



FREEDOM OF INFORMATION ACT (1997) Amended Bill - 2003

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## **Section 16 Manual**

AN INFORMATION GUIDE FOR THE  
INSTITUTE OF TECHNOLOGY, BLANCHARDSTOWN

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# 1. Introduction

The Freedom of Information (FOI) Act, 1997/2003, was set up to allow access to information held by public bodies, which is not routinely available through other sources.

This Act asserts the right of members of the public to obtain access to official information to the greatest possible extent consistent with the public interest and the right of privacy of individuals.

It also established three new statutory rights:

- A legal right for each person to access information held by public bodies
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading
- A legal right to obtain reasons for decisions affecting oneself.

The Act also requires that the Institute publish information in relation to its functions and the type of records held. This manual outlines the rules, guidelines and precedents used by the Institute of Technology Blanchardstown in carrying out its functions. These functions and a detailed examination of the functions of individual sections within the Institute are outlined in this Reference Book. The Institutes' organisation and structure is shown in this reference book which is laid out so as to demonstrate the rules, guidelines and precedents proper to each section of the Institute.

To facilitate the public in accessing information held by public bodies, Section 15 and 16 of the Freedom of Information Act places a requirement on public bodies to prepare, publish and make information about themselves, the information they hold and the internal rules and guidelines used in the decision making process available.

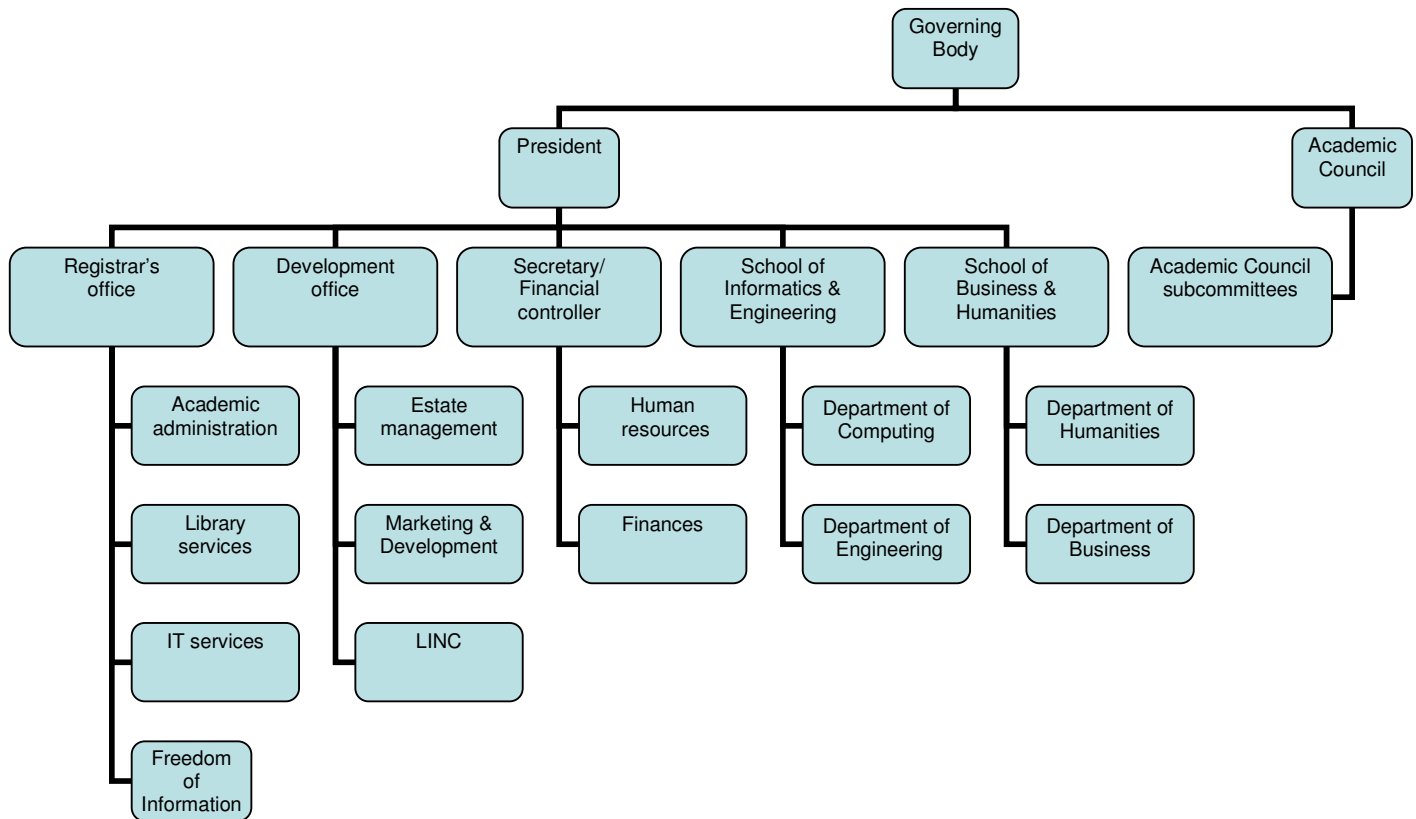
In accordance with Section 16 of the Act, this document lists the rules, guidelines and practices used by each School and function of the Institute in carrying out its various functions.

