy memories of your experiences supported by the new friendships you will have made.

Dr. Brendan Goldsmith.
President.
September 1994.
A BRIEF INTRODUCTION TO THE DUBLIN INSTITUTE OF TECHNOLOGY:

Dublin Institute of Technology was constituted in 1993 from six third level Colleges which operated for many years under the City of Dublin Vocational Education Committee (CDVEC) with origins going back for more than a century.

**Adelaide Rd**
- Music
- Drama

**Bolton Street**
- Architecture
- Engineering (other than Electrical/Electronic)
- Surveying and Building
- Printing

**Cathal Brugha St**
- Hotel Management & Tourism
- Catering Operations
- Food Sciences and Environmental Health
- Social Sciences

**Kevin Street**
- Physical and Computer Sciences and Mathematics
- Medical and Biological Sciences
- Electrical & Electronic Engineering
- Languages

**Mountjoy Square**
- Marketing
- Design Graphics
- 3D Design
- Retailing/Distribution

**Rathmines**
- Business Studies
- Business Information Systems
- Law
- Communications/Broadcasting
Under the Dublin Institute of Technology Act 1992, DIT was formally established by the Oireachtas and given a specific responsibility to develop its own courses, make its own awards and engage in research and development work, while functioning as a separate legal entity and operating under a Governing Body established by the Minister for Education in accordance with the provision of the Act.

While the six DIT Colleges operated largely as separate units, each with its own Principal and management structure, they functioned as complementary rather than competing institutions and offered their own distinct range of courses. Not surprisingly the centres were often identified by their street locations and the main disciplines catered for by each of them are outlined on the previous page.

The Institute is in the process of reorganisation as a single entity with a new faculty based structure which at the time of going to press remains to be finalised. It seems likely however that the majority of the discipline areas will continue to be catered for at their present locations, at least for some time, with one major exception - the activities formerly based in the Rathmines College will with effect from September 1st. 1994 transfer to a new purpose built 10,000 square metre college building based in Aungier Street (adjacent to Kevin Street College). It is likely that there will be a number of other new developments in the years ahead as the Institute begins to function with a new structure and makes further progress towards addressing its mission and priority objectives.

**DUBLIN CITY - OUR CAMPUS:**

There are over 10,000 full-time students attending more than 70 courses provided by the Dublin Institute of Technology in its 6 constituent Colleges.

The Colleges are located near the city centre, with 3 on each side of the River Liffey, and are easily accessible using the services of Dublin Bus, DART services and other rail commuter services.
Sports enthusiasts can actively participate in a wide variety of activities both indoor and outdoor throughout the year whether organised in a DIT context or otherwise. For the spectator there is always a Sunday afternoon in Croke Park, or the excitement of a soccer or rugby international in Lansdowne Road. There is also a full programme in a wide variety of sporting activities each weekend.

Dublin, with a full-time third level population of over 30,000 students, is a lively and exciting city with excellent services and amenities to make your time as a student an enjoyable and fulfilling experience. The Phoenix Park, the Dublin mountains, the canals, St. Stephen’s Green, the many shops, restaurants, pubs, discos, concert halls, art galleries, theatres, cinemas and the Temple Bar area (where the new USI student centre is located) are just some of the obvious attractions of our capital city.

LOGO INTRODUCTION:

Dublin Institute of Technology has adopted a new corporate identity. The DIT logotype retains familiar links with Dublin: the symbolic three castles, a symbol of the city of Dublin, have been modified and updated and appear as three points of a six pointed crystal shape representing the present six colleges that comprise DIT. The new mark represents a unification of all the colleges under the DIT umbrella in a geometric form that is original and representational.

Two tones of blue, long associated with the city of Dublin, are used within the shield device - the darker blue containing the abbreviated DIT name of the Institute of the lighter blue containing the new crystal-like shape. These two parts of the shield are both separated and joined simultaneously by a golden wavy line, representative of the River Liffey which flows through the city.

The final logo displays a simple geometric form that works particularly well with a circular bilingual logo also developed as part of the project. The logo works in a single colour and this too was an influence in the design and colour choice of the final logotype.
SENIOR DIT STAFF

President: Brendan Goldsmith, BSc, MSc, DPhil
Deputy President: Mr. Michael O'Donnell, BE, BComm, MEconSc, MAI(hc) EurIng, CEng, FIEI
Secretary: Mr. Robert Lawlor, BA, MBA, FIHCI
Chairman of the Governing Body: Professor Ray Kinsella, BScEcon, MScEcon, PhD

DIT BOLTON STREET, DUBLIN 1
Telephone: (01) 872 7177 / Fax: (01) 872 7879

Main disciplines: architecture, construction, engineering, surveying and printing.

Acting Director: Michael Murphy, DipEng, MSc, CEng, MI MechE
Deputy Director: Gerald Walker, BA, MRP, HDipEd (Architecture, Surveying and Building)
Secretary/Registrar: M. J. Marnane, BComm

Department of Architecture and Town Planning
Head: James Horan, DipArch, MRIAI

Department of Surveying and Building Technology
Head: Eanna de Burca, FRICS

Department of Engineering Technology
Head: Oliver McNulty, CEng, FIEI, ARTCS, MInstE

Department of Science, Mathematics and General Studies
Head: Jeremiah T. Cotter, MSc

Department of Engineering Trades
Head: Robert L. Eustace, BSc(MechE)

Department of Transport Engineering
Head: Dominick Tuite, IEng, MIMI, MIRTE

School of Printing
Head: J.P.B. Kennedy, BA, FTC(C&G), MIOP, LCG

School of Construction Trades
Head: Joseph N. Bernie, IEng (CEI), MInstGTechE

Department of Building Trades
Head: Patrick Kelly, FTC, HTC

Industrial Liaison Officer: Patrick McCormack, PhD
**DIT KEVIN STREET**
Dublin 8
Tel: (01) 475 7541/6 / Fax: (01) 478 0282

*Main disciplines:* science, paramedical studies, engineering (electrical, electronic), languages/linguistics.

