

# STUDENT HANDBOOK 2017/18

National College of Art & Design  
A Recognised College of University College Dublin  
**WWW.NCAD.IE**

**NCAD** DUBLIN

National College of Art and Design  
*A Recognised College of University College Dublin*

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# **INTRODUCTION**

## Introduction

I want to welcome you to the College for the academic year 2017/18. If you are a first time student you will hopefully find this Student Handbook of considerable use. For continuing students there have been changes to some personnel and to some of the existing policies and procedures, so do refer to the relevant sections for information.

For the sake of the environment, the Handbook will only be available on the College website and will not be published in hard copy, though copies will be available for reference in the Library.

This Student Handbook is issued by the College, but there is also a handbook issued by the Students' Union, which you should receive early in the first term. Some of the Schools and Departments also produce their own internal handbook and you should read specific details relating to your own particular area of study.

With so many handbooks around, you may wonder what is so special about this one. What we are trying to do with this one is to enable you to understand what sometimes can be a complex organisation and to give you some guidance on where to find things and how to get things done. We want to make your time in the College as uncomplicated and productive as possible and this handbook might be helpful to you in pointing you in particular directions, particularly if problems arise during your years in the College. In particular, familiarise yourself with the basics, codes of conduct, medical and counselling services, student support services and examination regulations.

If you feel that my office can be of help to you in any way, please bring it to our attention by calling into Reception in the main **STUDENT SERVICES AND ADMISSIONS OFFICE** or phone (confidentially) **636 4217**. We would like you to enjoy your stay in the National College of Art and Design and to be successful in all you achieve and we are here to give you whatever assistance you require in achieving your goals.

**Dr Siún Hanrahan**  
**Interim Head of Academic Affairs**

## **History of the college**

The National College of Art & Design occupies a unique position in art & design education in Ireland. It offers the largest range of art & design undergraduate and postgraduate degrees in the state. No matter where you are you will probably find that a graduate of the National College of Art & Design has contributed to the visual culture that surrounds you. Many of Ireland's most important artists, designers and art teachers have studied in the College and it has long been the central and most important art & design educational institution in Ireland.

The College has had many guises over the years since its origin in 1746 when Robert West had a private drawing school in George's Lane in Dublin. In its present structure the National College of Art & Design was established in 1971 by Act of An tOireachtas and is now governed by a board (An Bord) appointed by the Minister for Education and Skills. Students have two places on that board.

We have been located in Thomas Street since 1980 but it has only been since 1998 that all of the Schools and Departments of the College have been located on this one campus, which now encompasses the James's Street Campus, located at 101 – 103 James Street.

In 2008 the College completed the refurbishment of what was the old fire station in Thomas Street. Now renamed Harry Clarke House, this building houses the School of Visual Culture, a number of lecture theatres and the NCAD gallery. The gallery has a programme of exhibitions scheduled each year.

We are anticipating an exciting and busy year to come in the College. Having just completed the first full cycle of our suite of three-year undergraduate degrees, our focus will be on enhancing each of these degree programmes and developing our postgraduate and PhD provision. Our ambition is to deliver against the full potential of the College's 3+2+3 strategy, including greatly enhancing the international dimension of our programmes.

As we head into the 6<sup>th</sup> year of our Academic Alliance with UCD, delivering on our potential will be greatly enhanced by this relationship and our joint efforts to meet the recommendations of NCAD+UCD strategic innovation report [www.ncad.ie/about/structure/ncad-ucd-alliance/](http://www.ncad.ie/about/structure/ncad-ucd-alliance/).

Your voice, as a student of NCAD, is important in all of these developments and is channeled through School/ Department Board membership, and at Academic Council and An Bord through the Student Union Representatives.

## University College Dublin & National University of Ireland

The College, with effect from 1<sup>st</sup> September 2011, is a Recognised College of the University College Dublin. All new students who enter during 2016/17 at either undergraduate or postgraduate courses are on courses validated by the University College Dublin.

### College Structure

A Board (An Bord), appointed by the Minister for Education and Skills governs the College. There are 11 members of An Bord; 6 direct appointees of the Minister, the Director, 2 staff and 2 student members. A new Board is appointed every three years and the current Board, appointed in 2015 has the following representatives:

|   |   |
|---|---|
| <b>Chairperson</b>                                    | Professor Niamh Brennan                                   |
| <b>Director</b>                                       | Sarah Glennie (from 2nd January 2018)                     |
| <b>Academic Staff Representatives</b>                 | Rachel Tuffy<br>Oliver Whelan                             |
| <b>Day Student Representative</b>                     | Grainne Murphy  |
| <b>CEAD Student Representative</b>                    | Ross Golden-Bannon  |
| <b>Members of An Bord</b>                             | Blaise Smith<br>Mary Dorgan<br>Karen Furlong<br>Ian Power |
| <b>Non-Academic Staff Representative (non voting)</b> | Mark Carroll  |

**Academic Council** regulates the academic policies of the College and has representatives from all Schools. Students are represented through their School. The Director is the Chairperson of Academic Council.

**School Board and Department Board** meetings take place about five times a year. This is an important opportunity for student representatives from each class to put forward particular areas of concern.

## HEA Student Collection Notice 2017

We will send some of the information we hold about you to the Higher Education Authority (HEA). This information forms your HEA student record, which does not include your contact details (name, address or telephone number).

About nine months after you graduate, we will contact you to ask you to fill in the HEA 'First Destination of Graduates Survey' questionnaire. We will not give your contact details to the HEA.

The HEA student record is used for three broad purposes:

### 1. Statutory functions

The HEA record is used by the organisations listed below, or agents acting on their behalf, to carry out their public functions connected with education in the Republic of Ireland.

- Department of Education and Skills.
- Department of Enterprise Trade and Innovation.
- Department of Social Protection.

The HEA will provide your student record to CDET B (SUSI) an agent of the Department of Education and Skills. This record will include data on any previous enrolment in higher education in the Republic of Ireland. The HEA record is provided to CDET B (SUSI) for the purposes of verifying data supplied as part of grant applications, verifying that a student is enrolled or registered in accordance with the rules of an approved institution, assisting in the processing of applications for grants and determining an applicant's eligibility for grant support under the education progression requirements of the Student Grant Scheme and the Student Support Act 2011.

The HEA record may also be used by the Central Statistics Office in order to carry out their statutory functions of measuring population levels and monitoring public expenditure.

Your HEA record will not otherwise be used in any way that affects you personally.

### 2. HEA publications

HEA use the HEA student record to produce anonymised aggregate data in annual statistical publications. These include some National Statistics publications and online management information services.

### 3. Research, equal opportunity, journalism, other legitimate interest/public function

*HEA will also supply anonymised aggregate data to third parties for the following purposes:*

- Equal opportunities monitoring - the HEA student record may contain details of ethnic group and disability. This data is only used where it is needed to promote or maintain equality of opportunity or treatment between persons of different racial or ethnic origins, or different states of physical or mental conditions.
- Research. This may be academic research, commercial research or other statistical research into education where this is of benefit to the public interest.
- Journalism, where the relevant publication would be in the public interest. Anonymised aggregate data for the above purposes is supplied by HEA to the following types of user:

- Local, regional and national government bodies who have an interest in higher education.
- Higher education sector bodies.
- Higher education institutions.
- Academic researchers and students.
- Commercial organisations (e.g. recruitment firms, graduate employers).
- Unions.
- Non-governmental organisations and charities.
- Journalists.

Individuals cannot be identified from this anonymised aggregate data.

## Your Rights

Under the Data Protection Act 1998, you have rights of access to the data HEA holds about you. This information can only be obtained by the individual presenting with a photographic ID to the HEA.

## Student Vetting

All successful applicants for programmes with a teaching qualification are required to undergo Student Vetting at the time of registration. These programmes include BA Design or Fine Art and Education, MA Socially Engaged Art + Further Education and the Professional Master of Education in Art and Design. It is essential that your Student Vetting is complete before you go out on student placement.

The Access Office run a number of school and community based projects. If you wish to participate in any of these projects you must undergo a student vetting process. You can get more information on the projects and vetting process from Finola Mc Ternan, Access Officer: [mcternanf@staff.ncad](mailto:mcternanf@staff.ncad).

## Freedom of Information Act

With effect from 1 October 2001 the Freedom of Information Act has applied to the National College of Art and Design. The Act establishes three important statutory rights:

- The legal right for each person to access information held by public bodies.
- The legal right for each person to have official information relating to her/himself amended where it is incomplete, incorrect or misleading.
- The legal right to obtain reasons for decisions affecting oneself. You should consult the College's website in respect of the Freedom of Information Act entitlements but as a student you will be entitled to all details in relation to your student records and any files held in your name.

The Freedom of Information Officer for the College is Damian Downes and correspondence to him should be addressed as follows:

**Damian Downes**

**Freedom of Information Officer**

National College of Art and Design, 100 Thomas Street, Dublin 8

Email: [downesd@staff.ncad.ie](mailto:downesd@staff.ncad.ie)

## NCAD Staff Directory

|  |  |
|--|--|
| <b>Director (Caretaker)</b>                              | Dr Siún Hanranan (to 2nd January 2018) |
| <b>Director</b>  | Sarah Glennie (from 2nd January 2018)  |
| <b>Secretary</b>   | Marion Lynch                           |
| <b>Head of Academic Affairs &amp; Research (Acting)</b>  | Dr Siún Hanranan                       |
| <b>College Secretary and Registrar</b>                   | Damian Downes                          |
| <b>Head of School of Design</b>                          | Professor Alex Milton                  |
| <b>Secretary</b>   | David Bramley                          |
| <b>Head of School of Education</b>                       | Professor Dervil Jordan                |
| <b>Secretary</b>   | Helen Fagan                            |
| <b>Head of School of Fine Art</b>                        | Professor Philip Napier                |
| <b>Secretary</b>   | Angela Dennis                          |
| <b>Head of School of Visual Culture</b>                  | Professor David Crowley                |
| <b>Secretary</b>   | Neasa Treavers                         |
| <b>Head of First Year Art and Design</b>                 | Mary Avril Gillan                      |
| <b>Secretary</b>   | Patricia Mc Donnell                    |
| <b>Head of Innovation and Engagement</b>                 | Derek Mc Garry                         |
| <b>Head of Design for the Body and the Environment</b>   | Angela O' Kelly                        |
| <b>Head of Product Design</b>                            | Sam Russell                            |
| <b>Secretary</b>   | David Bramley                          |
| <b>MAN: Medical Device Design Centre</b>                 |  |
| <b>Course Co-ordinator</b>                               | Enda O' Dowd                           |
| <b>Head of Visual Communication</b>                      | John Paul Dowling                      |
| <b>Secretary</b>   | Fiona Hodge                            |
| <b>Head of Fine Art, Media</b>                           | Feargal Fitzpatrick                    |
| <b>Head of Fine Art, Painting</b>                        | Robert Armstrong                       |
| <b>Head of Fine Art, Print</b>                           | Dr Andrew Folan                        |
| <b>Head of Fine Art, Sculpture and Expanded Practice</b> | Dr Brian Hand                          |
| <b>Head of Applied Material Cultures</b>                 | Dr Helen Mc Allister                   |
| <b>Head Librarian</b>                                    | Donna Romano                           |
| <b>Secretary</b>   | Fiona Hodge                            |
| <b>Head of Continuing Education in Art &amp; Design</b>  | Nuala Hunt                             |
| <b>Administrator</b>                                     | Fiona Cleary                           |

|                                    |   |
|------------------------------------|---|
| <b>Facilities Manager</b>          | Nick Andrews  |
| <b>Maintenance Staff</b>           | Vincent Canavan   |
| <b>Head Attendant</b>              | Rosemary O’Gorman   |
| <b>Senior Attendants</b>           | Ciaran Farrell<br>Mark Carroll  |
| <b>Attendants</b>                  | Lesley Forbes<br>Tom Tynan<br>Dermot Curtin<br>Garik Harutunyan<br>Aaron Senior<br>Ronnie Redmond<br>Janice Keating<br>Dermot Lawless<br>Terry Byrne<br>Stephen Fagan-Jenkinson<br>Karen Johnson<br>Peter Mulhall |
| <b>Students’ Union</b>             |   |
| President                          | Ross Kelly  |
| Vice President                     | Sam Casey   |
| <b>Part-time Officers:</b>         |   |
| Disability Officer                 | Rebecca Mc Carthy   |
| Mature Students’ Officer           | Season Dailey   |
| Communications Officer             | David Murphy  |
| LGBTQ+ and Gender Equality Officer | Mark Molloy   |
| Entertainments Officer             | Lorcan Rush   |

## Student Services and Admissions Staff Directory

|                                       |  |
|---------------------------------------|--|
| Head of Academic Affairs (Acting)     | Dr Siún Hanrahan   |
| College Secretary & Registrar         | Damian Downes  |
| Admissions Officer                    | Cathy Mc Cartney   |
| Admissions                            | Clare Phelan<br><a href="mailto:admissions@staff.ncad.ie">admissions@staff.ncad.ie</a>   |
| Quality and Academic Support Officer  | Killian O' Callaghan<br><a href="mailto:ocallaghank@staff.ncad.ie">ocallaghank@staff.ncad.ie</a>   |
| Access Officer                        | Finola Mc Ternan<br><a href="mailto:mcternanf@staff.ncad.ie">mcternanf@staff.ncad.ie</a>   |
| Postgraduate & Research Administrator | Fiona Burns<br><a href="mailto:research@staff.ncad.ie">research@staff.ncad.ie</a>  |
| Student Records                       | Mary Power<br>Michael O' Leary<br><a href="mailto:studentrecords@staff.ncad.ie">studentrecords@staff.ncad.ie</a>                           |
| Erasmus + International Exchange      | Clare Phelan<br>Nuala Mc Carthy<br><a href="mailto:Erasmus@staff.ncad.ie">Erasmus@staff.ncad.ie</a>  |
| Fees and Grants                       | Cian Mc Hugh<br>Julie Niculescu<br><a href="mailto:feesandgrants@staff.ncad.ie">feesandgrants@staff.ncad.ie</a>                            |
| Student Information Desk              | Anne Burke<br><a href="mailto:information@ncad.ie">information@ncad.ie</a>   |
| Human Resources                       | <a href="mailto:hr@staff.ncad.ie">hr@staff.ncad.ie</a>   |
| Accounts                              | Grainne Hamill<br>Leone Karakus<br>Yvonne O Reilly<br>Jenny Kavanagh<br><a href="mailto:accounts@staff.ncad.ie">accounts@staff.ncad.ie</a> |
| Payroll                               | <a href="mailto:payroll@staff.ncad.ie">payroll@staff.ncad.ie</a>   |
| IT Support                            | John O' Donnell/Devon Gorman<br><a href="mailto:itsupport@staff.ncad.ie">itsupport@staff.ncad.ie</a>                                       |

## Student Services and Admissions Opening Hours

### Opening hours are from

9.30am to 12.45pm and  
2.00pm to 5.00pm

## Your Student Card

When you register as a student in the College, you will be issued with a student card. This is a very important item as it has the purpose of student card, Library card and photocopy card and should be looked after carefully. You may be asked to produce your card at any time e.g. when picking up your grant cheque, collecting your vouchers, using the Library, collecting any letters you request, as well as outside use such as USIT. You might also be requested to produce your card on entering the campus as a security measure. If you lose your card it will cost you €15 to replace it.