Any queries in this regard can be addressed to:-

Freedom of Information Unit,  
Institute of Technology Blanchardstown  
Blanchardstown Road North,  
Dublin 15.

Tel:- Ireland 01/ 8851000 or 01/8851028  
Fax:- Ireland 01/ 8851001  
Email:- [foi@itb.ie](mailto:foi@itb.ie)

## 2. Structure and Organisation of the Institute



## 3. Rules, Guidelines and Procedures used and Publications used by Individual Areas

### 3.1 Governing Body

#### Rules, guidelines and precedents used

Section 7 of the Regional Technical Colleges Act authorises the Governing Body to manage and control the affairs of the College, the property of the College and perform the functions conferred on the College by the Act. The Governing Body has all such powers as are necessary or expedient for the purpose of those functions.

- Regional Technical Colleges Act, 1992
- Regional Technical Colleges Amendment Act, 1994
- Regional Technical Colleges Amendment Act, 1999
- Freedom of Information Act, 1997 Amendment Bill 2003
- Qualifications, Education and Training Act, 1999
- Department of Education and Science Circular Letters
- Standing Orders
- All policy approvals

#### Key Policies

3GB05	Distribution of charge to defray the costs of registration, examinations and student services
3GB11	Governing Body terms of reference
3GB12	Governing Body internal audit subcommittee charter

#### Publications of this Section

- Relevant Institute policies and procedures

#### Contact Points and Telephone Numbers

Contact the President's Office at:

Telephone: 01-8851010  
Fax: 01-8851001  
e-mail: [mary.meaney@itb.ie](mailto:mary.meaney@itb.ie)

## 3.2 Academic Council

### Rules, guidelines and precedents used

The Academic Council operates under the following legal framework. Copies of these documents are available through Government Publications Office.

- Regional Technical Colleges Act 1992
- Regional Technical Colleges (Amendment) Act 1994
- Regional Technical Colleges (Amendment) Act 1999
- Qualifications (Education and Training) Act 1999
- NCEA Policy Document 1972 – 2000
- HETAC Policy Document 2000 - to date

### Key Policies

3GB01	Academic Council Standing Orders
3GB06	Research and post graduate studies subcommittee of Academic Council terms of reference
3GB07	Quality assurance subcommittee of Academic Council terms of reference
3GB08	Education subcommittee of Academic Council terms of reference
3GB09	Admissions subcommittee of Academic Council terms of reference
3GB10	Apprentice subcommittee of Academic Council terms of reference
3GB13	Academic Council terms of reference
3GB14	Continuing Education subcommittee of Academic Council terms of reference
2MP01	Design and development of new academic courses
2MP09	Evaluation of Effectiveness of QA Systems
2MP15	Monitoring and evaluation of academic programmes
2MP16	Evaluation of facilities and services involved in delivery of academic programmes
2MP19	Research policy and strategy
2MP20	Teaching and Learning Policy and Principles

**Publications of this Section**

- Relevant Institute policies and procedures
- Minutes of Academic Council meetings are published on the Institute Intranet site
- Marks and Standards and Approved course schedules are published on an annual basis
- Approved Course Schedules

**Contact Points and Telephone Numbers:**

Contact: The Registrar  
Telephone: 01-8851040  
Fax: 01-8851001  
e-mail: [diarmuid.o'callaghan@itb.ie](mailto:diarmuid.o'callaghan@itb.ie)

## 3.3 President's office

### Rules, guidelines and precedents used

The President, subject to the provisions of the Act, controls and directs the activities and staff of the Institute. The President is responsible to the Governing Body for the efficient and proper management of the College.