*Director:* Francis M. Brennan, MAI(hcDubl), DipEE, CEng, Eur Ing, FIEI, FIEE
*Deputy Director:* Kieran Taaffe, BSc, MSc, CPhys, MInstP, MBA, HDipEd, DipinProd, Barrister-at-Law
*Secretary/Registrar:* Damien Gallanagh

**Department of Mathematics, Statistics and Computer Science**
*Head:* Vacant

**Department of Physics**
*Head:* Matthew Hussey, BE, MS, PhD, CPhys, FInstP, CEng, MIEE

**Department of Chemistry**
*Acting Head:* Noel Russell, BA (Mod), PhD, HDipEd, CChem, FRSC

**Department of Biological Sciences**
*Head:* Bríd Ann Ryan, MSc, CBIol, MIBiol, DipIndMicrob

**Department of Electrical Engineering**
*Head:* Jonathan Fisher, BA, BAI, HDipEd, PhD, CEng, MIEI

**Department of Electronic and Communications Engineering**
*Head:* Christopher Cowley, DipEE, CEng, MIEI, MIEE

**Department of Languages and Industrial Studies**
*Acting Head:* Dermot Campbell, BA, MA

**Department of Electrical Installation**
*Head:* John O’Donnell, BA, HDipEd, TEng, MIElecIE

**Bakery Unit**
Lecturer-in-Charge: Derek O’Brien, NB Dip, FTC(CGLI)

**Industrial Liaison Officer:** Peter Kavanagh, BSc, PhD
DIT AUNGIER STREET
Dublin 2
Telephone: (01) 478 5252 / Fax: (01) 478 5261

Main disciplines: business studies, accountancy, management studies, journalism, communications and legal studies.

Director: J. S. Hickey, MSc, BA
Secretary/Registrar: C. G. Lynch, BComm, AIIS, DPA

School of Accountancy and Business Studies
Head: Vacant

School of Management Studies
Head: R. Burns, BSc, MSc

School of Professional and Social Studies
Head: F. P. Lane, APsSI, BA, DipApplPsych

Department of Accountancy
Head: P. Larrissy, ACMA

Department of Administration and Social Studies
Head: N. P. Feeley, BSc, DM, GIPM, MIITM

Department of Business Studies
Head: G. D. Fitzpatrick, BA, BComm, FCA

Department of Communications
Head: N. French, MA, HDipEd

Department of Continuing Professional Education
Head: Peter Fulton, ACIS

Department of Management Information Systems
Head: E. F. Kelly, BA, MScMgmt

Department of Professional Studies
Head: C. P. O'Donovan, BA, MIWSI

Short Course Centre
Head: A. Burke, BComm, DPA, FCIT MIPM MILDM, MIITD
DIT CATHAL BRUGHA STREET
Dublin 1
Telephone: (01) 874 7886 / Fax: (01) 874 3634

Main disciplines: hotel and catering management, travel and tourism, home and social sciences, food technology, environmental health, environmental management, adult and continuation education.

Acting Director: Frank McMahon, BComm, MBA
Acting Deputy Director: Patrick J. Henry, BComm, MBA, MIHCI
Secretary/Registrar: Brendan Keyes

Senior Staff
School of Hotel, Tourism and Catering Management
Acting Head: Michael Mulvey, BA, MSc(Econ), Dip Htl. Mngmt.

School of Hotel and Catering Operations
Head: Joseph A. Hegarty, MEd, Dip Htl Mgt

School of Home and Social Sciences
Head: Noirin Hayes, MA, MEd

School of Food Science and Environmental Health
Head: Marlene Proctor, MSc, PhD, MIFST, MIFSTI, MIHCI

Industrial Liaison Officer: Bernadette McLaughlin, MSc, BSc (Mgmt), HDip Hotel and Catering Management, MIHCI
DIT MOUNTJOY SQUARE
40-45 Mountjoy Square Dublin 1
Telephone: (01) 836 3000 / Fax: (01) 874 0505

Main disciplines: marketing, design and distributive studies.

Acting Director: Paul O’ Sullivan, BA, MA
Secretary/Registrar: Vacant

School of Business and Management
Head: P. R. Flood, BComm, MPA, FMII

Marketing Studies Department
Head: C. L. Grant, MA, MEd, MLitt, BComm, HDipEd, DPA

Professional Studies Department
Head: C. J. Farren, FCCA, FCIS, ACPA, FIIS, AITI

Post-Graduate and Management Studies Department
Head: Pat O’Brien MBS, BComm

School of Art and Design
Head: J. F. Creagh, MA, ANCA, ATC

Visual Communication Design
Head: D. McGuinnes, BFA, MSDI, PhD

Environmental Design
Head: A. Bruton, BArch, MRIAI, RIGA, MSDI, ACIAHO

School of Distribution
Head: P. J. O’Neill, BComm

Merchandising and Security Department
Head: J. F. Ryan, MA, BComm. DPA Hons, FII Sec

Retail Food Management
Head: A. O’Gorman, BA(Econ), HDipEd, NTDADip, MMII

DIT COLLEGE OF MUSIC
 Adelaide Road, Dublin 2
 Telephone: (01) 478 4788 / Fax: (01) 478 4738
 Chatham Row, Dublin 2
 Telephone: (01) 677 8903 / Fax: (01) 677 8404

