

Institiúid Teicneolaíochta Sligeach

INSTITUTE OF TECHNOLOGY, SLIGO

SECTION 16

**AN INFORMATION GUIDE
TO
RULES PRACTICES AND GUIDELINES**

SLIGeAC

INDEX OF CONTENTS

- 1.0 Introduction
- 2.0 Information on Section 16 Manual
- 3.0 Mission Statement
- 4.0 Descriptions & Functions
- 5.0 Management Structure
 - 5.1 Management Structure and Organisation Chart
- 6.0 **Rules, Guidelines, Precedents used, publications issued by individual Departments and Function areas.**
 - 6.1 Governing Body
 - 6.2 Academic Council
 - 6.3 Director
 - 6.4 Executive Committee
 - 6.5 Registrar's Department
 - 6.5.1 Admissions Unit
 - 6.5.2 Access Officer
 - 6.5.3 Computing Services Department
 - 6.5.4 Examination Unit
 - 6.5.5 Library
 - 6.6 Student Services
 - Careers & Graduates Officer
 - Chaplaincy
 - Student Health Services
 - Student Services Administration
 - 6.7 Secretary Financial Controller
 - 6.7.1 Finance Department
 - 6.7.2 Personnel Department
 - 6.8 Development Office
 - 6.9 Schools
 - 6.9.1 School of Engineering
 - 6.9.2 School of Business & Humanities
 - 6.9.3 School of Science
 - 6.10 CRAE
 - 6.10.1 Research
 - 6.10.2 Lifelong Learning

FREEDOM OF INFORMATION ACT

1.0 INTRODUCTION

The Freedom of Information (FOI) Act, 1997, establishes 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.

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.

This reference book has been prepared and published in accordance with the requirements of section 15 of the Act. Its purpose is to facilitate access to official information held by Institute, by outlining the structure and functions of the Institute, details of the services we provide and how they may be availed of, information on the classes of records we hold and information on how to make a request to the Institute under the Freedom of Information Act, 1997.

2.0 INFORMATION ON RULES AND PRACTICES OF THE INSTITUTE

Section 16 Manual

Under the terms of the Freedom of Information Act, 1997 and 2003, Departments and Offices are required to produce documentation explaining the way they make decisions.

This Institute has published a Reference Book entitled *Rules and Practices*.
(*Section 16 Manual*)

This Reference Book outlines the various rules, guidelines and precedents that individual sections use in making decisions. And This is available at Institute library, or on the Internet web site of the Institute.

3.0 MISSION STATEMENT

The mission of the Institute is

“to provide educational opportunities to the maximum sustainable extent through high quality teaching, research and development. It is a Regional Higher Education Institution with a National dimension and international perspectives. It has a particular duty to support the development of its region in economic, social and cultural terms. Recognising the history and development of its region, it is founded on moral and ethical values and the principles of equality, justice and academic freedom.”

A Vision of our Institute

Our Institute will be recognised by students, staff and the communities we serve as the finest Institute of Technology in Ireland.

Our Institute will be recognised nationally and internationally as an integral part of the social, cultural and economic fabric of our region and a leader in the growth and development of the people and communities of the west and north-west of Ireland.

Our Institute will have the right to award our own qualifications. This right to academic autonomy will be based on the excellence of our students, staff, management and governance.

Our Institute will evolve its academic structures in line with the developing needs of the people and communities we serve.

4.0 DESCRIPTION & FUNCTIONS

The Institute of Technology Sligo is involved in the provision of education at third level, Adult education and Further education. The Institute has three academic schools, i.e. School of Business & Humanities, School of Engineering and School of Science together with a Centre for Research and Advanced Education – CRAE.

The functions of the Institute shall, subject to the provision of the Regional Technical Colleges Act, 1992, ‘be to provide vocational and technical education and training for the economic, technological, scientific, commercial, industrial, social and cultural development of the State with particular reference to the region served by the college, and, without prejudice to the generality of the foregoing, a college shall carry out the functions as described in Section 5 (1) of the Regional Technical Colleges Act, 1992 (*See p.5 of the Act*)’

Sligo Regional Technical was established in 1970, under the provisions of the 1930 Vocational Education Act.

A Board of Management, established as a sub-Committee of the Borough of Sligo Vocational Education Committee, managed the College until December 1992. The Board of Management was required to report to the Borough of Sligo VEC for confirmation of its decisions.