- Regional Technical Colleges Act 1992
- Regional Technical Colleges (Amendment) Act 1994
- Regional Technical Colleges (Amendment) Act 1999
- Freedom of Information Act, 1997 Amendment Bill 2003
- Qualifications, Education and Training Act, 1999
- Department of Education and Science Circular Letters
- Data Protection Act, 1998

### Key Policies

2MP12	Strategic Planning
3HS01	Health & Safety Planning
3HS02	Staff Responsibilities for Health & Safety
3HS04	Student Responsibilities for Health & Safety
3HS05	Management of Health & Safety at ITB
3HS25	Smoke Free Work Place Policy

### Publications of this Section

- Presidents reports to Governing Body
- Annual Report
- Relevant Institute policies and procedures

### Contact Points and Telephone Numbers

**President:** Mary Meaney  
**Telephone:** 01-8851010  
**Fax:** 01-8851001  
**e-mail:** [mary.meaney@itb.ie](mailto:mary.meaney@itb.ie)

**Personal Assistant  
to President:** Ann Brady  
**Telephone:** 01-8851011  
**Fax:** 01-8851001  
**e-mail:** [ann.brady@itb.ie](mailto:ann.brady@itb.ie)



## 4. Registrar's Office

Registrar: Diarmuid O'Callaghan  
Telephone: 01-8851031  
Fax: 01-8851007  
e-mail: [diarmuid.o'callaghan@itb.ie](mailto:diarmuid.o'callaghan@itb.ie)

### 4.1 Library

#### Rules, guidelines and precedents used

The primary focus of the Library is an education and information resource for the Institute. The Library supports the learning, training and information needs of all Institute staff and students.

#### Key Policies

3LB01 Library Usage Policy

Library regulations are published in the Institute student handbook and on the Institute intranet, document management system.

#### Publications of this Section

- Relevant Institute policies and procedures

#### Contact Points and Telephone Numbers

Librarian: Aidín O'Sullivan  
Tel: 01-8851046  
Fax: 01-8851003  
Email: [aidin.o'sullivan@itb.ie](mailto:aidin.o'sullivan@itb.ie)

## 4.2 Computer Services

### Rules, guidelines and precedents used

The function of the Computer Services Department, in general is to provide comprehensive IT services and support to the College.

### Key Policies

3IT08	Electronic Mail Usage Policy
3IT09	Copyright Material Maintained on ICT equipment
3IT11	Information Security Policy
3IT13	Computer Usage Policy

At the start of each academic year, every student is provided with a printed leaflet which details the acceptable usage (of equipment and services) policy document. Also included are details of activities carried out by the support department personnel on behalf of students. This document outlines the level of service that users may expect from the I.T. Support department and also the behaviour expected of users. These behavioural guidelines cover the misuse of Institute equipment, transmission of illegal or offensive material by electronic or other means.

The Department of Finance has issued a policy document that advises Public Sector organisations as to the procurement of goods and services within the Public Sector. Consequently all purchases made by the IT Support department, on behalf of the Institute are transacted within the spirit of this document. The section has regard to all documents, regulations and legislation issued by Government departments.

### Publications of this Section

- Relevant Institute policies and procedures

This section does not publish documents on a regular basis, rather it provides a publishing service for other arms of the organisation through its internet presence.

### Contact Points and Telephone Numbers

Computer Services Manager:	Dave Curran
Tel:	01 8851050
Fax:	01 8851001
E-mail:	dave.curran@itb.ie

## 4.3 Student Services

### List of services provided

- Student Medical and Health Service
- Chaplaincy
- Counselling Service
- Careers Office
- Access Office
- Student Support
- Sports and Clubs and Societies
- College Support

### Rules, guidelines and precedents used

A number of documents have been produced that inform staff and students of the policies and procedures of the Institute. These have been produced from approved reports adopted by the Academic Council of the Institute, and following approval by the Institute management. Some have been generated by the Registrar. These documents are made available to all staff and students on the Institute intranet site.