Director: F. Heneghan, BE, BMus, CEng, MIMechE, FTCL, LRIAM, LRAM
Deputy Director & Head of Musicianship (Aural Training, Theory and Harmony): E. Farrell, MMus, BMus, PhD
Head of Keyboard: M. Lennon, MEd, BMus, LRAM, FTCL, LRSM, LGSM
Head of Orchestral Studies: B. Mooney-McCarthy, LRAM
Head of Vocal, Operatic and Dramatic Studies: A.M. O’Sullivan, FTCL
OFFERS AND ACCEPTANCE OF PLACES:

- Offers of places are issued by CAO in respect of entry to 1st year of all courses in the CAO/CAS Handbook. These offers are issued in a series of rounds:

  **Round 0:** Usually issued in mid-August and includes offers to those applicants who have already been assessed and are not awaiting the results of school-leaving examinations in the current year. Deferred entries from the previous year are also included in this round.

  **Round 1:** Issued approximately 1 week after the issue of Leaving Certificate results. The vast majority of applicants are included in this round.

  **Round 2:** Issued approximately 14 days after Round 1 to fill any remaining vacant places after Round 0 and Round 1.

  Further offers are then issued on a daily basis as required.

- Applicants who have the appropriate points can receive 2 offers in each Round - one for a Degree course and one for a Certificate/Diploma course. Only one offer can be accepted in each Round.

  **An applicant may hold only one acceptance at a time.** Acceptance of an offer cancels any earlier acceptance on either list.

- An applicant cannot be considered further for any course lower than the one offered, but will still be considered for a course higher than the one offered if a place becomes available and he/she is eligible.

- It is not necessary to accept an offer in order to be considered for a higher preference if it becomes available later. Having accepted an offer, an applicant is not obliged to accept a subsequent offer.

- In order to accept an offer, an applicant must pay a fee deposit through a bank and advise CAO of the acceptance. The CAO/CAS offer notice carries full instructions for applicants, these should be read carefully.
• Decisions regarding the selection of non-standard applicants (e.g. Mature, Overseas, etc.) are made by DIT Academic Staff and **not** CAO.

Any enquiries at the offer stage should be addressed to the **DIT Admissions Office (Ph: 661 1688)**, quoting Application Number. Enquiries relating to registration should be directed to the **Registration Office** in the appropriate DIT centre. Successful candidates can expect to hear from the Institute within ten days of the latest date for acceptance of an offer.

**DEFERRED ENTRY**

A facility to defer entry for one year is available for almost all DIT courses at present.

In order to avail of the facility, an applicant must first be offered a place. The following procedure must then be followed:

1. The successful applicant should not accept the place offered or pay any deposit.

2. He/she must apply in writing to the **Admissions Officer,**
   **Dublin Institute of Technology, 30 Upper Pembroke Street, Dublin 2,** requesting deferral and giving the reason.

3. The written request must be received in the Admissions Office not later than two days before the closing date for acceptance of places in the particular offer round.

If the request for deferral is granted the applicant will be advised in writing and a place on the course involved will be reserved for him/her for the following year.

If the request is not granted, the applicant will be notified in writing and may then accept the original offer for the current year.

Applicants who are granted deferral will be required to comply with certain procedures for taking up the reserved place including the submission of an application form to CAO for the deferred course in the following year. Such procedures will be advised to the applicant in writing by the Admissions Officer before 15th January of the following year.
GRANTS & SCHOLARSHIPS

Higher Education Grants
Students who are admitted to Diploma/Degree level courses conducted by the Institute are eligible to apply for a Higher Education Grant to the Local Authority where their parents or guardians normally reside. Information on eligibility, conditions (including closing date) and application forms are available from the appropriate Local Authority (County Council or Corporation).

V.E.C. Scholarships
Students who are admitted to Diploma/Degree Level courses conducted by the Institute are eligible to apply for a VEC Scholarship from the Vocational Education Committee of the area where their parents or guardians normally reside. Information on eligibility, conditions (including closing date) and application forms are available from the appropriate Vocational Education Committee.

ESF Training Allowances
ESF (European Social Fund) training allowances may be available to students while they are pursuing certain 1, 2 and 3 year courses provided their attendance record and general performance is satisfactory. These allowances cover tuition fees and may also provide for payment of a monthly maintenance allowance for those who are admitted to a course of this type.

Applicants should note that the maintenance element of these allowances is subject to a means test and applications for maintenance should be made to your local Vocational Education Committee.

ESF training allowances may be available in 1995 for all DIT Certificate/Diploma courses except DT120, DT272, DT508, DT511 and DT512.

A student may not hold more than one of the above in respect of his/her attendance on a course.
GENERAL GRANTS SCHEME 1994 SCHEDULE

TABLE A - Reckonable Income Limits +

<table>
<thead>
<tr>
<th>Number of Dependent Children</th>
<th>Full Maintenance and Full Fees</th>
<th>Part Maintenance (50%) and Full Fees</th>
<th>Full Fees only (50%) only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 4</td>
<td>£16,348</td>
<td>£17,437</td>
<td>£19,617</td>
</tr>
<tr>
<td>4 - 7</td>
<td>£17,982</td>
<td>£19,072</td>
<td>£21,252</td>
</tr>
<tr>
<td>8 or more</td>
<td>£19,617</td>
<td>£20,707</td>
<td>£22,887</td>
</tr>
</tbody>
</table>

+ In cases of 2 or more children attending full-time third-level education in 1994/95, the above income limits may be increased by £2,000 where there are 2 such children, £4,000 for 3 such children and so on, by increments of £2,000.

