STUDENT HANDBOOK 2013/14

National College of Art & Design
A Recognised College of University College Dublin
www.ncad.ie

National College
of Art & 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 2013/14. 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.

Once again the Handbook will only be available on the College website and will not be published in hard copy, though copies will be available for reference in the Library.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 faculties 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 direction of 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 contact, medical and counselling services, student support services and examination regulations.

If you feel that in any way my office can be of help to you 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.

Professor Des Bell
Head of Academic Affairs and Research

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 degrees in the state including postgraduate degrees. 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, which surrounds you. In the past many of the most important Irish 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, the origins dating from 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 & Science. 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 Faculties and Departments of the College have been located on this one campus.

During the academic year 2000/2001 the College completed a Campus Development Plan. While the current financial climate is delaying progress in realising these ambitions, this radical address of the college's infrastructure and development remains a priority. Copies of the Campus Development Plan can be read in the Faculty and Departmental Offices, the Library and in the Students' Union.

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 Faculty of Visual Culture, a number of lecture theatres and the NCAD gallery. The gallery has a programme of exhibitions scheduled each year.

This year will be both exciting and challenging for the College. Our Academic Alliance came into effect on 1st September 2011. Beyond becoming the validating body for our degrees, the relationship with UCD offers exciting possibilities for collaboration at both undergraduate and postgraduate levels some of which will be manifest in the coming year as we move towards possible merger with UCD. At the same time, the College will continue to face many challenges in the coming year, from the continuing pressures of reduced finance available for Third Level education. Student input to decisions will focus on Department/Faculty Board membership and at Academic and An Bord membership by the Student Union Representatives.

University College Dublin & National University of Ireland

The College, with effect from 1st September 2011, is a Recognised College of the University College Dublin. All new students who enter during 2013/14 at either undergraduate or postgraduate courses are on courses validated by the University College Dublin.

All continuing students are on courses validated by the National University of Ireland.

College Structure

A Board (An Bord), appointed by the Minister for Education and Science 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 2012 has the following representatives:

Chairperson	Sean O'Laoire
Director	Professor Declan Mc Gonagle
Academic Staff Representatives	Dr Paul O'Brien
	Oliver Whelan
Day Student Representative	Annique Van Niekirk
CEAD Student Representative	Adrienne Eacrett
Members of An Bord	Orla Flynn
	Peter Johnson
	Lucy Mc Caffrey
	Helen Steele
	Suzanne Mc Dougald
Non-Academic Staff Representative (non voting)	Colette O'Sullivan

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

Faculty 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.

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@ncad.ie

NCAD Staff Directory

Director	Professor Declan Mc Gonagle
Secretary	Marion Lynch
Head of Academic Affairs & Research	Professor Desmond Bell
Secretary	Deirdre Clinkscales
College Secretary and Registrar	Damian Downes
Secretary	Deirdre Clinkscales
Head of Faculty of Design	Professor Alex Milton
Secretary	David Bramley
Head of Faculty of Education	Professor Gary Granville
Secretary	Helen Fagan
Head of Faculty of Fine Art	Professor Philip Napier
Secretary	Angela Dennis
Head of Faculty of Visual Culture	Professor Jessica Hennings
Secretary	Neasa Treavers
Head of Core Studies	Theresa Mc Kenna
Secretary	Patricia Mc Donnell
Head of Ceramics Glass & Metals (Acting)	Derek Mc Garry
Secretary	Breda Culhane
Head of Fashion & Textiles	Dr Helen Mc Allister
Secretaries	Fiona Larkin/Mairead Mc Dermott
Head of Industrial Design (Acting)	Sam Russell
Secretary	David Bramley
MAN: Medical Device Design Centre	
Course Co-ordinator	Enda O' Dowd
TPE - Task Furniture in Education	
Co-ordinator	Professor Alex Milton
Head of Visual Communication (Acting)	Conor Clarke
Secretary	Fiona Hodge