Replacement cards are only issued between **2.30pm – 3.30pm on Tuesdays**. So remember — your student card is as important as a bankcard and should be treated as such.

## Requests for letters

Certain letters and forms will need to be obtained from the Student Services and Admissions e.g.

- Letter of Student Status.
- Letters for Grant Authorities.
- Forms to be completed and stamped.
- J1 Visas.

**These letters are available when requested but only at the following times:**

Letters requested on Fridays & Mondays will be available for collection at Reception from 2.00pm on Tuesdays. Letters requested on Tuesdays, Wednesdays and Thursdays will be available at Reception from 2.00pm – 3.00pm on Fridays.

# **FINANCE AND FEES**

## Finance and Fees

### Undergraduate Fees

There are two elements to the undergraduate fee:

- The Tuition Fee
- Student Contribution Charge College

Under the Higher Education Free Fees initiative, the Irish government pays the Tuition Fee for all eligible full-time, non-repeat undergraduate, EU/ EEA/Swiss students who meet the following criteria:

- 1. Are first-time undergraduates**
- 2. Hold EU/EEA/Swiss nationality or official refugee status and**
- 3. Have been ordinarily resident in an EU/EEA member state for at least three of the last five years preceding entry to an approved course.**

EU-students who do not qualify for the Free Fees Initiative, as outlined above, have to pay the full EU-rate undergraduate tuition fee (this fee is set by the Department of Education and Skills each year). Students who are classified as non-EU students have to pay the International Fees rate. You will find up-dated information on tuition fees for 2017/18 on the College website [www.ncad.ie/study-at-ncad/fees](http://www.ncad.ie/study-at-ncad/fees)

### Student Contribution Charge

The Student Contribution Charge has been set at €3,000 for September 2017. If you qualify for the Free Fees initiative you must pay this fee. EU students who do not qualify for the Free Fees initiative must pay the full programme fee which includes the Student Contribution Charge

**Information on fees can be found at**  
[www.ncad.ie/study-at-ncad/fees](http://www.ncad.ie/study-at-ncad/fees)

The Student Contribution Charge may be paid by the exchequer for students who qualify under the Higher Education Grants scheme/SUSI. Students have the option of paying the Student Contribution Charge in two instalments, September and January. Tax relief on the Student Contribution Charge for second and subsequent children in higher education, is available through the tax system, [www.revenue.ie](http://www.revenue.ie)

### Additional Costs – Department Materials Levy

Students are expected to meet the cost of additional materials and equipment themselves. These costs will vary depending on the area of study. In some cases a Department Materials Levy is collected to fund additional materials provided by a Department. This cost is locally by the Departments.

## Grants

All new Higher Education Grants are administered through a single agency called SUSI (Student Universal Support Ireland). Applications are made online and students who wish to apply for a grant are advised to apply early. You can start the application process before you receive your CAO place offer and have confirmed your acceptance.

To find out more about student grants and eligibility criteria you should visit the following websites: [www.studentfinance.ie](http://www.studentfinance.ie) or [www.susi.ie](http://www.susi.ie)

To make an application for a grant go to the SUSI online grant application system [www.grantsonline.ie](http://www.grantsonline.ie)

### **Important information about the UK EU referendum result and NCAD tuition fees**

Existing enrolled UK/ NI students will retain an EU fee status, if they already have it, for the duration of their degree programme. UK/NI students due to enrol in the 2017-2018 academic year, and who have an EU fee status for that year, will retain this status for the duration of their programme.

## Students from Northern Ireland

Students from Northern Ireland should contact Student Finance NI for information on funding. Students from England, Scotland and Wales can apply to student finance schemes in the UK.

## Overseas Students

Students from outside Ireland or the UK should obtain information on scholarships from the Ministry of Education of their own country (or other appropriate state agency). Students who have not established residence in Ireland are not eligible for maintenance grants from Irish grant authorities.

NCAD's full-time programmes are included on the register of approved programmes for non-EU/EEA/Swiss students access to employment (the internationalisation register of the Department of Education and Skills).

## Field Trips

Grant holders who participate in obligatory field-trips are advised to check [www.studentfinance.ie](http://www.studentfinance.ie), with regard to their entitlement under the Higher Education Grant Scheme. It is the students' responsibility to submit their claim to the grant authority.

**Students must retain all travel and accommodation receipts and boarding cards for submission to the Grant Authority in order to be reimbursed for their associated costs. Forms can be downloaded from the relevant grant authority.**

**Important:** SUSI grant holders must submit an application for Refund of Compulsory Field Trip Expenses which **must be submitted to SUSI before the field trip**. SUSI will assess the application and confirm if the applicant is eligible for a refund. If eligible for a refund, the applicant must then submit an application for Payment of Compulsory Field Trip Expenses Form 2, which must be submitted to SUSI after the field trip, together with appropriate receipts/documentation.

(Note: Form 2 only required if SUSI confirms you are eligible for a refund). The rate payable (if any) will be dependent on whether the tuition fee cost (regardless of whether it was funded under the Student Grant Scheme or the Free Fees Scheme) plus the student contribution element exceed the maximum fees limit of €6270.

All forms and further documentation is available on [www.susi.ie](http://www.susi.ie)

## Student Assistance Fund

The Student Assistance Fund is funded by the Irish Government and part funded by the European Union under Ireland's EU Structural and Investment Funds Programme 2014 – 2020.

The Student Assistance Fund is available to students experiencing particular or unexpected hardship during their course of study. This may be as a result of family breakdown, bereavement, accidents, health problems or other crises that result in unexpected financial difficulty.

- **There two closing dates for receipt of completed applications:**

**Closing date for Semester 1 – Friday 27th October 2017**

**Closing date for Semester 2 – Friday 23rd February 2018**

### **Changes to the Student Assistance and Childcare Application Process:**

To submit an application you must take the following steps:

1. Complete the initial part of your application electronically. The link to the Student Assistance Fund application form can be found here [www.ncad.ie/students/support-services/student-assistance-fund/](http://www.ncad.ie/students/support-services/student-assistance-fund/) or through the NCAD website [www.ncad.ie](http://www.ncad.ie)
2. Print out your completed application form once it is fully completed and then submit it electronically. The printed copy should be signed and dated and then send the printed and signed form along with all of the required supporting documentation and receipts to the address below. Receipts should be relevant to the 2017-18 academic year and should be neatly and separately attached and totalled.

The receipt total must match the amounts on the electronic application. Incomplete applications will not be considered.

Due to the increased demand on this limited fund students must now choose **one** category of assistance only, from the following list and submit receipts/proof of payment for this category. For example if a student is seeking help with rental costs the following supporting documents will be required: Lease agreement/rent book/rent receipts including lodgement slips and official receipts from letting agents or landlord. Please contact the Access Officer if you require further information.

- Books/Class Materials.
- Travel costs associated with your course of study at NCAD.
- Rent.
- Other living expenses such as heat and light.
- Medical expenses.

- Assistance towards costs incurred in compulsory study abroad, where the student is not in a position to cover the cost with parental or other assistance.
- Expenses associated with an accident, family breakdown or bereavement.

**Funding is not available under the Student Assistance Fund for the following:**

- Tuition Fees.
- Bursaries.
- Loans.
- Registration Fees.

Receipts must be provided in all cases for grants awarded under the Students Assistance Fund.

Completed application forms should be sent to:

**Finola Mc Ternan, Access Officer,  
Student Services and Admissions**

## Childcare Support Fund

Contact Finola Mc Ternan in Student Services and Admissions at the beginning of Semester 1 to get the Application Form and details of the fund. Payment to successful applicants will be made in two installments, the first in November and the second in March.

The College does not have a crèche, so it is necessary for students with children to make their own arrangements.

## Staff Prize

The staff prize is intended to help students of exceptional ability with their final year expenses. It is funded by staff contributions. Each Faculty may nominate a suitable student from each Department towards the end the Final Year to go forward for the prize, and a selection committee chooses the final award winner(s). The sum awarded is a substantial one, which can help considerably with final year costs.

# **YOUR SAFETY**

## Your Safety

The National College of Art & Design is committed to providing a safe and healthy environment in which to work and study as required by the Safety, Health & Welfare at Work Act 2005.

All students are required to adhere to the colleges health & safety policies, procedures and guidelines at all times whilst on campus. Students should familiarise themselves with all Health and Safety (H&S) procedures specific to their areas.

Any student found to have deliberately breached H&S procedures and policies on campus will be dealt with severely. Deliberate breaches of H&S procedures can result in serious injury/ death and is therefore completely unacceptable.

In the interests of your own safety and that of all the College community, we would ask that you comply with any instructions relating to H&S given to you by members of staff.

If you have any queries in relation to H&S on campus, please contact your tutor or Head of Department.

## An Garda Síochána Information Sheet

### Stay Safe on Campus

#### Your Personal Safety

- Avoid situations, where you are travelling alone at night time.
- When travelling on foot, use busy routes and well lit walkways.
- Don't display obvious valuables – jewellery, handbags etc. unless completely necessary.
- Always take care when using ATM's.
- When socialising, don't leave an opened drink unattended, even for short periods.
- Don't leave property unattended in libraries, lecture theatres, restaurants or changing rooms.
- If you think you are being followed, go to the nearest place where there are other people, and contact the Gardaí.
- If you are assaulted, help is available to you from the Gardaí 24 hours a day.
- Remember, no mobile phone credit is needed to make 999/112 emergency calls.

#### Security of Your Accommodation

- Lock your front/back doors at all times. If leaving, check that all windows are locked.
- Take care when letting in callers – ask for identification if in doubt.
- Take special care of valuables, including laptops, iPods and mobile phones.
- Always lock outside doors.
- Use your door chain.
- If you receive strange or abusive phone calls, contact the Gardaí / Campus Security.

#### Security of Your Bicycle, Car or Motorcycle

- When you purchase a bicycle, make sure you keep a receipt showing ID details.
- Secure your bicycle by using a good quality locking device.
- Leave your bicycle, car or motorcycle in an area which is supervised or where it can be seen.
- Don't leave valuables in your car. If you must, then keep them out of sight in the boot.
- Don't leave personal documents – driving licences, insurance certificates etc. in your car.
- Consider fitting a good quality alarm and/or immobiliser as well as a chain/padlock.

- Don't pick up hitch-hikers.
- Secure parking for motorcycles can be difficult to find. 'U' shaped pieces of scaffolding pole embedded into concrete, and located in areas, which have good natural surveillance can be the answer to the motor cyclist's theft problem.

### **The National Age Card**

- Remember that you can apply for "The National Age Card" once you have reached 18 years of age.
- This is a state of the art identification card which provides you with the means to prove your age when requested.
- The card can be applied for through your local Garda station.
- Check it out on [www.agecard.ie](http://www.agecard.ie)
- Your local Garda station will also be able to give you details.

For additional safety and security advice see the Campus Watch booklet at [www.garda.ie](http://www.garda.ie)

Community Policing Implementation Team Garda Community Relations and Community Policing Division

Visit the Garda website at [www.garda.ie](http://www.garda.ie)

Issued by the Community Policing Implementation Team, Harcourt Square, Dublin 2. May 2009.

## **College Alcohol Policy**

The College accepts that alcohol consumption in our society is legally and culturally normative, and that there are many advantages associated with **moderate** consumption. Research suggests that patterns of consumption amongst younger drinkers may involve binge drinking, carrying with it a particularly high risk of behavioral and health difficulties, whilst regular consumption of even moderate amounts of alcohol may create a health risk.

Research has identified the following alcohol related problems, which academic staff and others involved in student services have identified as being sufficiently serious and sufficiently common to warrant a policy response:

- Alcohol related deterioration in academic or work performance.
- Drop out from College.
- Drunken behavior on campus and surrounding areas, causing offence or creating risk for others.
- Unprotected sexual activity following excessive drinking.
- Physical health problems caused directly by alcohol consumption.
- Serious mood disorders, to which alcohol is a major contributory factor.

### **The aims of the National College of Art and Design Alcohol Policy are to:**

- Ensure that the social and academic life on campus is conducive to the health and well being of students and staff.
- Ensure that the College environment complies with health and safety regulations.

- To inform all members of the College community of the risks associated with alcohol consumption and the nature of alcohol related problems.
- Promote the College as a supportive environment that enables students and staff to make healthy choices that promote health and wellbeing.
- Provide support services for those who may require assistance during their time at College.

**The objectives are to:**

- Promote the health and wellbeing of students and staff.
- Promote personal responsibility and social obligation to the College community.
- Enhance a campus environment where low-risk drinking is the norm.
- Promote low-risk drinking and discourage high-risk drinking.
- Provide an atmosphere free from pressure to drink for those who choose not to drink.
- Provide confidential and effective supports for those who seek assistance as a result of problem drinking.
- Reduce the incidence of alcohol-related problems among College students and staff.
- Promote a caring environment for those who experience difficulties related to alcohol.
- Marketing and Promotions. The College does not approve of the practice whereby Drinks Companies appoint a student representative to promote their products on campus. Such sponsorship should primarily be monetary rather than in a material form. Where sponsorship is provided in the form of the product, it must be closely monitored by the Students' Union to ensure that no more than two free drinks are given to anyone attending an event, and that the advertisement for specific events should not identify access to free or cheap alcohol as a primary incentive to attendance. In addition students must be offered the alternative of non-alcoholic drinks.
- The College does not have a College Bar. The provision of alcohol by the Students' Union at special events must be under licence and must be controlled by those who issue the licence. Where drink is provided, non-alcoholic drink and food should be served at events at which alcohol is provided. Only drink provided through the Students' Union can be consumed at events organised by the Union.
- The provision of alcohol must adhere to all pertinent national laws ie: no public intoxication, no one shall sell or give away any alcoholic beverages to an underage person or an intoxicated person.
- The use of alcohol must not adversely affect other people or their property.
- The use and distribution of illegal drugs or the misuse of legal drugs is dangerous to the individual as well as the College community and is unacceptable behavior.
- The Students' Union should be encouraged and assisted to provide accurate and non-moralistic advice on alcohol related problems in its handbook which is given to students at the beginning of the academic year, and the College's Student Handbook should also highlight an awareness of alcohol and other drugs and associated problems.