### Key Policies

3SS03	Student charter
3SS04	Student disciplinary procedures
3SS05	Policy on sexual harassment & bullying of students in the Institute
3SS06	Processing breaches of discipline by apprentices attending Phase 4 and Phase 6 courses
3SS07	ITB Students Union Clubs and Societies Disciplinary Code
3SS09	Student Appeals Board
3SS11	Alcohol Consumption Policy

### Publications of this Section

- Annual accommodation listing
- Relevant Institute policies and procedures
- Student Handbook
- Academic calendar (HETAC course)
- Apprentice programme calendar

### Contact points and telephone numbers

Contact:	Bronagh Elliott
Telephone:	01-8851041
Fax:	01-8851001
E-mail:	bronagh.elliott@itb.ie

## 4.4 Academic Administration

### Rules, guidelines and precedents used

A number of documents have been produced that inform staff and students of the policies and procedures of the Institute. These have been produced from approved reports adopted by the Academic Council of the Institute, or following approval by Institute management. Some have been generated by the Registrar. These documents are made available to all staff and students on the Institute intranet site.

### Key Policies

3AD07	Policy document on prior experiential learning
3AD08	Admissions Policy
3AD12	Academic Programme tuition fees
3AD13	Procedure for admission of postgraduate students to Masters by research and PhD programmes

### Publications of this Section

- Annual full-time course prospectus
- Individual course leaflets
- Summary Brochures
- Various newspaper advertisements
- Relevant Institute policies and procedures

### Contact points and telephone numbers

Contact: Noeleen Johnson  
Telephone: 01-8851133  
Fax: 01-8851001  
E-mail: [noeleen.johnson@itb.ie](mailto:noeleen.johnson@itb.ie)

## 4.5 Examinations

Rules, guidelines and precedents used

A number of documents have been produced that inform staff and students of the policies and procedures of the Institute. These have been produced from approved reports adopted by the Academic Council of the Institute, or following approval by Institute management. Some have been generated by the Registrar. These documents are made available to all staff and students on the Institute intranet site. Documents marked with \* are only made available to staff.

### Key Policies

3AS03	Continuous Assessment Policy
3AS05	Examination Regulations
3AS06	Marks and Standards for HETAC accredited courses and FETAC foundation certificate
3AS08	Institute policy on plagiarism in assignments and examinations
3AS09 *	Extern examiners and reporting arrangements
3AS10	Examination Script Inspection and Result, Recheck and Appeals Procedure
3AS20	Marks and Standards for Phase 4 and Phase 6 Apprentice Trades
3AS24	FAS/ ITAC 07 Examination regulations for learners of phase 2, 4 and 6 modular assessments
3AS31	Policy on breaches of assessment regulations
3AS32 *	Storage of examination scripts and other examinable material after apprentice examinations

### Publications of this Section

- Examination results broadsheets
- Examination transcripts
- Relevant Institute policies and procedures
- Awards and Diploma supplements

### Contact points and telephone numbers

Contact: Toyah O'Connell  
Telephone: 01-8851042  
Fax: 01-8851001  
E-mail: toyah.o'connell@itb.ie

## **4.6 International Office**

### **Rules, guidelines and precedents used**

This involves the co-ordination and administration of EU projects including those funded by Socrates and Leonardo activities.

A number of documents have been produced that inform staff and students of the policies and procedures of the Institute. These have been produced from approved reports adopted by the Academic Council of the Institute, or following approval by the Top Management Group of the Institute. These documents are made available to all staff and students on the Institute intranet site.