Head of Fine Art, Media (Acting)	Anthony Hobbs
Head of Fine Art, Painting	Robert Armstrong
Head of Fine Art, Print	Mike Birtchnell
Head of Fine Art, Sculpture	Kevin Atherton
MA Co-ordinator	Kevin Atherton
Head Librarian (Acting)	Donna Romano
Secretary	Fiona Hodge
Head of Continuing Education in Art & Design	Nuala Hunt
Administrator	Seliena Coyle
Student's Union President	Eoghan Shanky Smith
Vice President	Rian Coulter
Building's Officer	Vincent Kehoe
Maintenance Staff	Vincent Canavan
	Sonny Darcy
Head Attendant	Rosemary O'Gorman
Senior Attendants	Ciaran Farrell
	Mark Carrollz
Attendants	Lesley Forbes
	Tom Tynan
	Cengiz Karakus
	Dermot Curtin
	Garik Harutunyan
	Aron Senior
	Ronnie Redmond
	Janice Keating
	Dermot Lawless
	Terry Byrne

Student Services and Admissions Directory

Head of Academic Affairs & Research	Professor Desmond Bell
College Secretary & Registrar	Damian Downes
Secretary	Deirdre Clinkscales
Admissions Officer	Cathy Mc Cartney
Admissions	Mary Sampson
Postgraduate & Research Administrator	Margaret Phelan
Student Records	Mary Power
Erasmus Co-Ordinator	Debbie Reddin Berna Scanlan
Maintenance Grants/Field Trips	Pauline Delaney
Reception/Switchboard	Anne O'Boyle
Human Resources	Trevor Peirce Hazel Crowley
Accounts	Michael Cassidy Aidan Mc Elwaine Leone Karakus
Payroll	Anita Lawler
IT Support	John O' Donnell/Devon Gorman
Student Support /School Liaison Officer	Finola Mc Ternan

Student Services and Admissions Opening Hours

Opening hours are from

9.30am to 12.45pm and
2.00pm to 5.00pm

The Admissions Office is closed from 3.30pm on Friday afternoons.

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 Admissions Office 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 three elements to the undergraduate fee:

- **Tuition Fee**

- **Student Contribution Charge**

- **Materials Levy**

Tuition Fee

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 updated information on tuition fees for 2013/14 on the College web site **www.ncad.ie/study-at-ncad/fees/**

Please note that the Higher Education Free Fees Initiative is under review and may not continue in the coming years.

Student Contribution Charge

The student Contribution Charge has been set at €2,500 for September 2013, it is expected that this charge will increase for September 2014. 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. **www.ncad.ie/study-at-ncad/fees/**

Currently the Student Contribution Charge is paid by the Exchequer for students who qualify under the Higher Education Grants Scheme.

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**.

College Studio Levy

The College Studio Levy is a student contribution towards the cost of materials and equipment used by students in the studio and workshops. All studio based students are liable to pay the College Studio Levy which has been set at €100 for 2013. This charge may increase for 2014. The College Studio Levy must be paid on registration in September.

Additional Costs - Materials and Equipment

Students will be required to meet the costs of additional materials and equipment. These costs will vary depending on the programme and year of study.

Higher Education Grants

All new Higher Education Student 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 student grant are advised to start the process as early as possible. You can start the application process before you receive your CAO place offer and have confirmed your acceptance.

To find out more about the student grant and eligibility criteria you should visit the following web sites **www.studentfinance.ie** or **www.susi.ie**

To make an application for a grant go to the SUSI online Grant Application System **www.grantsonline.ie**

Students from Northern Ireland

Students from Northern Ireland should apply to their local grant authority (usually the Education and Library Board) for details of grants and the conditions applying to those grants.

Students from England, Scotland and Wales

Students from the UK who register at NCAD may apply to the UK Student Loan Scheme. Information may be obtained from the NCAD Admissions Office.