- The Student Counselling service and the Student Health service shall continue to provide a key role in intervening with identified problem drinkers, and in supporting other members of the College community who are in a position to help in this area.
- Second Year tutors are required to advise their Heads where a student has been absent for a period exceeding two days or has been inconsistent in attendance. The College Community Welfare Group must be provided with this information each month.
- Financing of Student Union events may be affected by the implementation of this policy. This affect can be discussed with the College management.

## Student's Responsibility

- Students drinking alcohol on-campus are expected to use alcohol in a responsible manner.
- Being under the influence of alcohol will not be accepted as an extenuating circumstance in the case of any other offences such as engaging in violent or destructive behaviour.
- Students should be aware of Section 6.5(b) Breaches of Discipline Identified in page 66.

## Low Risk Drinking Behavior

- Consideration as to whether you will drink, and how much you will drink.
- Eating a full meal before drinking.
- Selecting a safe way to get home before drinking such as using public transport, walking with a friend.
- Always knowing what you are drinking, where your drink came from and keeping it in sight at all times.
- Avoid mixing alcohol and drinking double shots.
- Knowing the signs of intoxication and avoid becoming intoxicated.
- Pacing your drinking – one drink per hour.
- Not allowing others to talk you into drinking more than you had planned.

## High Risk Drinking Behavior

- Assuming that everyone drinks and that being drunk is socially acceptable.
- Drinking to relieve stress, anxiety or deal with uncomfortable feelings.
- Drinking to get drunk.
- Participating in drinking games.
- Drinking from an unknown source such as a punch bowl or a glass that someone hands you.
- Not knowing what you are drinking or leaving your drink unattended.

# **YOUR STUDIES**

## **Your Studies**

### **Dates of Terms**

### **Session 2017/18**

#### **Semester 1**

**Monday 18th September – Friday 15th December 2017 (13 weeks)**

**Public holiday:** Monday 30th October 2017

College is closed for Christmas: Friday 22nd December 2017 – Monday 1st January 2018.

#### **Semester 1 (*continued*)**

**Tuesday 2nd January – Friday 12th January 2018 (2 weeks)**

**Visual Culture Reading week/Studio Assessment Monday 15th January – Friday 19th January 2018**

#### **Semester 2**

**Monday 22nd January – Friday 23rd March 2018 (9 weeks)**

**Public Holiday:** Monday 19th March 2018

**Easter break:** Monday 26th March – Friday 6th April 2018

#### **Semester 2 (*continued*)**

**Monday 9th April – Friday 18th May 2018 (6 weeks)**

**Public Holiday:** Monday 7th May 2018

## **Course Attendance**

Students are required to follow the course of studies for which they have registered. Course and attendance requirements are specific to each Faculty/Department and students must refer to the practice in each area of their course. Students should be aware that the marking for certain courses is on the basis of continuous assessment.

Within seven days of their return to College, students who are absent owing to illness are required to submit a doctor's certificate for absences of more than two consecutive working days. In the case of Influenza H1N1, special leave arrangements do not require a certificate for 5 working days.

If extenuating personal circumstances arise at any time during the course of the academic year, which affect their studies or attendance, students should make these known immediately to their tutors in both the studio and Visual Culture areas.

All students who are away on Co-Op, Erasmus/placements/study periods abroad must ensure they can access their NCAD student email address, as all College correspondence will be conducted through this email account.

Incoming exchange students will be required to fill out a specific NCAD form (available from the Department they enter) unless they have already done so at application stage. The completed form supplies important information for registration and in case of emergency.

## Time Out Regulations

Time Out is defined as a period of time of not more than one year, which a student takes away from his or her course in the College.

Students must notify the Head of Academic Affairs in writing of their intention to return to the course by 1st May prior to the academic year to which they have to return. Students failing to do this may be unable to re-enter the course.

You may apply for Time Out for a period of one or two semesters. The cut-off times for applying for Time Out are 31st October and 28th February. If your Time Out has not been approved before these dates you will be liable for fees for that Semester.

For further information, please complete the Time Out Application Form, which you can be found at Student Services and Admissions or download here: [www.ncad.ie/students/registry-student-services-admissions/](http://www.ncad.ie/students/registry-student-services-admissions/) and return it to the Student Services and Admissions Department in advance of your requested period of Time Out.

## NATIONAL COLLEGE OF ART & DESIGN

### Time Out Application Form

A period of Time Out is defined as an extended period of time spent away from the programme of study. It is approved by the Head of Academic Affairs, following consultation with the Head of School or Department. It is College policy that a student must be in good academic standing before going on time out, that is you must have passed either the semester or the year.

As a student on an undergraduate programme, you may apply for Time Out for a period of one or two semesters. The cut off point for taking time out in Semester 1 is **31st October** and the cut off point for taking time out in Semester 2 is **16th February**.

You should return this completed form to Student Services & Admissions **in advance** of your requested period of Time Out. Please ensure that the School/Department have also completed and signed Section C, before submitting the form to Student Services and Admissions. (Incomplete forms will not be considered).

All students complete Sections A, B, D. Section C is to be completed by the School/Department.

#### A. PERSONAL AND PROGRAMME DETAILS

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

(Land & Mobile): \_\_\_\_\_

NCAD Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Permanent Postal Address: \_\_\_\_\_

Programme Title & Code: \_\_\_\_\_

Date you commenced your programme:

Month: \_\_\_\_\_ Year: \_\_\_\_\_ Year: \_\_\_\_\_

**Period of Leave Requested**

One semester leave OR  Two semesters Leave

*Please tick the appropriate duration and indicate the intended period of duration*

**Date from:** \_\_\_\_\_  
**(month)** \_\_\_\_\_  
**(year)** \_\_\_\_\_

**Date from:** \_\_\_\_\_  
**(month)** \_\_\_\_\_  
**(year)** \_\_\_\_\_

**B. REASONS FOR YOUR REQUEST**

**Please outline clearly the reason(s) for your time out application.**

*Use an additional page appended to this form if necessary or you may provide relevant supporting documentation. If your request is on medical grounds then you must provide – original medical documentation, certificates, letters etc.*

*Note: retrospective applications must be accompanied by appropriate original supporting evidence e.g. original medical certificate.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you previously taken a leave of absence from this programme? YES/NO**

*Where YES, please indicate below the dates of previous leaves of absence from this programme.*

**Date from:** \_\_\_\_\_ **(month)** \_\_\_\_\_ **(year)** \_\_\_\_\_

**Date to:** \_\_\_\_\_ **(month)** \_\_\_\_\_ **(year)** \_\_\_\_\_

**C: HEAD OF SCHOOL/DEPARTMENT APPROVAL**

I confirm that I have spoken to this student and advised them of any issues arising from this decision to take time out. I am willing to support this request.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**D: STUDENT DECLARATION**

I confirm that I have been made aware of and that I understand the possible implications of taking time out. I confirm that I am aware of and understand that it is my responsibility to confirm my intention to return to my studies by the appropriate date: 1 May for a September return and 1 November for a January return.

The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of the College involved in determining and implementing my request.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**E: FOR OFFICE USE ONLY**

**1. RECEIVED BY OFFICE OF THE HEAD OF ACADEMIC AFFAIRS**

**Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**2. DECISION**

**Application approved:**  Yes  No **Date of decision:** \_\_\_\_\_

**Checklist for Students when making a time out application**

As an NCAD student, it is your responsibility to seek advice if you are considering applying for a leave of absence.

**Have you spoken to any of the following?**

- Your Tutor College
- Counsellor
- Head of School/Department

**Are you aware of the implications of taking a leave of absence with regard to?**

- Fees/HEA Fees for Undergraduates
- Student Programme Activity
- Immigration issues (where applicable)
- Student status and registration
- Grants and payments under grants

**If you are in receipt of external funding, including grants:**

- Have you spoken to your sponsor/funding agency?

## Student Exchanges & Placement Programmes

NCAD participates in student exchanges and traineeships through the EU's education and training programme, Erasmus+. Under Erasmus+, the college has agreed partnership with institutions in over 50 cities across Europe as well as holding non-Erasmus exchange agreements with international partners in Hong Kong, USA, Canada and Israel.

- **Erasmus+/study-abroad semester**

Exchanges for undergraduate students following the 3-year undergraduate degree programme, normally take place in the second semester of Year 2.

Exchanges for Studio+ students may take place during either the first or second semester.

Studio+ is an additional year of undergraduate study that creates opportunities for students to study a range of internal and external modules, including study-abroad. Upon completion of the Studio+ year, students return to complete the final year of their core programme.

### Postgraduate students may also participate in study-abroad programmes.

- **Erasmus+ Traineeships**

For Registered NCAD students, traineeships usually take place for a minimum of two months during the summer break. Traineeships for Studio+ students may take place during the first or second semester. Recent graduates are also eligible to apply so long as their traineeship period begins within 12 months of graduation. Combining a study mobility with an Erasmus+ funded traineeship may be possible provided there is no overlap between the study and traineeship period.

- **Funding**

A limited amount of funding is available each year for study exchanges and traineeships under the Erasmus+ programme. Depending on availability of Erasmus funding, students who have participated in a study mobility may also be eligible to apply for an Erasmus traineeship grant. Currently there is no funding for International study exchanges or traineeships.

Students interested in participating in study exchange programmes should contact the International Office at [erasmus@staff.ncad.ie](mailto:erasmus@staff.ncad.ie).

For information on Erasmus+ traineeships students should contact David Bramley at [bramleyd@staff.ncad.ie](mailto:bramleyd@staff.ncad.ie)

## **Internal Student Transfer Regulations**

All First Year places must be filled through the CAO in accordance with the programme waiting list. Under CAO regulations applicants who have accepted a place on a Year 1 programme cannot transfer to another First Year programme. In order to maintain the integrity of the admissions process transfers during 1st year can only be allowed in exceptional circumstances. To transfer during the course of 1st year a student must meet the minimum entry and portfolio requirements for the programme, in addition the waiting list for the programme for that year should be exhausted. Such exceptional case transfers will only be allowed after the close of the CAO season (end October).

Students cannot transfer from one course to another at will.

There is a €50 administration fee for all transfers, once the course has started.

Students are not permitted to enter the Joint course unless they have achieved a minimum GPA of 3.0 in Visual Culture in the previous year.

Moving from one stream to another in Departments, i.e. from Ceramics to Glass or from Printed Textiles to Embroidered Textiles are considered transfers and the appropriate form and payment must be submitted before such a move can take place.

Any transfer from full-time to part-time status by postgraduate students is also a transfer and requires a completed form and a €50 payment.

The year of study to which the student may be admitted will be determined by the School/Department, taking into account the relevance of the previous course that the student was following to the course to which the student wishes to transfer. This will include Visual Culture requirements as well as studio experience. In deciding the year of study, the School/Department will have to ensure that deficiencies in previous study can be made good by the student during the year into which the student transfers in order to comply with course requirements.

Late transfer applications will only be considered in exceptional circumstances.

Transfers may only be said to be an official reality in the student's record when all administrative procedures have been agreed with the Head of Academic Affairs and completed. Without proper completion of such procedures, the student will still be registered officially on the original course and no such transfer will have College recognition with the consequent effect on the award/examination of the student in question.

APPLICATION TO TRANSFER COURSE FORMS are available from Student Services and Admissions or can be downloaded from the NCAD website here: [www.ncad.ie/students/registry-student-services-admissions/registrations/](http://www.ncad.ie/students/registry-student-services-admissions/registrations/)

## Withdrawals

If you are thinking of leaving your course (permanently or not) for any reason, you must remember that it is very important not to just “drop out”. If you leave your course in the right way, you will keep some of your entitlement to “Free Fees” either at NCAD or in another college and possibly your grant if you are a grant holder.

The first thing to do is to talk to your course tutor or Head of Department. Then come to Reception and ask to speak to the Admissions Officer who can advise you on the regulations covering the Free Fees scheme and the grant schemes in relation to leaving a course and on any other implications of leaving the course. For instance, Final Year students who are considering leaving or taking “time out” should be aware that it may have an impact on their final examination grade if they later resume their studies, depending on the time of the year they leave the course and their reason for doing so.

If you decide to leave you must do so by completing the NCAD Withdrawal Form, available at Student Services and Admissions or to download from here: [www.ncad.ie/students/registry-student-services-admissions/registrations/](http://www.ncad.ie/students/registry-student-services-admissions/registrations/). Completed forms should be returned to Dr Siún Hanrahan, Interim Head of Academic Affairs.

## NATIONAL COLLEGE OF ART & DESIGN

### Withdrawal Form

Withdrawal is where a student leaves their programme of study permanently and ends all activity associated with their studies before they have completed the programme for which they are registered.

Before completing and submitting this form you are strongly encouraged to seek support and advice from your Tutor and Head of the School/Department in the first instance in relation to your options.

You do not normally need permission to withdraw but it is your responsibility to formally notify the College of your intention and to return your student card.

Please return this completed form along with your student card to Student Services & Admissions. Your confidentiality is assured. Only those people who will consider and process your form will have sight of this form.

It is important that you submit the form as soon as possible as you may remain liable for fees up to the date you formally submit this completed form to Student Services & Admissions.

Students complete Sections A – C. and Section D is completed by the Programme Office/School Office.

#### A. PERSONAL and PROGRAMME DETAILS

**Student Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Mobile number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Permanent Postal Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Programme Title & Code:** \_\_\_\_\_

The College would be interested in learning the reason(s) for your withdrawal from your programme of study at NCAD. Use an additional page appended to this form if necessary.