### **Key Policies**

3AD01	European Credit Transfer System
3AD02	ECTS approved institutes and contact individuals

### **Publications of this section**

- Relevant Policies and procedures

### **Contact Points and Telephone Numbers**

Contact	Fiona Canning
Telephone:	01-8851334
Fax:	01-8851001
e-mail:	<a href="mailto:fiona.canning@itb.ie">fiona.canning@itb.ie</a>

## 5. Development

**Head of Development:** Tom Doyle  
**Telephone:** 01-8851031  
**Fax:** 01-8851007  
**e-mail:** [tom.doyle@itb.ie](mailto:tom.doyle@itb.ie)

### 5.1 Estates Office

#### Areas of Responsibility

- Security
- Caretaking
- Physical Facilities
- Third party tenants
- Restaurant

#### Rules, guidelines and precedents used

Responsible for the planning and procurement of new facilities together with the maintenance and operation of existing facilities and grounds.

#### External:

- Government Public Procurement Regulations
- EU Procurement Regulations
- Design Team Procedures for small/medium projects (DESC 1990)
- Design Team procedures (DESC 1983)
- All relevant documents published by the following bodies:

N.S.A.I

B.S.I

C.I.B.S.E.

#### Internal:

- Tendering
- Purchasing

**Publications of this section**

- Relevant Institute policies and procedures

No regular publications are produced by this section

**Contact Points and Telephone Numbers**

Estate Manager:	Declan Garvin
Telephone:	01-8851031
Fax:	01-8851007
e-mail:	<a href="mailto:declan.garvin@itb.ie">declan.garvin@itb.ie</a>



## 5.2 Continuing Education

### Rules, guidelines and precedents used

Responsible for developing and implementation of support systems and resources aimed specifically at mature students and supervision of processes for the ongoing development and delivery of the Continuing Education Programme.

### Key Policies

2MP08 Management of Continuing Education Programme

Recruitment of Part-time staff

### Publications of this section

- Continuing Education prospectus

### Contact Points and Telephone Numbers

Contact: Mairead Murphy

Telephone: 01-8851135

Fax: 01-8851001

e-mail: [mairead.murphy@itb.ie](mailto:mairead.murphy@itb.ie)

## 5.3 Industrial Liaison

### Rules, guidelines and precedents used

Responsible for establishing links with official agencies. Dealing with economic development of the region and with industry and commercial operators in the catchment area. Research & Development and incubator tenants come within the remit of this office.

### Key Policies

2MP19	Research policy and strategy
3RD01	Research ethics and code of good research practice

### Publications of this section

- Relevant Institute policies and procedures

No regular publications are produced by this section

### Contact Points and Telephone Numbers

Contact:	Assumpta Harvey
Telephone:	01-8851186
Fax:	01-8851001
e-mail:	<a href="mailto:assumpta.harvey@itb.ie">assumpta.harvey@itb.ie</a>

## 6. Secretary/Financial Controller

Secretary Financial Controller: Eileen Quinn  
Telephone: 01-8851031  
Fax: 01-8851007  
e-mail: [eileen.quinn@itb.ie](mailto:eileen.quinn@itb.ie)

### 6.1 Finance

#### Rules, guidelines and precedents used.

The finance unit operates under the rules and guidelines of Public Sector Finance and Public Procurement Procedures as laid down by the Department of Finance. The section also operates under the provisions of Regional Technical Colleges Act, 1992. In matters of payroll, the unit operates under the rules laid down by the Revenue Commissioners. The accounts of the college are audited by the office of the Comptroller and Auditor general on an annual basis.

#### Key Policies

2MP05	Budgeting, Monitoring and Control
2MP03	Procurement Procedures at ITB
3GA07	Record Retention Policy

#### Publications of this Section

- Annual Accounts
- Annual Return
- Relevant Institute policies and procedures

#### Contact points and telephone numbers

Finance Officer: Mary Hoolahan  
Telephone: 01-8851021  
Fax: 01-8851001  
E-mail: [mary.hoolahan@itb.ie](mailto:mary.hoolahan@itb.ie)

## 6.2 Human Resources

### Rules, guidelines and precedents used

The public service management and development division of the Department of Finance is currently responsible for pay (including pensions) determination, administrative budgets, staff numbers, grading and conditions of service – sick leave, annual leave, dismissals, overtime, recruitment and promotion generally, in the civil service. The Department of Finance issues circulars and letters to departments dealing with these various subjects which are contained in the Personnel Code and are followed by the Personnel Section in carrying out its functions. The code is available to the general council staff side and other associations. The section also has regard to all Department regulations and relevant legislation. Where the purchase of furniture and fittings is involved the government tendering, contract and relevant financial procedures are operated.