Overseas Students

Students from outside Ireland or the UK should obtain information on scholarships from the Ministry of Education and Science 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.

Applicants from the United States

The College courses were recognised under the Family Federal Loans Scheme for loans to American students. NCAD is reasonably confident that eligibility with regard to its courses will cover the academic year 2013/14.

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 Science).

Students who have already been assessed for a grant and whose family circumstances change during the term of their studies are advised to notify their Grant Authority for re-assessment. Details of course of study, registration and examination results for each grant holder are returned by the College to the relevant Grant Authority.

All full-time courses at the NCAD are included in the Higher Education Grant Scheme.

Students from Northern Ireland or overseas should consult their local grant authority for details of grants, and conditions applying to those grants.

For more information on changes to student grants, see **www.studentfinance.ie**

Maintenance Grants

All students who are eligible for Maintenance Grants should check the Notice Board in Reception for details of when their cheques have arrived. A tick will be placed beside the Grant Authorities whose cheques have arrived at NCAD and it is just a matter of then picking up your cheque from Reception, but only at the following times:

11.00am to 11.15am
3.00pm to 3.15pm
No exceptions are allowed.

Any queries regarding Maintenance Grants should be directed to Pauline Delaney in Student Services and Admissions Ext. 4218.

Student Loans Company Ltd

Students from Northern Ireland can avail of a Student Loan after having been assessed by the Education & Library Boards of Northern Ireland. Information is available from Michael Cassidy, Ext. 4212 in the Accounts Department.

Please refer to the Student Loans Company's website: **www.slc.co.uk**

Field Trips

Grant holders who participate in obligatory field-trips are advised to check
www.studentfinance.ie, with regard to their entitlement under the Higher Education Grant
Scheme. The student must themselves 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 relevant grant authority.**

Student Assistance Fund

The Student Assistance Fund is funded by the Irish Government and part funded by the
European Social Fund under the Human Capital Investment Operational Programme
2007 – 2013.

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.

Students should contact Finola Mc Ternan (Ext. 4217), **mcternanf@ncad.ie** for further
information and Application Forms.

What areas are covered in the Student Assistance Fund?

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

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.

Childcare Support Fund

The Childcare Support Fund is funded by the Irish Government and part funded by the European Social Fund under the Human Capital Investment Operational Programme 2007 – 2013.

The purpose of the Childcare Support Fund is to provide assistance towards the cost of childcare (nursery, crèche etc) for children of full-time students of NCAD, whose ability to participate in education may be adversely affected by childcare responsibilities.

Contact Finola Mc Ternan at Reception, (Ext. 4217) at the beginning of Term 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 February.

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 of Year 3 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
Safety Statement

Under the terms of the Safety, Health and Welfare at Work Act, 1989, and associated legislation, the College has prepared a Safety Statement, copies of which are available in the Library, the Students Union and all Faculty/Departmental Offices. It is in your own interest to familiarise yourselves with this document, in particular where it relates to your own area. In addition, specific safety procedures are posted where necessary in individual Faculties and Departments. In the interests of your own safety and that of all the College community, we would ask that you comply immediately with any instructions relating to safety given to you by members of staff.

Should you have any queries regarding safety, contact a representative of the Safety Committee:

Vincent Kehoe	**Ext. 4296/4297**
Head of Human Resources (Chairperson)	**Ext. 4232**
Rosemary O' Gorman - Safety Representative	**Ext. 4290**
Tom Tynan	**Ext. 4291**
Aengus Fallon	**Ext. 4223**

The Safety Committee meets on a regular basis (generally monthly during term time) to discuss all issues of safety and access. If you have anything you would like to bring to the attention of a meeting, you should contact your Safety Representative.

First Aid

It is important to know the first aid experts within your Department. Most of the Technical Assistants will have been on a first aid course and there is always one designated first aid expert within each Department. You should also note where the first aid kit is located within your Department. If an accident occurs, you should be able to act quickly.