*Your confidentiality is assured. Only those people who will process your form will have sight of this form.*

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**Date:** \_\_\_\_\_

Please tick this box if you do not wish to be contacted by the College for an exit interview.

### B. STUDENT DECLARATION AND SIGNATURE

Please note that notification forms cannot be accepted where a student does not sign the form here at Section C.

I confirm that I am aware of options available to me other than withdrawal.

The information given in this form is true and factually correct. I confirm that this information may be disclosed, where necessary, to academic and administrative staff of the College involved in determining and implementing my request.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### C. FOR OFFICE USE ONLY

#### 1. RECEIVED BY THE STUDENT SERVICES AND ADMISSIONS OFFICE

**Office:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date of submission:** \_\_\_\_\_

**Student card handed in:**  Yes  No

**This withdrawal will be noted/considered at the next meeting of Academic Council.**

All NCAD Library books must be returned. Students gone “off the Register” who wish to continue to use the Library should consult the Library staff. Grant holders should advise their Grant Authority of their withdrawal in order to preserve any future entitlement to grant assistance.

## Postgraduate Programmes

The NCAD welcomes graduates who wish to pursue studies leading to the award of a Postgraduate Diploma, a Masters degree or a PhD degree. Please refer to [www.ncad.ie/study-at-ncad](http://www.ncad.ie/study-at-ncad) for Entry Requirements and Application Procedures. Please refer to [www.ncad.ie/postgraduate](http://www.ncad.ie/postgraduate) for programme information.

## PhD – Doctoral Programmes at NCAD

NCAD welcomes applications from suitably qualified students to undertake PhD programmes in each of our Schools:

-PhD through Practice in **Design**

-PhD through **Education**

-PhD through Practice in **Fine Art**

-PhD through **Visual Culture**

The key issue in undertaking PhD studies is that the student should be able to make a significant contribution to the field of enquiry. It is an ambitious programme of study whether pursued through practical work or written thesis. At NCAD a PhD programme normally requires a minimum of three years full-time study (but may require longer given the standard of achievement required).

Applicants interested in an opportunity to discuss a proposed topic of research and/or practice should contact the Interim Head of Academic Affairs, Dr Siun Harrahan at [harrahans@staff.ncad.ie](mailto:harrahans@staff.ncad.ie)

## Masters Programmes at NCAD

**NCAD offers the following Taught Masters Programmes:**

MFA: Fine Art

MFA: Art in the Digital World

MFA: Art in the Contemporary World

MA: Design History and Material Culture

MA: Socially Engaged Art + Further Education

Professional Masters of Education (Art & Design)

MSc: Medical Device Design

MFA: Design

MA: Interaction Design

## MFA: Art in the Digital World

This unique course looks at how contemporary art practice responds to the Digital World and students are accepted onto this MFA by interview and portfolio process. With the exception of the initial written research proposal from each student, this course is a studio based, practice centred course which is supported by a programme of theoretical lectures and seminars. The course is open to graduates from creative backgrounds who seek the opportunity to recast their existing practice in light of, and in response to, the possibilities provided by new digital and virtual media technologies.

For further information, please contact Course Coordinator, Ms. Leah Hilliard, by email at [hilliardl@staff.ncad.ie](mailto:hilliardl@staff.ncad.ie)

## MA: Art in the Contemporary World

This innovative programme welcomes graduates from a variety of backgrounds including, fine art, art history, philosophy, literature, film studies, architecture, communications or design. The course examines contemporary art practices and their critical, historical and social contexts and is composed of four related strands of study:

*Practices* – a year-long seminar exploring the range and diversity of current international and local art practices; *Situations* – a range of elective modules; *Theories* – running over the full year and comprising one seminar per semester and, *Writing* – a student led seminar running through the year in which participants explore and critique different models and strategies for writing on art.

Further information is available from Course Coordinator, Declan Long, Ext. 4346 or by email at [longd@staff.ncad.ie](mailto:longd@staff.ncad.ie)

## MFA: Art in the Contemporary World

A two year theory/practice taught masters. Students who complete the first year on the theory based MA Art in the Contemporary World have an option to undertake a second practice based year with options in fine art or in curating, criticism or related practices.

For further information contact: Dr Declan Long, [longd@staff.ncad.ie](mailto:longd@staff.ncad.ie) or Dr Francis Halsall, [halsallf@staff.ncad.ie](mailto:halsallf@staff.ncad.ie)

## MFA: Fine Art

A two year taught programme across a range of fine art disciplines. In year one students take a number of core taught modules combining critical study and specialist studio practice together with interdisciplinary options, before proceeding in year 2 of the programme to advanced research based study, culminating with a reflective body of writing and the production of a major studio project for exhibition/commission.

For further information contact: Sarah Durcan, [durcans@staff.ncad.ie](mailto:durcans@staff.ncad.ie) or Philip Napier, [napierp@staff.ncad.ie](mailto:napierp@staff.ncad.ie)

## **MA: Design History & Material Culture**

This Taught Masters is a pioneering programme which examines the history of design and material culture from the eighteenth century through to the present day and is the only programme of its kind in Ireland. This programme is delivered annually in both full-time and part-time modes – over twelve months for full-time students and twenty-four months for part-time students.

We encourage applicants from a variety of disciplines including, art/design practice, architecture, art history, sociology, cultural studies, history, literature, folklore, economics and communications. Students develop and cultivate their own personal research interests.

**For further information please contact Course Coordinator for Year 1 Dr Lisa Godson:**  
[godsonl@staff.ncad.ie](mailto:godsonl@staff.ncad.ie), for Year 2 Dr Paul Caffrey: [caffrey@staff.ncad.ie](mailto:caffrey@staff.ncad.ie)

## **MA: Socially Engaged Art + Further Education**

A two year Taught Masters in Socially Engaged Art, recognised by the Teaching Council for qualification for Further Education, focuses on the dynamic relationship between socially engaged arts practice and pedagogy, particularly within further education, non-formal educational and community settings, with qualification to teach in the FE sector.

**For further information contact: Nuala Hunt, [hunt@staff.ncad.ie](mailto:hunt@staff.ncad.ie) or [admissions@staff.ncad.ie](mailto:admissions@staff.ncad.ie)**

## **The Professional Master of Education in Art and Design**

This is a two-year (Level 9) training programme for intending art, craft and design teachers. It is open to graduates in art and design disciplines holding a recognised diploma or degree.

The programme deals with the theory and practice of art, craft and design education at post-primary level. It develops the student teacher's understanding of the ways in which art, craft and design experiences can be used to promote the aesthetic, intellectual, personal and social development of young people. The programme is an integrated one with all components perceived as related to one another.

**For further information contact: Professor Dervil Jordan**

## MSC Medical Device Design

This new exciting and innovative programme – which is a collaboration with Trinity College Dublin and University College Dublin – will provide industrial designers with a wide range of modules to support their work in the medical devices industry.

The programme aims to provide students with an in-depth knowledge and expertise to allow them to work as designers of medical devices and to pioneer new approaches to the solution of medical problems. Central to the course methodology will be an understanding of the broader issues of medical devices needed to optimise opportunities for improved designs.

**Further information is available from the Course Co-ordinator, Enda O’ Dowd at Ext: 4276 or by email at [odowde@staff.ncad.ie](mailto:odowde@staff.ncad.ie)**

## MFA: Design

A two-year taught studio programme across a range of design disciplines. In year one students take a number of core taught modules, combining critical study and specialist studio practice, together with interdisciplinary options. In year 2 of the programme students proceed to advanced research based study with a choice of a reflective body of writing or business plan culminating in the production of a major studio project for exhibition/commission.

**For further information contact: Dr Helen Mc Allister, [mcallisterh@staff.ncad.ie](mailto:mcallisterh@staff.ncad.ie)**

## MA: Interaction Design

A one year taught masters delivered at NCAD in conjunction with UCD. Covering both the theoretical and practical aspects of interaction design, the programme brings together students from a range of disciplines including design, fine art, computer science, social scienc and business. The MA prepares graduates to play a leading role in the development of emerging technology in society.

**For further information contact: Emma Creighton, [creightone@staff.ncad.ie](mailto:creightone@staff.ncad.ie)**

## College Open Day

A College Open Day is held each year in NCAD to welcome potential postgraduate and undergraduate students and to give them an opportunity to discuss study options at NCAD. All current Undergraduate students are invited to the Open Day which takes place **this year on Wednesday 29th November 2017 from 10.00am**

Notices outlining all details will be posted around the College and on the website in advance.

## Postgraduate Induction Day

**The Postgraduate Induction Day will take place this year on Monday 25th September 2017.**

A general College Induction will take place in the morning with individual Faculty inductions in the afternoon. Advance notice and programme for the day will be posted on the college website.

## The Centre for Continuing Education in Art and Design – CEAD

The Centre for Continuing Education offers a range of part-time evening and summer courses commencing in the autumn, daytime courses during Easter and one and two week long courses in July each year.

Courses include: painting, drawing, jewellery design, ceramics, fashion illustration, embroidery, photography, printmaking, sculpture, bronze casting, stained glass and portfolio preparation.

For further information download course information from the college website, email [cead@staff.ncad.ie](mailto:cead@staff.ncad.ie) or call into the administrator in the CEAD office, located in Student Services and Admissions.

## Examinations and Appeals

It is your responsibility to carefully read and familiarise yourself with the Examination Policies, Procedures and Regulations.

Information on NCAD Examination Policies, Procedures and Regulations can be found here: [www.ncad.ie/students/registry-student-services-admissions/policies-procedures-regulations/examination-regulations/](http://www.ncad.ie/students/registry-student-services-admissions/policies-procedures-regulations/examination-regulations/)

**To access examination results** on the NCAD Exam Results website you will be required to enter your student number and password.

**Your NCAD student ID number** is on your NCAD student ID card and appears on all correspondence from the college.

Your login password is the one you use to access the NCAD wireless (wifi) network (if you have not changed it, the default is your date of birth which should be entered as follows: ddmmyyyy, for example, DoB 7th February 1994 should be entered as: 07021994).

Login: your 8-digit NCAD student ID number, example: 09123456

Password: default is your date of birth unless you have changed it, example: 07021994

Please note: We do not issue soft copies of academic transcripts. We do not provide results over the phone. Students should print a copy of their online results and the PDF with explanatory notes.

**Unable to access results online:** Please contact IT Support on Tel: 01 636 4382 / Email: [itsupport@staff.ncad.ie](mailto:itsupport@staff.ncad.ie)

**Accessed results but no information found:** Please contact Student Records & Examinations on 01 636 4205

**Unless notified in advance, a result of 'Withheld' means there are fees or fines owing:** Please contact the Fees office on 01 636 4211 or 01 636 4218

**If you have submitted/completed all required work/assignments but credits or results are incomplete:** Please contact the relevant tutor or department.

**Failed modules/non submission of assignments:** Students who have not submitted all assignments or who have failed a module(s) will be notified by email to their College email address of the procedures to resit.

There is a strict procedure to be adhered to if you wish to appeal your Examination results so it is important to know what is contained within the Examination Appeals document. An appeal can only be made on one or other of the following grounds, where it is claimed that:

- a) The Examination Regulations of the College have not been properly implemented.
- b) Compassionate circumstances exist which relate to a student's examination situation.

The appeal must be lodged within a specified period after publication of the results (normally two weeks).

## Academic Transcripts

*Final award students (BA, BDes, MA, MFA, MSc, PHD)* – a hard copy of your academic transcript along with conferring information will be posted to the address we have on file for you in early July 2018.

*CEAD Certificate and Diploma Students* – a hard copy of your academic transcript will be posted to the address we have on file for you in mid-July 2018.

*Continuing students* – a hard copy of your academic transcript along with your registration documents for September 2017 will be posted to the address we have on file for you in early August 2018.

## Season of Exhibitions 2018

These kick off with the Fashion Show preview on Thursday 17th May (TBC) and the Fashion Show on Saturday 19th May (TBC). This is followed by the Graduate Exhibition opening on Friday 8th June at 6.00pm. This show will be open to the public until Sunday 17th June 2018.

## Regulations for Graduate Exhibition

The following is effectively an agreement between the College and the exhibiting students outlining the responsibilities of College staff and students with regard to the orderly conduct of the Graduate shows.

1. All work areas must be vacated by the dates agreed by individual Heads.
2. Where work is being shown at a location other than the student's studio, the work must be appropriately packed and ready for transportation on the dates agreed and advised by Heads.
3. All work should be mounted in place with the related notebooks and back-up information on dates that are set in individual Schools and Departments.
4. In the exhibition space the student is responsible for their work and for any alterations that are required to that space. Only alterations that have been agreed with the Buildings Officer and the Head of Department can proceed. Where students carry out any work that is not in accordance with the agreement of the Buildings Officer, they will be financially liable for the costs of reinstating the relevant area.

### **Under no circumstances can the students do the following:**

- Paint the allocated area either on the walls or on the floor without prior agreement with the Buildings Officer.
- Remove doors or partitions that are already installed.
- Affix any attachments to the fabric of buildings without prior agreement of the Buildings Officer.
- Block fire exits or fire extinguishers.
- Remove lighting or install lighting from another location.

6. Any work that is still in the College one week after the end of the exhibition will be removed by the College authorities and disposed of as deemed appropriate. The College will have no liability for work removed in this manner and it will be the responsibility of the student to ensure that the work is appropriately removed in accordance with their wishes.
7. Students are reminded that work on exhibition is not insured. Therefore, students are advised that the safety and security of their property is their own responsibility, and they should ensure that their exhibition work is supervised while it is on exhibition and until they remove it from the College premises.
8. Where work has been sold, it is the student's responsibility to ensure that the work is delivered to the purchaser.
9. It will be the responsibility of each Head of area and the full-time Technical Assistants within that area to ensure that each exhibition space that is being used by their students is cleared completely by the date set by the College authorities.

Arrangements must be agreed where appropriate with the Head Attendant and Buildings Officer, and it is particularly important where exhibitions are being held by Departments in locations other than those under their control, that areas be reinstated to the condition in which they were handed over.

10. Many items are stored in other locations outside of the main or relevant School or Department during the course of the exhibition and it is the duty of Heads of areas and their Technical Assistants to ensure that these items are returned to their proper location by the due date.
11. Art and design work produced by students of NCAD on course programmes and projects is routinely photographed and archived. By virtue of registration in NCAD, students assign to the College the copyright in such images of their work for the purpose of promoting the College and its courses, and for that purpose alone.