TABLE B - Maintenance Award Rates

<table>
<thead>
<tr>
<th></th>
<th>Non-Adjacent Rate</th>
<th>Adjacent Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Maintenance</td>
<td>£1,486 (Category M1)</td>
<td>£592 (Category M2)</td>
</tr>
<tr>
<td>Part Maintenance (50%)</td>
<td>£743 (Category M3)</td>
<td>£296 (Category M4)</td>
</tr>
</tbody>
</table>

TABLE C - Lecture Fee Award Rates

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Fee</td>
<td>Max. £2,310 (Category F1)</td>
</tr>
<tr>
<td>Part Fee (50%)</td>
<td>Max. £1,155 (Category F2)</td>
</tr>
</tbody>
</table>

Bank Loans

The major banks are prepared, under normal circumstances, to consider applications from students for loans, and enquiries about these should be directed to the banks.

Banks are located on campus at DIT Bolton Street and DIT Kevin Street.
COLLEGE SURVIVAL TIPS

Among some of the concerns facing new Students are making new friends, coping with what seems like an insurmountable workload, managing time and coping with the pressure of what your parents and other relatives might expect of you now that you are a student in college.

The following suggestions might be of some help to you. But do remember that there are resources and services from which you can receive help if you experience any difficulties in the coming year.

ACADEMIC
- Think critically about your study habits. Don’t assume that the methods that got you by in school will be suitable for college. Seek advice about developing effective study skills. Good study skills will allow you to learn material thoroughly and permanently and will reduce your dependence on teachers.

- Learn how to organize and plan your time. Start by working out how much time you actually have and then plan a realistic schedule. You can begin today by listing the things that you plan to do on the following day on a 3” by 5” card.

- Don’t leave practical work assignments to the last minute. This is a recipe for disaster in college and will put you under a lot of unnecessary pressure. Get assignments done early and out of the way.

- If you have tutorials then use them well. If you come across material that you don’t understand then make a note of it and then bring it to the attention of your tutor/lecturer.

- Buy textbooks early. If you are told what topics are going to be covered in your next lecture then preview that topic in your textbook. This will give you a head start and later on you will be very glad that you did.

- If you have difficulty concentrating when reading then get into the habit of asking questions. If you can’t think of any yourself then turn headings into questions. These questions will force you to concentrate.
• Practise reciting new material (aloud if possible) as often as you can. Ask yourself questions and then recite the answers in your own words then check for accuracy. This will help to embed the ideas / facts into your memory.

• Use the Cornell system of note-taking. Any good study skills book or the Student Counsellor can show you how to use it.

• Review your notes regularly. Studying ice cold notes can be frustrating particularly if there are large gaps in your notes that you didn't get time to fill in.

ACCOMMODATION
• If moving in to a new flat, it is wise to have at least 4 weeks rent in cash to put down as a deposit.

• Some landlords may insist on references so have a few ready.

• Before signing anything, read the terms carefully. If you are unsure of anything, contact Threshold at 872 0769 or your Student Union.

SOCIAL
College life is not just about studying and passing examinations, it's also about widening your personal and social experiences. It is therefore important that you make the effort to participate in the social life of the college. This will help you to feel more connected to college and your new friendships will help you through the rough spots. One cheap and effective way of getting more involved is by joining a club/society.

• If you are invited to a social event then do make an effort to attend that event, even if you feel that it might be boring or that you won't know anyone there.

If you opt out then you miss out. The first few months are very important socially and it is the best time to form friendships. It is these friendships which will help you survive the 'rough spots' in college.
PERSONAL
• Every student feels stress at some time or other. Relieving this stress is often a matter of breaking old habits and developing new ones. Talk to a Counsellor if you require some assistance.

• When things really get on top of you, do remember that this is only a temporary state and that you can work your way out of it. The surest way to do this is to identify the most urgent tasks and pitch into them, one at a time, setting aside all the rest for the time being. Once you have disposed of these, you will feel more in charge of the situation.

• Being mentally and physically relaxed is exactly what you need for success in your academic life. So take some time to think about the consequences of any habits that affect your mental and physical health. A good diet and regular exercise will greatly enhance your mental as well as physical well-being.

• Think also about some of the self statements that you may make. Sometimes you can make a bad situation even worse by worrying and thinking negatively about yourself. Believe that you are in control and that you can find a solution to any problem or crisis.

TIME MANAGEMENT
CONTROLLING YOUR TIME
Your success or failure in College largely depends upon how you use your time. Therefore time management is the number one skill to master.

THE FOUR GREAT ROBBERS OF TIME
1. Laziness “I don’t feel like doing it right now”
2. Sidetracks “I’ll wash my hair and then I’ll begin working”
3. Procrastination “Sure, I’ll do it later”
4. Daydreaming “Some day, I’ll amaze them”

KEEP IN MIND THE FOLLOWING ADVICE
• Old habits die hard. Be determined. It will carry you through rough spots.
• Practice new habits and persevere.
WHERE DOES ALL THE TIME GO?
For 1-2 weeks, keep a diary of how you actually spend your time. You may have more time than you realize.

PRINCIPLES OF SCHEDULING
1. Study notes soon after lectures as it aids retention.

2. When an assignment is long and overwhelming, divide into smaller units that you can work on immediately.

3. Allow time for rest and recreation.

5. Plan blocks of time - 50 minutes to study and ten minutes for a break.

6. Study your difficult or tedious subjects when you are at your best.

7. Start jobs ahead of time - to avoid discovering the hard way that you cannot bang out a 1500 word essay in three hours the evening before it is due.