The College has an abbreviated direct dial system, just dial **7077** to get through to the emergency services, ambulance, fire and Gardai. Also, extension **4299** is an emergency link to the Attendants who should be contacted in the event of emergency.

Fire Drills

A fire drill is conducted each term within the College. On hearing the fire alarm you should leave your area immediately and go to the appointed meeting place.

Fires have occurred in the past, so we must know that each student will move promptly on hearing the fire alarm. To that end also, no personal stereos should be used in the College as these may prevent you from hearing an alarm.

No Smoking Regulations

The No Smoking regulation came into force with effect from 29th March 2004. As a result no smoking is permitted in any of the College buildings. These are strict regulations and must be adhered to by all staff and students.

Campus Security

Personal items should not be left unattended, as there will always be someone willing to take them off your hands. Possible thefts are always a problem within any institution and whilst it is not a regular occurrence, intruders have been known to enter with this intention. It is always better to be safe than sorry – take care of your belongings!

Off-campus security is also something you should be aware of. Whilst the College is located near the city centre, the streets surrounding it are not brightly lit after dark and caution when travelling to and from College is important.

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.

College Alcohol Policy

- 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 51.

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 2013/14

Semester 1
Monday 23rd September 2013 – Friday 20th December 2013 (13 weeks)
College is closed for Christmas break from Saturday 23rd December 2013 -
Sunday 5th January 2014 inclusive.

Semester 1 *(continued)*
Monday 6th January 2014 to Friday 17th January 2014 (2 weeks)

**Visual Culture Reading Week/Studio Assessment Monday 20th January -
Friday 24th January 2014**

Semester 2
Monday 27th January 2014 – Friday 23rd March 2014 (8 weeks)
Public Holiday Monday 17th March
Easter Break Monday 14th April – Friday 25th April 2014 inclusive.
College closed for Easter from Thursday 17th April – Tuesday 22nd April inclusive.

Semester 2 *(continued)*
Monday 28th April – Friday 23th May 2014 (7 weeks)
Public Holiday Monday 5th May 2014

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.

Internal Student Transfers

Students cannot transfer to another course at will. During 2nd Year, transfers from one course to another within the College will be considered up to the end of the first six weeks of the academic year. Vacancies occuring are to be filled from the graded lists at the end of Year 1. The level of previous achievement reached by the student will be taken into account. **There is a €50 administration fee for all transfers, once the course has started. Application to Transfer Course** forms are available from the main College Reception.

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.

Student Exchanges / Placement Programmes

NCAD participates in exchange/placement programmes through the EU Lifelong Learning Programme that includes the Erasmus and Leonardo programmes. We also have international exchange agreements with colleges in Hong Kong, the USA and Canada.

Students interested in participating in the exchange programmes should contact Ms Berna Scanlan, **scanlanb@staff.ncad.ie** in the International Unit or David Bramley, **bramleyd@staff.ncad.ie** Placement Officer, for information on placement or Co-Op programmes. Co-Op programmes are work placements/internships that are located in Ireland.

Exchanges for undergraduate students normally take place in the second semester of 3rd Year (for those students on the 4-year undergraduate degree programmes). Placements for students on the undergraduate degree programmes usually take place over the summer months from June to September. Postgraduate students may also participate in these programmes. Students entering the new 3-year undergraduate degree programmes will be advised in due course regarding the exchange/placement opportunities.

Students on exchange will be required to meet the Visual Culture requirements as well as presenting for all Chief Studies examinations. In the case of students who exchange in the second semester, or are on Co-Op, Visual Culture essays must be submitted as stipulated by the Faculty. Chief Study areas will have to arrange for examinations to be held for such students prior to the Autumn Examination Board, normally in the third week of September. Additional examination extensions will not apply in such cases.

All students who are away on Co-Op or study/placement periods abroad must supply their e-mail address to both their Head of Department and the Visual Culture Faculty Secretary.