## Access and Outreach

The National College of Art and Design's Access Programme commenced in 2005 and forms part of the College's overall commitment to social responsibility and promoting equity of access and opportunity to the NCAD. The pre-entry programme is designed to provide experiential art and design opportunities to pupils from both primary and secondary schools that are linked to the NCAD. More recently NCAD Access has established a positive programme of engagement with local community groups through a formal partnership with Fatima Groups United located in the F2 Centre in Railto and the Digital Hub's Learning Programme specifically through the Future Creators and the Digital Pathways projects. If you are a full-time registered student and would like to get involved in the Access Programme please contact Finola Mc Ternan for information on current projects.

636 4217/[mcternanf@staff.ncad.ie](mailto:mcternanf@staff.ncad.ie)

Please note that all students' wishing to participate must be Student Vetted. This can be organised through the Access Office.

# **YOUR WELFARE**

## Social Welfare Act

Social Welfare (Consolidation) Act, 1993 and SI 155 of 1997. Under the above the College is required to return enrolment data on all students to the Department of Social, Community and Family Affairs. This information will be transferred during the first term.

## Student Services

The following services are available to students of NCAD:

### Medical Services

Medical services are provided on the College campus at the following times:

- Tuesdays 2.00pm to 4.30pm Doctor (Female)
- Wednesdays 9.00am to 11.30am Advanced Nurse
- Fridays 9.30am to 12.00pm Doctor (Male)

Please consult Reception, 01 – 636 4200 for appointments.

There is a €10.00 charge to see the Doctor. This charge must be paid at Reception before an appointment will be confirmed. Receipts will be issued. Students who receive an Access Grant are exempt from this charge. The €10 fee is waived if it is a repeat consultation within 2 weeks for the same condition. The Doctor is located on the second floor in Harry Clarke House. Please note that the “Thomas Street Pharmacy”, across the road from the main entrance, offers a 10% discount on NCAD prescriptions to all students of the College.” The GP service aims to provide a holistic approach to health care incorporating physical, psychological and social aspects of student health. All consultations are treated in strict confidence with an ethos of respect, courtesy and professionalism. No information is given to others without prior consent. Students health records do not form part of their academic records. The service is envisaged as an addition to the student’s own family doctor or specialist medical services. It operates within resource constraints so certain service limitations apply. Students should continue to attend their own General Practitioner, especially if Dublin based.

Specific doctor and nurse led services are detailed below:

#### Doctor

- Holistic , full GP care for episodic illness.
- Special women’s health and family planning services.
- Sexual health and STI screening/testing and treatment.
- Psychological health with appropriate referral including to NCAD counselling service.
- Drug/alcohol/smoking awareness, advice and treatment if required.
- Dermatology and certain minor surgery including cryotherapy.
- Immunisations including flu and travel vaccines.
- Musculoskeletal injuries and problems.
- Expertise in chronic conditions such as asthma and diabetes.
- Liaison with student’s family GP or treating consultant with student consent.

#### Advanced Nurse

- Serve as liaison between the NCAD students and Dr. J Latham and Dr. Hugh Mc Mahon.
- Refer students to relevant services if deemed necessary for e.g. psychology.
- Health education.
- First aid and minor injury assessment and management.
- Sexual health services including STI screening for male and female students.
- Cervical Smear taking (if relevant and in line with screening guidelines).
- Phlebotomy.
- Contraceptive Advice.
- Women’s Health check including breast awareness information and guide to self-examination.
- Weight and wellness and nutrition advice.
- Cryotherapy (freezing of warts )- extracharge incurred.
- Ear Syringing.
- Chronic disease management e.g. asthma.

## Student Counsellor

The NCAD Student Counselling Service is a confidential and free service for students of the College and is staffed by a professionally qualified psychologist and counsellor. The service offers support, counseling and psychotherapy for students who may be experiencing personal difficulties.

Ms Linda Mackin attends the College during term time on Monday – Thursday from 10.30 – 4.00pm. Please consult Student Information Desk for appointments, 636 4200. The Counsellor may also be contacted at 087 9519819 (text) or by email at [counsellor@staff.ncad.ie](mailto:counsellor@staff.ncad.ie)

The Counsellor is located on the second floor in Harry Clarke House.

## Mentoring Scheme for First Time Students

The College has established a College Community Welfare Group to develop community welfare policies within the College and to identify problem areas, which require particular attention by staff or students. As part of its work the group has introduced a mentoring system.

Under this system third year students are allocated a small group of students in Year 1 with whom they establish a contact relationship and give them advice and encouragement during the course of the year. A training course is provided in September of each year for volunteers.

### **Broadly the mentor's responsibilities include the following:**

1. Listening to the needs of the students and assisting them in finding a social outlet that is appropriate to their needs.
2. Talking with and listening to the students on a regular basis throughout the year.
3. Identifying students at risk and referring them to the appropriate help.

In the final semester the College Community Welfare Group will be writing to second year students seeking their support for the mentoring scheme asking if they will be mentors in the succeeding academic year.

If you require any information in relation to the mentoring scheme contact Linda Mackin, [counsellor@staff.ncad.ie](mailto:counsellor@staff.ncad.ie)

## Participate Programme

### **Anxious about Public Speaking or Meeting People? NCAD has a programme that might help**

A lot of people can feel self-conscious to the extent that it's challenging to deal with presenting your work, networking or even just meeting new people.

Participate is a free online programme for shyness and social anxiety that has a proven track record of helping students to overcome this.

You can visit the site, test your social anxiety, and see how the programme works. If you want, you can then apply to do the programme.

## Niteline – FREEPHONE 1800 793 793 including mobiles

Niteline is a confidential student helpline that is run by and for students. Service runs every night during term time from 9.00pm – 2.30am.

Instant Messaging – [www.niteline.ie](http://www.niteline.ie)

## Careers Advisory Service

The Careers Advisory Service provides careers advice to students throughout their course, and in particular to students in their final year or pursuing postgraduate studies. The objective of the service is to provide up-to-date information and advice for students on matters relating to career choice, postgraduate studies and employment.

A core element of the service is the individual career guidance interview. The aim of this interview is to help the student evaluate and explore the range of career options available. The interview is conducted in a relaxed non-directive and confidential atmosphere; it focuses on the needs of the student and the careers advisor engages the student in setting the agenda and determining the outcome.

**The Careers Advisory Service also provides the following:**

- Individual careers meetings.
- Information on postgraduate courses.
- C.V. compilation.
- Cover letter preparation.
- Interview techniques.
- Presentation skills.
- Job vacancy information.
- Summer vacation work.

Jacyntha McManus Cleary, Ext. 4313, is the careers advisor and attends the College from Monday to Friday, 10.00am to 2.00pm during term time only. Please consult Reception for appointments.

## NCAD Alumni

Graduates are encouraged to register with NCAD Alumni. See here [www.ncad.ie/alumni](http://www.ncad.ie/alumni) for information and opportunities.

## Disability and Learning Support

The NCAD is committed to ensuring, as far as possible and within the framework of current legislation that all students are supported to reach their academic potential and become independent learners. Much of the study related support for students with disabilities is financed through the European Social Fund for Students with Disabilities. The funding is not means tested and is available to undergraduates and postgraduate students who are registered on full-time programmes in higher education. If you are a student with any of the following disabilities you are encouraged to register with the Access Office and avail of the range of supports and reasonable accommodations that may assist you during your time at the College.

- Asperger's Syndrome/Autism.
- ADD/ADHD.
- Blind/Vision Impaired.
- Deaf/Hard of Hearing.
- DCD – Dyspraxia/Dysgraphia.
- Mental Health Conditions.
- Neurological Conditions (including Brain Injury, Speech and Language Disabilities).
- Significant Ongoing Illnesses.
- Physical Disability.
- Specific Learning Difficulty (including Dyslexia and Dyscalculia).

In order to register with the Access Office to avail of disability/learning supports you must provide verification of your disability with supporting documentation at the beginning of Semester 1. You should contact the Access Officer at Student Services and Admissions for information on registering for disability or learning support as soon as possible.

**Contact:** Finola Mc Ternan, [mcternanf@staff.ncad.ie](mailto:mcternanf@staff.ncad.ie)

### What supporting documentation is required to apply to the Fund for Students with Disabilities?

Supporting documentation shows what your disability, significant ongoing illness, Specific Learning Difficulty (SLD) or mental health condition is and how it affects you.

If you have an SLD. e.g. dyslexia, you must provide an Educational Psychologist's report of not more than 5 years old which clearly states that you have an SLD.

If you have any other disability you must provide a report from an appropriately qualified consultant or specialist. See the table below for details on acceptable reports.

Students who do not have appropriate evidence of their disability should forward the 'Evidence of Disability Form' to their Medical Consultant/Specialist to be completed.

[http://46.22.133.24/files/download/NCAD\\_Evidence\\_of\\_disability.pdf](http://46.22.133.24/files/download/NCAD_Evidence_of_disability.pdf)

## Student Learning Support Service

The Student Learning Support Service, provided by the National Learning Network, is a full-time, confidential learning and support service for students with specific learning difficulties such as Dyslexia, Dyspraxia/DCD and other associated specific processing/learning difficulties such as Autistic Spectrum Disorders (ASDs) and Attention Deficit Disorders. The service also supports students with mental health difficulties, significant on-going medical conditions, physical mobility and sensory disabilities. Specifically tailored tutorial/group support may be provided on essay writing, research skills, academic protocols, report writing, thesis writing, examination and study techniques for students registered with the service.

**Room G16, Ground Floor, School of Design**

**Telephone:** + 353 (01) 636 4314

**Email:** [learningsupport@staff.ncad.ie](mailto:learningsupport@staff.ncad.ie)

## Assistive Technology Service

The Assistive Technology Service provides students who are registered with the Disability/Access Office with software, IT facilities, advice and training to assist them with writing and research.

Specialised software and support is available for students with specific learning difficulties or disabilities.

### **Examples of software include:**

Mind mapping programs for planning essays and projects.

Text to Speech programs which read text aloud through a computer.

Software that converts a page of printed text (i.e. a library book) to editable digital text in Microsoft word.

Speech recognition software – type faster by speaking into a microphone.

Proofreading software.

Help with thesis formatting and computer skills training can also be availed of through the AT service.

Assistive Technology Seminars are held regularly and demonstrate how to integrate free software into your essay writing and research. All students are free to book an appointment to see what is on offer to them.

**Email:** [assistivetechonology@staff.ncad.ie](mailto:assistivetechonology@staff.ncad.ie)

**Drop in:** Room G16, Ground Floor, School of Design

**Web:** [ncadat.blogspot.ie](http://ncadat.blogspot.ie)

## Evidence of a Disability Form 2017/18

### **Support for students with a disability or specific learning difficulty.**

There are a range of supports available for students with enduring disabilities in the National College of Art and Design. To access these disability supports we require you to submit evidence of your disability. The evidence of disability you provide is used to assess the impact of your disability and ensure you get appropriate support. It will be assessed by professionals in our institution who h

### **Support for students with short term or temporary disability**

For students who experience a short term or temporary disability there are other Students Services available for example: Student Medical Services and Student Counselling Service and the Access Service.

### **Evidence of Disability**

When submitting your evidence of disability documentation please make sure that it has been completed by the appropriate medical professional for your disability. A list of the appropriate professionals for each disability type (e.g. blind/vision impaired or dyslexia) is provided in the table below.

### **General Disability Support**

Students who are unable to provide the disability evidence from the source specified in the table below can avail of a general level of disability support (e.g. Exam Accommodations, Academic supports and advice on assistive technology) by providing evidence of a disability from a General Practitioner or other health professional (e.g. Psychologist). Students with a Specific Learning Difficulty, who do not have a full report from an Educational Psychologist, may present evidence of a history of a specific learning difficulty or receiving educational supports e.g. as part of the DARE Educational Impact Statement or State Examinations Commission letter regarding RACE (Reasonable Accommodations at the Certificate Examinations) accommodations.

### **Additional Disability Supports**

Students requesting additional disability supports, such as Assistive Technology or one-to-one learning support must attend a Needs Assessment meeting with the Student Learning Support Service. They will be required to provide the disability documentation as outlined in the table below. This specific documentation is for the *National College of Art and Design* to apply to the 'ESF Fund for Students with Disabilities' to provide funding for these supports.

### **EU, Visiting or International students**

EU, Visiting or International students may register with the Student Learning Support Service for general disability supports. EU, Visiting or International students do not qualify for supports through the Irish HEA Fund for Students with Disabilities. Visiting and Study Abroad students are advised to contact us in advance of applying for admission to discuss their support requirements.