### Key Policies

2MP04	Staff Training and Development Policy
3HR05	Preventing & dealing with bullying and harassment
3HR12	Disciplinary Policy and Procedures –Support Staff
3HR13	Grievance Policy and Procedures – Support Staff
3HR15	Sick Leave Policy – All Staff
3HR14	Equality Policy
3HR17	Recruitment and Selection

### Publications of this section

- Relevant Institute policies and procedures

### Contact points and telephone numbers

Contact: Cathy Brennan  
Telephone: 01-8851018  
Fax: 01-8851007  
E-mail: [cathy.brennan@itb.ie](mailto:cathy.brennan@itb.ie)

## 7. School of Informatics and Engineering

**Head of School:** Larry McNutt  
**Telephone:** 01-8851080  
**Fax:** 01-8851001  
**e-mail:** [larry.mcnutt@itb.ie](mailto:larry.mcnutt@itb.ie)

### 7.1

#### Discipline Areas

**Head of Department - Informatics:** Brian Nolan  
**Telephone:** 01-8851082  
**e-mail:** [brian.nolan@itb.ie](mailto:brian.nolan@itb.ie)

- Horticulture
- Computer Science

### 7.2

**Head of Department – Engineering:** Richard Gallery  
**Telephone:** 01-8851090  
**e-mail:** [richard.gallery@itb.ie](mailto:richard.gallery@itb.ie)

- Electronic & Computer Engineering
- Mechatronics

### 7.3

**Head of Section–Apprentice Trades:** Liam Quirke  
**Telephone:** 01-8851175  
**e-mail:** [liam.quirke@itb.ie](mailto:liam.quirke@itb.ie)

- Carpentry-Joinery
- Electrical
- Plumbing
- Brick/ Stonelaying

**School Secretary:** Naomi Dixon  
**Telephone:** 01-8851081  
**Fax:** 01-8851001  
**e-mail:** [naomi.dixon@itb.ie](mailto:naomi.dixon@itb.ie)

#### **Rules, guidelines and precedents used**

A number of documents have been produced that inform staff and students of the policies and procedures of the Institute. These have been produced from approved reports adopted by the Academic Council of the Institute, or following approval by the Top Management Group of the Institute. These documents are made available to all staff and students on the Institute intranet site.

#### **Key Policies**

- |       |  |
|-------|--|
| 3CD05 | Course Board policy and procedures                                     |
| 3CD06 | Course monitoring policy and procedure                                 |
| 3CD09 | Policy on consultation with secondary providers of educational courses |

#### **Publications of this section**

Relevant Institute policies and procedures

## 8. School of Business & Humanities

Head of School: Michael Tobin  
Telephone: 01-8851060  
Fax: 01-8851001  
e-mail: [michael.tobin@itb.ie](mailto:michael.tobin@itb.ie)

### 8.1

#### Discipline Areas

Head of Department - Business: Pat O'Connor - Business, IT  
Telephone: 01-8851068  
e-mail: [pat.oconnor@itb.ie](mailto:pat.oconnor@itb.ie)

### 8.2

Head of Department – Humanities: Celesta McCann James - Social Care  
Telephone: 01-8851322 - Languages  
e-mail: [celesta.mccann@itb.ie](mailto:celesta.mccann@itb.ie)

School Secretary: Olive McGivern  
Telephone: 01-8851042  
Fax: 01-8851001  
e-mail: [olive.mcgivern@itb.ie](mailto:olive.mcgivern@itb.ie)

#### **Rules, guidelines and precedents used**

A number of documents have been produced that inform staff and students of the policies and procedures of the institute. These have been produced from approved reports adopted by the Academic Council of the Institute, or following approval by the Top Management Group of the Institute. These documents are made available to all staff and students on the Institute intranet site.

#### **Key Policies**

3CD05	Course Board policy and procedures
3CD06	Course monitoring policy and procedure
3CD09	Policy on consultation with secondary providers of educational courses

#### **Publications of this section**

- Relevant Institute policies and procedures