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 seeking Time Out will need to have successfully completed all requirements in all examination subjects to the last year of study.

Students proposing to take Time Out may only do so with the agreement of their Head of Faculty or Department to whom they should apply by the end of May. They must also put this request in writing to the Head of Academic Affairs by the 31st May.

Applications received after 1st June to 31st August will only be considered if they are accompanied by the appropriate supporting documentation such as evidence of financial difficulties, medical certificate etc. Other applications received will be considered as withdrawals from the course.

The Head of Faculty will inform the Head of Academic Affairs of students intending to take Time Out. Only Time Out, which has been granted to the student in writing by the Head of Academic Affairs, will be recognised by 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.

Fourth Year students who take the decision to withdraw from their course must inform the Admissions Office of their decision by 31st January or they will be included in the Examination Register and will therefore be considered as presenting for final examinations.

For further information, please read the Examination Regulations, available in the Library, or contact the Admissions Office.

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 writing a brief letter to the Head of Academic Affairs, Professor Desmond Bell giving the date of your last attendance in College and fill in a Course Withdrawal Form available at Reception.

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.

Probation

Probation may be defined as a period of varying length during which students and their work are under particular scrutiny in order to establish their capacity to complete the course satisfactorily. The purpose of putting a student on probation is to warn the student of an unsatisfactory level of achievement and thus to improve the quality of the student's performance.

A student may be put on probation for any of the following reasons:

- Overall attainment is below the standard required.
- Failure in particular modules of the course
- Incomplete submission of course work or work presented which was below the required standard.
- Standard of work needs to improve as otherwise student may fail.

Probation decisions are in the hands of the relevant Faculty or Departmental Board on the advice of the staff concerned. This is communicated in writing by the Head of Faculty/Department to the student and a copy sent to the Head of Academic Affairs. It is at the discretion of the boards of the relevant area to apply probation as they deem fit, working with the requirements of their courses and the standards expected by the staff.

Decisions on passing or failing a student can only be taken officially in the name of the College at the College Examinations Boards. The records of students who have been on probation are reported to the Examination Board. This could be failure and total withdrawal from the course, a repetition of the entire year, repetition of the examination subject or the taking of a year out with the possibility of repeating the year on return. All decisions are taken at the end-of-year examination meetings.

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.

PhD – Doctoral Programmes at NCAD

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

-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 Head of Academic Affairs and Research, Professor Desmond Bell at extension 4210 or by email at **postgraduate@ncad.ie**

Masters Programmes at NCAD

The MA by Research degree is open to candidates who wish to extend their knowledge of their chosen field of study through individual research under tutorial guidance culminating in a presentation of studio project work and/or thesis.

MA applications will be considered from graduates and final year students in all NCAD's fields of study.

For more information contact Debbie Reddin, Ext.4203, Admissions office or by email at reddind@ncad.ie

NCAD also offers seven Taught Masters and Diploma programmes:

-MA: Art in the Digital World

-MA: Art in the Contemporary World

-MA: Design History & Material Culture

-MA: Visual Arts Education

-MA: Socially Engaged Art

Professional Diploma in Art and Design Education

-MSc: Medical Devices Design

MA: 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 MA 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, Ext. 4339 or by email at hilliardl@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@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, Ms. Anna Moran, Ext. 4353 or by email at morana@ncad.ie

MA: Visual Arts Education

This programme aims to help create an active community of educators in the arts who can give leadership to arts-based education and research and who can contribute constructively to the formulation of policy and practice in education at local, national and international level.

The course intake is consciously directed at a diverse population of arts educators including, educators, primary and post-primary level teachers, lecturers, school principals and deputy principals, inspectors, artists, art therapists, health workers, community art workers, museum and gallery education officers and arts officers.

This MA is designed for an annual intake of approximately 15 students based at NCAD over four semesters (two academic years).