**Guide to providing evidence of your disability for support in NCAD.**

| Type of Disability  | Type of Documentation   | Appropriate Professional  |
|---|---|---|
| Attention Deficit Disorder (ADD) / Attention Deficit Hyperactivity Disorder (ADHD). | Evidence of Disability Form OR Existing report  | Consultant Psychiatrist<br><b>OR</b><br>Psychologist<br><b>OR</b><br>Neurologist<br><b>OR</b><br>Paediatrician  |
| Autistic Spectrum Disorder (including Asperger's Syndrome).                         | Evidence of Disability Form OR Existing report  | Consultant Psychiatrist<br><b>OR</b><br>Psychologist<br><b>OR</b><br>Neurologist<br><b>OR</b><br>Paediatrician  |
| Blind/Vision Impaired   | Evidence of Disability Form OR Existing report.<br><br>N.B. Evidence from high street retailers not acceptable. | Ophthalmologist<br><b>OR</b><br>Ophthalmic Surgeon<br><b>OR</b><br>Letter from the National Council for the Blind confirming registration with the council.<br><b>OR</b><br>If a student has attended a school for the Blind, a letter on headed notepaper signed by the principal which confirms attendance at the school.<br><br>The evidence of disability must confirm that:<br>The Best Corrected Visual Acuity is equal to or less than 6/24 (Snellen) in one eye<br><b>OR</b><br>Near Vision N18 or less in one eye.<br><b>OR</b><br>The Peripheral Field of Vision is limited to the extent that it interferes with normal visual acquisition of visual material e.g. Homonymous Hemianopia.<br><b>OR</b><br>The Central Field of Vision is limited to the extent that it interferes with normal visual acquisition of visual material e.g. Stargardt's Disease<br><b>OR</b><br>Cortical visual impairment as part of a brain insult resulting in an inability to process visual information. |

| Type of Disability  | Type of Documentation  | Appropriate Professional   |
|---|--|--|
| Deaf/Hard of Hearing:   | Evidence of Disability Form<br><b>OR</b><br>Existing report<br><br>N.B. Evidence from high street retailers not acceptable.  | An audiogram from a professionally qualified Audiologist and/or ENT Consultant, with signature, clearly indicating moderate to profound bilateral hearing loss (i.e. above 40dB).<br><b>OR</b><br>If a student has attended a school for the Deaf, a letter on headed notepaper signed by the principal which confirms attendance at the school. |
| Developmental Co-ordination Disorder (DCD) - Dyspraxia/ Dysgraphia. | Full psycho-educational assessment AND Evidence of Disability Form<br><b>OR</b><br>Existing report   | Psychologist<br><b>AND</b><br>Occupational Therapist<br><b>OR</b><br>Neurologist<br><b>OR</b><br>Chartered Physiotherapist   |
| Mental Health Condition   | Evidence of Disability Form completed <b>no more than 5 years</b> before point of Needs Assessment.<br><b>OR</b><br>Existing report which must be <b>no older than 5 years</b> at point of Needs Assessment. | Consultant Psychiatrist<br><b>OR</b><br>Specialist Registrar   |
| Neurological Condition (incl. Epilepsy and Brain Injury).           | Evidence of Disability Form<br><b>OR</b><br>Existing report  | Neurologist<br><b>OR</b><br>Other relevant Consultant  |
| Physical disability   | Evidence of Disability Form<br><b>OR</b><br>Existing report  | Orthopaedic Consultant<br><b>OR</b><br>Other relevant consultant appropriate to the disability/condition   |

| Type of Disability  | Type of Documentation  | Appropriate Professional  |
|---|--|---|
| Significant ongoing illness                                 | Evidence of Disability Form <b>no more than 5 years</b> before point of Needs Assessment.<br><b>OR</b><br>Existing report which must be <b>no older than 5 years</b> at point of Needs Assessment.   | Diabetes Type 1:<br>Endocrinologist<br><b>OR</b><br>Paediatrician.<br>Cystic Fibrosis (CF):<br>Consultant Respiratory Physician<br><b>OR</b><br>Paediatrician.<br>Gastroenterology Conditions:<br>Gastroenterologist.<br>Other Conditions:<br>Relevant Consultant/<br>Specialist in area of condition |
| Speech and Language Communication Disorder                  | Evidence of Disability Form<br><b>OR</b><br>Existing report  | Speech and Language Therapist   |
| Specific Learning Difficulty (incl. Dyslexia & Dyscalculia) | A full Psychological Assessment Report. <u>In the case of older reports</u> additional evidence of relevant attainment scores or a communication from the States Examinations Commissioner regarding RACE will be required. Such information is available within the DARE Educational Impact Statement completed by schools. | Psychologist  |

**Instructions for Completion:**

- A relevant Medical Consultant / Specialist who has the training and experience with the particular condition / disability must complete this form (please refer to Instructions for Completion of Application Form).
- This form must be stamped.
- All applicants must complete this form, with the exception of those with Specific Learning Difficulties (e.g. Dyslexia), who must provide a recent Educational Psychologist's report.

**Please complete ALL sections below in TYPE or BLOCK capitals:**

**1 Student Details**

**Name of student:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**NCAD Student Number:** \_\_\_\_\_

**2 Qualified Health Professional/Specialist**

**Name, Title of Consultant/Specialist:** \_\_\_\_\_

**Phone (including area code):** \_\_\_\_\_

**Position/Professional Credentials:** \_\_\_\_\_

**Date of Report:** \_\_\_\_\_

**If you are a GP or other health professional (not a Consultant or Specialist), please tick the relevant box below:**

I have a diagnosis on file from the appropriate consultant/specialist named above:

**N.B. A copy of the document in which the diagnosis is confirmed must be attached to this form.**

**OR**

I can confirm that I have diagnosed this person with a disability e.g. depression/acute anxiety:

**The GP or other health professional should now complete sections 3-7 as appropriate**

**2 Disability Information (to be completed by qualified health professional)**

**Disability type (please tick)**

- |   |                          |                                 |                          |                             |                          |
|---|--------------------------|---------------------------------|--------------------------|-----------------------------|--------------------------|
| ADHD  | <input type="checkbox"/> | Autism Spectrum Disorder        | <input type="checkbox"/> | Blind/visual impairment     | <input type="checkbox"/> |
| Deaf/Hard of Hearing                          | <input type="checkbox"/> | Dyspraxia                       | <input type="checkbox"/> | Mental Health Condition     | <input type="checkbox"/> |
| Neurological Condition                        | <input type="checkbox"/> | Physical Disability             | <input type="checkbox"/> | Significant ongoing illness | <input type="checkbox"/> |
| Speech and Language<br>Communication Disorder | <input type="checkbox"/> | Specific Learning<br>Difficulty | <input type="checkbox"/> |                             |                          |

Please state the specific name of the Disability \_\_\_\_\_

Date of Diagnosis/Onset of Disability \_\_\_\_\_

**4 Please Briefly Describe the Course of the Condition i.e. will remain static, may have periods of relapse/ remission, may deteriorate.**

**Duration:** Ongoing/Permanent       Temporary       Fluctuating

**5 How does the disability/medical condition impact on the students' ability to study and participate (example, fatigue, concentration, pain, etc.)?**

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**6 Please describe measures currently being taken to treat the disability (e.g. medication, therapy).**

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7 What recommendations would you make for reasonable adjustments to enable equal participation in Higher Education (e.g. examination accommodations, adaptive equipment etc.)?

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8 Where a Consultant has completed this form, Consultant must complete the details below:

Consultant's Signature. \_\_\_\_\_

Date: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

**Official Stamp:** This form must be completed and signed by the appropriate professional. In addition it should be stamped or accompanied by a business card or headed paper.

**Official Stamp:** If a stamp is not available, this form should be accompanied by a business card or headed paper.

9 Where a GP has completed this form, GP must complete the details below: :

GP's Signature. \_\_\_\_\_

Date: \_\_\_\_\_

IMC Number: \_\_\_\_\_

Name of GP: \_\_\_\_\_

**Official Stamp:** This form must be completed and signed by the appropriate professional. In addition it should be stamped or accompanied by a business card or headed paper.

**Official Stamp:** If a stamp is not available, this form should be accompanied by a business card or headed paper.

## Appendix 1: Guidelines for General Practitioners (GPs) for Completing Evidence of Disability

If a student does not have an existing report and has difficulty accessing the appropriate professional to evidence their disability/condition you, their GP, may be in position to complete the Evidence of Disability form. However, the following applies:

- You must have the required information on a clear diagnosis of the student's disability or condition from one of the appropriate specialists/consultants listed on file.
- You cannot supply information where a full psycho-educational assessment is the requirement. Where you have completed the Evidence of Disability form, you may be asked by the student to provide original documentation received from the appropriate professional at a later date.

### Steps for completion:

- Review the table of Disabilities & Conditions on the Evidence of Disability Form.
- Check to see if you have information on file from the appropriate professional for that condition.
- If a time limit applies (i.e. the report must be less than three years old, i.e. dated after 1 February 2014) you must have received information on a diagnosis within that time frame.

### OR

If the original diagnosis was made prior to this date, the student was still being seen by this professional after the date and you have correspondence on file to confirm this.

- Complete Sections 1 to 7 as appropriate.
- You MUST fully complete Section 2 and including the name of the Consultant/Specialist as appropriate. You must include the date of the most recent report from the Consultant/Specialist as appropriate

### AND

Include the date of the original diagnosis. If the date of original diagnosis was a number of years ago, the year of diagnosis is sufficient. Tick the box to declare you have sufficient information on file to complete the form.

- When the form is complete you MUST sign, stamp and enter your IMC number. If you do not have a stamp, headed paper or a business card are sufficient. If you do not have the appropriate information on file to complete the form you should refer the student on to the appropriate professional for their disability or condition listed on pages 2 & 3 of the form. It is not acceptable for GPs to enter their own.

## Disability Act 2005 – Complaints Procedure

The Disability Act 2005 includes a number of positive action measures designed to advance and underpin participation of people with disabilities in society.

Section 38 of the Disability Act 2005 enables any person by his/herself or through any person defined under Section 9 (2) of the Act to make a complaint in writing to the Head of the National College of Art & Design in relation to the failure of the College to comply with Sections 25, 26, 27, 28 or 29 of the Act.

For the purposes of handling such complaints the Director of the College has delegated his authority to receive and refer complaints to an Inquiry Officer.

The following procedures have been developed by the College to receive and investigate complaints made under the Act.

### Making a Complaint

Please contact the Inquiry Officer, (Access Officer) in writing if you feel that the College has failed to comply with Sections 25-29 of the Disability Act 2005 and wish to make a formal complaint.

**Please mark clearly:** Access Officer, NCAD, Disability Act Complaint, Student Support Officer, NCAD, 100 Thomas Street, Dublin 8

#### The following procedures will be applied, once your complaint has been received by the College:

Within five working days of receipt of complaint

The Inquiry Officer will acknowledge receipt of the complaint and will advise that a preliminary response will be sent to the complainant within 20 working days.

Within 20 working days of receipt of complaint

The Inquiry Officer, having conducted a preliminary investigation into the complaint, will advise the complainant of the following possible outcomes:

- A full investigation will begin immediately if there is a prima facie case for a full investigation.
- There will be no further action on the part of the College if the complaint is considered frivolous or vexatious. The Inquiry Officer will advise the Complainant that he/she may refer the College's decision to the Ombudsman.
- The complaint may fall outside the scope of the Disability Act 2005 and thus be invalid. The Inquiry Officer will advise the Complainant that he/she may refer the College's decision to the Ombudsman.

|  |   |
|--|---|
| <p>Within 30 working days of date of letter advising of a full investigation</p> | <p>The Inquiry Officer will submit a draft report to:</p> <ul style="list-style-type: none"> <li>• Complainant</li> <li>• Secretary of the College</li> <li>• All relevant areas of the College</li> </ul> <p>The Complainant will be advised that he/she has 10 working days in which to respond to the report's findings.</p> |
| <p>Within 10 working days from date of dispatch of report</p>                    | <p>The Complainant may submit a full response to the report to the Inquiry Officer.</p>   |
| <p>Within 20 working days from receipt of response from Complainant</p>          | <p>The Inquiry Officer will send a response with, if appropriate, a revised report to the Complainant advising that this is the College's final response in relation to this specific complaint.</p> <p>The Inquiry Officer will advise the Complainant that he/she may refer the College's decision to the Ombudsman.</p>      |

**Checklist: Complaints should include the following information:**

- Name, address, contact telephone number and email address.
- Whether you were looking for access to College buildings, services or information?
- What location/department/section of the National College of Art and Design did you deal with, for example: Admissions, Library, etc.
- When and with whom did you meet, date/staff name?
- What were you looking for? Details.
- How and why was the service/information/public place or building inaccessible to you?
- What was the response of the person(s) you were dealing with?
- Why are you dissatisfied with the response?

## **NCAD STUDENT CODE (Summary)**

### **Introduction**

The National College of Art and Design is a community of staff, students and graduates joined together for the common purpose of the advancement and dissemination of knowledge. Its chief officer is the Director and its chief statutory bodies are an Bord and the Academic Council.

The Director, An Bord and the Academic Council have statutory responsibility, under national legislation in matters concerning the conduct and duties of the staff and students of the College. In practice, this responsibility is often exercised through the Heads of Faculty, Heads of Department, lecturers or other academic or non-academic staff, as appropriate in the daily life of the College.

The NCAD Student Code sets out NCAD's disciplinary regulations, including guidance on the conduct expected of students, procedures through which breaches of discipline are to be addressed, and the means to appeal the outcome of disciplinary procedures go to [www.ncad.ie/students/registry-student-services-admissions/policies-procedures-regulations/](http://www.ncad.ie/students/registry-student-services-admissions/policies-procedures-regulations/)

### **Norms of Behaviour**

The College sustains commitment to quality in teaching, learning, scholarship and research; emphasises the value of honesty, integrity, commitment, engagement and achievement; and emphasises commitment to equality, and to dignity and respect for all members of the College community. As a consequence all members of the College community are expected to act responsibly at all times, to observe and abide by the regulations of the College, and not to engage in any activity which might bring the good name of the College into disrepute.

### **Student Conduct: Academic Courses, Work Placements, Damage to Property**

Detailed guidance regarding the behaviour expected of students with reference to academic courses and on work placements is set out in the NCAD Student Code. As described in the Student Code, students are required to make good to the satisfaction of the College any damage or loss which they intentionally cause to any property of the College or for any such loss or damage which arises as a result of their being reckless or negligent. Students are similarly required to make good any damage or loss which they cause to the personal property of any other student or member of staff.

### **Breaches of Discipline**

Any act or omission, which affects adversely the rights of any other member of the academic community, or which disrupts the orderly and responsible conduct of any College activity, or which violates any College regulation, shall constitute a breach of discipline. Examples of offences are given in the [www.ncad.ie/students/registry-student-services-admissions/policies-procedures-regulations/](http://www.ncad.ie/students/registry-student-services-admissions/policies-procedures-regulations/), including reference to further rules and regulations regarding plagiarism, bullying and harassment and research ethics.

## Complaints Procedures

Where a complaint of misconduct or alleged breach of the Student Code by a student has been brought before the Head of Academic Affairs or his/her nominee, the Head of Academic Affairs or his/her nominee will take steps as soon as is practicable to arrange a meeting with the student and will provide in advance details of the alleged offence. Where an alleged breach of discipline appears to involve two or more students, such students may be jointly charged and heard together.

The subsequent procedures are described in detail in the NCAD Student Code. The steps involved include a Preliminary Hearing, the possibility of referring the matter to a Disciplinary Committee for adjudication.

An appeal against the finding of a Disciplinary Committee may be made to An Bord within two weeks from the date of issue of the decision of the Disciplinary Committee.

## NCAD Policy on Dignity and Respect, Summary

The National College of Art & Design is committed to providing all of its students and employees with an environment free from bullying and harassment. Harassment of others by members of the college community – staff or students – will not be tolerated.

**NCAD's Policy on Dignity and Respect** applies to students and staff both in the college and at College associated locations and situations.