The Regional Technical Colleges’ Act, 1992, transferred responsibility for management of the College to a Governing Body, which has managed the Institute since 1st January 1993. The Governing Body is independent of the VEC, but is required to submit annually, a two-year schedule of proposed programme and budgets to the VEC for transmission to the Department of Education.

Under the Act the Academic Council was established on a statutory basis. The post of Director was established as a statutory post. The Institute Management was strengthened by the creation of the new posts of Registrar, Secretary/Financial Controller and Head of Development at senior management level together with posts of Finance Officer, Personnel Officer, Building Officer, Computer Services Manager, Librarian and Administration Officer at middle management level.

In January 1998, the College was designated as an Institute of Technology. The Institute is situated on the main Sligo-Enniskillen road about one mile from the city center.

5.0 Management Structure:

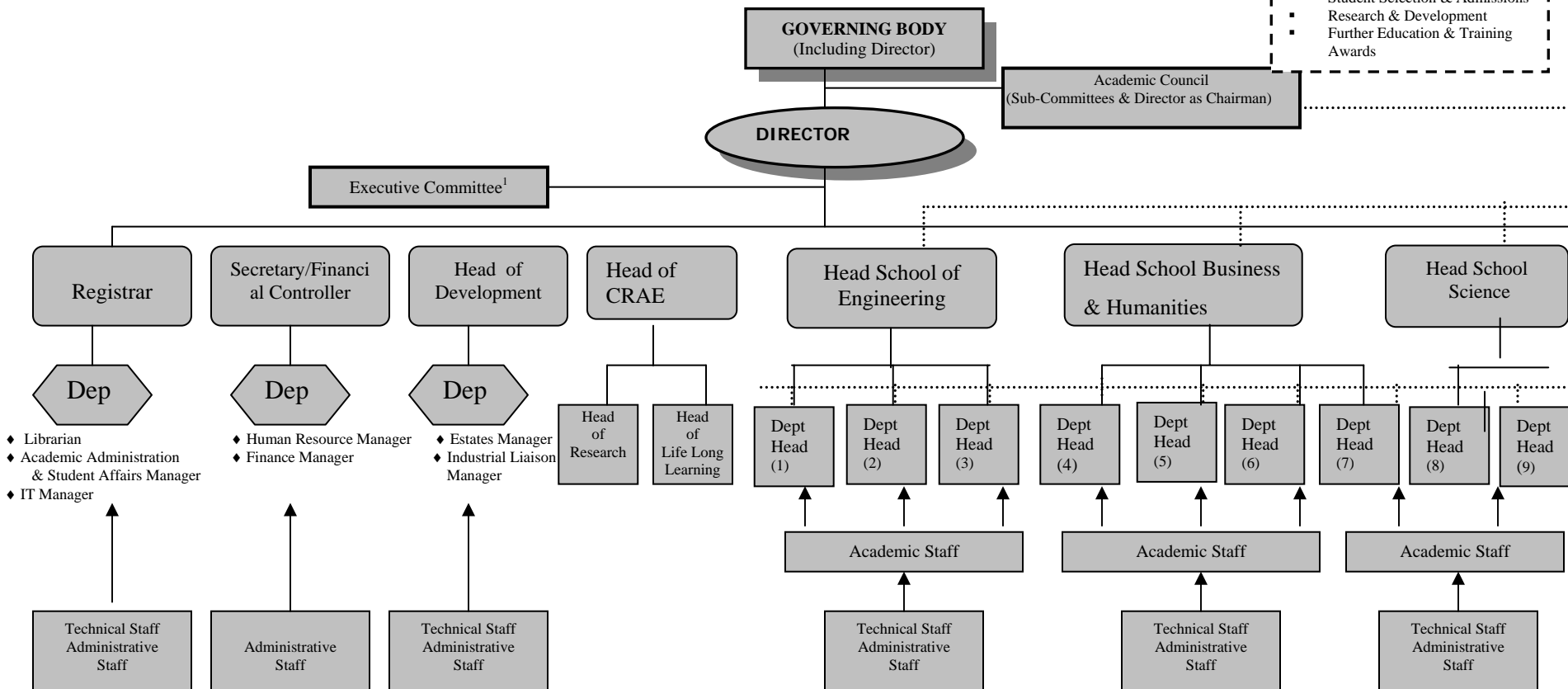
Director:	Dr. R.H. Thorn
Registrar Computer Services Mgr. Academic Admissions & Student Affairs Mgr. Librarian	Mr. D.M. Finan Mr. P. Ryan Mr. P. Cuffe Mr. J. Foran
Secretary/Financial Controller Human Resources Manager Finance Manager	Mr. J. Cosgrove Ms. C. Casey Mr. M. Henehan
Head of Development Estate Manager Industrial Liaison Officer	Mr. D. McConville Mr. E. Millar Mr. R. O'Reilly
Head School Business & Humanities Head Dept. Information Systems Head Dept. of Humanities Head Dept. of Business & Languages Head Dept. Marketing, Tourism & Leisure	Mr. T. Young Mr. M. Barrett Dr. P. Share Sr. P. Tomlinson Ms. E. Ward
Head School Engineering Head Dept. Civil Eng. & Construction Studies Head Dept. of Mechanical & Electronic Eng. Head Dept. Engineering Technology	Dr. P. McCormack Mr. J. Hanley Mr. F. Carter Mr. M. Casserly
Head School of Science Head Dept. Applied Science Head Dept. Environmental Science	Mr. J.P. Timpson Dr. B. Geraghty Dr. B. Fitzgerald
CENTRE FOR RESEARCH & ADVANCED EDUCATION	
Head of Centre	Mr. P. Timpson
Head Dept. of Lifelong Learning	Ms. E. Fitzmaurice
Head of Research	Dr. J. Bartlett