Further information is available from: Professor Gary Granville, Head of Education Faculty at Ext. 4300 or by email at granvilleg@ncad.ie

MA: Socially Engaged Art

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. Further information from Nuala Hunt at **Ext: 4278** or **huntn@staff.ncad.ie** or through the Admissions Office.

The Professional Diploma in Art & Design Education (Prof.DipADE)

This is an intensive one-year (Level 8) 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. Further information available from Dervil Jordan at **Ext: 4309** or by email at **jordand@staff.ncad.ie** or through the Admissions Office.

MSC Medical Device Design

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

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

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 places **this year on Thursday 5th December 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 Friday, 27th September 2013.

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.

CEAD also provide a range of part-time NUI Certificate courses, in photography digital Imaging, Drawing and Visual investigation, and Visual Art Practice, each course carries ECTS credits and offers progression to a part-time Diploma. The courses are primarily for mature students who are committed to developing a professional art or design practice and want to progress within third level. For further information contact CEAD at Ext. 4214, download course information from the college website, email **cead@ncad.ie** or call into the administrator in the main reception area of the College.

Examinations and Appeals

Examination timetables will be posted in the Faculties/Departments. The dates of publication of Examination Results will be on the Examination Notice Board and will also be advertised in the Faculties and Departments and on the College website. All students are required to check their examination results on the Examination Notice Board before leaving the College for the summer. All results are also posted onto the College website, **www.ncad.ie**

You will need your student number to access your results (see student card). If your name is NOT on the list, you must contact the Admissions Office immediately. Please note that students who do not have all fees paid, will not be admitted to Examinations in that year.

All new students who enter college during 2013/14 will be subject to the Examination Regulations of UCD. Continuing students will remain subject to the Examination Regulations of NCAD. Copies of the Academic Regulations for UCD and NCAD Examination Procedures and Regulations are also held in the library and the Student's Union. You can also get access to all documentation in the Reception area of Student Services and Admissions.

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). Where appeals arise, the appeal is not heard until mid-September.

Graduate Shows

The main exhibitions of the year are the graduate exhibitions held in early June. These kick off with the Fashion Show on Saturday 24th May at 8.00pm. This is followed by the final year Degree Exhibition opening on Friday 13th June at 6.00pm. The show will be open to the public until 22nd June 2014.

Regulations for Degree Shows

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 degree 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 Faculties 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 Faculty 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 Programme. 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@ncad.ie

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:

Doctor

Dr. Marina Kent attends the College during term time on Monday, Wednesday and Friday mornings. Please consult Reception, 01 – 636 4200 for appointments.

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 Doctor Kent's prescriptions to all students of the College.

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 and Wednesday afternoons, and all day Tuesday. Please consult Reception for appointments, 636 4200. The Counsellor may also be contacted at 087 9519819 (text) or by email at **counsellor@ncad.ie**

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

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:

- 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.

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**

Disability 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.   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.

The Access Office at NCAD supports students with the following disabilities:

- Asperger's Syndrome/Autism

- ADD/ADHD

- Blind/Vision Impaired

- Deaf/Hard of Hearing

- DCD – Dyspraxia/Dysgraphia

- Mental Heath 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 you must provide verification of your disability. Information on what is involved in providing this information can be found on the NCAD website: **www.ncad.ie/students/support-services/**

All students should complete the Online Registration for Disability Support form to register with the Access Office. This form can also be found on the NCAD website: **www.ncad.ie/students/support-services/**

What educational supports are available at NCAD?
Fund for Students with Disabilities

Much of the study related support for students with disabilities is financed through the European Social Fund for Students with Disabilities. The National Office for Equity of Access to Higher Education administers this fund. The funding is not means tested and is available to undergraduates and postgraduate students studying on full-time programmes in higher education.

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

Students with Specific Learning Difficulties (eg Dyslexia) should bring a copy of their Educational Psychologists Report, clearly stating that the student has a specific learning difficulty. This report must have been written within the previous five years.