### Definition of Bullying/Harrassment

At NCAD, bullying/harrassment is defined as 'repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others that could reasonably be regarded as undermining the individual's right to dignity at their place of study/work'. An isolated incident of the behaviour described in this definition may be an affront to dignity at study/work but as a once off incident may not be considered to be bullying. Bullying puts at risk the safety, health and welfare of people at their place of study/work.

### Definition of Sexual Harassment

Sexual harassment is any form of verbal, non-verbal or physical conduct of a sexual nature that could reasonably be regarded as violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. A single incident may constitute sexual harassment.

The intention of the perpetrator of the harassment or sexual harassment is irrelevant, the effect of the behaviour is what is important.

## Complaints Procedure

Depending on the nature of the complaint it may be possible to resolve the matter through an informal intervention or through mediation. Students may submit a formal complaint only when all of the informal mechanisms have been exhausted (with the exception of particularly serious complaints).

If a resolution cannot be achieved through the informal procedures or through mediation or if one or all of the parties declines to participate in mediation, the matter will be dealt with under the formal procedures as described in the NCAD Policy on Dignity and Respect.

Either party can appeal the decision of the formal investigation in writing within 5 working days of receiving a copy of the report.

When a complaint is upheld a disciplinary hearing will take place. The disciplinary action to be taken will be in line with the College's disciplinary policy.

## **Social Networking and Social Media Policy (Summary)**

Social networking and social media are powerful communication tools which can have a significant impact on organisational and professional reputation. NCAD has developed this policy to help clarify how best these tools can be used to the professional benefit of the College, its staff and students. Social networking sites include Facebook, Twitter, Instagram, Pinterest, YouTube, etc.

Both in professional and institutional roles, members of staff need to follow the same behavioural standards on-line as they would in real life. The same laws, professional expectations and guidelines for interacting with staff, students, alumni, donors, media and other College or University constituents apply on-line as well in the real world.

**The Social Networking and Social Media Policy applies to all members of staff and the students of NCAD using social media on the ncad.ie domain or on any other social networking website.**

NCAD staff and students posting material to social networking sites should be mindful of the following:

- (a) Think twice before posting any material: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that will reflect on both the individual posting the material and the College. Search engines can retrieve posts years after they have been created and comments can be copied or forwarded. If you wouldn't say it at a conference to a member of the media, consider whether you should post it on-line.
- (b) Strive for accuracy: Get the facts before posting them on social media. Review content for grammatical and spelling errors – this is especially important if posting on behalf of NCAD in any capacity.
- (c) Be respectful: Understand that content contributed to a social networking site could encourage comments and discussion of opposing ideas. Responses should be considered carefully as to how they reflect on the person posting the message and/or the College.
- (d) Remember your audience: Be aware that any social media commentary can be made available to the public at large. This includes prospective students, employers, current students, colleagues and peers. Consider this before publishing to ensure the post will not alienate, harm or provoke any other person or group.
- (e) On personal sites, identify your views as your own: If you identify yourself as a student or staff member of the NCAD on-line, you should also identify the commentary as your own and not necessarily representative of the views or position of NCAD.

- (f) Photography: Photographs posted on social networking sites can easily be appropriated by others. Consider adding a watermark and/or posting images at 72 dpi and approximately 800\*600 resolution to protect your intellectual property. Images of that size and resolution are sufficient for viewing on the 'Web' but not suitable for printing.
- (g) Rules: Become familiar with the terms of service and policies of sites and networks in which you participate.

## Electronic Communications Policy (Summary)

The purpose of this policy is to provide information on what is expected of staff and students when using all forms of electronic communication and the implications of not acting responsibly.

This policy applies to all staff and students of the College who are authorised to use the electronic resources of the College. In certain instances, it also applies to employees when using their personal electronic devices.

### Guidelines

- Care should always be taken when communicating electronically as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.
- If you have a question of whether the content in a communication should be restricted, ask yourself the following:
  - Would I be comfortable having the telephone conversation, e-mail or its attachment published in a newspaper or a magazine?
  - Would I be comfortable sharing this communication with my line manager, spouse, parents or child?

And always remember - If you have any doubts don't do it.

### Email Protocol

- Staff and students should check their College email at least once a day.
- Emails related to College work between staff and students (and vice versa) should be kept within working hours and term time, if at all possible; up to 6.00pm for day time staff and students, and after 5.00pm for evening staff and students. There is no onus on staff or students to respond to emails outside of working hours.
- Outside of semester dates and during annual leave, staff will advise whether they are available to be contacted through a notice on their email.
- Essential student / staff communication is allowed before or after hours in certain cases, such as cancelled school visits, change of class times, sickness or if staff or students need to communicate with each other or where programmes are evening based. These can be communicated by text or email (at the discretion of the staff member).

- There is no need to respond to emails that are purely informational, unless there is a particular question or query requiring a response.
- Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the 'reply' and 'forward' command during email correspondence.
- Students and staff must behave reasonably in their use of emails and demonstrate courtesy and respect at all times when using their College email account.
- It should be noted that email correspondence may be subject to 'freedom of information' (FOI) requests from the public or press.

## Students' Union & Student Representatives

The Students' Union is located in the Concourse and is the hub of student life. It runs the clubs, societies and the parties and it is the place to go with any queries on student life in general.

The President of the NCAD Students' Union this year is Ross Kelly. The Vice President is Sam Casey.

They and the Union are there for you at any time, so be sure to use them. The Students' Union are here to help with any welfare issues, no matter how big or small, of which a student may have throughout the year. The Student Union is a member of USI (Union of Students in Ireland) and with this membership both the President and Vice-President of the Union have received certified training in a number of welfare related issues.

### **Keep in touch with the NCAD Students' Union:**

[ncadsu@gmail.com](mailto:ncadsu@gmail.com)

**Tel:** 01 – 626 4269

Add NCADSU as a Facebook friend

[Instagram@ncadsu](https://www.instagram.com/ncadsu)

### **CEAD Students Union:**

[ncadesu@gmail.com](mailto:ncadesu@gmail.com)

Add NCADESU as a Facebook friend

## Accommodation

The Student Services and Admissions Department does not have the resources to provide an accommodation service, so students must find their own accommodation. Students from outside Dublin are advised to arrive in advance of the start of term to allow time for this.

**Some good websites for accommodation include:**

[www.daft.ie](http://www.daft.ie)

[www.rent.ie](http://www.rent.ie)

[www.kinlaydublin.ie](http://www.kinlaydublin.ie)

[www.spunout.ie](http://www.spunout.ie)

[www.getdigs.ie](http://www.getdigs.ie)

[www.hostingpower.ie](http://www.hostingpower.ie)

**The Students' Union have set up the following helpful pages on Facebook:**

A page for sharing options and information on accommodation. Check out: **NCAD Accommodation Network** on Facebook for further information.

A page where small jobs/opportunities are advertised and published, specifically targeting NCAD students. Check out: **NCAD Student Opportunities** on Facebook for further information.

## **Your College**

### **What is Quality Assurance? What is Quality Enhancement?**

Quality, whilst not easy to define, is mainly a result of the interaction between teachers, students and the institutional learning environment (ESG, 2015: 7).

#### **Quality Assurance**

Quality Assurance (QA) refers to the processes and procedures through which the College checks, evaluates and makes judgements about quality and standards. Quality assurance should ensure that “a desired level of quality in educational provision, research and related services” is achieved and maintained (QQI, 2016: 2). At NCAD, quality assurance processes are part and parcel of the everyday work of staff and students, and also encompass external peer-review through annual feedback from external examiners and periodic feedback through specially constituted external peer-review panels.

#### **Quality Enhancement**

Quality Enhancement (QE) refers to the deliberate process of change through which the College responds to feedback from internal and external stakeholders (students, staff, accrediting bodies, cultural and creative industries) in order to improve student learning experience and the wider research and learning environment. Quality enhancement builds upon and extends beyond improvements suggested through Quality Assurance processes.

Quality assurance and quality enhancement are thus inter-related. They can support the development of a quality culture that is embraced by all: from the students and academic staff to the institutional leadership and management. (ESG, 2015:7)

### **How You Contribute to Quality Assurance**

I am a Student, I contribute to Quality Assurance and Quality Enhancement by:

- Giving feedback on my learning experience to my ‘student reps’ and my teachers;
- Participating in Programme Review Forums at least once a semester;
- Completing NCAD’s annual end-of-year survey and the Irish Survey of Student Engagement;
- Completing the National Graduate Survey in the year after I graduate;
- Contributing to formal QA Reviews at Programme, Department, School and Institutional level as appropriate;
- Respecting other students and College staff members.
- Respecting facilities at NCAD, and adhering to health and safety instructions.

### **What happens next?**

- Feedback to my teachers is shared with the Head of Department and informs discussions about programme enhancement with my Head of School, at meetings of the School Board/First Year Student Council, at the NCAD Quality Assurance Steering Committee, at Academic Council, and by Senior Management;
- The Department and/or School's response to student feedback is recorded as part of a report on their Annual Planning meeting and from there informs the Enhancement Statement published on the College website;
- An Bord (the governing authority of the College) has oversight of this process through reports on student surveys and receiving an Annual Quality Assurance Statement from the Quality Assurance Steering Group. This statement forms the basis of the Quality Enhancement Statement published on the website.

### **I can see how my contribution is informing Quality Enhancement by reading:**

- The brief summary of changes made as a result of student feedback given at the start of the annual end-of-year student survey;
- The Annual Quality Enhancement Statement published on the NCAD website.

### **I can identify that my contribution makes a difference when:**

- Positive changes are made to programmes;
- Delivery of programmes is improved;
- Programmes are more organised;
- Issues raised by students and student reps are addressed;
- My study is more manageable;
- I have better opportunities to improve my own development.

### **Quality Assurance Policy (Summary)**

NCAD aims to be a College that supports and enables radical and creative innovation through excellence in research-led art and design education. Our ambition is to empower our students to shape the contemporary world through critical practice, teaching and learning, studio-based learning, research and engagement.

Developing and sustaining a quality culture is fundamental to achieving these ambitions (ESG, 2015: 7). To this end, NCAD implements a quality assurance system to assure the College and the public of the quality of our learning, teaching, research and support services (accountability), as well as to provide insight and recommendations on how we might improve what we are doing (enhancement).

### **Key Concepts**

*Academic standards* are the standards set and maintained by the College for the award of academic credit or qualifications, in alignment with Ireland's National Framework of Qualifications. They include the standards of performance that a student needs to demonstrate to achieve a particular classification of a qualification.

*Academic quality* refers to how and how well the College supports students to enable them to achieve their award. It covers learning, teaching and assessment, and all the different resources and processes a provider puts in place to help students progress and fulfil their potential.

*Quality assurance* is the process for checking that the academic standards and quality of higher education provision meet agreed expectations, and live up to our ambitions as articulated in the NCAD Strategy 2017-2021.

### NCAD Quality Assurance Values

- We treat each other – students and staff – with dignity, courtesy and respect.
- Every student has the opportunity to shape their own learning experience.
- The College actively informs students of matters relevant to their programme of study.
- The College supports all staff, enabling them in turn to support students' learning experience.

### Overview of Quality Assurance at NCAD

NCAD is responsible for the academic standards of the programmes it offers, the academic quality of the learning environment, and for ensuring that the academic quality of the learning experience offered accords students every opportunity to achieve these academic standards. In order to discharge these responsibilities, NCAD has a range of systems and procedures for assuring and enhancing the standards of our programmes and the quality of our learning environment, including:

- Robust programme approval and curriculum review processes
- Student engagement and evaluation processes
- External Examiner Reports
- Regular Peer Review of Academic and Support Units, involving external stakeholders.
- Established procedures for the appointment of staff and opportunities for ongoing professional development
- Student Representation at all levels of the College (at programme level, and on School Boards, NCAD Programmes Board, Academic Council and An Bord)
- Systematic student participation and feedback in QA/QE processes
- Regular review of QA/QE processes

The College's implementation of these quality assurance and quality enhancement procedures also enables NCAD to demonstrate how we discharge our responsibilities for assuring the quality and standards of our programmes and learning environment, as required by the Qualifications and Quality Assurance Act 2012.

# **FACILITIES**

## The Edward Murphy Library

For modern and contemporary art and design the Edward Murphy Library is the best art library in Ireland. It has a collection of over 93,000 books and exhibition catalogues with emphasis placed on 19th, 20th and 21st century art and design. The Library subscribes to about 300 magazines offering an international view of the subjects taught in the College. Students also have access to a number of electronic resources including several database indexes to art and design journals and online journal articles.

A sizeable proportion of the collection is kept in Store and must be ordered in advance, so do check the Library catalogue [capitadiscovery.co.uk/ncad/](http://capitadiscovery.co.uk/ncad/) for full information on the Library's holdings.

Introductory tours of the Library are given to all new students at the start of each year. Beginning in autumn 2013, new entrants to the College will be introduced to the library collections, facilities and services as part of the Learning and Professional Practice module.

The first port of call for all users requiring assistance is the Issue Desk. The staff working in this area have experience of studying and working in the field of art and design and are happy to help users with reference enquiries.

The Library offers a range of services and additional resources including loans, reservations and interlibrary loans. Facilities include Internet access, black & white and colour photocopying, document and image scanning. More information on the complete range of library services and access to the fully searchable library catalogue is available from the Library web pages at [www.ncad.ie/library/](http://www.ncad.ie/library/)

### **Opening hours (term time):**

Monday to Thursday – 9.30 am to 8.30 pm

Friday – 9:30 am to 8:00 pm

### **Opening hours (summer):**

Monday to Friday – 9:30 am to 4:30 pm

## Learning Centre

The Learning Centre offers instruction and support to enable students and staff to make best use of the library's resources and to develop their research skills. Students who find that they are having difficulties in using the Library catalogue or in finding material on the shelves can request personal guided tours of the Library, or one-to-one tuition in using the catalogue. In-depth tutorials on information retrieval are provided for students commencing major projects and theses. Advanced booking for any of these services is recommended.

Access to the Library art and design databases (Art Full Text, Artbibliographies Modern, JSTOR, Design and Applied Arts Index) is available at the Learning Centre. The area also facilitates DVD viewing and course-related Internet use.

Students can use or borrow language learning materials here. These are available to assist in developing preexisting skills or prepare for time abroad for study or research purposes.

### Opening hours:

Monday – Friday – 9.30am – 5.30pm

For further information call in, or phone (01) 636 4380.