8. List according to priorities and try to at least achieve your high priority goals each week.

9. Use a month at a glance calendar to keep a track of what assignments are due.

10. Don't jump from subject to subject.

NOTE TAKING SKILLS
LISTENING VERSUS HEARING
Listening is the first step in note-taking. In order to take good notes you have to be a good listener. Merely hearing all the words is not enough.
A DOZEN TIPS AND TACTICS FOR NOTE TAKING

1. Use a large loose leaf binder and write on only one side
2. Write in short, telegraphic sentences
3. Use modified printing style (Clear letters, not scribbles)
4. Use lecturer's words (they like to see them in exams)
5. Use own words when summarizing notes
6. Identify your thought notes (what's mine? what's the lecturer's?)
7. Strive to detect main headings
8. Don't doodle (it breaks concentration) or sit near disinterested friends (apathy can be contagious)
9. If the lecture is too fast, capture fragments, leave blank spaces and put it all together later
10. Pay close attention to end of lecture - some lecturer's cram a lot of material in the last 5-10 minutes.
11. Don't give up if the Lecturer is too fast (some is better than none)
12. After each lecture remain seated and fill in any gaps in your notes (ice cold notes can be frustrating)
13. Every evening before you settle down to study, pick up some notes and recite them aloud (when possible). Short, fast and frequent reviews stick in your brain.
INSTITUTE FACILITIES

DIT Library Facilities
All DIT College centres have their own libraries. Total collections are presently in excess of 100,000 items with about 1,000 current journal titles received. Library facilities are available to all students, with your College I.D. card also your library card. The libraries are networked operating the same computer system and sharing a common database - the entire holdings, their locations and status are displayed on the Opacs (on-line terminals) in each site. Close links are maintained among the libraries and this facilitates the interlending and full exploitation of their specialist collections within DIT.

Generally your library will provide study places, texts, reference materials, course materials and journals, both to support the courses offered and to encourage research. Material may be available in many formats; videos, slides, microforms, cd Rom, disks, tapes and maps are some that are available.

Special information tools, indexing and abstracting journals, cd Rom databases and on-line searching are available, to varying degrees, in the different libraries. Hours of opening vary from library to library according to the time of year. All of the libraries operate a book security system to safeguard their collections. Photocopying services are provided. Your library will be a valuable resource for you during your years at college.

Computing Facilities:
Each of the major DIT centres has an extensive range of computing facilities available to provide “hands on” experience for the students based there. Many of the students are scheduled for practical classes as part of their programme but access to the facilities may also be available at other times by arrangement.
The DIT Computer Centre at 14 Upper Mount Street provides a central computing service to the colleges and centres of the Institute. This service covers both academic and administrative requirements at staff and student levels. The colleges and centres are linked together in a Metropolitan Area Network (MAN) in which the Computer Centre forms the hub. MAN integrates extensive PC, fileserver and workstation Local Area Networks at each site with the central computing system and also provides access to external Wide Area Networks via INTERNET and to Public Packet Switched services, thus providing wider national and international links.

**DIT Restaurant Facilities:**
Each of the DIT Colleges has restaurant facilities which provide lunches and teas as well as morning and afternoon snacks at reasonable prices in comfortable surroundings.
STUDENT SERVICES
DIT COUNSELLING SERVICE

Student Counsellor: Susan Lindsay, BA, DipPsych,
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.
Ph: 661 1688 / Fax: 661 1696

The DIT Counselling service is available to all DIT students. It is staffed by five psychologists who are also specialists in learning skills and stress management. Basically the counselling service assists students in overcoming difficulties which interfere with the attainment of their personal and educational goals. The efforts of the staff are aimed at helping students to develop greater self understanding, to identify and solve problems, and to improve academic performance. All consultations are strictly confidential.

Services Offered:

General Counselling,
Although college years can be very exciting and challenging, the college experience can also be a time of considerable adjustment and turmoil. Not only are many students in the process of leaving home and family, but they are also just beginning to establish new personal and romantic relationships as well. In addition many students have to manage new financial responsibilities. With these transitions, signs of stress are not uncommon which often inspires students to seek help. The Counselling service, however, must not be thought of as the court of last appeal, i.e. the student does not need to have enormous problems before he/she seeks help. It can be something quite ordinary or very personal, for example family problems, depression etc. or it can be concentration problems or financial problems or any other number of issues. It is however very important to seek help early when any difficulties arise. Recognising one’s emotional needs and seeking help to improve oneself are not signs of weakness but instead are signs of a desire to grow and to develop.
Learning Skills Services:
The learning skills component of the Counselling service offers assistance in many skill areas necessary for academic achievement including note-taking, time management, study and test taking strategies, rapid reading etc. Students may consult individually with the counsellors or participate in any of the workshops which are offered throughout the year. Students may avail of a computer package on learning skills which is available on the network in all of the colleges.

Testing Services:
The Counselling service administers standardised tests such as the evaluation of study habits and learning approaches, personality and ability tests.

Stress Management:
The Counselling service can provide individual help in management and relaxation techniques. Yoga classes are run by the counsellors in one of the colleges. The service also provides workshops on stress management throughout the year.

Interview and Presentation Skills:
In collaboration with the Careers and Appointments Service, the Counselling service offers workshops on presentation and interview skills. This will be of particular interest to any student who is preparing for a job interview or who may be required to give a presentation as part of their course work.