All other students must have their disability verified by a medical consultant/specialist and you should bring a recent report from your medical consultant/specialist with you when you meet the Student Support Officer.

Please note that General Practitioner (GP) letters are not accepted as suitable medical evidence.

The purpose of the report is to assess the likely support which the student might require in the context of the impact that the student's disability may have on his/her academic studies.

The report should outline the following:

- The history and detail of the student's disability.
- The impact of the disability on the student as regards the demands of the academic programme.
- Any suggestions of reasonable accommodation or supports, that might be appropriate for the student in the context of higher education.

What educational supports are available at NCAD?
Writing and Research Skills Service (WRSS).

The Writing and Research Skills Service forms a major part of the College's support provision for all students who may have difficulties in the core area of writing and research skills.

It is a comprehensive service that provides not only a support service for undergraduates and postgraduates in general writing and research skills, but, in addition, incorporates a specialist support service for students with specific learning difficulties such as dyslexia.

This is delivered through the provision of:

- Seminars on topics of concern to all students.

- One-to-one tutorials for students with specific learning difficulties.

- Provision of a support facility for students with specific learning difficulties/dyslexia.

Seminars and individual support will be offered in:

- Planning your essay/thesis.

- Focusing your thoughts.

- Reading strategies.

- "Getting down to work".

- Managing your time.

Specialist Support for Students with Specific Learning Difficulty/Dyslexia

- Provision of individually tailored programmes.

- Provision of regular, appropriate compensatory tuition by fully qualified experienced professionals.

- Provision of initial screening for Specific Learning Difficulty.

The WRSS is located at Room G16, Ground Floor of the School of Design.
Service Co-ordinator: Madeleine O' Rourke
Tel: 01 – 636 4314 **Email:** orourkem@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: assistivetechnology@staff.ncad.ie
Drop in: Room G16, Ground Floor, School of Design
Web: ncadat.blogspot.ie

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 handing 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, (Student Support 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: 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.
Within 30 working days of date of letter advising of a full investigation	The Inquiry Officer will submit a draft report to: • Complainant • Secretary of the College • All relevant areas of the College The Complainant will be advised that he/she has 10 working days in which to respond to the report's findings.

Within 10 working days from date of dispatch of report	The Complainant may submit a full response to the report to the Inquiry Officer.
Within 20 working days from receipt of response from Complainant	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. The Inquiry Officer will advise the Complainant that he/she may refer the College's decision to the Ombudsman.

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/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/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 committeed 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 inapproproate 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 sfaety, 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, degarding, humiliating or offensive envirment 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.

Mentoring

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 maximum of four 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 term 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 Professor Desmond Bell at Ext. 4210

Students' Union

The Students' Union is located in the Concourse and is the hub of student social life. It runs the clubs and the parties and is the place to go with any queries on student life in general. It is part of the Students' Union of Ireland and as such is involved in any demonstrations or legislation for improvements in education and student standards of living.

The President of NCAD Students Union this year is Eoghan Shanky Smith. The Vice-President is Rian Coulter.

Each class also has an elected Student Representative. They and the Union are there for you at any time, so be sure to use them.

Freshers Week takes place in October when the Students' Union will inform you on what services it can offer you, what is happening during the year and which clubs are available to join. In addition to the Union, all Departments and Faculties have an elected student representative to speak for them to the Faculties, who in turn will report any matter to Academic Council.

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

www.rent.ie

www.kinlaydublin.ie

www.studentlettings.ie

www.easyroommate.com

The Students Union may be able to help students find accommodation, also, check the notice boards in NCAD and other Colleges for sharing options.

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 **http://prism.talis.com/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/**.

Opening hours (term time):

Monday to Thursday – 9.30 am to 8.45 pm
Friday – 9:30 am to 8:00 pm

Opening hours (summer):

Monday to Friday – 9:30 am to 4:00 pm

Learning Centre

The Learning Centre offers a good range of independent study courses for those who wish to borrow language-learning material. These are available to assist in developing pre-existing skills or prepare for time abroad for study or research purposes. The Centre also offers video and DVD viewing facilities.