5.1 Management Structure and Organisation Chart

The basic management structure of the Institute is shown in the organisation chart below.

Academic Council Sub-Committees

- Standards & Examinations
- Planning & Co-ordination
- Student Selection & Admissions
- Research & Development
- Further Education & Training Awards



1 Comprises Director, Registrar, Secretary/Financial Controller, Head of Development, Head of CARES, Heads of School. Meets once a week.

Note: Levels indicated on the chart are not necessarily a reflection of rank.

1. Civil & Construction	2. Mechanical & Electronic
3. Applied Technology	4. Business & Languages
5. Accounting & Computing	6. Humanities
7. Mkt Tourism & Leisure	8. Environmental Science
9. Applied Science	

6.0 RULES, GUIDELINES, PRECEDENTS USED, PUBLICATIONS ISSUED BY INDIVIDUAL DEPARTMENTS/FUNCTIONS AREAS

6.1 GOVERNING BODY

Rules, Guidelines and Precedents Used

Regional Technical Colleges Act, 1992
Regional Technical Colleges Amendment Act, 1994
Qualifications, Education and Training Act, 1999
Freedom of Information Acts 1997 & 2003
Department of Education Circular Letters
Standing Orders

Publications Issued

Annual Report

Contact Points and Telephone Numbers

Contact the Director's Office at
Telephone: 353 71 91 55200
Fax: 353 71 91 60934
E.mail: thorn.richard@itsligo.ie

6.2 ACADEMIC COUNCIL

Rules, Guidelines and Precedents Used

Regional Technical Colleges Act, 1992
Regional Technical Colleges Amendment Act, 1994
Qualifications, Education and Training Act, 1999
Freedom of Information Acts 1997 & 2003
NCEA Policy Document 1972 – 2000
Standing Orders
Institute Quality Assurance Procedures

Publications Issued:

None

Contact Points and Telephone Numbers:

Telephone: 353 71 91 55293
Fax: 353 7191 60475
E.mail: geraghty.joan@itsligo.ie

6.3 DIRECTOR

Rules, Guidelines and Precedents Used

Regional Technical Colleges Act 1992
Regional Technical Colleges Amendment Act 1994
Qualifications, Education and Training Act, 1999
Freedom of Information Acts 1997 & 2003
Department of Education Circular Letters
Standing Orders

Publications Issued

Strategic Plan
Communication Strategy

Contact Points and Telephone Numbers

Contact the Director's Office at
Telephone: 353 71 91 55200
Fax: 353 71 91 60934
E.mail: thorn.richard@itsligo.ie

6.4 EXECUTIVE COMMITTEE

Rules, Guidelines and Precedents Used

Regional Technical College's Act, 1992
Regional Technical College's Amendment Act 1994
Qualification, Education & Training Act, 1999
Freedom of Information Acts 1997 & 2003
Department of Education Circulars