## The Visual Resources Centre (VRC)

The Visual Resources Centre holds a collection of digital resources, DVDs and CD-Rom. The Library subscribes to the ARTstor Digital Library, a collection of over one million images.

The VRC is available for consultation on all issues related to finding art/design images and can provide one-on-one training sessions on using ARTstor and the NCAD Image Library. Training is also available on the use of presentation software and citation software. Group training sessions can be booked by telephone or online. A growing collection of DVD's on art and artists as well as arthouse and popular cinema is available for borrowing.

### Opening hours:

Monday – Friday – 9.30am – 5.30pm

Closed for lunch 1.30pm – 2.30pm

## The National Irish Visual Arts Library (NIVAL)

The National Irish Visual Arts Library (NIVAL) is a unique research library that contains an invaluable and ever-growing collection of reference material documenting all aspects of 20th century and contemporary Irish art and design. NIVAL is an initiative of NCAD in partnership with the Arts Council and was established by former NCAD Librarian Edward Murphy.

NIVAL's collection policy includes Irish visual art from the whole island as well as Irish art abroad and non-Irish artists working in Ireland. The collection consists of books, journals, exhibition catalogues and tens of thousands of items of ephemera such as invitation cards and press releases as well as news-clippings.

The core collection comprises files on individual Irish artists (4,000+) and Irish galleries (1000+). The Artists and Galleries files are complemented by files in related areas such as design, fashion, sculpture, time based art, art collections, artists' studios, annual exhibitions and arts festivals. NIVAL also holds a number of Special Collections of archival material documenting specific artists, organisations, art movements or material collections including an important collection of more than 600 unique or limited edition artists' books.

The NIVAL website at [www.nival.ie](http://www.nival.ie) hosts a number of important reference tools for access to information on the collections. These include cross-searchable databases of the artists, galleries and exhibitions files and a complete listing of the Special Collections.

Expert advice is available on site on how best to use the collection for your specific research queries. Internet access, black and white and colour photocopying and scanning facilities are available. NIVAL is located on the ground floor of the Clock Building, down the hall from the Sybil Connolly Theatre. For more information call in or phone 636 4347 / 646 1102.

### Opening hours (term time):

Monday – by appointment only between 10.00am – 8.00pm

Tuesday, Wednesday, Thursday 10.00am – 5.00pm

Friday – closed

### Opening hours (summer):

Monday – by appointment only between 10am – 4.00pm

Tuesday, Wednesday, Thursday 10.00am – 4.00pm

## Crèche Facilities

The College does not have a crèche so it is necessary for students with children to make their own arrangements. Please see the section on Grants and Fees for details of the Childcare Support Fund in operation in the College.

## Telephones

All full-time staff will have a copy of the internal telephone numbers should you need to phone another Department. Students are not allowed to get an outside line from the Switchboard. In emergencies, you could request your School or Department Secretary to telephone outside the College for you. The main telephone number is 636 4200.

## Public Transport to NCAD

The 123, 40 and 13 leave from O'Connell Street to Thomas Street and have a very frequent service. The nearest LUAS stops are James Street Hospital and the Four Courts, which are approximately 10 – 15 minutes walk to the campus.

There are several Dublin Bike stands located in Dublin 8 and several are particularly close to Thomas Street. Check their website [www.dublinbikes.ie](http://www.dublinbikes.ie) for information – a very cheap and healthy alternative!

## Car Parking

Q Park at the Four Courts have a special student rate of €3 per day agreed with the College. Tickets must be validated at Reception.

<https://www.q-park.ie/parking-with-q-park/our-parking-facilities/parkingid/1535>

## Sports Facilities

Regrettably the College does not have space for sports facilities. It does however fund the use of outside facilities and you can make a case to your Students' Union for support if you have a proposal in mind. The Union has an organised swimming evening and various other supported events. Check with them!

There is a basketball hoop in Red Square, a mini-golf area in the Atrium, pool and table tennis tables in the Concourse.

## Yellow Box Gallery

This is a bookable exhibition space for all students to use. Contact the Students' Union for more information.

## Internet & IT Support: [www.ncad.ie/students/it-support/](http://www.ncad.ie/students/it-support/)

### Location

The IT Support office is located in the Concourse, opposite the Student Services and Admissions Helpdesk.

Contact either by email: [itsupport@staff.ncad.ie](mailto:itsupport@staff.ncad.ie) or dial: (01) 6364200 Ext. 4382

## IT Helpdesk

All students are allocated an NCAD email account. All official communication with students, whether from Faculty, Departmental or Central sources will be by email, employing the student's official NCAD email address. The obligation rest with individual students to check their email accounts on a regular basis. Communications will not be sent to students' private email accounts (such as hotmail accounts).

Your NCAD email address will be: **(your 8 digit student number)@student.ncad.ie**

**An IT Technician is available in the IT Office from:**

- 10.00am to 4.00pm, Monday to Friday during term time.

## Wireless Internet Access

Please note that your username is your student number and your default password is your date of birth i.e. if born on 3rd July 1983 then your password will be 03071983.

You are strongly advised to change your password from your DOB by going to <http://password.ncad.ie>

## General Access Computers

There are Internet facilities in a number of Faculties and Departments and the Library.

## Pilot Projects

IT Support work on a number of pilot projects during the summer months so please check the IT Support section of NCAD website for a more up to date list of services.

## Computer & Network Systems Acceptable Use Policy

The National College of Art & Design is anxious to achieve a balance between proper and legitimate academic and personal usage of computers and the College's responsibility to monitor and regulate any misuse whilst still maintaining the individual's legitimate privacy.

The College is committed to providing computer resources including email and internet access for staff and student use to promote the aims of the College's courses and to facilitate education, research and Central Office for Admissions and Student Services. Through the College's IT Committee the following usage policies have been established so as to ensure that the college can offer the widest possible range of services to the college community without limiting academic freedom.

The College is committed to maintaining the privacy of its users and will not actively monitor computer usage but users should be aware that the college will be retaining records of all usage and these records could be made available in specific circumstances.

**The College's computer resources may not be used:**

- For illegal acts.

For activities in breach of College policies.

For personal commercial activity (unless specifically authorized by the IT Committee).

The College computer facilities are only available for the college community. All users carry duties and responsibilities in relation to computer and network systems and must adhere to the following broad policies:

1. All users must respect the Laws of Ireland and specifically but not exclusively be aware of their individual responsibilities under:
  - Copyright Act (1963) and Amendments.
  - Data Protection Act (1988).
  - Prohibition of Incitement to Hatred Act (1989).
  - Criminal Damage Act (1991).
  - Freedom of Information Act (1997).
  - Child Trafficking and Pornography Act (1998).
2. The College will provide all users with an account number and a password to permit access to the College's network and other computer resources. It is the responsibility of the individual member of the College community to prevent unauthorized use of their account. Staff members must ensure as far as practical that the computers, either in their office or under their direct care are not used for unauthorized purposes. The IT Manager will be in a position to give advice and assistance in safeguarding software and equipment.
3. Users must behave reasonably in their use of the college computer facilities and must not undertake or facilitate any activity that could jeopardize in any way the integrity, reliability and performance of these resources. Users must check with the IT Manager before doing anything that might affect the network. Willful damage to computer resources will result in disciplinary action which may include prosecution under appropriate legislation. Deliberately wasteful use of resources and time could lead to withdrawal of services or disciplinary action.
4. Users must take reasonable care to ensure that they do not transmit viruses or other malicious computer codes to other users. The College will provide guidelines and practical help to all users to protect their computers.
5. It is not acceptable to view, download, transmit or store any offensive indecent images or material unless this is an integral part of the research being pursued by the user and has been agreed in writing with the relevant Head of Faculty and the Director.
6. It is not acceptable to attempt to access any files, data or records for which the user is not authorized.
7. The College's Computer System is not to be used to publish or transmit anything that is libelous or defamatory or is damaging to another computer system.

8. Users must clearly indicate that any views that they express whilst using the computer facilities are their own views and not those of the College.
9. All software installed and used on the College computer systems, including stand alone computers, must be appropriately licensed. Users must adhere at all times to the terms and conditions of such licenses.
10. Increasing amounts of data and information are stored on electronic media and the College computer system. Users who have access are responsible for such data and must make themselves aware of the College Computer & Network Systems Code of Conduct and ensure that the integrity, accessibility, accuracy and confidentiality of such data is maintained.
11. Failure to abide by these policies may result in being denied access to the computer resources as well as other proceedings.
12. All work for the College website must be approved through the College webmaster and must be approved by the Head of the appropriate area.
13. This policy on acceptable computer use will be amended from time to time as required. All users of college computer resources are deemed to have made themselves aware of these policies.

## Code of Conduct

- The College has issued a Computer and Network Systems Acceptance Use Policy and this Code of Conduct arises from that policy. The Code of Conduct applies to all users of the computer and network systems in the National College of Art & Design.
1. Access to server rooms is strictly forbidden unless authorized by the IT Manager or the Buildings Officer.
  2. Web shots and outside media will be blocked. Requests can be made to the IT Manager through the Head of Faculty to connect to outside media.
  3. IT equipment should not be taken off site without the authorization of the Head of Faculty or Head of Department or the IT Manager.
  4. All equipment, which is taken off site, must be separately insured through the accounts office.
  5. Faculties and Departments are required to maintain written records of all software installed in each machine.
  6. **Software:**
    - a. All software installed on a machine must have a valid license and proof of ownership.
    - b. Personally owned software should not be installed on a machine.
    - c. When installing software or purchasing new software for a machine the IT Manager must be advised so that Faculty and Department records for each machine are updated.
    - d. Users must not copy software or data without the permission of the copyright owner.
  7. Computer and Network Resources are not to be used for individual commercial use unless authorized by the college management.
  8. Connection of devices to the college network is strictly forbidden.

9. Use of malicious code programmes is not permitted nor is the intentional destruction or unauthorized monitoring of electrical communication.
10. Encryption technology cannot be used on electronic data without notifying the IT Manager in advance.
11. Use of a modem on a computer is prohibited.
12. Users must be aware that websites visited and incoming / outgoing emails will be logged by the server. These logs are backed up daily and will be held for a month before being overwritten.
13. **Disc Space:**
  - a. Disc space may be requested from the IT Manager for staff members to store files.
  - b. Disc space and email accounts will be deleted when a user finishes their connection on a day-to-day basis by the college. This deletion will take place one month after the user leaves the college.
  - c. Authorization must be sought from the IT Manager for additional network points.
14. Users must respect the Laws of Ireland and be aware of their responsibilities under Copyright Act (1963) and as amended.
  - Data Protection Act (1988).
  - Prohibition of Incitement to Hatred Act (1989).
  - Criminal Damage Act (1991).
  - Freedom of Information Act (1997).
  - Child Trafficking and Pornography Act (1998).
15. In the interests of health and safety the removal of covers from machines is strictly forbidden.
16. In the summer period staff can request their account at ncad.ie emails to be sent to an outside email address; however it is essential that the address is one where anti virus software has been installed.
17. Faculties and Departments that are upgrading their machines and disposing of the old ones must give a list of computers for resale to the IT Manager.
18. Users should be aware of the computer user's Safety and Health & Welfare Document recommending suitable positions for computer equipment and furniture.
19. Old Computer Equipment All computer equipment that is not working and cannot be fixed will be sent to a designated recycling company for disposal. This must be arranged through the IT Manager.
20. Network settings on computers are not to be changed.
21. All student emails will be in the format of: student number@student.ncad.ie e.g. [123456789@student.ncad.ie](mailto:123456789@student.ncad.ie)  
 All staff emails will be in the format of: surname initial of first name@staff.ncad.ie e.g.: [brownj@staff.ncad.ie](mailto:brownj@staff.ncad.ie)

# **YOUR DIRECTORY**

## Useful Numbers

|  |  |              |
|--|--|--------------|
| Attendants                                   | Main Office  | 636 4291     |
| Attendants                                   | Emergency Only   | 636 4299     |
| Director (Caretaker)                         | Dr Siún Hanrahan (to 2nd January 2018)   | 636 4261     |
| Director                                     | Sarah Glennie (2nd January 2018)   |              |
| Director's Secretary                         | Marion Lynch   | 636 4261     |
| Head of Academic Affairs & Research          | Dr Siún Hanrahan   | 636 4210     |
| College Secretary and Registrar              | Damian Downes  | 636 1115     |
| Reception                                    | Anne Burke   | 636 4200     |
| Admissions Officer                           | Cathy Mc Cartney   | 636 4204     |
| Access Officer                               | Finola Mc Ternan   | 636 4217     |
| Erasmus + International Office               | Clare Phelan<br>Nuala Mc Carthy  | 636 4263     |
| Facilities Manager                           | Nick Andrews   | 636 4298     |
| Quality & Academic Support Officer           | Killian O' Callaghan   | 636 4355     |
| Fees & Grants                                | Cian Mc Hugh<br>Julie Niculescu  | 636 4211     |
| Head of First Year Art & Design              | Mary Avril Gillan  | 636 4220     |
| First Year Secretary                         | Patricia Mc Donnell  | 636 4221     |
| IT Support                                   |  |              |
| Learning Support                             | Rosie Mc Kenna<br><a href="mailto:learningsupport@staff.ncad.ie">learningsupport@staff.ncad.ie</a> | 636 4314     |
| Assistive Technology                         | <a href="mailto:assistivetechnology@staff.ncad.ie">assistivetechnology@staff.ncad.ie</a>           | 636 4314     |
| Counsellor                                   | Linda Mackin   | 636 4200     |
| Make Appointments at Reception               | <a href="mailto:counsellor@staff.ncad.ie">counsellor@staff.ncad.ie</a>                             | 087 951 9819 |
| Doctor                                       |  | 636 4200     |
| Make Appointments at Reception               |  |              |
| Student Union<br>ncadsu@gmail.com            | Ross Kelly<br>Sam Casey  | 636 4269     |
| Niteline                                     | Instant Messaging <a href="http://www.niteline.ie">www.niteline.ie</a>                             | 1800 793 793 |
| Aware<br>LoCall                              | Helping to defeat Depression,  | 1890 303 302 |
| <a href="http://BodyWhys.ie">BodyWhys.ie</a> | Eating Disorders<br>Association of Ireland   | 1890 200 444 |

# WWW.NCAD.IE

**NCAD** **DUBLIN**  
National College of Art and Design  
*A Recognised College of University College Dublin*



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AGUS SCILEANNA AND SKILLS



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