How do students arrange to meet a counsellor?
While the Counselling service is based in Fitzwilliam House, there is also an office in each of the six colleges (please check schedule for details of location and times). Students can call the service at Tel: 661 1688 or call any of the other counselling offices for an appointment between the hours of 9 a.m. and 5 p.m. The student can also make an appointment through any staff member or student union if preferred.
SCHEDULE OF COUNSELLING SERVICE

DIT MOUNTJOY SQUARE
Phone: 836 3000 ext. 45
Room 327
*Time*: all day 9-5 Mon, Tues, Wed, and Fri
*Counsellor*: Susan Lindsay (every Tues)
Geraldine O'Sullivan (every other day)

DIT BOLTON STREET
Phone: 872 7177 ext. 366
Room 366 (just down from library)
*Time*: All day Mon and Fri except Wed morning and Tues afternoon
(from November on counsellor available all day Tuesday)
*Counsellor*: Linda Mackin (Mon, Tues and Thurs)
Susan Lindsay (Fri)

DIT KEVIN STREET
Phone 475 7541 ext. 335
Room 58 Placement Office (just before back door)
*Time*: Mon to Fri
*Counsellor*: Anna O'Reilly (all week except Mon) and
Susan Lindsay (Mon)

DIT AUNGIER STREET
Phone: 478 5252
Room. Please check notice board
*Time*: Mon - Fri (except Wed morning)
*Counsellor*: Donna Good

DIT CATHAL BRUGHA STREET
Phone: 874 7886
Room: Interview room (beside pastry kitchen)
*Time*: Provisional times are Mon 9-1, Tues 9-5,
Wed afternoon 2-5, Fri 9-1. Please check notice board
*Counsellors*: Mon: Donna Good. Tues: Geraldine O'Sullivan.
Wed: Anna O'Reilly. Fri: Linda Mackin

COLLEGE OF MUSIC
Phone: 478 4788
*Time*: Wed 10-1
*Counsellor*: Donna Good

*Please note that some times may change. Please check notice board for update.*
DIT CHAPLAINCY

The chaplains form an integral part of life in the Colleges. Their work is primarily one of pastoral care. The Chaplaincy, which is ecumenical, is directed to all who work in the Colleges. One of the principal aims of the Chaplaincy is to encourage the integration of personal, social and spiritual development with academic effort and achievement. The chaplains are easily contacted at their rooms in each college have information and resource material on the list below:

- addiction problems (alcohol, drugs, food, gambling, etc.)
- AIDS, HIV
counselling services
- emigration
- pregnancy
- preparation for marriage
- problems at home
- relationships
- religious problems
- retreats
- rights and entitlements
- self-help groups (bereavement, AA, Cairde, etc.)
- sexuality
- stress
- unemployment
- vocation
- etc.
You are welcome to call at any time.

Part-Time Chaplains:
Church of Ireland:
William Stewart,
96 Lower Drumcondra Road, Dublin 9.
Ph: 830 0935

Methodist:
Kenneth Lindsay,
32 South Hill, Darty Road, Dublin 6.
Ph: 497 4103

Presbyterian:
Katherine Meyer,
15 Aranmore Ave., Phibsboro, Dublin 7.
Ph: 830 7214
DIT STUDENT SERVICES OFFICE

Student Services Officer: Diarmuid Hegarty
DIT Fitzwilliam House,
30 Upper Pembroke Street, Dublin 2
Ph: 661 1688 Fax: 661 1696

DIT Student Services Office:
The DIT Student Services Office is located at the Institute headquarters at Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2. It administers a variety of services in the DIT colleges, and oversees the distribution and expenditure of the Student Services Fund.

DIT Student Services Fund:
A student capitation fee is included as part of the fee payable by each whole-time and part-time student enrolled in DIT. The fund thus established is distributed under the following headings:

- Clubs & Societies
  - Sports
  - Recreational
  - Course-related
  - Cultural
  - Social

- Students’ Union

- Welfare
  - Accommodation Service
  - Medical Service
  - Student Assistance Fund
  - Child Care Support Fund

- Development Fund

DIT Student Accommodation Service:
This is an information service provided by the Student Services Office, in co-operation with the Students’ Union. A list is produced containing available living accommodation, both self-catering and lodgings (“digs”), including details of location, number of places and charges, etc. The selection of the accommodation and terms of
agreement or contract is entirely a matter between the individual student and the house-holder or owner. The list may be obtained from the Registration Office or the Students’ Union on each campus, or from the Student Services Office.

First Aid/ Medical Service:
The Student Medical Service is a scheme whereby a number of Medical Practitioners provide treatment, at a subsidised cost, to students requiring medical assistance, and who are not covered by Medical Cards. Patients are seen by appointment, either at specified times in the college, or in the doctor’s own rooms.

Some centres also have an on-site First Aid service during normal lecture hours. The service is provided in association with the Order of Malta Ambulance Service.

DIT Student Personal Accident Insurance:
All full-time students are automatically covered by this insurance scheme. The premium is included in the Student Services Fee, and cover is provided for a period of one year from enrolment, subject to some exclusions, for a wide range of benefits in respect of certified accidents occurring, irrespective of whether the student is on a DIT premises or otherwise.

DIT Student Assistance Fund:
The Student Assistance Fund, administered by the Student Services Officer, may provide limited support for full-time students who are experiencing temporary or unforeseen difficulties due to a major change of circumstances, by making small grants of monies having regard to the individual's needs. The Student Assistance Fund can only deal with cases of extreme hardship, and applies to students who have already spent at least one term in college. Students will normally be referred to the fund by DIT Student Counsellors, Chaplains, Course Tutors or Student Welfare Officers.