Publications Issued

None

Contact Points and Telephone Numbers

Assistant to Secretary Financial Controller: Deirdre Cuffe
Telephone: 353 71 91 32714
Fax: 353 7191 60934
E.mail: cuffe.deirdre@itsligo.ie

6.5 REGISTRAR'S DEPARTMENT

6.5.1 ADMISSIONS UNIT

Rules, Guides and Precedents Used:

Regional Technical Colleges Act, 1992
Regional Technical Colleges Amendment Act, 1994
Freedom of Information Acts 1997 & 2003
Qualification, Education and Training Act, 1999
HETAC Policies & Procedures
Admissions Procedures under the following headings (all sections are under review and headings may be reviewed as necessary):
Entry through the CAO
Direct entry to non-first year programmes
International Students
ACCS
Internal Admissions Procedures

Publications Issued

College Prospectus
Lifelong Learning Prospectus
Course Progression Chart

Contact Points and Telephone Numbers

Contact the Admissions Office at
Telephone: 353 71 91 55379
Fax: 353 71 91 60934
E.mail: admissions@itsligo.ie

6.5.2 ACCESS UNIT

Rules, Guidelines and Precedents Used

Equal Status Act,
Application Procedure for Non-traditional students.
Internal Procedures
Guidelines for the Operation of Student Assistance Fund Third Level
Institutions.
Guidelines for Disability Fund.

Publications Issued

Financial Information Sheet for non-traditional 1st Year Students
Disability Information Sheet.

Contact Points and Telephone Numbers

Contact the Access Office – Catherine McNelis at
Telephone: 353 71 91 55381
Fax: 353 71 91 60475
E.mail: access@itsligo.ie

6.5.3 COMPUTING SERVICES DEPARTMENT IT Sligo

Rules, Guidelines and Precedents Used

Procedures for Seeking Quotations and Tenders (Advertising) in the Context of
Purchasing Goods and Services.
Purchase Requisition Authority Limits
Institute's Acceptable Use Policy

Publications Issued

None

Contact Point:

Computing Services Manager: Padraig Ryan

Telephone: 353 71 55365
Fax 353 71 60475
Email: ryan.padraig@itsligo.ie

March 2004

6.5.4 EXAMINATIONS UNIT

Rules, Guidelines and Precedents Used

N.C.E.A. Examinations Marks & Standards

H.E.T.A.C Marks & Standards

IT Sligo Marks & Standards

Internal Examination Procedures

Publications Issued

Conferring Booklet

Contact Points and Telephone Numbers

Contact the Examination Office at:

Telephone: 353 71 91 55277

Fax: 353 71 91 60475

Email: examinations@itsligo.ie

6.5.5 LIBRARY

Rules, Guidelines and Precedents Used:

Internal Library Procedures.

Publications Issued:

None

Contact Point:

Contact the Librarian Jim Foran at:

Phone: 353 71 91 55305

Fax: 353 71 91 41996

E.mail: foran.jim@itsligo.ie

6.6 STUDENT SERVICES

The Student Services comprise the following sections:

- Careers & Graduates
- Chaplaincy
- Student Health Services
- Student Services Administration

Rules, Guidelines and Precedents Used

AGCAS (Association of Graduate Careers Advisory Service)

An Bord Altranais Guidelines

Policy for Health Boards on Record Retention National FOI Liaison Group.

Freedom of Information Acts 1997 & 2003

Publications Issued

Annual Report – Careers & Graduate Service; Careers Fair

Information Leaflets

Annual Health Services Report

Student Health Services Leaflet

Student Handbook

Study Skills Handbook

Contact points and telephone numbers

Student Services Administration

Telephone: 071 91 55204

Email: student_services@itsligo.ie

Careers/Alumni Office – Adette Ring

Telephone: 373 71 91 55403

e.mail: ring.adette@itsligo.ie

Chaplain – Fr. Declan Brady

Telephone: 353 71 91 55215

e.mail brady.declan@itsligo.ie

Counsellor – Sandra Higgins

Telephone: 353 71 91 55463

e.mail Higgins.sandra@itsligo.ie

Nurse – Pat Finan

Telephone: 353 71 91 55205

e.mail finan.pat@itsligo.ie

FAX: 353 71 91 60475

6.7 SECRETARY/FINANCIAL CONTROLLER

6.7.1 FINANCE DEPARTMENT

Rules, Guidelines and Precedents Used

Government Public Procurement Regulations

EU Procurement Regulations.