The careers collection is housed in this area. Students looking for information on writing CVs or attending interviews will find useful material here. Those considering career or further study options should also check out the collection.

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. Booking is necessary for these services.

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.

This area can also be used for quiet study.

Opening hours:

Monday to Friday: 9.30am – 1.00pm and 2.00pm – 5.00pm
For further information call in, or phone (01) 636 4382.

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, and is developing the NCAD Image Library, a unique course-specific research tool.

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 to Friday: 9.30am – 1.00pm and 2.00pm – 5.00pm
For further information call in, or phone (01) 636 4259.

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** 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 photocopying and scanning facilities are available. NIVAL is located on the ground floor of the Clock Building adjacent to IT Support. 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 Faculty or Department Secretary to telephone outside the College for you. The main telephone number is 636 4200. There are public phones in the Concourse, the School of Design for Industry and the Granary.

Public Transport to NCAD

Buses No. 51, 40 and 123 all travel from the city centre to Thomas Street with the 40 and 123 having a very frequent service. The 40 and 51 leave from Aston Quay. The 123 travels from Marino, via O'Connell Street and Dame Street.

Car Parking

This is scarce. We have a limited number of places for students who hold a Disabled Parking Permit and are registered with the Disability Office. Unfortunately we cannot provide parking to any other students. Favourable rates may be negotiated on a regular basis with either of the two nearby public car parks.

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!

Internet & IT Support: **www.ncad.ie/itsupport**

Location

The IT Support office is located beside the Sybil Connolly Lecture room in the Clock Building.

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

IT Helpdesk

All students are required to register for NCAD email accounts. 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 to 4, Monday to Friday for first three weeks of Semester 1 only to assist with getting on the wireless network and
- 1.30 to 4, Monday to Friday for rest of Semester 1 – Semester 2

Wireless Internet Access

In the summer of 2008, NCAD implemented a new Trapeze wireless system across its Thomas St. campus. For instructions on configuring your wireless card and laptop (WPA security, Proxy settings, etc) please go to the IT Support section of the NCAD website.

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

You are 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.

SMS Texting

NCAD uses an SMS text service to relay important information to the student body via mobile phone. Please ensure that the Admissions Office has your correct mobile number.

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. Email: All staff & student emails will be in the format last name initial of **firstname@ncad.ie**

YOUR DIRECTORY

Useful Numbers

Attendants	Main Office	636 4291
Attendants	Emergency Only	636 4299
Director	Professor Declan Mc Gonagle	636 4261
Director's Secretary	Marion Lynch	636 4261
Head of Academic Affairs & Research	Professor Desmond Bell	636 4210
College Secretary and Registrar	Damian Downes	636 1115
Secretary	Deirdre Clinkscales	636 4211
Admissions Officer	Cathy Mc Cartney	636 4204
Student Support Officer	Finola Mc Ternan	636 4217
Grants and Fees	Pauline Delaney	636 4218
Head of Core Studies	Theresa Mc Kenna	636 4220
Core Studies Secretary	Patricia Mc Donnell	636 4221
IT Support	John O Donnell	636 4382
Counsellor	Linda Mackin	636 4200
Make Appointments at Reception	**counsellor@staff.ncad.ie**	087 951 9819
Doctor	Dr Marina Kent	636 4200
Make Appointments at Reception		
Student Union ncadsu@gmail.com	Eoghan Shanky Smith Rian Coulter	636 4269
Niteline	Instant Messaging **www.niteline.ie**	1800 793 793
Aware	Helping to defeat Depression, LoCall	1890 303 302
BodyWhys.ie	Eating Disorders Association of Ireland	1890 200 444

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**

- 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**

Community Policing Implementation Team Garda Community Relations and Community Policing Division

Visit the Garda website at **www.garda.ie**

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

www.ncad.ie