The Child Care Support Fund:
The Child Care Support Fund, also administered by the Student Services Officer, is a scheme which provides a small subsidy to students who are parents relating to the cost of child care during the academic year. As these students are usually entitled to some state benefits and allowances, this scheme is means-tested.
DIT Development Fund:
This is set aside as a contribution by students towards the costs associated with the establishment of a projected Social and Recreational Centre for DIT students.

Physically disabled:
Physically disabled students are welcome to apply to the Institute and most areas should be readily accessible to them. Students who may acquire special attention or have an unfavourable medical history are asked to provide details in writing to the College Secretary/Registrars in advance of enrolment.

DIT CAREERS & APPOINTMENTS OFFICE
Careers & Appointments
Officer: Eileen Fitzpatrick, MA, DCG
DIT Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2.
Ph: 661 1688 Fax: 661 1696

DIT Careers and Appointments Service
In their final year in DIT students are faced with a number of important decisions. The options include going on to further study, seeking employment or taking a year out. The Careers and Appointments Service helps students with these decisions through individual and group guidance. This year, for the first time, information will be available through the computer network on higher education courses, employers of graduates and job vacancies in Ireland and abroad.

Seminars are held throughout the academic year on the jobs market, application procedures and interview skills. Employers contact the Careers and Appointments Officer about job vacancies and these are notified to recent graduates as well as students. Lecturers in individual DIT Colleges also provide students with advice and information on employment and career opportunities.
STUDENT LIFE

Clubs and Societies

Some 150 Clubs and Societies operate in the Institute. These represent all of the major (and many minor) sporting disciplines, as well as cultural and social activity and numerous course-related societies. The following is a representative, though not complete, listing:

Advertising Communications Geo-Surveying Philosophy
American Computer German Photographic
Amnesty Construction Guitar Political
International Economics
Architectural Cumann Gaelach Historical Printers
Auctioneering Debating Hockey Pro Life
Badminton Drama Hurling Public Relations
Biomedical Ecology Irish Art and Culture Rugby
Bosnia Support Engineers Jazz and Blues Sailing
Bridge Enterprise Journalist Science and Technology
Building Environmental Health Karate Science Fiction
Maintenance Health
Canoeing Film Law Soccer
Comhaltas Folk Group Lawn Tennis Social Action
Ceoltoiri
Challenging Times Food and Beverage Leisure Management St. Vincent de Paul
Times
Chess Food Science Marketing Swimming
Choir French Motor Industry Management Transport
Christian Gaelic Football Music Travel and Tourism
Commerce Games and Role-playing Optics Women’s Group
Women’s Group

Some of the DIT centres have well-equipped Gymnasia, and the swimming pool in DIT Kevin Street is available to all registered students. Other local facilities are used where required.
STUDENTS’ UNION:

This is the representative body for the students of the Institute. It promotes the social and organisational side of student life, including the clubs and societies, and represents the interests of students in college. Every student becomes a member of the union on enrolment. The union is democratically based and is dependent for its effectiveness on student participation. It is affiliated to the Union of Students in Ireland (USI), which represents Irish students at a national level.

The Students’ Union operates a number of commercial services, including shops, photocopying, the issue of USIT International Identity Cards and travel tickets, and organises lunchtime concerts, discos and other social events.

The Students’ Union also provides travel and general information as well as financial and welfare advice. In this respect, the Unions’ officers work closely with the Institute’s Student Services Office, Counselling Service and Chaplains.

*The DIT Students’ Union Officers for 1994/95 are:*

**DIT Bolton Street:**

Convenor - Ronan Haughey  
Deputy Convenor - Alison Flanagan  
Ph: 872 7177

**DIT Kevin Street:**

Convenor - Ciarán Crosbie  
Deputy Convenor - Helen Ryan  
Ph: 478 3154

**DIT Rathmines/Aungier St:**

Convenor - Lar Moran  
Deputy Convenor - Dan Wade  
Ph: 478 5252

**DIT Cathal Brugha St:**

Convenor - Colin Joyce  
Deputy Convenor - Sínead McNulty  
Ph: 874 1768

**DIT Mountjoy Square:**

Convenor - Greg Hughes  
*Deputy Convenor* - Mark Lee  
Ph: 836 3044
INTERNATIONAL DIMENSION: ERASMUS SCHEME & TEMPUS PROGRAMME
The Institute participates in E.U. Erasmus Scheme (Financial Support for co-operation and mobility in Higher Education in the European Union). Under the Erasmus Scheme, a student can spend a term, or a full academic year in another European University and receive credit for their studies abroad.

The scheme provides the return cost of the journey to wherever the student is going, as well as a small amount of money for maintenance. Staff and students of DIT have participated in the Erasmus Scheme since its inception.

The exchanges are arranged by individual departments within each college centre. The college facilitates these contacts by joining groups of third-level institutions known as ICPs (Inter-University Co-operation Programmes).

The Institute is also involved in the Tempus Programme - the equivalent of the Erasmus Programme in Eastern Europe. The largest Tempus Programme in the Institute is in DIT Cathal Brugha Street, with links in Hungary, Bulgaria and Czechoslovakia.
STUDENT REGULATIONS

All students of the Institute are bound by Student Regulations as adopted by the Governing Body.

These regulations are published separately to this booklet and all Students are advised to obtain a copy of same.

CALENDAR - SESSION 1994/95

1994    Term 1

SEPT.
Thursday 1st  Commencement of Session.
Monday 5th  Commencement of Printing Apprenticeship Courses
and Day Release Apprenticeship Courses.

Monday 12th  Interviews and enrolments for part-time and
evening courses commence except where otherwise
arranged.

Monday 19th  Wholetime courses commence except where
otherwise arranged.