Regional Technical Colleges Act, 1992

Regional Technical Colleges Amendment Act 1994

EU Regulations where applicable

Department of Education & Science Circular Letters

Generally accepted Accounting Standards. These standards have been incorporated in the internal procedures used by the Finance Department, which can be found in the Procedures Manual

Freedom of Information Act 1997 & 2003

Prompt Payments Act 1997

Revenue Commissioners Withholding Tax Guide

Publications Issued

None

Contact Points And Telephone Numbers

Contact the Finance Manager Helen McMorrow at

Telephone: 353 71 91 553484

Fax: 353 71 91 60934

Email: mcmorrow.helen@itsligo.ie

finance@itsligo.ie

6.7.2 HUMAN RESOURCES DEPARTMENT

Rules, guidelines and precedents used

- Relevant Employment Legislation.
- Department of Education and Science Circular Letters
- Department of Education and Science Selection Procedures
- Regional Technical Colleges Act 1992
- Regional Technical Colleges Amendment Act 1994
- National Agreements
- Local Government Superannuation Schemes
- Internal HR Procedures
- Freedom of Information Acts 1997 & 2003

Publications issued

The Staff Handbook (published internally and is confidential to staff of the Institute).

Job Specifications are made available to applicants at time of application.

Contact points and telephone number

Contact the HR Office at :

Telephone: 353 71 91 55338

Fax: 353 71 91 60934

E.mail: personnel@itsligo.ie

6.8 DEVELOPMENT OFFICE

Rules, Guidelines and Precedents Used:

Regional Technical Colleges Act 1992
Regional Technical Colleges Amendment Act, 1994
Freedom of Information Act 1997 & 2003
Qualification, Education and Training Act 1999
Government Public Procurement Regulations
EU Procurement Regulations (where applicable)
Internal Procedures:

The Institute in applying for funds from Agencies agrees to abide by agreed rules for such projects:

HEA
Enterprise Ireland

Publications Issued:

None

Development Office Administration

Telephone: 353 71 91 55335
Fax 353 71 91 60934
Email development@itsligo.ie

Building Office 353 71 91 55334
Email Miller.ed@itsligo.ie

Industrial Liaison Office 353 71 91 55385
Email ilo@itsligo.ie

International Office 353 71 91 55384
Email curley.Eileen@itsligo.ie

Ballinode Catering & Services Ltd. (Gym) 353 71 91 55211
Email Dalton.gerry@itsligo.ie

Ballinode Catering & Services Ltd. (Canteen) 353 71 91 55210
Email Dalton.gerry@itsligo.ie

CREDCO Ltd : BIC Reception 353 71 91 44131

BIC Manager 353 71 91 55315

Email gillen.janette@itsligo.ie

6.9 SCHOOLS

6.9.1 SCHOOL OF BUSINESS & HUMANITIES

Rules, Guidelines and Precedents Used

Internal Procedures

- Marks & Standards (adopted from HETAC -formally NCEA)
- Disciplinary Guidelines
- Student Work Placement Policy
- All relevant Institute Procedures
- Internal Auditors Report
- Submission Documents
- Extern Examiner Reports
- Internal reports from Administration

Publications Issued

Course Submissions

Programmatic Reviews

Contact Points and Telephone Numbers

Contact the School of Business & Humanities at

School Administrator: - Eileen Teyssou

Telephone: 353 71 91 55252

Fax 353 71 91 45704

e.mail teyssou.eileen@itsligo.ie

School Secretaries

Telephone: 353 71 91 55249

Fax 353 71 91 45704

e.mail johnston.grace@itsligo.ie

Telephone: 353 71 91 55439

Fax 353 71 91 45704

E.mail: conway.fidelma@itsligo.ie

Telephone: 353 71 91 55439

Fax 353 71 91 45704

E.mail: fitzmaurice.kathy@itsligo.ie

6.9.2 SCHOOL OF ENGINEERING

Rules, Guidelines and Precedents Used

Internal Procedures

- Marks & Standards (adopted from HETAC – formally NCEA)
- Disciplinary Guidelines
- Student Work Placement Policy
- All relevant Institute Procedures
- Internal Auditors Report
- Submission Documents
- Extern Examiners Reports
- Internal reports from Administration