Monday 26th  Part-time day and evening courses commence
except where otherwise arranged.

OCT.
Monday 3rd  Engineering Block Release Apprentice Courses
commence.

DEC.
Tuesday 20th  Final class meetings of first term.

1995    Term 2

JAN.
Tuesday 3rd  Classes resume.

FEB.
Wednesday 1st  Closing date for all Irish and other EC
applications to wholetime courses for 1995/96
session.

APRIL
Tuesday 11th  Final class meetings of second term except where
otherwise arranged.
Term 3

APRIL
Monday 24th  All classes resume.

JUNE
Tuesday 20th  All classes terminate except where otherwise arranged.

Classes will close on public holidays during the session (viz. 31 October; 17 March; 1 May; 5 June), and on Church Holidays (viz. 1 November, 8 December; 6 January; 25 May; 15 June) except where otherwise arranged.

NOTE: This Calendar is subject to alteration during the session

CLASS SCHEDULES:
Day classes will normally be held during the period 9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m. each week-day. Evening classes will normally be held from 7.00 p.m. to 10.00 p.m. except where otherwise arranged.
HELDINES AND USEFUL ADDRESSES

AIDS
• Aids Alliance,
  53 Parnell Square,
  Dublin 1.
  Tel: 873 3799

• Aids Helpline Dublin,
  P.O. Box 1884.
  Tel: 872 4277

• Cairde,
  25 St. Mary’s Abbey,
  (Off Capel Street),
  Dublin 7.
  Tel: 873 0800

ALCOHOLISM
• Al-Anon,
  5 Capel Street,
  Dublin 1.
  Tel: 873 2699

• Alcoholics Anonymous,
  109 South Circular Road,
  Dublin 8.
  Tel: 453 8998

• Alcohol Treatment Centre,
  Stanhope Street,
  Dublin 7.
  Tel: 677 3965

DEATH
• Bereavement Counselling Service,
  St. Ann’s,
  Dawson Street,
  Dublin 2.
  Tel: 676 7727

DEPARTMENT
OF SOCIAL WELFARE
• Information Section,
  Store Street,
  Dublin 1.
  Tel: 878 6444

DEPRESSION
• Aware,
  St. Patrick’s Hospital,
  James’ Street,
  Dublin 8.
  Tel: 677 5423 (Ext. 429)

• Aware Help Line,
  St. Patrick’s Hospital,
  James’s Street,
  Dublin 8.
  Tel: 679 1711

• The Samaritans,
  112 Marlborough Street,
  Dublin 1.
  Tel: 872 7700
DRUGS
• Drug Awareness Programme,
The Red House,
Clonliffe College,
Dublin 3.
Tel: 836 0011

• Drug Treatment Centre Board,
Trinity Court,
31 Pearse Street,
Dublin 2.
Tel: 677 1122

• Narcotics Anonymous,
24 hour helpline
Tel: 830 0944

FAMILY PLANNING
• Family Planning,
SERVICES Ltd.,
67 Pembroke Road,
Dublin 4.
Tel: 660 9860

• Irish Family Planning Association,
5 Cathal Brugha Street,
Dublin 1.
Tel: 872 7276
&
59 Synge Street,
Dublin 8.
Tel: 668 2420

• Irish Family Planning Centre (IFPA),
Unit 317a, The Square,
Tallaght,
Dublin 24.

GAMBLERS
• Gamblers Anonymous,
Carmichael House,
North Brunswick Street,
Dublin 7.
Tel: 872 1133

GAY/LESBIAN
• Gay Switchboard,
Carmichael House,
North Brunswick Street,
Dublin 7.
Tel: 872 1133

• Gay Health Action,
P.O. Box 1890,
Sheriff Street,
Dublin 1.

Lesbian Line,
Tel: 661 3777

HEALTH
• Eastern Health Board,
Information & Advice on Health & Social Services,
Freephone: 1800 52 05 20

• Genito-Urinary Clinic,
St. James Hospital,
James Street,
Dublin 8.
Tel: 453 5245 / 453 7941

• Sexually Transmitted Disease Clinic,
St. James Hospital,
James Street,
Dublin 8.
Tel: 453 7941
(Ext.2315) / 453 5245
& Mater Hospital,
Eccles Street,
Dublin 7.
Tel: 830 1935 / 830 4488

PREGNANCY
• Cherish,
2 Lower Pembroke Street,
Dublin 2.
Tel: 668 2744

• Cura,
30 South Anne Street,
Dublin 2.
Tel: 671 0598

• Dublin Well Woman Centre,
73 Lower Leeson Street,
Dublin 2.
Tel: 661 0086
&
35 Lower Liffey Street,
Dublin 1.
Tel: 872 8051

• Life,
29/30 Dame Street,
Dublin 2.
Tel: 679 8989

RAPE
• Rape Crisis Centre,
70 Lower Leeson Street,
Dublin 2.
Tel: 661 4911 (24 hour line)

TRAVEL/TRANSPORT
• Bus Eireann,
Busaras,
Store Street,
Dublin 1.
Tel: 836 6111

• Dublin Bus,
59 Upper O'Connell Street,
Dublin 1.
Tel: 873 4222

• Iarnrod Eireann,
Head Office,
Connolly Station,
Dublin 1.
Tel: 836 3333

• Tourist Information Office,
14 Upper O'Connell Street,
Dublin 1.
Tel: 874 7733

• USIT,
19 Aston Quay,
Dublin 2.
Tel: 679 8833
The information contained in this booklet is intended as a guide for students and is not intended as a contract between the Institute and the student.

The Institute reserves the right to change or modify any information without prior notice.