Publications Issued

Course Submissions

Programmatic Reviews

Contact Points and Telephone Numbers

Contact the School of Business & Humanities at

School Administrator: - Aoife Currid

Telephone: 353 71 91 55252

Fax 353 71 91 45704

e.mail currid.aoife@itsligo.ie

School Secretaries

Telephone: 353 71 91 55224

Fax 353 71 91 55390

e.mail gillespie.carmel@itsligo.ie

Telephone: 353 71 91 55313

Fax 353 71 91 55390

E.mail: branley.catriona@itsligo.ie

6.9.2 SCHOOL OF SCIENCE

Rules, Guidelines and Precedents Used

Internal Procedures

- Marks & Standards (adopted from HETAC – formally NCEA)
- Disciplinary Guidelines
- Student Work Placement Policy
- All relevant Institute Procedures
- Internal Auditors Report
- Submission Documents
- Extern Examiners Reports
- Internal reports from Administration

Publications Issued

Course Submissions

Programmatic Reviews

School Administrator – Deirdre Collery

Phone: 353 71 91 55342

E.mail collery.deirdre@itsligo.ie

School Secretaries:

Phone: 353 71 91 55234

E.mail: fahy.breege@itsligo.ie

Fax: 353 71 91 46802

6.10 CRAE (Centre for Research & Advanced Education)

6.10.1 Research Office

Rules, Guidelines and Precedents Used:

HETAC Procedures: HETAC has set out a range of quality assurance procedures for research contained in its publication Post-graduate Research Degrees; policy and procedures (incorporating Part D. Examination Marks and Standards 2001. See www.hetac.ie for more details.

IT, Sligo Research Quality Assurance System: It Sligo Research Quality Assurance System has been designed to provide quality

assurance in areas of research practice not already covered by HETAC or Institute procedures.

Research Procedures:

- RES001/099 Preparation of research funding applications
- RES002/100 Selection of Post-graduate student for funded research position.
- RES003/101 Assessment of post-graduate progress
- RES004/102 Change of supervisory arrangements by post-graduate research student.
- RES005/103 Supervision of post-graduate students working/studying externally at other college or industry.
- RES006/104 Purchase requisition authority limits for post-graduate research
- RES007/105 Access to Biosolids research sampling vehicle.
- Draft: Grievance reporting relating to post-graduate research.

Research Forms:

- RESF01 Project Brief Template
- RESF02 Application Form
- RESF03 Acceptance Letter
- RESF04 Change of Supervisor
- RESF05 Vehicle Log
- Draft Evaluation Form

Publications Issued

Research Handbook

Website. www.itsligo/research

Contact Points and Telephone Numbers

Dr. John Bartlett

Head of Research

Email: bartlett.john@itsligo.ie

el: 071 91 55314

Fax: 071 91 44500

Dr. Enda Gibney

Biosolids Programme Manager

Email: gibney.enda@itsligo.ie

Tel: 071 91 55243

Fax: 071 91 44500

Ms. Geraldine Duignan

Business & Humanities Programme Manager

Email: duignan.geraldine@itsligo.ie

March 2004

Tel: 071 9137224
Fax: 071 91 44500

Mr. Paul Weinmann
Computing & Engineering Programme Manager
Email: weinmann.paul@itsligo.ie
Tel: 071 91 37225
Fax: 071 91 44500

Ms. Fiona Brennan
Research Office Administrator
Email: brennan.fiona@itsligo.ie
Tel: 071 91 37227
Fax: 071 91 44500

6.10.2 Life Long Learning Office

Rules, Guidelines and Precedents Used:

- HETAC Guidelines with regard to course content and accreditation
- IT Sligo Quality Assurance Procedures

Forms Used

Application Forms
Staff Fees Waiver Forms

Publications Issued

Life Long Learning Prospectus

Contact Points:

Dr. Eleanor Fitzmaurice
Head of Department of Lifelong Learning

Telephone: 353 71 9137216
Fax: 353 71 9137229
e.mail fitzmaurice.eleanor@itsligo.ie

Elizabeth O' Neill
Lifelong Learning Coordinator

Telephone: 353 71 9137215
Fax: 353 71 9137229
e.mail oneill.elizabeth@itsligo.ie b